

The Official Publication of the Montgomery County Paralegal Association

May 2011

www.montcoparalegals.org

Editor: Tracey L. Barnes, RP, Pa. C.P.

A Message From the President:

In sitting down to compose another President's message, I began to think about the importance of goals in our lives. Goals must be specific, measurable, attainable, realistic and time certain. Goals are a choice we make in our daily lives, both for personal and career. Are you adrift in the world? You work hard, but don't seem to get anywhere?

Eleanor Roosevelt said:

"One's philosophy is not the best expressed in words: it is expressed in the choices one makes. In the long run, we shape our lives and we shape ourselves. The process never ends until we die. And, the choices we make are ultimately our own responsibility."

Think about what you want from life. Motivate yourself to turn your vision into a reality. Know precisely what you want to achieve, so you know where to concentrate your efforts. Spot the distractions which will lead you astray and most importantly, BE PERSISTENT!

What are your personal goals? Your career goals? As an association, MCPA has goals which we are working to attain. Some of those goals include:

- To become a more prominent and integrated part of the legal community in Montgomery County
- To reach out to the community-at-large through our Community Outreach Committee
- To maintain a professional image via our website, newsletter and social media networks
- To provide our membership with relevant and informative CLE's
- To take an effective role in the development and growth of the paralegal profession by complying with the applicable legal authority governing the jurisdictions

If you would like to assist MCPA in achieving some of these goals, we invite you to become an active member of the association. Committees which currently need your assistance include: the Newsletter Committee, Website, Fundraising, Marketing and Public Relations. (To volunteer, visit the website for each Committee Chairperson's contact information).

Make it a goal to promote MCPA and the Paralegal profession – let's soar to new heights this year!

Annette Long, President

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PARALEGAL ASSOCIATION

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SAVE THE DATE!!

June 23, 2011—Summer Social

July 29, 2011 - Paralegal Week

Celebration Happy Hour at the

Whitpain Tavern

September 21, 2011—Professor Carol J.

Sherman, JD, (CLE Ethics Seminar)

WELCOME NEW MEMBERS

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Strategies and Buzzwords to Increase Billable Hours ***Kathy Zamorski and Natalie Choy***

It was a beautiful Saturday morning when members of the Montgomery County Paralegal Association gathered at Zoto's Diner. The breakfast, which was free to our members, was sponsored by Harris Investigations and the seminar was presented by our President, Annette Long.

The morning started with members arriving, signing in, and receiving their "chip" for their choice of breakfast and then picking up their name tags. After everyone arrived and was seated, Max Conaboy worked the room diligently selling chances for the coffee themed basket and donations for "Aids for Friends." We were then served our delicious breakfast which was followed by Harry Reichner making some important announcements and introducing Annette Long.

Annette's presentation was very enlightening, especially for those paralegals who are responsible for billing their time. We discussed "buzzwords" and several members gave some additional words they often use. Annette handed out a list of keywords as well as the American Bar Association's guidelines for paralegal services. She also discussed billing statistics of paralegals, such as the national average of billable hours per week.

Increasing billable hours is an important part of the paralegal profession; we are always trying to be more accurate in our descriptions for the benefit of the clients and attorneys we work for. Annette's informative presentation on strategies and buzzwords will help us achieve a more precise billing practice and perfect our skills and abilities as paralegals.



The Montgomery County Paralegal Association, in conjunction with the Montgomery Bar Foundation are promoting the Legal Aid Golf Classic 2011. The Bar Foundation has made arrangements for dozens of great prizes to be raffled, including tickets, gift cards, vacation rentals, free golf and more! The prizes will be much of the same caliber as those at the Legal Expo. To raise funds for Legal Aid and the Foundation, raffle tickets are being sold - \$5 each or 5 for \$20. If you are interested in purchasing tickets, please see Annette Long. The raffle will be drawn at the Awards Luncheon on the June 10th. You do NOT need to be present at the golf classic to win!

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Student Liaison Program

By: Lisa M. LaPenna, Pa.C.P.

If you belong to a school that is not represented and would like to become a student liaison, please contact Lisa LaPenna at (610) 941-2523 or llapenna@kaplaw.com. Prospective candidates must be members of the MCPA, enrolled in a paralegal studies program, and able to attend one Board Meeting a month held in Montgomery County. Although student liaisons do not have voting power, they can provide input to the Board on behalf of their fellow students regarding their needs and how the Association can better serve them. Student liaisons also assist with coordinating speaking events and informational sessions between the MCPA and their respective schools.

If you are interested, please submit a short bio/resume to me. Please include the name of your school, expected graduation date, job (if you have one), any legal experience, and any other organizations with which you may be affiliated. I will review and submit to the Board for final approval. The appointment of Student Liaisons to our Board of Directors has not only been a huge success, but it has peaked interest with other local associations. This is a networking opportunity, which can benefit your career search as a paralegal. Your voice as a student needs to be heard!

Lisa M. LaPenna, Pa. C.P. and Chair of the Mentoring Committee of the MCPA
llapenna@kaplaw.com (610) 941-2523



MCPA Student Scholarship



If you are a student enrolled in a Paralegal Program and a member of our Association, then you are eligible to submit your application to receive a \$250.00 scholarship. We are presenting two (2) scholarships this Spring at our June 23, 2011 Social and two (2) scholarships at our November Election Meeting.

The application and eligibility requirements can be found on our website, as well as through your school liaison and your school's program administrator. If you have any questions about requirements and submission of application, please contact Kathy Zamorski (kmz@elliottgreenleaf.com) or Natalie Choy at (nac@elliottgreenleaf.com).

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When do paralegals cross the line into the unauthorized practice of law?

Submitted by Christy Sunchych, Paralegal, Kimmel & Silverman, P.C.

