

MCPA TODAY

The Official Publication of the Montgomery County Paralegal Association

May 2012

www.montcoparalegals.org

Contributing Editor: Heidi Reiss-Tait

Layout Editor: Kate Capanear

A Message from the President:

It was with great anticipation and excitement that MCPA launched the listserv in March through the Montgomery Bar Association. The launch however, was not without glitches, corrections and some headaches for administration. George Cardenas at the Bar Association, Tracey Barnes and I received many, many email corrections, complaints, and criticisms. We diligently worked to solve the problems that arose with the establishment of the MCPA listserv and hopefully have ironed out some of those issues. – THANK YOU GEORGE AND TRACEY!!

The Listserv is a popular member service, intended to enable better communications within our Association. However, reading the instructions and learning to use the listserv is of utmost importance as all announcements, flyers, and MCPA Today Newsletters etc will be distributed via the listserv.

All members of MCPA are eligible to register for the listserv. Once on the listserv, members have access to and are able to post directly to the listserv. You are encouraged to send messages to your fellow MCPA members, to answer substantive law questions, to communicate on recent developments and to correspond regarding events relevant to you and members of our Association. To send a message to all of the people currently enrolled on the list, simply send email to: montcoparalegals@listserv.montgomerybar.net. Remember – the information sent over the listserv is received by ALL members of the Association and personal messages are to be avoided.

PLEASE DO NOT HIT REPLY OR REPLY ALL TO MESSAGES.

(ALWAYS CHECK the TO: field before hitting send)

When responding to a message via a Listserv, sending via the "REPLY" function sends your reply to EVERYONE on the Listserv. So please do NOT hit "REPLY". If you want to send a reply to one person, use the "FORWARD" function and type in or paste in that one person's email address.

ADMINISTRATION/TECHNICAL PROBLEMS:

If you believe that there is a technical problem with the listserv, do not post to the listserv. Please send a private email to George Cardenas at george@montgomerybar.org and forward a copy to Annette M. Long, CRP at amlong83@gmail.com

UNSUBSCRIBING FROM THE LISTSERV:

To unsubscribe to the listserv, send an email message from the subscribed address to listserv@listserv.montgomerybar.net with “unsubscribe montcoparalegals” in the body. Delete any auto-signature information in the body of the email. **Please note, unsubscribing will DELETE you from the listserv and any communication from MCPA.**

Announcements and group comments will also be available via our Facebook page. To ensure that you are receiving all of our correspondence, please ensure that you are a member of the listserv and “like us” on Facebook. To go straight to MCPA’s page, follow this link: <http://www.facebook.com/pages/Montgomery-County-Paralegal-Association/268109046565145>

- Annette M. Long, CRP

Annette M. Long
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THE MONTGOMERY COUNTY PARALEGAL ASSOCIATION



<i>When:</i>	May 16, 2012 6:00 p.m.
<i>Where:</i>	Groundwork Law, LLC 2701 Renaissance Boulevard, Fourth Floor King of Prussia, PA 19406
<i>Topic and Speaker</i>	EDiscovery and Computer Forensics Presented by <i>Paul Herrmann, CISSP, CISA, CPP, IAM, EnCE</i> <i>**Approved for 1.0 SUBSTANTIVE CLE by NFPA and Keystone Alliance**</i>
<i>Cost:</i>	<u>Free</u> for members \$20.00 for non-members
<i>Collection:</i>	Manna on Main Street While all donations are appreciated, some things that are especially needed right now are: frozen veggies; broth; canned fruit; canned meat, poultry & fish; 100% fruit juice; baby diapers (sizes 4, 5, 6)
<i>Menu:</i>	Lite Bites and Beverages provided by Groundwork Law, LLC
<i>RSVP:</i>	By Friday, May 11, 2012 To Tracey L. Barnes, RP, Pa. C.P. <u>Tbarnes@dischellbartle.com</u>

SAVE THE DATE...

June 7th

Board Meeting

Time:

6:00 p.m.

Location:

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July 27th

Paralegal Day Celebration

Time:

5:00 p.m. – 7:00 p.m.

Location:

Whitpain Tavern
1529 DeKalb Pike
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Mark your calendar now.

WELCOME NEW MEMBERS!

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NFPA News – Scholarships and Awards

Theresa A. Prater, RP, NFPA Vice President & Director of Profession Development announces:

Celebrate the Stars -- NFPA 2012 Awards and Scholarships

It's that time again -- award season for NFPA! Nominations are now open and all nominations and applications must be postmarked on or before July 1, 2012. **Scholarships and awards** will be given out on Saturday, September 29, 2012 in Anchorage, Alaska at the Awards Luncheon held during Convention.

The **awards page** provides information on all of NFPA's awards:

<http://paralegals.org/displaycommon.cfm?an=1&subarticlenbr=804>, and also contains the link to the application for your student members who may be interested in applying for the **2012 Thomson-Reuters scholarships**. Thomson-Reuters provides two scholarships in the amounts of \$3000 and \$2000 to students in paralegal programs, as well as a travel stipend for the winners to attend the 2012 NFPA Annual Convention. All applications for the scholarships must be postmarked on or before July 1, 2012; winners will be notified on August 17, 2012. (Information on the winners will not be made available generally until the NFPA awards luncheon.)

