

MESSAGE FROM THE PRESIDENT

Annette M. Long, CRP

As leaves change from green to shades of oranges, reds and yellows, we say goodbye to summer and greet fall with anticipation. Just as the seasons change, so do our lives with family, children, employment, physical and personal busyness. I have enjoyed my time on the MCPA Board, and serving as President for the past three years has been my privilege. The time spent and friendships made, I wouldn't have missed it for the world. There has been nothing quite as fulfilling (and involved) as serving as your President.

Due to personal constraints and time (just not enough hours in the day), I have decided not to run for the Board again in 2014. Our secretary, Lindsay, will also be stepping down from the Board this year. This will leave two openings on the Board of Directors for 2014.

As voting members of MCPA, I would encourage you to consider running for the MCPA Board of Directors. This association cannot continue to run without the involvement and assistance of our Directors, Committee Chairs, committee members and sponsors. I will remain involved with MCPA as Public Relations Chairperson and Bar Liaison and look forward to serving out the last three months of my term as President.

If you would like to obtain more information or speak to someone about the Board positions for 2014, would like to help on a committee or have ideas for CLE speakers and locations, please do not hesitate to email me directly at amlong83@gmail.com.



The Official Publication of the
Montgomery County Paralegal Association
www.montcoparalegals.org

SEPTEMBER 2013

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C L E E V E N T

When:	September 18, 2013 6:00 pm
Where:	Upper Merion Township Building 175 W. Valley Forge Road King of Prussia, PA 19406
Topic and Speaker:	Current Hot Topics in Family and Employment Law Presented by <i>Carol J. Sherman, Professor of Legal Studies at Peirce College</i> **Approved for 1.0 SUBSTANTIVE and .5 ETHICS CLE by NFPA and Keystone Alliance**
Cost:	FREE
RSVP:	By Monday, September 16, 2013 To Tracey L. Barnes, RP, Pa. C.P. Tbarnes@dischellbartle.com

SAVE THE DATE...

NEXT BOARD MEETING:

DATE: October 3, 2013
TIME: 6:00 p.m.
PLACE: Ford & Buckman
585 Skippack Pike, Suite 100
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NEWS FROM VILLANOVA UNIVERSITY'S PARALEGAL PROGRAM



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How to Register

Mail completed registration form to:
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P.O. Box 295, West Chester, PA 19381
or

E-Mail completed registration form
(or questions) to Wendy Reczek at
werezek@aol.com
or

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The Chester County Paralegal Association and Villanova University's Paralegal Program proudly present **A CLE Seminar: For and By Paralegals**

Keystone Alliance & NFPA: pending approval

Date: Friday, October 11, 2013

Location: Villanova University
St. Mary's Hall, Room 126
Villanova, PA

4.0 substantive CLE credits

Breakfast

Estate Admin.— A Paralegal Perspective (1.25 credits)

Break

Securities Laws and U.S. "SEC" (1.25 credits)

Lunch

An Overview of Intellectual Property (1.5 credits)

8:00 a.m. — 9:00 a.m.
9:00 a.m. — 10:15 a.m.
10:15 a.m. — 10:30 a.m.
10:30 a.m. — 11:45 a.m.
11:45 a.m. — 12:45 p.m.
12:45 p.m. — 2:15 p.m.

Program

Estate Administration – A Paralegal Perspective

ELLEN PASSERINI, Pa.C.P.

Estate administration is a complex legal process. In this session, we will examine the steps and timing required to administer an estate beginning with the probate of a will through to the final accounting and distribution. The specific duties, responsibilities and interpersonal relationships of the paralegal will be topics of discussion. Probate forms, notices and the Pennsylvania Inheritance Tax Return will be available for review and/or questions.

Securities Laws and the U.S. Securities and Exchange Commission ("SEC")

MAUREEN O'HARA, Pa.C.P.

The post-World War I securities surge and the Great Crash of 1929 brought forth a need for financial disclosure and regulation of the securities industry in the United States. In 1933 and 1934, Congress passed laws monitoring the securities industry and creating the U.S. Securities and Exchange Commission ("SEC"). An overview of the SEC, the major laws that continue to govern the securities industry, and a brief orientation to the SEC website, filing requirements and forms will be presented.

An Overview of Intellectual Property

WENDY RECZEK, Pa.C.P.

A basic introduction to the three most recognized types of Intellectual Property: Patent, Trademark, and Copyright, each with its own connection to the U.S. Constitution. History, terminology, and various types of documents will be reviewed. We will also briefly examine the U.S. Patent and Trademark Office web site and discuss the general responsibilities of an Intellectual Property paralegal.



