



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

January 2014

Inside this issue:

PRESIDENT'S MESSAGE	1-2
BOARD MEMBERS	3
NEW MEMBERS	4
RECENT MEETING & EVENT	4-7
DECEMBER 5, 2013 HOLIDAY SOCIAL RECAP	9
THE PARALEGAL MENTOR, VICKI VOISIN	10-13
NFPA NEWS YOU CAN USE	10
KEYSTONE ALLIANCE OF PARA- LEGAL ASSOCIATIONS SAVE THE DATE	14
NOTABLE WEBSITES	15
BOOKS, APPS, WEBSITES	16
MCPA VOLUNTEER OPPORTUNITIES	17
OFFICERS, BOARD MEMBERS & COMMITTEE CHAIRS CONTACT INFORMATION	18

PRESIDENT'S MESSAGE by ANNETTE M. LONG, CRP

I was born in Philadelphia to a factory machinist and a Puerto Rican migrant, the oldest of 4 girls – all about 15 months apart, life was not the “Ozzie and Harriet” scenario growing up. I learned quite early to depend on myself to get things done and keep moving forward. Everything from learning to ride a bike to homework and school projects, I was headstrong and wanted to get things done right. To my father’s pride... and sometimes his dismay, I had turned out to be like him – STUBBORN. I simply wouldn’t take “NO” for an answer. I believed there was always a way to get something accomplished. I just had to determine the steps, do the work and find a way. I remember doing things and making decisions for my school and life and there was my father “You’re so stubborn. Or, you’re so hard-headed” He knew it was irritating me and I’d tell him I was just like him... he laughed. One day I had finally had enough of

him telling me I was stubborn. I very matter of factly turned to him, looked him in the eye and said “I’m not stubborn... I’m DETERMINED!” A look of pleasure came over his face, like I finally “got it” and he never called me stubborn again. After that, came the next lessons from my father, this time more positive. “Annette, you can do anything you set your mind to do” and “make your decision, move forward and don’t look back. Know you’ve made the right decision for yourself at the time and move on”. I made some good decisions and some bad decisions. I was frightened and even fell down along the way, but I got back up again to fight another day. Dad taught me the value of determination, persistence, and courage. I lost dad back in 2009, but his words of wisdom are with me every day.

CONTINUED ON NEXT PAGE

NEXT CLE EVENT: FEBRUARY 11, 2014 AT 6:00 pm

Overview of Family Law

Presented by

Amy R. Stern, Esquire

Lansdale School of Business
Room 110
290 Wissahickon Avenue
North Wales, PA 19454
1-800-219-0486

Please park in the rear of the building and access through the back door. Please sign in as you enter for school security purposes. The classroom is across from the Café)

Free for members
\$20.00 for non-members

Light Bites and Beverages
provided by MCPA

Manna on Main Street Collection

While all donations are appreciated, some things that are especially needed right now are: Rice, Canned Fruit (peaches, pears, fruit cocktail, pineapple, mandarin oranges, etc), Canned Meats (tuna, chicken/turkey, chili, beef stew, chicken dumpling, salmon, spam), butter, eggs, fresh produce/vegetables and fruits.

MCPA Editing Team:

Newsletter Committee Chair:

Rachel Fineberg
Rfineberg@goldblumhess.com

Contributing Editor:

Suzanne Sarver
SHoffman@cubessmart.com

Layout Editor:

Michelle Calkins

**** Approved for 1.5 SUBSTANTIVE CLE by NFPA and Keystone Alliance***

PRESIDENT'S MESSAGE

CONTINUED

Over the past three years it has been both my honor and privilege to serve as President of the Montgomery County Paralegal Association. I've seen our profession continue to advance and our association and members accepting more active roles at the county, state and national levels. We've endeavored to raise awareness of MCPA and the benefits of membership to the legal community at large. We have sought to educate and mentor student paralegals in schools throughout the area. Throughout my presidency, we have strived to establish and improve MCPA's relationship with the Montgomery Bar Association. We have been able to forge a relationship with the MBA through activities and participation in events such as the Mock Trials, the Delaware Valley Legal Expo and participation in Wills for Heroes events. Our listserv is sponsored by the Bar Association and assists with communication to all of our members. As an Association, we have made contributions to Legal Aid, the Montgomery Child Advocacy Project, Toys for Tots and Manna on Main Street. Due to our relationship with the Bar, many [CLE's offered by the Bar Association](#) are now available to paralegals.