Recently the New Jersey Law Journal visited this issue. The Advisory Committee on Professional Ethics (ACPE) forwarded a request to the Paralegal Committee seeking reconsideration of the 1988 ACPE Opinion 611.

Opinion 611 initially stated that paralegals signing correspondence to clients, opposing counsel, the courts, even when routine and non-substantive, crossed the line into the unauthorized practice of law. When a paralegal sends out correspondence through email requesting the client's availability for an independent medical exam, does this cross the line and raise the question of whether ethical violations occurred?

In reviewing Opinion 611 as well as the rules which govern the ethics of attorneys, the ACPE inquired, what if anything was violated when paralegals sign, routine, non-substantive correspondence. Non-substantive correspondence constitutes, inquiring in the availability of the client for a meeting or mainly to transmit documents. The ACPE found if a supervising attorney is aware of the nature and information placed into the correspondence sent out by the paralegal, and the correspondence identifies to the recipient they are a paralegal, this does not constitute the unethical practice of law on the part of the paralegal.

The ACPE looked into the electronic means of communication between the paralegal, the client, opposing counsel, and the courts. The person who "sends" the email is considered to be the person who in turn "signs" the email. Therefore, when the email contains the interpretation of the meaning of legal documents, the email must be sent and signed by the attorney of record not the paralegal. The ACPE discussed this issue with the New Jersey State Bar Association Paralegal Committee, and came to an agreement that all correspondence to clients and opposing counsel signed by or sent from the account of the paralegal must include the following: name of the responsible attorney as to whom further questions should be directed and the signature line should identify the email is coming from a paralegal. In identifying the attorney of record in the email and identifying the correspondence is being transmitted by a paralegal, the line into the unethical practice of law will not be crossed. Any electronic correspondence that is to be sent directly to the Court, must come from the Attorney of Record not the paralegal.

The ACPE has emphasized that paralegals are not permitted to sign fee agreements, documentation containing settlement negotiations, legal pleadings or agreements. A paralegal affixing their signature these types of documents, clearly engages in the unethical practice of law. The ACPE has investigated numerous cases where the above had occurred.

The professionalism, training and caliber of paralegals have significantly risen over the years. However, the attorneys still have the ethical responsibility to supervise their paralegals.

Opinion 611 has been revamped to identify what paralegals can and cannot do when communicating not only with client and opposing counsel but with the court as well. Paralegal must know the limits and lines which cannot be crossed into the unethical practice of law.

Paralegals it is your responsibility to know what you can and cannot do while performing your job duties.

FREE E-FILING SEMINAR!

Civil Electronic Filing (E-Filing) in
Montgomery County
Court of Common Pleas



- When:** June 27, 2011
- Time:** 8:30 a.m. to 10:30 a.m. (sign-in at 8:15 a.m.)
- Where:** Montgomery Bar Association
100 West Airy Street
Norristown, PA
- Cost:** FREE! Refreshments will be served.
- To Register:** Call John Ringwood – (610) 279-9660, ext. 200

**Did you know that e-filing has been used in Montgomery County for over
THREE years?**

**Are you using it? Or are you not using it yet?
Need an update? Want to know what's new with e-filing?
Join us for a FREE seminar for all you need to know!**

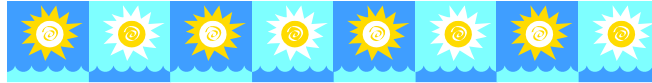
The Montgomery County Prothonotary's Office is offering a free seminar on "*How to Use Electronic Filing in Montgomery County Civil Court of Common Pleas.*" This seminar is open to everyone who uses, wants to use or needs an update on the electronic filing system used in Montgomery County.

Space is limited. ***Advance registration is required.*** Sign-in begins at 8:15 a.m. Please contact John Ringwood at the Montgomery Bar Association to register – 610-279-9660, ext. 200. ***No walk-ins please!***

*Sponsored by the Montgomery Bar Association
Rules of Civil Court Committee*

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Invitation



You are cordially invited to attend

Montgomery County Paralegal Association's Annual Summer Social

on Thursday, June 23, 2011
6:00 p.m. to 8:00 p.m.
Justin's Carriage House, Skippack, PA

This event is free for members
Cost for non-members: \$20.00

Paralegals interested in joining the MCPA are welcome to attend.
*Submit your membership registration at the event and the \$20 non-member cost
will be applied toward your membership fees.*

*Come prepared to participate in our basket auction.
Proceeds to benefit MCPA General Fund to help defray costs
to participate in the local and national associations.*

Great prizes to be raffled!

*Door Prizes provided by MCPA and AFLAC so don't
forget your business cards*

RSVP by Monday, June 17, 2011 to Tracey Barnes at tbarnes@dbyd.com.

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Financial Planning 101

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

On April 13, 2011, MCPA members met at the law firm of Wisler Pearlstine, LP, to be enlightened by Paul Biedlingmaier of EdwardJones regarding financial planning and market recovery.

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

After the announcements, Annette introduced Mr. Biedlingmaier. Paul has been a financial advisor since approximately 1995. Paul's firm, EdwardJones, is located on Main Street in Lansdale. EdwardJones prides itself with working in small towns. EdwardJones helps individual investors and also provides valuable services to law firms with regard to valuations and assistance with transfer of wealth.

Paul gave some advice to the members regarding investing in the market. Paul indicated the market is efficient. The market does correct itself. Over a ten year period, there will be two elections, at least one natural disaster, war, and an economic crisis. The market will correct itself through this time. As an example, in October of 2007, the market was at an all-time high (14,164), but in March of 2009, the market was at an all-time low (6,547)—a 60% correction. Paul's advice – stay calm.

Paul also gave advice that it is a great idea to diversify—don't put all your eggs in one basket. Paul used the acronym that every investor should have a "six pack" meaning an investor should own 6 stocks in different industries. As an example, buy stock in the following:

- Utilities
- Energy
- Food
- Health Care
- Technology
- Diversified

It's never too late to invest!