MCPA NEEDS YOU!

Have you thought about what goes into running an organization like MCPA? Are you interested in doing more for the professional association that works so hard for you?

Maybe it is time you considered running for MCPA's Board of Directors. Board members meet monthly and work collaboratively to make MCPA all it can be for paralegals like you. If you are interested in joining the Board or want to learn more about this opportunity, please contact MCPA President, Annette Long, at amlong83@gmail.com.

Please make sure your submissions are in by October 10 so they can be included in the special election issue of MCPA Today.



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LEADERSHIP EXAMINED

By

*LaShonda R. Dillard, Regional III Director
Member of Georgia Association of Paralegals*

Prior to running for the National Federation of Paralegal Associations, Inc. (“NFPA”) Region III Director position, I made a conscious decision to further develop my leadership skills. I served on The Georgia Association of Paralegals, Inc.’s (“GAP”) Board of Directors for seven years in various positions. The experience I gained serving on my local paralegal board assisted me tremendously with this transition. In order to be an effective leader, I made the decision to participate in a leadership course. Last summer, I was informed by a board member of a community based leadership organization that I had been nominated to participate in a twelve-week leadership course. Call it divine intervention and/or the power of positive thinking! Either one, I was elated to have been chosen to participate in the course.

The Clayton County Grassroots Leadership Institute (“GRLI”) is a community based leadership program that identifies, trains, and nurtures emerging leaders to better serve the needs of the community. Making Group Decisions/Group Dynamics, Conducting Successful Meetings, Managing Conflict, Effective Communication, and Understanding Leadership were topics examined during the course. Weekly lecturers included the lieutenant from the police department, the president of the chamber of commerce, the president of a local university and the superintendent from the board of education.

There were a total of twelve participants in the class. Along with my representation of the legal field, several industries were represented in our group. For example, the Vice President of Waffle House, a school teacher, the president of the parent teacher association, a member of the clergy and a program manager from the board of health, all were participants, to name a few.

Because I found the course to be beneficial to my growth as a leader, I facilitated a leadership workshop during Region III’s Spring Meeting held in Miami, FL earlier this year. I received positive feedback from attendees and have been inspired to share the information I presented with members of the twelve associations within Region III!

¹“Leadership” is “the process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task.”

While reviewing and gathering information for my presentation, I considered outstanding leaders that have made a difference in the world. Because I live in the state of Dr. Martin Luther King Jr.’s birth home, I took advantage of this opportunity. I have visited the Martin Luther King, Jr. National Historic Site (“the Center”) on several occasions, but this time, it was for personal gain and insight into becoming a “better” leader.

Please understand, by no means will I ever become the leader Dr. King was, but my mission during this visit was to develop a strong understanding of his leadership tactics.

Dr. King often studied the practices of Mohandas Karamchand “Gandhi”, the former leader in British-Ruled India. Gandhi led India to independence and inspired movements for non-violence,

¹ Wikipedia, online encyclopedia.



LEADERSHIP EXAMINED Continued

civil rights, and freedom throughout the world. Not only did Dr. King study Gandhi's works and use his techniques of non-violence to implement social change, he eventually visited "the Land of Gandhi". Dr. King wrote extensively about his trip after returning. My visit to the Center assisted me with understanding that Dr. King was not born a leader, but devoted his life to becoming an exceptional trailblazer and being a committed leader to non-violence.

During the GRLI leadership course, the common characteristics of great leaders were explored. The facilitator discussed the works of authors ²Jim M. Kouzes and Barry Z. Posner. ³During their studies, the authors administered a questionnaire to over 75,000 people throughout the world, asking them what qualities in a leader would inspire them to follow willingly. The results were as follows (in order ranking in importance):

20 CHARACTERISTICS OF A LEADER	
(1) Honest	(2) Forward-Looking
(3) Competent	(4) Supportive
(5) Intelligent	(6) Fair-Minded
(7) Broad-Minded	(8) Supportive
(9) Straightforward	(10) Dependable
(11) Cooperative	(12) Determined
(13) Imaginative	(14) Ambitious
(15) Courageous	(16) Caring
(17) Mature	(18) Loyal
(19) Self-Controlled	(20) Independent

Prior to discussing Kouzes' and Posner's ranking, Region III Delegates were asked to rank the characteristics in order of importance to them during the workshop. Surprisingly, the Delegates had results similar to the study.

Members of the GRLI course and I discussed leadership styles as well. In the book, *Primal Leadership*, by Daniel Goleman, Richard Boyatzis and Annie McKee, leadership styles are examined. The six leadership styles the authors studied included Coercive, Authoritative, Democratic, Pacesetter, Coaching, and Affiliate. To successfully implement any of the six styles of leadership, a leader must possess sound communication skills.