The **information brochure outlining all the awards** may be accessed at the following link:

http://paralegals.org/associations/2270/files/2011content/2012_Awards_Brochure.pdf

The **procedures for the awards** may be accessed at the following link:

http://paralegals.org/associations/2270/files/2011content/Award_Procedures_20110331.pdf

2011 saw a record number of nominations for NFPA's awards and more than 65 applicants for the Thomson-Reuter's scholarships. We hope to have a great response again in 2012. At this time, NFPA is actively seeking sponsors for all awards and the PACE Scholarship. If you are aware of a company or foundation that may be interested in sponsoring any NFPA award, please contact NFPA's Managing Director, Dana Murphy-Love at dana@paralegals.org. Should you or anyone in your association have questions regarding the 2012 awards and/or scholarships, please feel free to contact me at your earliest convenience (VPPD@paralegals.org).

(Note: a couple of the links above are full color brochures (large files) and take a long time to download.)

NFPA News – Continued

NATIONAL FEDERATION OF PARALEGAL ASSOCIATIONS - UPDATE

By: Debbie Arbuckle, Pa.C.P., NFPA Primary

On April 14, 2012, Region IV held its Spring Region Meeting, hosted this year by the Philadelphia Association of Paralegals at the firm of our Region Director, Val Dolan, RP, Pa.C.P., Hangley Aronchick Segal Pudlin & Schiller. I attended as MCPA's Primary Representative, in addition to Sherry Barag, CRP, Pa.C.P. and Harry Reichner, M.A. Representatives of most of the other associations within Region IV were present, in addition to guests from the Delaware Paralegal Association and newly formed Delaware County Paralegal Association, both of which associations are interested in becoming NFPA affiliated.

This all day seminar is a great way to hear what is going on in other associations with regard to regulation efforts, membership retention and fiscal issues, in addition to issues at a national level many of which mirror local association concerns.

Some NFPA highlights I want to pass along are:

- **NFPA website.** This is an ongoing work in progress and yes, it's taking longer than initially projected. Content is being updated and hopefully, we will see a new website in the not too distant future that will be easier to navigate.
- **The PCC manual** is still being worked on and when finalized and ready for purchase should be about the same price (\$79.80 + s/h) as the PACE manual. As of April 1, 2012, there are 157 CORE Registered Paralegals.
- **Central New Jersey** has a paralegal association getting started and will become NFPA affiliated.
- **New member benefits** are constantly being explored; the newest benefit is an alliance with the National Notary Association. More information on this new benefit, together with two (2) upcoming CLE webinars can be found on the NFPA website on the Members Only landing page (password "scholarship"). Both are Ethics CLEs and space is limited.
- **Also on the Members Only landing page** are links for the listserv subscribe/unsubscribe instructions and for Coordinator Position Interest Forms – there are positions available on various committees at the national level and anyone who is a member in good standing of an NFPA member association can apply.
- **STUDENT MEMBERS** - don't forget the NFPA/Thomson Reuters' scholarship – registration closes July 1, 2012. Information and application information can be found on the NFPA home page.

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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.

Follow MCPA at our new location on Facebook:

<http://www.facebook.com/pages/Montgomery-County-Paralegal-Association/268109046565145>

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US and.....