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Mr. Biedlingmaier gave some staggering statistics regarding educational costs. The current education rate of inflation is 7%. At that rate, tuition at Villanova which is currently at \$51,000 will cost \$718,000 eighteen years later. St. Joseph's University, currently at \$48,000, will be \$682,000 in eighteen years. Paul indicated that parents should research the use of 529 plans to help fund these growing costs.

The members were also provided a packet of documents that contained useful information on IRA's, advanced tax planning and support, information regarding bull (raging) markets and bear (hibernation) markets, and performance history of many different types of investments.

On behalf of the MCPA, thank you to Paul for taking time to present this program to our members. Another large thank you is also extended to the law firm of Wisler Pearlstine, LP, for providing the dinner and for the use of their facilities.

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FUNDRAISER

Submitted by Max Conoboy

I wanted to take this opportunity to extend my sincerest thanks to all those MCPA members who participated in our pilot Yankee Candle Fundraiser. The overwhelming success of the Fundraiser is demonstrative of our Membership's continued commitment to the strength of our Association and to the development and growth of the paralegal profession.

I would also like to invite all members to participate in the forthcoming Holiday 2011 Yankee Candle Fundraiser! The Holiday 2011 Fundraiser will provide an extended promotion period in an effort to expand our base of sellers (YOU). All proceeds generated will fund scholarships for both the PACE and PCC exams. Dates and Sales Material coming soon!

Again, my sincerest thanks to all of you. Let's continue our success as we demonstrate why MCPA has become one of the premier paralegal associations

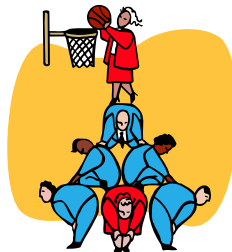


COMMUNITY OUTREACH

Ro Fedorka, Chairperson

We anticipate there will be another Run for the Hill of it for MCAP in July if anyone is interested in helping out with that. More information to follow.

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



**MONTGOMERY COUNTY
PARALEGAL ASSOCIATION**



**NFPA Awards – They are Meant for Members – Get ready to
nominate your members**

Theresa A. Prater, RP
Vice President and Director of Profession Development

It's time to honor NFPA members, fellow paralegals and your associations!!

Please remember to nominate your members and your own associations for NFPA awards.
Applications/Nominations are due July 1 for the following:

Association Pro Bono
Individual Pro Bono
Paralegal of the Year
Outstanding Local Leader
PACE Ambassador
William R. Robie Leadership Award
NFPA/Thomson Reuters' Scholarships

You can find more information about all the awards at www.paralegals.org.

Also, remind your student members, or paralegal students you may know, to apply for the NFPA/Thomson Reuters' Scholarships. The first place winner gets \$3,000 to assist with tuition/books for their paralegal education, and the second place winner gets \$2,000. Both winners are also invited to the NFPA Annual Convention to accept their awards in person. Here is the link for further information and the application form: <http://paralegals.org/displaycommon.cfm?an=1&subarticlenbr=804>

Please let me know if you have any questions or need the exact procedures for a specific nomination.

Theresa A. Prater, RP
NFPA Vice President and Director of Profession Development

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Commonwealth of Pennsylvania



Governor's Office

PROCLAMATION

PARALEGAL WEEK
July 25-29, 2011

PARALEGAL DAY
July 29, 2011

WHEREAS, The practice of law is a demanding, challenging, and complex endeavor—one in which the rights, liberties, and safety of our citizens have been protected and preserved for centuries; and

WHEREAS, members of the bar require knowledgeable and reliable assistance to fulfill the duties of their profession. Paralegals have become an invaluable source of support in law offices, providing lawyers with a variety of skilled professional services throughout their practice; and

WHEREAS, paralegals are highly educated, trained, and experienced professionals with expertise in legal and case research, interviewing clients and witnesses, legal and correspondence writing, and other critical areas of successful and efficient law practices; and

WHEREAS, the value of talented paralegals is often overlooked by the general public, but their worth is never underestimated by the lawyers and firms for which they work.

THEREFORE, I, Tom Corbett, Governor of the Commonwealth of Pennsylvania, do hereby proclaim July 25-29, 2011, PARALEGAL WEEK, and July 29, 2011, PARALEGAL DAY throughout our Commonwealth.

GIVEN under my hand and the Seal of the Governor, at the City of Harrisburg, on this twelfth day of May in the year of our Lord two thousand and eleven, and of the Commonwealth the two hundred and thirty-fifth.



Tom Corbett
TOM CORBETT
Governor



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It's the Client's Property: Seven Important Points to Remember

By Vicki Voisin, ACP

The American Bar Association's Model Rule 1.15 addresses the attorney's ethical obligation to keep a client's property safe. That obligation includes:

- Keeping the property or funds separate from the lawyer's property and in a safe place, such as a separate bank account, a safe deposit box, or a fireproof safe
- Keeping accurate and complete records of the client's funds and property (rules regarding the records to be kept vary from state to state)
- Promptly notifying the client when property or funds are received
- Promptly delivering the property to the client when entitled
- Providing a full accounting of the property upon the client's request

The client's property (cash or otherwise) is not to be commingled with the law firm's general operating account(s). Violation of this rule, even if there is no harm to the client, may result in the attorney being disciplined. There may be other ramifications such as criminal charges and civil litigation.

Paralegals who tamper with clients' funds cannot be disciplined but may face criminal charges and may be sued in civil court. Don't forget the part about losing your job and your certification(s).