As paralegals, we play a key role in delivering legal services at our places of work. As an association, we are here to take an active role and make a difference in our County. We play an active role in the development and growth of the paralegal profession at the state and national levels through associations such as [Keystone Alliance](#) and the [National Federation of Paralegal Associations](#). According to the [US Department of Labor](#), the employment of paralegals and legal assistants is projected to grow 17 percent from the year 2012 to 2022 - faster than the average for all occupations.

I have had the awesome opportunity to lead MCPA and work with remarkable individuals who formed the Board of Directors each year. It has been both awe-inspiring and a humbling experience. This is a professional, nurturing and caring organization and there are many ways to become involved with MCPA. It could be as simple as providing a place to hold a CLE or suggesting a topic or a speaker. You might want to join a [Committee](#) or become Chairperson of a Committee. You could assist with Hospitality and Event Planning, Membership, Marketing, Newsletter, Student Affairs, Community Outreach or Fundraising. Choose to be open to new experiences and take an active role, helping to mold our association. For me, the personal and professional friendships forged will carry on long after my tenure as President.

The drive to be more than you are.... When you take a look at where you've been, where you are and where you're going, when you take a look at the rest of your life and ask yourself "Now what?" That's where I'm standing now - taking inventory, both personally and professionally. They say when the water in a pot starts to boil, don't turn off the heat, but start cooking! I'll remain an active part of MCPA through the Marketing and Public Relations Committee, Membership Committee and as Co-Chair of the Hospitality and Events Planning Committee. As you may have read in the NFPA announcement email yesterday, I have been appointed to be NFPA's Bar Association Committee Coordinator. The committee is charged with updating resource materials regarding state and local bar associations. Discussions will be held regarding how best to integrate and foster relationships with Paralegal Associations and Bar Associations throughout the country. I have also accepted a position on the Board of Directors of the Montgomery Bar Foundation. The Foundation is the charitable arm of the Montgomery Bar Association. Since 2001, the Foundation has awarded more than a quarter of a million dollars to law-related and humanitarian causes serving victims of crime, abuse and mistreatment. Thoughts of starting my own business and possibly returning to school are also on the horizon. Just today I received the confirmation email accepting my registration to the PA Court Interpreter Certification Program... you see I'm STILL determined.

Thank you all for your support and friendship. I'm looking forward to what's next in my life and the next chapter for MCPA!!AMLONG83@GMAIL.COM

To quote the late Nelson Mandela:

".....I have discovered the secret that after climbing a great hill, one only finds that there are many more hills to climb. I have taken a moment here to rest, to steal a view of the glorious vista that surrounds me, to look back on the distance I have come. But I can only rest for a moment,and I dare not linger, for my long walk is not ended."

BOARD OF DIRECTORS

TRACEY L. BARNES, RP, PA. C.P. PRESIDENT

HARRY REICHNER, M.A. VICE PRESIDENT

KELLY SMITH TREASURER

ROBERTA FEDORKA, PA. C.P. SECRETARY

BOARD MEMBERS:

CHRISTOPHER GREGG
NOREEN MESSMER, PA. C.P.
SHERRY BARAG, CRP, PA. C.P.
SUZANNE SARVER

STUDENT LIAISONS:

LANSDALE SCHOOL OF BUSINESS

CORY M. SCOTT
JAYLENE JOHNSON
HOPE LATTANZE

PEIRCE COLLEGE

WESLEY GARVIN
DARREN MERRITT

MANOR COLLEGE

BRIANN HAAG
LINDA WILKENS

WELCOME NEW MEMBERS!

Laura Rogers
Hope Lattanze

3) the voting ballots for new Board Members. Ballots were handed out and voting commenced. Sherry Barag, Tracey Barnes and Ro Fedorka were successful in their bids for the board. Congratulations to those ladies. Also, our newsletter is currently seeking volunteers to provide articles of interest. If you are interested, please contact Rachel Fineberg, Committee Chair at rfineberg@goldblumhess.com. The student liaisons for 2014 were announced at this time as well. Concluding with the announcements, Annette turned the introduction of our guest speaker over to Tracey Barnes. Tracey did the honor of introducing Mr. John T. Dooley, for whom she is a paralegal for.

Mr. Dooley is a senior partner at the firm of Dischell Bartle & Dooley, PC. Mr. Dooley has done extensive work in the areas of estate planning and administration and prides himself on assuring his clients that their wishes are fulfilled. Mr. Dooley commenced his presentation by emphasizing the worth of paralegals in the estate planning and administration process.