Check back for photo, news, and announcement updates!

~~~~~

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## [Recapping the Annual Breakfast Meeting](#)

### **E. Elizabeth Staber Enlightens MCPA Members on Taxation and Life Insurance Planning**

*by Rachel E. Fineberg, Pa. C.P.*

On Saturday, March 17, 2012, the MCPA held its annual breakfast meeting at Zoto's Diner in Line Lexington. President Annette M. Long presided over the meeting. Annette briefly reviewed topics of interest such as the new MCPA Facebook page, the Yankee Candle Fundraiser, which proceeds will be used for PCC and PACE Exam scholarships, and the next Wills for Heroes event, which will be on April 21, 2012. In addition, MCPA is looking for a new editor for the newsletter and the Montgomery Bar Association is in the process of adding our members to their listserv, which will replace our current listserv.



Prior to breakfast, one sponsor Love Court Reporting gave away four gift cards through a raffle and our other sponsor, Harris Investigations, announced that they were selling tickets during the breakfast for Reading Phillies games at a discounted rate. Please be sure to keep both of our sponsors in mind for your future court reporting and investigation needs.

Having dispensed with the announcements and after members enjoyed their delicious breakfast, Annette then turned the spotlight over to E. Elizabeth Staber, a native of Montgomery County, who specializes in Taxation, Life Insurance and Financial Planning. After graduating law school, Ms. Staber worked in the field of Insurance Law for 11 years, including working as in-house counsel for Aetna. She recently switched gears and started working on the business side of the field of Insurance by helping people truly understand life insurance and how to plan financially and successfully.

In her presentation, Ms. Staber addressed the difference between permanent life insurance versus term life insurance and the reasons why most people think they can't afford permanent life insurance. She explained the benefits of permanent life insurance, including ways that individuals can take advantage of and use the money in the life insurance policy while they are still alive through lifetime withdrawals for purposes of college tuition, their child's wedding, or for retirement.



She also explained how to borrow the money from your life insurance policy the correct way to avoid taxation. In addition, she described the benefits of putting money into the life insurance policy rather than a 401K or IRA. For example, if an individual receives a bonus from work and puts it into his or her life insurance policy, he or she is able to take money out using a loan against the policy without being taxed. It is also good to know that in the event the retirement "nest egg" goes dry, individuals can use money in their policies to enjoy the rest of their retirement. In conclusion,



## MONTGOMERY COUNTY PARALEGAL ASSOCIATION

she recommends that everyone look into a permanent life insurance policy as it holds various benefits and the younger you obtain a policy the better, especially in the event that taxes increase in the future.

The MCPA is grateful to E. Elizabeth Staber for her interesting and informative presentation. Thanks are also extended to Zoto's Diner for hosting our breakfast meeting and providing outstanding service. It is this type of support that helps us to maintain our commitment of professional growth and development to our members and to the paralegal profession in general.

### **Photos from the Annual Breakfast Meeting:**



*A few MCPA members enjoy the seminar during our Annual Breakfast Meeting*



*E. Elizabeth Staber*

### **This event was sponsored by:**



*Participants in the Annual Breakfast Meeting look on as speaker, E. Elizabeth Staber, explains the importance and benefits of a whole life insurance policy.*

## April Meeting – Immigration

### **Ellis Island: “From Trials and Tribulations to the Isle of Hope, Isle of Tears.”**

*By: Richard A MacNabb*



“Is Eireannach me” (I am Irish), “Je suis Francais” (I am French), “Ich bin Deutscher” (I am German), “Soy Espanol” (I am Spanish), “Eu sou Portugues” (I am Portuguese), “Ik ben Nederlands” (I am Dutch), “Lo sono un Italiani” (I am Italian), “Ga-go ne-hi ga-di-a yu-ne-ga” (Who you callin’ immigrant, Kemsabe? -Tonto to the Lone Ranger).

He stood on the forecastle looking out toward his vision; his name was Leif Eriksson, a Viking. Later, it was Christopher Columbus, the Puritans, Hudson, Ponce de Leon, Raleigh, and Verrazzano. They weren’t satisfied with staying put at home. They were the daunting and daring captains of the 3 masted wooden sailing ships from countries thousands of years old looking for new lands. It was an age of curiosity, speculation and wonder.

Much later, in an age of trials and tribulations, hardship and suffering across the big pond, they came from far away lands with hope of a better life in their hearts. They met America on a small 27 acre gateway of land called Ellis Island from 1892 to 1954. Of the 16 million immigrants that came to the United States, 12 million were processed at Ellis Island. Three large ships landed the first day and 700 hopeful immigrants were processed that day. Almost 450,000 immigrants were processed the first year. For those who were admitted, they were greeted outside the registry room door not only by their family, but by a wooden post called the Kissing Post. But over time, not all immigrants were processed due to no appreciable skills, a contagious disease, criminal history, and insanity. The Isle of Hope also became the Isle of Tears because of the 2% that were not admitted.



Sondra Miller-Wein, Esquire, owner, Immigration Law Options, Inc, and our compassionate April guest speaker, took us on a unique journey into a little known area of law, Immigration. Her beginning question to us seemed simple but eventually caught us by surprise. She asked “Who in the room is an immigrant?” Joy Nam, a naturalized citizen, raised her hand. Sondra then said “We should all be raising our hands.” The looks on our faces were priceless, because she was absolutely right. Sondra started with an overview

of the 4 most important agencies; DHS, USCIS, ICE, and CPB responsible for the successful operation of the nation’s security and immigration system. She included issues of intake information, sponsorship, family, divorce, employment, prosecutorial discretion, and the role of the paralegal. Did you know you needed not only a Passport but a Visa as well to visit other countries and the numerous categories they fall into? Did you know that it could take 5 to 10 years to get family members outside the country a Visa? Several of us had a glimpse into the immigration process last year at the Pro Bono Citizenship Day headed up by Sondra and Rebecca Hufstader. It was an eye opening experience as was Sondra’s wonderful overview.