This is a serious issue. Here are seven important points you must remember when handling the client's money or other property:

- 1. 'Fees paid in advance' are not to be confused with 'retainer fees.'** Advanced fees are usually requested to ensure the attorney's fees and costs will be paid. These fees are never deposited in the firm's general account. Instead, they are deposited in the client trust account and may be withdrawn only as fees are earned or expenses are paid. The fees are considered 'earned' when they are billed. Any unearned advanced fees are to be refunded to the client.
- 2. A 'retainer fee' is a flat amount that is paid for a specific period of time, such as monthly.** Retainer fees are paid to guarantee that the attorney will be available for whatever work has to be done during the specified period of time. The retainer fee belongs to the attorney whether or not the attorney does work that would earn payment of the fee. These fees are not returned to the client, regardless of the amount of work done on the client's behalf.
- 3. Any funds received by the attorney but still belonging to the client are deposited in the law firm's trust account.** The trust account is a separate account from the attorney's general operating account. It is maintained in the state where the attorney's office is located. The two accounts are never commingled, even if there is no harm to the client. For instance, it is unethical

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to borrow funds from the trust account to buy new office furniture or cover payroll, even if the money can be returned to the trust account before it is missed.

4. The client trust account may also be called the IOLTA Account. This is the Interest on Lawyers' Trust Account program. The supreme courts or legislatures of all 50 states have established these programs so that the interest on the attorney's trust account is forwarded to the State Bar to provide legal services for low-income citizens.

5. States are divided on the issue of paying unearned fees by credit card. The ABA approves the use of credit cards for payment of *earned* fees. Those fees may be deposited directly into the firm's operating account. It has been suggested that payments for *unearned* fees (remember that these funds still belong to the client and must be treated as such) may not be made to a credit card account that is used for the firm's general operating funds. (See *Arizona Ethics Opinion 08-01* and *Michigan RI-344* for examples). It would probably be best if attorneys have two credit card merchant accounts...one for earned legal fees and costs and a second for advance fees and expenses.

6. Some states allow nonlawyers to sign trust account checks. The rule varies from state to state. Whatever the rule, the attorney remains responsible for any mistakes or theft of funds from the account. It is important that the attorney reviews all trust account transactions each month. The attorney is ultimately accountable for the safekeeping of the client's funds. Nonlawyers can be prosecuted for mishandling the funds.

7. According to ABA Model Rule 1.5, the attorney must keep records of trust account funds and other property for five years after representation of the client ends. This time period varies from state to state.

Your challenge: Review the Model Rules and Ethics Opinions in your state so that you understand the rules that apply to your firm's handling of client funds and property. While the attorney will be disciplined if errors are made, you, too, could be subject to criminal or civil penalties. Your firm should have a system in place to ensure that its clients' funds and property are handled properly and ethically.

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Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by setting goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a *Paralegal Strategies*, a weekly enewsletter for paralegals and co-hosts *The Paralegal Voice*, a monthly podcast produced by Legal Talk Network. More information is available at www.paralegalmentor.com where subscribers receive Vicki's *151 Tips for Your Career Success*.



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NFPA UPDATE

Submitted by NFPA Primary Representative, Debbie Arbuckle, Pa. C.P.

MCPA hosted the Region IV Spring Meeting at the offices of Kaplin Stewart. Breakfast was provided by Kaplin Stewart and lunch was sponsored by Love Court Reporting. In addition, Fox Rothschild donated compact desk sets with post it notes and flags. Thank you to our loyal and valued sponsors and supporters - with their support, we were able to host this important meeting of Region IV delegates and guests in a professional atmosphere.

There were 18 individuals in attendance representing the following Region IV Associations - MCPA, Philadelphia, South Jersey, National Capital, Northern Virginia, Maryland and Pittsburgh.

At convention last October, Jessica Swedenhjelm, RP®, Pa.C.P was elected Region IV Director. Jessica brought us up to date on events of the Winter Board Meeting of NFPA. Some highlights that may be of interest are:

- NFPA is in the process of exploring an alliance with the National Notary Board. There would be some member benefits available but details are not finalized as of yet.
- There are several positions that will be available on the NFPA Board come October, including Vice Presidents of Marketing, Membership and Positions/Issues. The Treasurer's position will also be open at that point. There are also 2 positions on the Advisory Board open at this time.
- NFPA's Strategic Plan will undergo a 5 year review in 2014. One of the major points to be looked at is increasing student membership. There was also mention of a helpful book for associations looking to implement or revise their Strategic Plan – "Strategic Planning for Dummies". Really!
- Reminder that local associations can put their CLE events on the NFPA Calendar. This would enable paralegals looking to fulfill their CLE requirements to do so outside of their association and generate additional income for the association offering the CLE.
- WEBSITE – this was one of the most exciting items. It was anticipated that as of May 1, 2011, NFPA's new website will be rolled out. This has subsequently been pushed back to the end of August, 2011. Anyone who has been on this site knows how difficult it can be to navigate. Jessica showed us the prototype and it appears much more user friendly, and much more attractive. Many forms and updates that previously had to be submitted

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to NFPA via mail will be able to be done through links on the website enabling a quicker turn around for things like approval for our CLE events.

- The NFPA Reporter we currently receive in the mail will soon be sent electronically. Members can “opt out” from the electronic format. This is being done to save mailing costs and to cut down on Reporters being returned due to incorrect addresses.

Since Jessica’s election as Region IV Director, the Vice President of Membership on the NFPA Board stepped down for personal reasons. Jessica has been appointed by the Board to fulfill that term as the VP of Membership until Convention in October, 2011. Val Dolan, Pa.C.P. of PAP is our new Region IV Director. Val has over the years been very active in the Philadelphia association and with the Keystone Alliance and brings a wealth of experience to this position.

NFPA has created a new FaceBook page – please LIKE the page. NFPA is also on LinkedIn if you wish to join their page on that site.