As Region III Director, I have had the opportunity to visit associations within the region to facilitate leadership workshops and/or present topics related to the paralegal profession. Although the various leadership styles are not distinguished by Goleman's given names, they are being utilized throughout Region III.

During my visits, I frequently meet with local associations' board members to discuss their leadership goals and give feedback regarding their problematic areas. I often receive reports that

² Kouzes and Posner are prominent bestselling authors and leadership training experts.

³ *The Leadership Challenge: How to Keep Getting Things Done in Organizations*: San Francisco: Jossey Bass 5th Edition

LEADERSHIP EXAMINED Continued

associations struggle with member participation and low attendance at various functions throughout the year. At a recent association visit, I discussed how changing the location of a meeting has increased the number of attendees at another association's event. Since implementing this change, the president recently reported an increase in attendees at recent meetings. By communicating fresh ideas, board members gain new perspectives to implement within their local associations.

Thus far, I have defined leadership, examined the characteristics of a great leader, and discussed the six leadership styles. Finally, it is imperative to learn the essential things a leader must do. This was not a component learned in the course, but an area I researched to further develop my leadership skills. During my research, I came across ⁴Dr. Henry Cloud's book *9 Things a Leader Must Do, Breaking Through to the Next Level*.

Dr. Cloud challenges leaders to: 1) Listen to their hearts and ask questions; 2) Refuse to allow negative things to take up space in their lives; 3) Evaluate their decisions in the present based on how those decisions affect the future; 4) Ask themselves, "What Can I Do to Make this Decision Better"; 5) Achieve goals by taking small steps over time; 6) Develop the ability to hate the right things well; 7) Give back better than they are given; 8) Learn humility; and 9) Acquire the ability to make difficult decisions. I found this to be a wonderful book and recommend this short read to all seeking to enhance their leadership skills.

It should be noted, that the dynamics of the GRLI participants further demonstrates leaders are found everywhere (in various restaurants, businesses, educational and community organizations). Everyone possesses many of the twenty characteristics explored in Kouzes' and Posner's study, but it is an individual's responsibility to recognize and cultivate one's own leadership style!

Since completing the GRLI course and being elected as your NFPA Region III Director, my examination of leadership has evolved immensely. I fully acknowledge and accept the responsibilities related to being a genuine leader. I realize mistakes will be made, but how they are resolved is critical. Effective leaders are good listeners and communicators. They share information and positive results, in the end encouraging participants to execute new ideas. While leading others; it is imperative to realize leadership does not happen instantaneously, but is developed by implementing different leadership styles, researching and studying leadership materials, developing a diplomatic way to make difficult decisions and most importantly, leading with integrity every step of the way!



About the Author: LaShonda R. Dillard, NFPA Region III Director, was elected as Region III's Representative at the 2012 NFPA Convention in Anchorage, Alaska. Prior to serving on NFPA's Board of Directors, Ms. Dillard served on her local association's Board of Directors. She has been a member of the Georgia Association of Paralegals ("GAP") for nine years. During her tenure on the Board, she served as GAP's Representative and attended four NFPA Conventions, both as the NFPA Primary and Secondary. Ms. Dillard has spent her entire career in the legal field. Her experience includes corporate law, litigation, special education defense, and elder care law.

⁴ Dr. Henry Cloud is an acclaimed leadership expert, psychologist and best-selling author.



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LESSONS LEARNED FROM MY GARDEN

By Vicki Voisin, ACP

As I was working in my garden recently...digging, weeding, planting and transplanting...I noticed the parallels between all the flowers and a paralegal career. There are lessons to be learned from the soil and the plants:

1. A successful garden involves careful planning and consistent action, as well as dreams and anticipation. Gardens don't grow and flourish without a little help from a skillful, attentive gardener who thinks about what will grow best, plans for successful results, dreams of a bountiful harvest, and looks forward with anticipation to the good results.

Your career requires the same planning for the future, dreams of what your career should look like, the knowledge that the steps you take today will impact your future, and consistent action to bring your dreams to fruition.

All of the flowers of tomorrow are the seeds of yesterday. ~Proverb

2. Regular maintenance is essential. Just as gardens require regular, ongoing maintenance such as weeding and feeding, so does your paralegal career.

Your career's "regular, ongoing maintenance" should include continuing legal education, particularly ethics education, reading Lawyer's Weekly and your State Bar's publication so you're on top of case law and changes in court rules, and attending live meetings and conventions...for two purposes: learning and networking.