On a related note, I'd like to share a story about the importance for immigration lawyers. Knowing that I was in a paralegal program, a friend sent me the following email story. A state official called an immigration office and asked what documents she needed in order to fly to China. After some pertinent questions, including about passports, the representative told her she also needed a visa. She said "No I don't. I've been to China several times and never needed one of those." After double checking the requirements, the representative told her again that her stay required a visa. She retorted, "Look, I've been to China 4 times and every time they have accepted my American Express!"

Thanks Sondra for a great evening. Thanks also to Streamlight, Inc. for hosting the meeting and providing beverages.

## **MCPA Supports MCAP**

### **MCAP's Nite at the Races**

*By Heidi Reiss-Tait, Pa. C.P.*



At February's general membership meeting, Mary C. Pugh, Esquire and Sharon Jones, Esquire enlightened MCPA members about the Montgomery Child Advocacy Project ("MCAP"). Mary, the Executive Director of MCAP, described the pro bono services that attorneys provide to abused and at risk children in Montgomery County. MCPA President, Annette M. Long, asked Mary how we, as paralegals, could assist with MCAP's important work.

Mary indicated that one option would be to support the fundraisers that are held throughout the year. MCPA responded enthusiastically by sponsoring a race and thoroughbreds at MCAP's *Nite at the Races*, which was hosted at the Montgomery Bar Association on the evening of May 3<sup>rd</sup>.

Six Board members and friends represented MCPA at the *Nite at the Races* event, cheering on our thoroughbreds which were aptly named Para-Legal, Blind Justice, and Paralegal Perfection. Some of us were lucky enough to have picked winning horses, but greater satisfaction came from knowing that our participation helped to raise money and awareness for a very deserving cause.



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## Committee News – NEWSLETTER

### Paralegals Pick 30 Books Every Paralegal Should Read



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 [hrt33@comcast.net](mailto:hrt33@comcast.net). 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 is the fourth suggestion for our list:

|                       |                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title:                | <b>Eats, Shoots &amp; Leaves</b>                                                                                                                                                                                                                                                                                                                                                   |
| Author:               | <b>Lynne Truss</b>                                                                                                                                                                                                                                                                                                                                                                 |
| Fiction/Nonfiction:   | <b>Nonfiction</b>                                                                                                                                                                                                                                                                                                                                                                  |
| Summary:              | <u>Eats, Shoots &amp; Leaves</u> is a humorous book dedicated to the pursuit of punctuation perfection.                                                                                                                                                                                                                                                                            |
| Reasons to Recommend: | Writing is part of every paralegal's job. Good writing skills will get a paralegal noticed. This book is for paralegals who want to keep their grammar skills polished. Have no fear that the content of this book will bore you; the author cleverly inserts the rules of punctuation into witty, entertaining prose. Paralegals who love grammar will find this book delightful! |
| Submitted by:         | <b>Heidi Reiss-Tait, Pa. C.P.</b>                                                                                                                                                                                                                                                                                                                                                  |

### 30 Books Every Paralegal Should Read

1. Chambermaid by Saira Rao
2. The Art of War by Sun Tzu
3. John Grisham's
  - a. The King of Torts
  - b. The Testament
4. Eats, Shoots & Leaves by Lynne Truss

**Let's keep the list going...**

**Take a few minutes and email your suggestion today!**



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## Committee News – NEWSLETTER (continued)

### Notable Sites

#### Law and Legal Research - Lawyers, Legal Websites, Legal News and Legal Resources:

<http://law.onecle.com/>

This website offers FREE access to the laws for 19 states (including Pennsylvania and New Jersey), the U.S. Code, and the U.S. Constitution. Use the following links for Pennsylvania laws to help pinpoint your legal research:

1. **Pennsylvania Consolidated Statutes – Pennsylvania Attorney Resources – Pennsylvania Laws:**  
<http://law.onecle.com/pennsylvania/>
2. **Crimes and Offenses – 18 Pa. Cos. Stat. – Pennsylvania Attorney Resources – Pennsylvania Laws:**  
<http://law.onecle.com/pennsylvania/crimes-and-offenses/index.html>

**So, fellow paralegals, do you have a favorite app or website that you want to recommend?** Email your suggestions to [hrt33@comcast.net](mailto:hrt33@comcast.net) and we'll share your favorite apps and websites in future newsletters. – *Contributing Editor*

## Committee News - Pro Bono

### **Wills for Heroes**

A program cosponsored by the Pennsylvania Bar Association Young Lawyers Division, “Wills for Heroes” provides free basic estate planning documents to first responders in Pennsylvania. “Wills for Heroes” provides police, fire and emergency medical personnel — those on the frontlines for our personal safety — the tools they need to prepare adequately for the future. Programs are staffed by lawyer volunteers and are conveniently offered to first responders at meeting halls and police and fire stations.