Reminder: The deadline to submit your application the 2011 Thomson Reuters’ Scholarship is July 1, 2011. A link for this Application and all information is available on the NFPA home page.

At the 2010 NFPA Convention, the delegates established an ad hoc committee to explore the possibility of changing the Department of Labor’s definition/designation of exempt/non-exempt status of paralegals. The committee is working hard on this research. As part of this research, they have developed the attached very brief survey (6 questions and a comment section). In order to assist the committee, it would be greatly appreciated if you took a couple minutes to complete the survey. We also ask that you please forward this survey to members of your association so that they may participate. All those who complete the survey have the chance to enter their name into a drawing for a \$25 gift card. On behalf of NFPA and the ad hoc committee, thank you for your time in responding to this survey.

<http://www.zoomerang.com/Survey/WEB22CFHQSCMJF/>

For more information on the Exempt/Non-Exempt issue, kindly visit the NFPA website at the following link.

<http://www.paralegals.org/displaycommon.cfm?an=1&subarticlenbr=800>

To end on a happy note, Wayne Baker, of the Navy Legalmen Association is on his way home from Afghanistan!

NFPA® moves forward with the development of its Paralegal CORE Competency Exam



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National Federation of Paralegal Associations, Inc.

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Tools of the Trade

Top 10 Pointers for New Paralegals: Climbing the Paralegal Ladder

guest author: *Jamie Paye Collins*

Article submitted by Charlene Healy, RP

If you are just entering the paralegal field or are a fairly inexperienced paralegal who wishes to climb the proverbial "paralegal ladder" more quickly - great news - I wrote this article just for you! There are several things you can start doing today to turn that desire into a reality. It will not be easy and it will require extraordinary effort, initiative, ambition and persistence on your part, but if you are willing to "pay your dues," you will go farther faster, grow personally and professionally and evolve into a high caliber, top tier paralegal. The whole world will be at your fingertips. Okay, in reality, it will be a keyboard at your fingertips, but you will certainly reap all of the benefits. Now for the important question: How can this be accomplished? By following the Top 10 Pointers set forth in this article. If you incorporate these suggestions into your daily work life - you will go farther faster!

1. Make the Attorney Look Good. Period.

- Cast your attorney in the best light no matter what the circumstance. If a client or someone else complains about your attorney, be apologetic, but take the high road. Remain positive and/or neutral. Do not ever agree with criticisms made of your attorney. You should simply acknowledge them and try to be as encouraging and helpful as possible.
- Get things done in a timely manner and work to keep your attorney's case load moving forward.
- Strive for perfection in all of your written work. There should be no visible formatting, spacing or typographical errors. The wording, citing and titles should always be consistent throughout. If you see errors, fix them. Period. Your personal standard for written work should actually be higher than your attorney's. Let me repeat that: your personal standard for written work should be higher than your attorney's. After all, drafting documents falls within your area of expertise. Image is everything. If you don't care about image, you may be embarking down the wrong career path. Take full ownership of your work and strive for perfection.

2. Be Familiar With the Court System, Statutes, Deadlines and Court Filings.

- Know the basic deadlines for litigation and discovery responses, as well as the standard statute of limitations for each type of case your firm handles. Request for Admissions responses are also very important. If your attorney ever misses an important deadline or statute, you will be the first to blame. He or she may show you the door (and you can kiss any future employment references goodbye).
- Understand how the court system works and learn the applicable Trial Rules in your state, especially the ones pertaining to deadlines and court filings.
- Know the amount of copies of each item you need to send to the court (and the reasoning behind it) and when you must include envelopes and/or orders. This is critical. Call, read, ask... you must become well-versed in this area.
- Know who you should call for what and how to get the most out of your telephone calls to the court and others. There is a trick to this:
 - Address the person answering the phone by name (if they state it)
 - Do not just begin talking at the person - this is what everyone else does.
 - Use an introductory line:

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"Hi Joe, I'm hoping you can help me..."

"Hi Joe, I have a question for you..."

"Hi Joe, if I give you a cause number, can you look something up for me?"

"Hi Joe, this is probably the weirdest call you'll take all day..."

"Hi Joe, I have an unusual situation..."

"Hi Joe, I am so sorry to bother you again, but the attorney I work for has asked that I keep calling..."

This strategy will work with 95% of people you encounter over the telephone. It will not help with about 5%, but the odds are stacked in your favor.

3. Develop a Good Working Relationship With Your Attorney.

- Learn the attorney's writing styles and preferences. Be observant. You will learn just as much through observation of your attorney as you will through his or her actual words and instructions.
- Always strive to make the attorney's job easier - never more difficult.
- Do not upward delegate a task to the attorney unless there is absolutely no other option. An appropriate time to do this would be if you were asked to obtain something from a client (doctor or attorney) and they refuse to comply with your requests. This type of situation could require attorney intervention. Always try to accomplish the task on your own and turn to the attorney for assistance only if it is truly required.
- Convey confidence that you will get the job done well and in a timely manner for each and every task you are given. You will gain the attorney's trust over time.
- Take initiative. Don't wait for your attorney to ask you to perform a task that you already realize needs to be done. You can certainly draft or prepare things for your attorney without being prompted (although you should never send anything out without his or her approval). Attorney like someone who takes initiative - so take it!
- Do not bother the attorney with unnecessary information and constant updates. Try to convey only meaningful information to your attorney, not useless updates. In other words, do not tell the attorney what you are about to do or need to do - - just do it -and then give them a meaningful update! Although you may intend to convey the message that you are on top of things, providing constant, useless feedback actually conveys the opposite message to your attorney. Only send meaningful information.
- Speak with the attorney to determine how he/she sees you interacting with one another. Does he/she want you to be proactive or wait to be assigned tasks? Do they want to meet with you daily, weekly, monthly? Do they prefer status updates via e-mail or verbally? Do they want you to place mail or finished items on their chair (a real pet peeve to many) or on their desk?
- Don't be a slacker. If you are working in a file and see that it needs to be organized or new subfiles need to be created, then just go ahead and do it - right then and there. If you notice something isn't up to par, your attorney will notice it too and it will be a direct reflection upon you. Take initiative.
- In the event you make a professional mistake (and you will), own up to it fully. If your attorney confronts you about a mistake, take full accountability for the mistake and let them know you will be vigilant to insure that it will not happen again. The last thing any attorney wants is an employee who makes excuses, attempts to deflect responsibility or places blame on others when confronted about a mistake. If you own up to your mistake and take full accountability for it, your attorney will appreciate it and you will both be able to move past it.