He was kind enough to say that his job is easier with a good paralegal assisting him.

Many people don't want to have to think of estate planning and administration at this point in their lives.

Mr. Dooley touched on so many areas of estate planning and gave us key pointers

REMEMBER TO SUPPORT THOSE WHO SUPPORT US!

All of the sponsors appearing in the MCPA Today provide financial support to keep MCPA programs affordable to its members.

REMEMBER OUR SPONSORS THE NEXT TIME YOU NEED A SERVICE!

RECENT MEETING & EVENT RECAPS

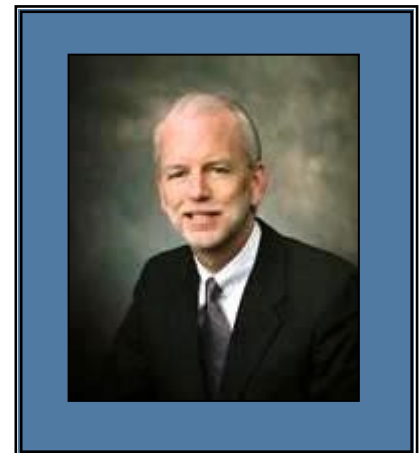
by Nancy Piechota, PA C.P.

On November 12, 2013, the MCPA held a CLE event at the offices of Dischell, Bartle & Dooley, PC, in Lansdale, PA. Annette M. Long commenced the meeting with a number of announcements which included:

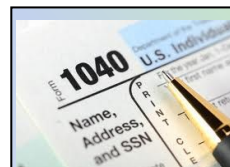
- 1) the Legal Expo,
- 2) the Holiday Social, which is to be held on December 5, 2013 at P.J. Whelihan's in Blue Bell; and

as to why or why not certain provisions are beneficial to the individual and which would be beneficial to the surviving spouse and beneficiaries. I think he opened many of our eyes in the room that evening.

Estate tax was originally for wealthy estates. Federal estate tax which has incurred many changes over the years is a tax that is imposed on the transfer of the taxable estate of every decedent who is a resident or citizen of the United States. The taxable estate is reached by taking the gross estate and subtracting certain deductions which then leaves you with the taxable estate, which is the tax due to the federal government. Portability exemption - In simple terms, portability of the federal estate tax exemption between married couples means that if the first spouse dies and the value of his or her estate does not require the use of all of his or her federal exemption from estate taxes, then the amount of the exemption that was not used for the deceased spouse's estate may be transferred to the surviving spouse's exemption so that he or she can use the deceased spouse's unused exemption plus his or her own exemption when the surviving spouse later dies.



Pennsylvania Inheritance tax was discussed – many wondered what was considered taxable. We learned that a person's estate is comprised of all assets which are held in the decedent's name alone, or which are payable to their estate. These are known as probate assets and are controlled



**Individual
Income Tax
25 Years Experience!**

LOUIS F. MURRAY, CPA

610-247-4483

lfmurray2@aol.com

New clients receive a 10% discount when you mention this advertisement.

RECENT MEETING & EVENT RECAPS CONTINUED



by the Will or by the Intestate Law (if there was no Will). The inheritance tax is also imposed on a variety of non-probate assets. These include assets owned jointly with someone other than a surviving spouse, assets held in trust or those payable to a named beneficiary (e.g., IRA), or other types of taxable transfers. The IRA is not taxable if the decedent did not have the right to possess it without the penalty.

Gift Tax – A gift tax is a tax imposed on the transfer of ownership of property. The Internal Revenue Service says, a gift is "Any transfer to an individual, either directly or indirectly, where full consideration (measured in money or money's worth) is not received in return". This prevented wealthy people from giving things away in order to avoid taxes.

Exemptions for gift taxes: There are two levels of exemption from the gift tax.

First, gifts of up to the annual exclusion (\$14,000 per recipient as of June 2013) incur no tax or filing requirement. By splitting their gifts, married couples can give up to twice this amount tax-free. Note that each giver and recipient pair has their own unique annual exclusion; a giver can give to any number of recipients and the exclusion is not affected by other gifts that recipient may have received from others.

Second, gifts in excess of the annual exclusion may still be tax-free up to the lifetime estate basic exclusion amount (\$5.2 million in 2013); although for estates over that amount such gifts might increase estate taxes. Taxpayers that expect to have a taxable estate may sometimes prefer to pay gift taxes as they occur, rather than saving them up as part of the estate.