Listed below are upcoming WFH events. If you are able to volunteer, please contact the coordinator who is listed to volunteer.

### **Upcoming Spring / Summer 2012 Events:**

**May 12** - Upper Saucon FD - (Northampton County) - Lisa Perry ([lisamperry6288@yahoo.com](mailto:lisamperry6288@yahoo.com))

**May 19** - Lancaster County First Responders (Lancaster County) - Cindy Geib ([cindygparalegal4@aol.com](mailto:cindygparalegal4@aol.com))

**June 2** - Green Ridge Fire Company ( Delaware County) - Gail Copeland ([Copeland@ballardspahr.com](mailto:Copeland@ballardspahr.com)) or Valerie Borek ([valerie.borek@gmail.com](mailto:valerie.borek@gmail.com))

**June 30** - Garrettford-Drexel Hill Fire Company (Delaware County) - Gail Copeland ([Copeland@ballardspahr.com](mailto:Copeland@ballardspahr.com)) or Valerie Borek ([valerie.borek@gmail.com](mailto:valerie.borek@gmail.com))





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## **Committee News - STUDENT AFFAIRS AND MENTORING**

If you are interested in mentoring a student enrolled in paralegal studies, please contact Lisa LaPenna at (610) 941-2523 or [llapenna@kaplaw.com](mailto:llapenna@kaplaw.com).

### **ATTENTION STUDENTS!!**

It has come to my attention that some of our student members are in need of mentors. It's painless, easy, and comes free with your membership. All you need to do is contact me, Lisa LaPenna, at [llapenna@kaplaw.com](mailto:llapenna@kaplaw.com). I'll ask you a couple of questions to find the suitable mentor for you. Looking forward to hearing from you.

### **ATTENTION SEASONED MEMBERS!!**

If you are able to have a student shadow you at your place of employment, we could use your help. Please let me know if you would be willing to have a student sit in your office to oversee what you do and introduce them to an office setting, provide tips and advice, whether it be for one day or one week.

If you are interested in this cause, please email Lisa at [llapenna@kaplaw.com](mailto:llapenna@kaplaw.com). Thank you!



## **The Student Section**

*MCPA welcomes contributions and news from our student members. This month, we welcomed contributions from a few student members. Richard MacNabb, student liaison at Manor College wrote the review of the April meeting. Kate Capanear, a student liaison from Lansdale School of Business, continues her Top Five column below:*

### **Top Five... ways to get the most bang for your educational buck:**

*by Kate Capanear*

- 5. Find an extracurricular activity relating to your course of study.** It can be hard to find spare time between classes, homework and actual work, but signing up for AND participating in an extra curricular activity is free or low cost. It is a great way to meet other students in your major and learn a few things along the way.
- 4. Get a study buddy.** Studying with at least one other person improves your chances of acing an exam and more importantly, learning the material. Having someone else to bounce ideas off



of, compare notes with and get feedback from helps to reiterate what you learned, as well as helps you find out what you missed while feverishly scribbling down notes during the lecture.

**3. Use the library (and the librarian).** Libraries are so much more than shelf-upon-shelf of books. Many libraries have connections to other libraries to help you find the exact book you need. There are also great online search tools that your school has most likely footed the bill for, like EBSCOhost. Librarians are also a great research tool. They can help you with everything from how to properly cite that 30-page research paper to where to find the best recap of early American history.

**2. Make a mentor out of one of your professors.** Professors are not simply teachers; they are professionals who have the experience, drive and compassion to work with scholars. They want to see you do well. Find the right professor to mentor you, and you can learn so much more than anything you'll find in any textbook.

**1. Never underestimate your ability to learn.** I once went to a conference where a speaker said, "If you are programmed to want it, you are programmed to do it." If you feel really passionately about your education and what you want to take away from it, the sky is truly your limit. The only thing holding anyone back from getting something out of a class is themselves. So the next time you want to take a class that may be a little challenging or in a subject matter you are unfamiliar with, sign up for it anyway. You may surprise yourself.

*Kate Capanear is Editor-in-Chief of a monthly e-newsletter called **The LSB paraLEGAL BRIEF**. This publication is geared toward paralegal students. If you would like to be added to the distribution list, please email Kate at [kate8708@hotmail.com](mailto:kate8708@hotmail.com).*



## [Keystone Alliance of Paralegal Associations Update](#)

### **Keystone Alliance gets geared up for the 2012 Education Summit**

*By Harry A. Reichner, Vice President*

The MCPA is a member association of the Keystone Alliance of Paralegal Associations (the "Alliance"), a professional organization comprised of paralegal organizations located throughout Pennsylvania. The member associations represent in excess of 1,400 paralegals of varying backgrounds, experience, education, and job responsibilities, reflecting the diversity of the paralegal profession. The Alliance was formally established in 1995 from groundwork laid in the 1980's by paralegal associations in Pennsylvania.

On April 21, 2012 the Alliance held its spring meeting of primary and secondary representatives hosted by the Chester County Paralegal Association at Villanova University. I attended the meeting as MCPA's Primary Representative and Secretary of the Alliance. The following are some of the highlights of the meeting:

1. Pa.C.P. Certification Program (the "Program"): Deborah Long, our past president and the current chair of the program, discussed ongoing revisions to the policies and procedures manual for the Program. We also discussed the acceptability, procedure



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- and method for the approval of CLE credits from third party educators such as PBI. The appeal process for applicants was also discussed;
2. Discussion concerning and revisions to the Amended & Restated Procedures and Guidelines and Amended & Restated Bylaws of the Alliance continue;
  3. The Bucks County Paralegal Association withdrew their membership due to their restructuring- they expect to rejoin the Alliance in 2013;
  4. The Lycoming County Paralegal Association was voted out of the Alliance due to lack of attendance at meetings;
  5. The Alliance welcomed Delaware County Paralegal Association as a new member;