4. Make the Work Environment More Positive Each Day. Period.

- Have a great and positive attitude each day. Bad attitudes are contagious. Don't be a dark cloud in your office.

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- No complaining, sighing, whining or negative comments, even if he/she just gave you the worst assignment in the history of the world. Control your reaction and lack of enthusiasm. You should always instill confidence that you will get the job done. Exude only positive thoughts, words and non-verbal communication to your attorney. Save your eye-rolling and sighing for your friends, who play no role in your monthly finances. This may be a news flash for some, but you are being paid to act like a professional. It was implied when you accepted your position.
- Set daily and weekly goals for yourself and try to meet them. The more you get done, the better you will feel and, in turn, so will your attorney. It will increase morale.

5. Work Each Day Like Your Review is Next Month.

- This is not a joke. If you really try to keep this in mind, you will go farther faster and you will increase your salary far more quickly over time.
- Raises are earned (and more importantly, respect is gained) over time. If you spend 2-3 months trying to impress your attorney right before your review, that means you essentially spent 9-10 months not impressing them. How much is that worth?
- You will become more confident and productive if you make the most of each day and week. After all, you will be spending 40 hours at work this week anyway - you might as well make the most of it. Be productive!

6. Create a Personal/Professional Network.

- Network with everyone around you. Yes, everyone. If you left your job tomorrow, what relationships would you take with you? Keep in mind that statistically, in 5-10 years, you will all be working somewhere new. There is always going to be a person or two you don't care for, but everyone else needs to become a part of your network. Do they like you? Do they trust you? Would they recommend you? Would they ever hire you if they had the chance?
- Focus. I am about to tell you the single most important way to climb the corporate ladder. Establish personal relationships. Personal relationships are everything in business. Personal relationship + knowledge and skills = the best possible job opportunities. Often times, a better position will actually come looking for you through a personal relationship. High caliber paralegals can usually find jobs without ever looking in the classified ads.
- You will never need to convince someone how "good" of a paralegal you are if other people are willing to do it for you. Now go build yourself a paralegal network!

7. Learn as Much as You Can. Always.

- Seek out one person who is more knowledgeable and skilled than you are who you would feel comfortable asking questions. This person can act as a personal mentor to you. There is no need for a formal discussion about mentoring, unless you are comfortable with that. By the sheer nature of the question asking/answering process, this person will naturally become your mentor. Who does everyone look at as being the gold standard for paralegals at your office? Who do you want to be more like? Who could you learn the most from? If no one comes to mind, you can feel free to e-mail me at: jamietheparalegal@yahoo.com. No excuses. Find a mentor.
- Emulate the traits you admire in other paralegals who work around you and make a conscientious effort to make those traits a part of who you are going forward.
- Ask intelligent questions and search not only for "what" will be doing on a particular task, but also for the "why" and "how" associated with performing it. You should seek to become more knowledgeable about anything new and unknown to you. After one or two encounters, a new topic should become an area of expertise for you.
- Learn as much as you possibly can. Ask questions, read books, take a look at online materials, join a blog or chat group, take a class. There is always more to learn in the legal field no matter

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how long you have been working in it. More knowledge = more money.

- The more you learn, the more you will love this job! Knowledge is power and usually equates to more opportunities and better paying jobs.

8. Join a Paralegal Network.

- Create a LinkedIn professional profile (or an online profile through another means) and start online networking with people you know to build a strong networking base.
- Join the National Federation of Paralegal Associations (N.F.P.A.) or another paralegal organization in your state. You will usually receive paralegal newsletters or periodic e-mails which provide valuable information.
- Attend a paralegal seminar. You will meet other paralegals in your area and learn more about being a paralegal.
- Sit for the PACE exam once you are eligible.

9. Look the Part.

- Attorneys want a paralegal who is poised, polished and professional.
- If you want to be a successful paralegal, you need to look the part. Dress for success. You will feel better about yourself and others will take notice of your professional appearance and demeanor.
- If you have limited funds, start out by purchasing just a few inexpensive suits and pieces you can mix and match. Over time, you can work to build your professional wardrobe.
- In reality, you will never be taken seriously as a paralegal if you don't look like one. This is especially critical if you will attend trials with your attorney. You need to convey a professional image.

10. Be the Best Paralegal You Can Be.

- Approach your job with full dedication and enthusiasm.
- Put full effort into your job. You will get out of it what you put into it. Truly.
- Help the attorney and your law firm to get what they want professionally and you, in turn, will get what you want...a great job, professional respect and more money!
- Never stop growing. Set personal goals for yourself. What would your dream job be? What do you want to learn? Where do you see yourself professionally in 2 years, 5 years, 10 years, at your ultimate position?

I would like to acknowledge attorneys, William N. Riley, Mark K. Dudley, and Amy Ficklin DeBrotta for all they have contributed to my legal growth and education. I would also like to thank Mary Beth Ramey, Esq., for being my personal mentor. You are all very talented attorneys and I am truly a better paralegal for having worked with each one of you during the early years of my career.