3. The growing process can't be rushed. Every plant begins small and takes the season, sometimes several seasons, to reach its full potential. A paralegal career develops over time...and usually slowly... beginning with education, then a job, and then all of the experience and experiences necessary to reach your full potential. Be patient but be sure you working on your career growth every day.

Growth takes time. Be patient. And while you're waiting, pull a weed. ~Emilie Barnes

4. Put down roots. The deeper a plant's roots, the more stable it becomes and the more nutrients it can reach. Your paralegal career needs the roots you put down when you join local, state and national associations. Beyond joining, though, become involved and your "roots" will reach all the nutrients you need for career growth and satisfaction.



LESSONS LEARNED FROM MY GARDEN *continued*

5. Nourishment is required. Gardens need just the right amount of water and sunshine to nourish the plants. Your career also requires nourishment...you can't stop in your tracks once you get your first job or your career will wilt on the vine. Taking a certification examination is the best nourishment for your career. This will demonstrate your skills and expertise and set you apart from paralegals that fail to nourish their careers.

6. Stretch! Tiny plants are drawn out of their comfort zone by the sunshine as they grow and thrive. Take the time to "stretch" in your career. If you stay in the same place forever, if you don't reach toward the sunshine and take a few chances, your career will be stale. Growth is good!

*Every gardener knows under the cloak of winter lies a miracle...
a seed waiting to sprout, a bulb opening to light, a bud straining to unfurl.
And the anticipation nurtures our dreams.*

~Barbara Winkler

7. Make the most of a difficult situation. Flowers deal with inclement weather, nasty weeds, poor soil, and persistent insects, yet they grow and flourish.

Like flowers, paralegals may not always have ideal working conditions. There may be difficult co-workers, endless responsibilities, impossible deadlines, etc. To flourish in your career, end your arguments with reality and look for ways to deal with...and overcome...those difficult conditions and obstacles. When you do, your career will thrive and to grow.

*The fair-weather gardener, who will do nothing except when the wind
and weather and everything else are favorable, is never master of his craft.*

~ Henry Ellacomb

8. Create a network. A single Daffodil attracts little attention. A bed of Daffodils makes a dramatic statement. The same goes for paralegals. If you isolate yourself, you might think no one else understands your challenges or has the same issues as you. When you join other paralegals...either in person or online...you'll impact the direction of both your career and the profession.



LESSONS LEARNED FROM MY GARDEN continued

9. Pay attention to your instincts. Plants seem to know when to grow and when to take a rest for the winter. Paralegals must pay attention to their instincts so they recognize industry trends and hot specialty areas to position themselves to take advantage of change. Reviewing salary surveys, subscribing to legal blogs, and reading journals from professional associations, such as NALA's Facts & Findings, the NALS Docket, or NFPA's National Paralegal Reporter, can accomplish this.

One of the most delightful things about a garden is the anticipation it provides.

~W.E. Johns, The Passing Show

10. Transplanting can have big results. The Peonies in my garden grew so large they were bursting out of their space so I moved them to a new area and they're thriving. Your career may need a 'transplant' to a new locale...either a new specialty area or even a new work environment...so it continues to thrive. If there is no 'transplant', your career could become root bound and stop growing altogether.

11. Sharing brings great rewards. When flowers and plants are shared with others, the joy is spread to many. When paralegals share their knowledge and expertise with their peers and with those who are new to the profession, they experience personal growth and they ensure the continued success of the profession.

12. Perennials are committed to the long haul. There are two types of flowers: annuals and perennials. Annuals put on a show for one season but perennials return year after year and grow stronger. Paralegals who plan to be 'perennials' have vision and understand it takes time for a career to take root. They know that the steps they take today will impact their career tomorrow.

Gardens require hard work, planning and constant attention. Ignore them and weeds will take over. Nurture them and you'll be rewarded with beautiful flowers. Your career is your garden. You have the talent and ability to survive and to thrive, to produce a career that is beautiful and satisfying. Will you choose flowers or weeds?

The most noteworthy thing about gardeners is that they are always optimistic, always enterprising, and never satisfied. They always look forward to doing something better than they have ever done before.

~Vita Sackville-West

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 is the co-author of *The Professional Paralegal: A Guide to Finding a Job and Career Success*. Vicki publishes *Paralegal Strategies*, a weekly e-newsletter for paralegals, and hosts *The Paralegal Voice*, a monthly podcast produced by Legal Talk Network.



THE FAMILY LAW PARALEGAL

Organizational concepts and strategies for the family law professional

MCPA MEMBER LAUNCHES SUCCESSFUL FAMILY LAW BLOG

Congratulations to Debbie Long, Pa.CP, on launching her new blog, The Family Law Paralegal. Debbie began working for a family law attorney in February 1998 and through the course of her career, developed strategies and organizational concepts to help her complete her job more effectively.