  6. Denise Farrell, Chair of the Alliance, distributed the Governor's Proclamation for Paralegal Day/Paralegal Week, July 27/July 23-30, 2012; and
  7. The logistics and expenses of the 2012 Education Summit, October 13, 2012, Harrisburg Area Community College (Lancaster Campus), were discussed. We are in the process of recruiting CLE speakers and vendors.

Finally, be sure to visit the Alliance's web site for Pa.C.P. credential information at <http://www.keystoneparalegals.org/>.



Get Your *Run* on for MCAP...

*Run for the Hill of It*

Please join MCPA in supporting MCAP at their annual five-mile run and one-mile fun walk at 8:30 a.m. sharp on July 28, 2012. This event takes place at:

Northwestern Avenue & Forbidden Drive  
Fairmount Park  
Chestnut Hill, PA 19118



***SAVE THE DATE!***

***Keystone Alliance of Paralegal Associations presents the***

## **2012 Education Summit**

**Saturday, October 13, 2012**

Harrisburg Area Community College (Lancaster Campus)  
1641 Old Philadelphia Pike, Lancaster, Pennsylvania  
*\$35.00 Registration Fee*  
8:00 a.m. breakfast with program beginning at 9:00 a.m.

**Featuring:**

- Up to eight engaging CLE topics to choose from;
- 2 CLE breakout sessions and a luncheon ethics session for a total of 3 CLE credits for the day;
- Exploring the Pa.C.P. credential ;
- Network with your paralegal colleagues practicing throughout Pennsylvania; and
- Meet Alliance sponsors, partners and our special guests from New York and New Jersey

For more information, please go to:  
**<http://www.keystoneparalegals.org>**

## Do You Consider What You Do “A Profession” Or Is It “Just A Job”?

By: Donna Huntermark, RP®, Pa.C.P.; NFPA Paralegal Certification Coordinator  
Ambassadors; Pittsburgh Paralegal Association -NFPA Primary Representative

*My whole career can be summed up with 'Ignorance is bliss.' When you do not know better, you do not really worry about failing.*

Jeff Foxworthy

When you go to work every morning, are you just going to your job, or do you consider your paralegal position a profession? You may be asking yourself, “Well what’s the difference?” I think the difference lies with your perception of what you do, with the attitude that you bring to your desk every day.

**Job - 1. paid occupation:** an activity such as a trade that somebody does regularly for pay, or a paid position doing this; **2. Group of homogenous tasks related by similarity of functions.** When performed by an employee in an exchange for pay, a job consists of duties, responsibilities, and tasks (performance elements) that are (1) defined and specific, and (2) can be accomplished, quantified, measured, and rated.

According to the Webster’s Dictionary a **profession** is “a vocation founded upon specialized educational training, the purpose of which is to supply counsel and service to others, for a direct and definite compensation.” If you go back hundreds of years, there were only three professions: Divinity, Medicine, and Law. The main characteristics that mark an occupation being identified as a profession are:

1. It became a full-time occupation;
2. The training schools were established;
3. The first university school was established;
4. The first local association was established;
5. The first national association was established;
6. The codes of professional ethics were introduced;
7. State licensing laws were established.

### What Makes a Profession?

That would be the first question I would ask. To me, what makes a profession is getting an education in a field that you choose to remain in for your entire life. It would be your “profession” of choice.

The Merriam-Webster online dictionary defines career as "a field for or pursuit of consecutive progressive achievement especially in public, professional, or business life" and "a profession for which one trains and which is undertaken as a permanent calling."

Any specific job is only one piece of the lifelong learning and career puzzle. Any job is only a part of a larger, life-long career.

Many people believe, or have been taught, that a career and a job are the same thing. However, these two entities are not identical. In fact, a well-planned career usually encompasses several jobs in a logical progression upwards in pay rate, fringes and perks, and responsibilities. In other words, **a job can mean survival** and **a career can mean choice**. It is much more enjoyable to have a choice about what one does for a living. A life-long career should not be only a survival mechanism and it should certainly not be punishment.

While not everyone can work at their true, individual, **special calling** throughout their lives, they can plan toward that goal and take actions and make choices that will enable that goal to be more closely approached and met. Usually, this does not happen by accident.

As children, we watched **circus acrobats** and wondered how they did those amazing tricks. They could do them because they usually began at a young age and continued to practice for 10 hours a day. Career-planning doesn't need to start in the crib, but even young children can begin to learn the foundational, effective habits that will make them a success in the workforce and business ownership.

At one time in America, a person could graduate from high school, find a job with a good company and work in that job until they retired, perhaps being promoted and receiving raises in pay during that time. This is rarely possible in today's business environment.

Vicki Voisin, ACP has recently presented "151 Tips for Your Career Success: The Paralegal mentor's Sure-fire Strategies to Move Your Career in the Right Direction...Forward!" Here are several of her tips (*used with permission*).

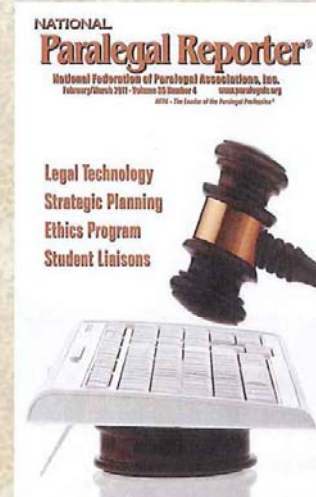
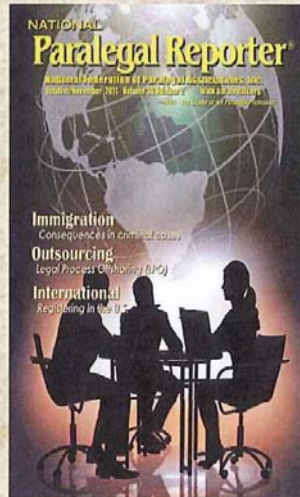
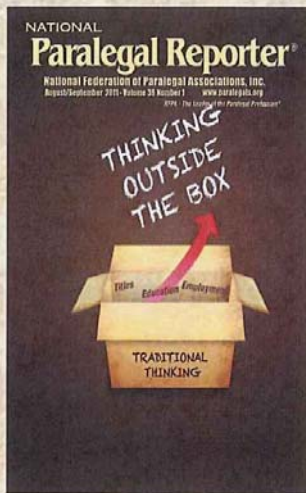
- **Attend your local paralegal group's meetings on a regular basis and get involved.**
- **Get on boards, get involved, be visible; don't forget the advisory boards for paralegal/legal studies programs at colleges and universities.**
- **Make a list of paralegals you'd like to get to know better. How can you make that happen?**
- **Always project a professional image...and remember that "casual" Friday has its limitations.**
- **Surround yourself with supporters; do not spend time with anyone who does not support your goals and believe in you.**
- **Volunteer to do pro bono work (under the supervision of an attorney) so that you gain valuable experience (this looks great on your resume) and you increase your network of professional contacts.**
- **Believe in yourself – write down why you're really good at your work.**
- **Look for new challenges – you are responsible for your career success.**
- **Certification is important to career advancement and to your self-image; don't hesitate to take a certification examination.**