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Student Affairs/Mentoring Committee

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

On April 12th I spoke at Manor College's Law and Justice Symposium to the students about the paralegal profession. They had a great day planned, which included a mock trial and speakers on electronic filing, resume writing and interviewing.

Harry Reichner, Christine Gordon, and myself will be panelists at their 2011 fall semester Peirce College Paralegal Student Association Event, which will be held on Tuesday, November 15, 2011 at 5:30 p.m. at Peirce College, 1420 Pine Street, Philadelphia, PA. We will also have a table to promote our organization. Bucks, Chester, Philadelphia, and South Jersey associations will be present in addition to Keystone. If you are interested in joining us, please let us know.

The Pennsylvania Paralegal, a career book for both paralegal students and practicing paralegals is in publication. You can order it online through <http://paralegals.org>.

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

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



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**Mark B. Dischell, Esquire Enlightens MCPA Members
Regarding Support Practice Assessment and Tactics**

by Deborah A. Long, Pa.C.P.

On Tuesday, May 17, 2011, the MCPA held its general membership meeting at the Law Offices of Dischell, Bartle & Dooley in Lansdale. President Annette M. Long presided over the meeting. Annette briefly reviewed topics of interest such as the MBA's upcoming Legal Aid Classic and the MCPA's Summer Social and Auction scheduled for June 23, 2011 at Justin's Carriage House in Skippack.



Having dispensed with the announcements, Annette then turned the spotlight over to Mark B. Dischell, Esquire who specializes in the practice of Family Law. Mark is President of the Law Firm of Dischell, Bartle & Dooley, is a frequent course planner and speaker on family law and related topics, and has authored and co-authored numerous articles on the subject.

In his presentation on *Support Tactics*, Mr. Dischell addressed the nature of Family Law Practice generally and how a case may rise and fall specifically on the issue of support.

For example, if a woman who is the dependent spouse comes in for a consultation because her husband has left the marital abode, should she be advised to file for divorce? According to Mark, the option to file for divorce should always be decided by the client; the attorney's job is to enlighten the client as to what options are available and the pros and cons inherent in each of those instances. Mark stated that he has a basic set of questions for the client which help him to establish a framework for the case and allow him to present the most appropriate alternatives for the client to consider. In the example of our dependent spouse, these questions would help him to determine the client's job prospects, her earning potential, and her ability to obtain medical insurance.

Mr. Dischell then spoke to the paralegal's role in keeping the case viable. Mark stated that it is the paralegal's job to keep the lines of communication open with the client and to use practicality, preparation, imagination and patience in establishing the support claim. The best place to start is with the Rules which are spelled out in Chapter 1910 of the Pennsylvania Code. The next step is to build on the Rules and on the facts of the case to establish the "theme" upon which the attorney can make his argument on the client's behalf. Mark noted that his strategy for arguing cases has resulted in referrals not only from his clients, but often from the other party as well.



Mark recommended several resources for the family law paralegal which he has found to be particularly useful: PBI's Family Law 101 (No. 2009-5765), PBI's Pennsylvania Family Law Discovery Forms (No. 4332) and Bisel's Pennsylvania Support Practice.

The MCPA is grateful to Mark Dischell for his interesting and informative presentation. Thanks are also extended to the Law Offices of Dischell, Bartle & Dooley for providing refreshments and for the use of their conference room. 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. ♦

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MCPA APPAREL, MUGS and TOTES

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

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

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



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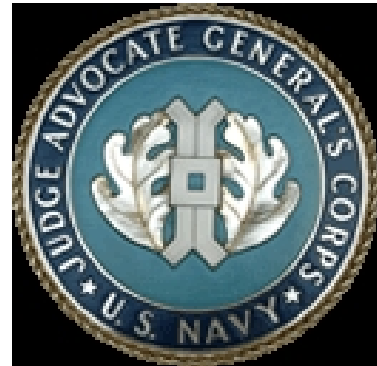
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**MCPA AND THE
MILITARY
OUTREACH PROGRAM**



Dear Colleagues,

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

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

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

Charlene M. Healy, RP
chealy@sattinronca.com
610-278-2630

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Keystone Alliance of Paralegal Associations (KAPA)

News of Note

Submitted

by Harry A. Reichner, Vice President, 1st Representative

Debbie Long and I recently attended the spring meeting of the Keystone Alliance on April 30 in Harrisburg, Pennsylvania. The meeting was hosted by the Central Pennsylvania Paralegal Association. We met at the Harrisburg campus of Temple University and the members of CPPA were very gracious hosts. Quite a few items were discussed, so I have chosen to highlight a few items that directly affect our membership:

1. **Pa.C.P. Program.** Tracey Barnes, R.P., Pa.C.P. was appointed the Chair of the Credentialing Committee in March 2011. The Committee reviews new Pa.C.P. applications and processes renewal applications using procedures and checklists provided in the Keystone Alliance's Policies and Procedures Manual. Tracey and the committee members have proposed changes to the Policies and Procedures Manual, revised checklists, and revised C.L.E. credit requirements to make the review process more streamlined and efficient. Debbie Long, Pa.C.P. was appointed as Chair of the Standing Committee, also in March 2011. Debbie's main focus is updating and completing the Policies and Procedures Manual, C.L.E. Pre-Approval Policy and promotion of the Pa.C.P. program. Debbie provided the delegates of the Keystone Alliance with many comments, suggestions and revisions to the program's controlling documents. For the most part, all were unanimously accepted. Debbie is working on final drafts of the controlling documents for review at the Keystone Alliance's July Meeting;

2. **Meetings.** In the past, the Keystone Alliance met twice a year, in the spring and fall. It was unanimously decided that the Keystone Alliance will meet three times a year going forward, in March, July and November. We believe that one additional meeting will only serve to increase the Keystone Alliance's productivity, affording us the time to finalize controlling documents, plan services to our membership and market the Pa.C.P. program. The next meeting will take place in Philadelphia this July;