The blog is a way for her to share the practical strategies she's developed and help out fellow paralegals.

Debbie's blog was also recently featured in an issue of Vicki Voisin's The Paralegal Mentor, as one of three exceptional resources for paralegals to use in their daily work.

**Check out her blog at:
<http://thefamilylawparalegal.com>**



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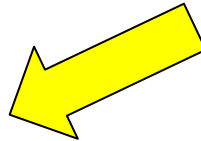
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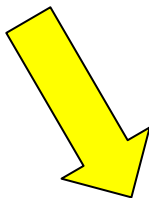
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NEWSLETTER COMMITTEE NEWS

NOTABLE WEBSITES

Kelly Smith has the following favorite websites that help her in her day-to-day work:

- Wikipedia's List of Medical Abbreviations – list of most medical abbreviations to help with summarizing medical records.

http://en.wikipedia.org/wiki/List_of_medical_abbreviations

- Date Calculator – perfect for court orders because you put in the date and how many days/weeks/months you want to add and it gives you the new date.

<http://www.timeanddate.com/date/dateadd.html>

- Weather Underground – allows you to search weather information archives to get weather conditions for a date in the past.

<http://www.wunderground.com/history/>

- CMS Codes (Medicare) – a complete list of codes comes in handy when summarizing Medicare records that only list the date and code.

https://www.section111.cms.hhs.gov/MRA/help/ICD9_DX_Codes.txt

**NEWSLETTER COMMITTEE NEWS
CONTINUED**

OTHER NOTABLE SITES:

→The Oyez Project at Chicago-Kent College of Law – A Multi-Media Archive of the Supreme Court: <http://www.oyez.org/>

→Law and Legal Research - Lawyers, Legal Websites, Legal News and Legal Resources: <http://law.onecle.com/>

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– Pennsylvania Laws:
<http://law.onecle.com/pennsylvania/crimes-and-offenses/index.html>

→Montgomery Bar Association – The Sidebar, the free Quarterly Newsletter of the Montgomery Bar Association: <http://www.montgomerybar.org/publications/sidebar.php>

→The American Bar Association’s Standing Committee on Paralegals - GREAT resources from the ABA!: <http://www.americanbar.org/groups/paralegals.html>

→Paralegals and Legal Assistants; Occupational Outlook Handbook; U.S. Bureau of Labor Statistics, A statistical snapshot of U.S. paralegals:
<http://www.bls.gov/ooh/Legal/Paralegals-and-legal-assistants.htm>

→The Empowered Paralegal - Comprehensive online blog by Robert E. Mongue, an Assistant Professor of Legal Studies at the University of Mississippi:
<http://theempoweredparalegal.com/>



NEWSLETTER COMMITTEE NEWS
CONTINUED

BOOKS/APPS/WEBSITES – We NEED You!
Shari Weber Bradley, Pa C.P.

*Let's keep the lists going . . .
Take a few minutes and email your suggestions to
sweber@bortlaw.com today!*

BOOKS: What book have you read recently that is enlightening, inspiring, or just plain helpful to paralegals? (It *does not* have to be non-fiction.)

We are collecting book recommendations for our list: 30 Books Every Paralegal should Read. Please fill out the following information and email it to me at sweber@bortlaw.com.

Book Name: _____

Author: _____

Description on why paralegals would like it:

APPS: What Smartphone/Droid/Iphone apps do you find helpful to your job or just plain interesting?

App: _____

Description: _____

WEBSITES: Reliable Internet sites can be so helpful to paralegals in our jobs. What website do you find yourself going to time and again for information?

Site: _____

Description: _____



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&

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MCPA VOLUNTEER OPPORTUNITIES

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

NEWSLETTER

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

Rachel Fineberg, Committee Chair
rfineberg@goldblumhess.com

JOB BANK

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

Kelly Smith
ksmith@kanepugh.com

MARKETING

Solicits sponsors and advertisers for MCPA

Deborah A. Long, Pa. C.P.
deblong420@gmail.com
Deborah A. Arbuckle, Pa. C.P.
darbuckle@kaplaw.com

PUBLIC RELATIONS

Promote the MCPA in the legal and general Community

Annette M. Long, CRP
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

COMMUNITY OUTREACH & PRO BONO

Plan and schedule MCPA charitable and community events

Roberta Fedorka, Pa. C.P.
rfedorka@obrlaw.com

FUNDRAISING

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

Allyn Pinsker
apinsker@kanepugh.com

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

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