Vicki Voisin, ACP  
Your Paralegal Mentor  
Ethics Expert, Speaker, Author  
Author of the forthcoming book *Excellence Is An Attitude*  
Contact me: [support@paralegalmentor.com](mailto:support@paralegalmentor.com)  
My website: [www.paralegalmentor.com](http://www.paralegalmentor.com)  
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## Defining a Paralegal

By: Valerie A. Dolan, R.P., Pa.C.P.

The role of a Paralegal can be defined various ways, some of which are as follows:

**Bureau of Labor Statistics** defines paralegals or legal assistants as individuals that “assist lawyers by investigating facts, preparing legal documents, or researching legal precedent...conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.” (<http://www.bls.gov/oes/current/oes232011.htm#nat>)

**American Bar Association:** “A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.” (<http://www.americanbar.org/groups/paralegals.html>)

**National Federation of Paralegal Associations:** A Paralegal is a person, qualified through education, training or work experience to perform substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. This person may be retained or employed by a lawyer, law office, governmental agency or other entity or may be authorized by administrative, statutory or court authority to perform this work. Substantive shall mean work requiring recognition, evaluation, organization, analysis, and communication of relevant facts and legal concepts.” (<http://www.paralegals.org/displaycommon.cfm?an=1&subarticlenbr=788>)

The above definitions beg the question of which definition is correct and which one fully defines a paralegal. Which definition fully states what we believe to be a paralegal? What definition should associations adopt across the United States? Which definition will the Courts accept? Each definition stated above stresses the importance of education, supervision by an attorney and substantive legal work (that is non-clerical in nature) that would otherwise be completed by an attorney. So, what can a paralegal really do? What are our limitations? Here is the short list:

- A. Paralegals must communicate to the client that they are not an attorney;
- B. Paralegals cannot be partners in a law firm;
- C. Paralegals cannot share legal fees;
- D. Paralegals are permitted to have business cards, their name on firm letterheads and sign correspondence as long as it has the appropriate designation;
- E. Paralegals cannot give legal advice; and/or
- F. Paralegals cannot sign pleadings, appear in court, set fees or receive bonuses that are tied to a particular case.



What is the difference between a paralegal and a legal document assistant? According to the ***Alliance of Legal Document Assistant Professionals***, “A Legal Document Assistant (LDA) is a non-attorney, qualified by experience and education, who is authorized to provide self-help legal services to a consumer who is representing himself or herself in a legal matter. A Paralegal is authorized by law only to perform substantive legal work for a licensed attorney, law firm or in-house legal department. Paralegals are not permitted to provide services directly to members of the public.” (<http://www.aldap.org/ethics.htm>)

Some states have already adopted definitions for legal document preparers, but have not clearly defined paralegals. Who should make these types of decisions? The Courts, the States - should there be statutes and legislation or reliance upon case law? Who will ultimately respond to these questions?

What are the educational differences and requirements to sit for the various tests offered by the following organizations: ***National Association of Paralegals*** (NALA) (<http://www.nala.org/>) - the Certified Paralegal/Certified Legal Assistant Exam (CP/CLA) and the Advanced Paralegal Certification (APC); ***National Federation of Paralegal Associations*** (NFPA) (<http://www.paralegals.org/>) - the Paralegal CORE Competency Exam (PCCE™) and the Paralegal Advanced Competency Exam (PACE®); ***American Alliance of Paralegals, Inc.*** (AAPI) - the American Alliance Certified Paralegal application (AACP); ***National Association of Legal Secretaries*** (NALS) (<http://www.nals.org/>) - the Professional Paralegal Exam (PP)? Which test is the right test? Will any of the tests be approved by the Courts to certify a paralegal? Who will monitor the UPL requirements of paralegals?



States like Florida, Ohio and North Carolina are some of the few that have Certification programs through their state bar associations. States like Pennsylvania, New Jersey and Delaware have Certification programs through their state or local paralegal associations. Other states like Florida, Ohio, Kentucky and North Carolina are some of the few that have Certification programs through their state bar associations.

There are three (3) types of regulation: Registration, Certification and Licensure. Why is regulation important? As attorneys confront challenges in their daily practices to provide quality legal services to their clients, attorneys need to be assured that the paralegals they employ to assist in their practice are better educated and qualified to provide legal services. Members of the public indirectly rely on the work performed by paralegals and many times directly rely upon information given to them by paralegals.

Paralegals should know and understand their ethical duties, their limitations under the Unauthorized Practice of Law statutes, and meet minimum standards of paralegal competency. Although most states with a regulatory scheme have a voluntary program, it does give the attorney a much-needed benchmark to assist with hiring practices and hopefully reduce ethical violations, unauthorized practice of law violations, and malpractice claims. Regulation will not

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prevent attorneys from hiring any non-lawyer as a legal assistant or paralegal but it will help attorneys to identify qualified candidates and allow the attorney to publicize the employment of a certified or registered paralegal

There seem to be more questions than answers; more gray areas than clear black and white ones. How can individuals hold themselves out as professional paralegals when no one knows or even understands what that role means and entails? What should the requirements be? Should someone right out of school hold the same position and salary recommendation as someone who has been in the legal field for over ten (10) years and is just now getting the recognition they deserve? What are the educational requirements, degrees or certificates which should determine becoming a paralegal?