3. **Discourage Use of the Acronym "KAPA".** There was discussion regarding the use of the acronym "KAPA." It was decided that "KAPA" should not be used because (i) all of the formation and controlling documents refer to the "Keystone Alliance," (ii) member associations

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use acronyms and it will cause confusion, and (iii) we are an ALLIANCE of paralegal associations, which should be made clear. So, be sure to use “Keystone Alliance” in discussion and written matter going forward;

4. **Secretary.** I volunteered to be the first Secretary of the Keystone Alliance. I hope that my work, alongside Tracey and Debbie, will create a renaissance in the operations and future of the Keystone Alliance;

5. **New Member.** The Bucks County Paralegal Association recently joined the Keystone Alliance; and

6. **Facebook.** The Keystone Alliance is on Facebook! Search ‘Keystone Alliance’ in Facebook and like us! You will then receive posts relating to Keystone Alliance news and issues.

I am proud to be your delegate to the Keystone Alliance. Feel free to contact me with comments, suggestions and/or if you have questions relating to Keystone Alliance affairs. My e-mail address is hreichner@groundworklaw.com.

Be sure to visit the Keystone Alliance’s website for more updates at <http://www.keystoneparalegals.org/>.




Facebook

The Montgomery County Paralegal Association (MCPA) now has a Facebook page!

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

SEARCH: Montgomery County Paralegal Association (MCPA)

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NFPA MEMBER BENEFITS

Submitted by Sherry Barag, Pa. C.P.

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

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

- Discounts on Walt Disney World Resort Vacation: As an NFPA member you can log on to the following website to plan a Florida trip to any of the 16 Theme Parks in the Orlando area. The website is **<http://www.orlandovacation.com/discounts/login.php>**. Our username is "**NFPA**". From there you can view the National Member Discount Program and all the discounts and special offers in Orlando. Some of the packages include cruises and resorts, National Car Rentals and other discounts.
- Dell - Take off an additional 7% on top of generally advertised Dell Products! Go to www.dell.com/paralegals. Our member ID is CS105317223 or call 1-800-695-8133.
- Car Rentals - Special rental rates on cars and vans are offered to members. Call Hertz at telephone (800) 654-3131 and provide NFPA's discount identification CDP# 336599. At least 24 hours advanced notice is required to receive this discount.
- 1-800 FLOWERS - Members can receive a 10% discount off an array of gift products including gourmet gift baskets, novelties, and flowers. 1-800 Flowers is offering this special benefit through its secure web site <http://ww12.1800flowers.com/>. Enter code "NFPA" under special offers during checkout or telephone 1-800-356-9377 and mention the promotion code "NFPA."
- Hotel Reservations - Members can receive up to 65% off regular hotel rates in certain cities. Take advantage of this benefit to save money for yourself and your employers. Telephone (800) 964-6835. Or visit www.hoteldiscount.com and identify yourself as an NFPA member to receive the discount.

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

Why Take PACE®?

Paralegals receive two major benefits by taking PACE. The exam

(www.paralegals.org -- NFPA's Official Website)

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

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

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

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

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



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VOLUNTEERING OPPORTUNITIES IN THE MCPA

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

Membership

Coordinate membership drives and membership matters

-

Tracey L. Barnes, RP, Pa. C.P.
Tbarnes@dbyd.com

Newsletter

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

-

Tracey L. Barnes, RP, Pa. C.P., Editor
Tbarnes@dbyd.com

Job Bank

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

-

Stephanie Dise, Pa. C.P.
sad@elliottgreenleaf.com

Marketing

Solicit sponsors and advertisers for MCPA

-

Deborah A. Long, Pa., C.P.
dlong@dbyd.com
Deborah A. Arbuckle,
darbuckle@kaplaw.com

Public Relations

Promote the MCPA in the legal and general Community

-

Annette Long
along@kanepugh.com

Planning

Plan and schedule upcoming MCPA presentations, meetings and social events

-

Lindsey Tait
ltait@millerturetsky.com
Terri Hall
thall@streamlight.com

Community Outreach

Plan and schedule MCPA charitable and community events

-

Roberta Fedorka
rfedorka@obrlaw.com

Fundraising

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

-

Christine Horace
chorace@good-lawyer.com

Mentoring

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

-

Lisa LaPenna, Pa. C.P.
llpenna@kaplaw.com

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

Theodore Roosevelt

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And now a word from our sponsors...

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

Benefits to the MCPA

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

Benefits to Our Sponsors

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

What Can You Do?

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

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

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

MONTGOMERY COUNTY
PARALEGAL ASSOCIATION



ADVERTISING OPPORTUNITY AVAILABLE TO MCPA MEMBERS

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

Advertising rates offered to MCPA members are as follows:

¼ page \$15 per issue

Business Card \$8 per issue

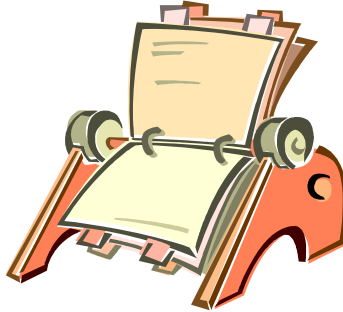
Commit to a full year and receive one ad for free!

Complete the information below and submit along with your advertisement to Tracey L. Barnes, RP, Pa. C.P., tbarnes@dbyd.com (Word or JPEG format preferred, PDF format accepted). Payments should be mailed to MCPA, PO Box 1765, Blue Bell, Pennsylvania 19422.

Member Name _____
Member E-Mail _____
Member Phone _____
Business Name _____
Number of Issues _____

*All submissions are subject to Board review and approval.

MONTGOMERY COUNTY
PARALEGAL ASSOCIATION



How to Contact Us-2011

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