Some of the benefits for employers to utilize paralegals are reduced costs to clients, lower legal fees, increased client contact, court approved paralegal fees, pro bono opportunities, liaison with Court personnel, proficiency in electronic filings, specialized services and competitiveness in legal community (<http://www.americanbar.org/groups/paralegals.html>). Some of the issues facing the paralegal profession include outsourcing, disbarred/suspended attorneys working as paralegals, cutbacks, work satisfaction and growth/promotion opportunities. However, according to the *Bureau of Labor Statistics*, “The number of jobs for paralegals is expected to grow much faster than the average for all occupations through 2018. Law firms will hire more paralegals to help lawyers prepare their cases. More people and businesses will need legal help. Many people like these jobs, so new workers are expected to face competition.”

A student and/or a working paralegal should be interested in these issues and many of the other issues facing the paralegal profession. A way to do that is to make professional development a part of your daily program or schedule. Remember VIPER:

- A. Volunteer - for pro bono or community service projects or assignments
- B. Involve - get involved in a committee or group with the local paralegal association
- C. Participate - in a luncheon or special event in the legal community or local paralegal association
- D. Educate - continue your legal education through seminars or conferences
- E. Respect - continually have respect for your chosen career

*Valerie A. Dolan, R.P.<sup>®</sup>, Pa.C.P. is a litigation paralegal with the law firm of Hangley Aronchick Segal Pudlin & Schiller and currently serves as Region IV Director of the National Federation of Paralegal Associations, Inc. (NFPA<sup>®</sup>). NFPA is a non-profit professional organization representing more than 10,000 paralegals and is headquartered in Edmonds, WA. NFPA's core purpose is the advancement of the paralegal profession. Information about NFPA can be found at [www.paralegals.org](http://www.paralegals.org).*

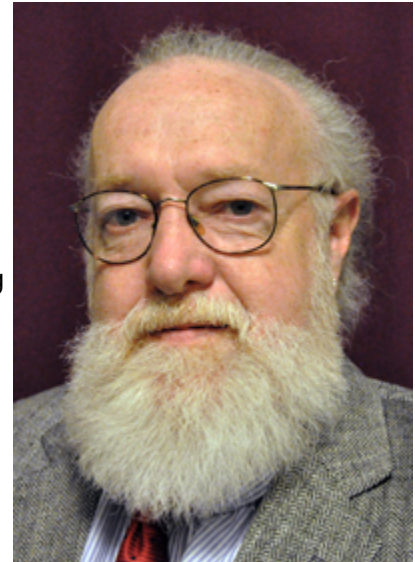
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**Webinar, 1:00 p.m. to 2:00 p.m. CST Registration Fee: \$5**

**Thursday, May 24<sup>th</sup>**

**Thursday, June 14<sup>th</sup>**

**Please register as soon as possible as the number of attendees per session is limited.**

**Speaker: Mr. Tom O'Connor**

**Avansic Director of Professional Services**

Based in New Orleans, Tom (lawyer and e-discovery expert) is a nationally recognized consultant, speaker, and writer in the area of computerized litigation support systems. He is best known for his work in e-discovery, which includes assisting firms and corporate counsel in matters of retention policies, litigation holds, and document exchange protocols. He has worked on a number of high-profile cases including asbestos litigation, the Keating case, California class actions against crematoriums, tobacco litigation on behalf of the Attorney General of Texas, and various phases of the Enron and BP litigation. Tom is a frequent lecturer on the subject of legal technology and writes extensively on the topic, with numerous articles in legal publications and several books, including "E-Discovery for Small Cases", soon to be released from the American Bar Association.

Avansic, E-Discovery and Digital Forensics is a nationwide end-to-end ESI processing service provider, headquartered in Tulsa, OK. As pricing in the industry continues to climb, Avansic strives to offer affordable solutions to our clients with native processing at \$200 GB and TIFF image creation at \$125 per GB. Like always, visiting our website can provide you with our entire portfolio. [www.avansic.com](http://www.avansic.com)

## 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@dischellbartle.com](mailto:TBarnes@dischellbartle.com)

### **Newsletter**

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

- Heidi Reiss-Tait, Pa. C.P., Editor  
[hrt33@comcast.net](mailto:hrt33@comcast.net)

### **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.  
[deblong420@gmail.com](mailto:deblong420@gmail.com)  
Deborah A. Arbuckle, Pa. C.P.  
[darbuckle@kaplaw.com](mailto:darbuckle@kaplaw.com)

### **Public Relations**

Promote the MCPA in the legal and general Community

- Annette M. Long, CRP  
[amlong83@gmail.com](mailto:amlong83@gmail.com)

### **Hospitality & Events Planning**

Plan and schedule upcoming MCPA presentations, meetings and social events

- Kathleen M. Zamorski, Pa. C.P.  
[kmz@elliottgreenleaf.com](mailto:kmz@elliottgreenleaf.com)

### **Community Outreach & Pro Bono**

Plan and schedule MCPA charitable and community events

- Roberta Fedorka, Pa. C.P.  
[rfedorka@obrlaw.com](mailto:rfedorka@obrlaw.com)

### **Fundraising**

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

- TBD

### **Student Affairs & 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)

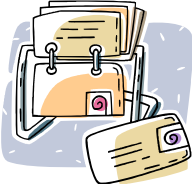
Do what you can, with what you have, where you are.

*Theodore Roosevelt*



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| <b>Marketing &amp; Public Relations:</b><br>- <i>Marketing Co-Chairs:</i><br>Debbie Long, Pa. C.P. <a href="mailto:deblong420@gmail.com">deblong420@gmail.com</a><br>Debbie Arbuckle, Pa. C.P. <a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a><br>- <i>Public Relations Chair:</i><br>Annette M. Long, CRP <a href="mailto:amlong83@gmail.com">amlong83@gmail.com</a> | <b>NFPA Primary Delegate:</b><br>Debbie Arbuckle, Pa. C.P. <a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a><br><b>NFPA Secondary Delegate:</b><br>Sherry Barag, CRP, Pa. C.P. <a href="mailto:sbarag@foxrothschild.com">sbarag@foxrothschild.com</a>                                                                                                                                                                                          |
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| <b>Newsletter:</b><br>Heidi Reiss-Tait, Pa. C.P. <a href="mailto:hrt33@comcast.net">hrt33@comcast.net</a>                                                                                                                                                                                                                                                                            | <b>Keystone Alliance Secondary Delegate:</b> Tracey Barnes<br><a href="mailto:TBarnes@dischellbartle.com">TBarnes@dischellbartle.com</a>                                                                                                                                                                                                                                                                                                                    |
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