Two Trusts that very few people need are the following:

GRAT – "Grantor Retained Annuity Trust" is commonly used to make large financial gifts to family members without paying a U.S. gift tax. This is how it works: A donor sets up a GRAT

Furthermore, transfers (whether by bequest, gift, or inheritance) in excess of \$1 million may be subject to generation-skipping transfer tax if certain other criteria are met.

by making a donation into a trust. The trust is set up as an annuity whereby the donor receives an annual payment from the trust for a fixed period of time. At the end of the term, any remaining value in the trust is passed on to a beneficiary of the trust as a gift. Beneficiaries are generally close family members of the donor, who are prohibited from being named beneficiaries of another estate freeze technique, the grantor retained income trust or "GRIT" as it is known. If a grantor dies before the trust period ends, the assets in the GRAT are included in the grantor's estate by the Internal Revenue Code, eliminating any potential gift tax benefit; this is the GRAT's main weakness.

USA-Serve SM "Expediting The Process of Service" **888-778-8721**

- Serve Process To Any Address In The U.S.A.
- Easily Request & Track Service Online 24/7
- Automated Email Service Status Updates
- Electronic Copies of Signed Affidavits Online
- Online Skip Trace Reports

Click [HERE](#) To Register FREE Online Today!

Local (Up To 250 Miles) - \$55
Remaining Continental USA - \$70

ILITS - "Irrevocable Life Insurance Trust" is an irrevocable, non-amendable trust which is both the owner and beneficiary of one or more life insurance policies. Upon the death of the insured, the Trustee invests the insurance proceeds and administers the trust for one or more beneficiaries. If the trust owns insurance on the life of a married person, the non-insured spouse and children are often beneficiaries of the insurance trust. If the trust owns "second to die" or survivorship insurance which only pays when both spouses are deceased, only the children would be beneficiaries of the insurance trust.

RECENT MEETING & EVENT RECAPS CONTINUED

Mr. Dooley then discussed family planning. Family planning would encompass second marriages, minor children, children with disabilities and spendthrifts.

Second Marriage: Usually this is spouses to each other and split with all kids. You want to take into account what would happen if the surviving spouse then changes their will and leaves everything to their children only and cuts the deceased spouse's children out. You may then want to consider a "Contract to Make Will" which essentially is when a couple enters into a contract through which each spouse agrees not to make a new Will, then after the first spouse's death, the surviving spouse could not make a new Will and disinherit the first spouse's children.

Minor Children: Best to use a trust. A trustee would be named which is best if it were a family member.

Disabled Children: Best to use a Special Needs Trust. A Special Needs Trust is created to ensure that beneficiaries who are disabled or mentally ill can enjoy the use of property which is intended to be held for their benefit. In addition to personal planning reasons for such a trust (the person may lack the mental capacity to handle their financial affairs). Special needs trusts can provide benefits to, and protect the assets of, the physically disabled or the mentally disabled. Special Needs Trusts

are frequently used to receive an inheritance or personal injury settlement proceeds on behalf of a disabled person or are funded from the proceeds of compensation for criminal injuries, litigation or insurance settlements.

Spendthrift: A spendthrift provision creates an irrevocable trust preventing creditors from attaching the interest of the beneficiary in the trust before that interest (cash or property) is actually distributed to him or her. Most well drafted irrevocable trusts contain spendthrift provisions even though the beneficiaries are not known to be spendthrifts.

Mr. Dooley explained that most people have been misled to think that they have avoided inheritance tax for what was put into a Living Trust. A "living trust" (also called an "inter vivos" trust) is simply a trust you create while you're alive, rather than one that is created at your death. Most times all assets are never placed into a living trust. Then an estate needs to be opened to deal with those assets.

While we could have gone on for hours discussing estate planning, Mr. Dooley had to move onto probate. What is probate and how does it work?

Probate is a legal process that takes place after someone dies. It includes:



Records and Reporting

**Providing Quality Support
Services to the Legal
Community for Over 30 Years.**

Records Retrieval

- Authorization Requests
- Subpoena Requests
- Process Service
- Online Repository
- On-Site Copying

Court Reporting

- Realtime Reporting
- Video Depositions
- Video Conferencing
- Video Text Synchronization
- Trial Presentation & Playback

www.theMCSgroup.com

Philadelphia, New York, Chicago, Los Angeles, Baltimore, Miami, Wilmington

Tel 877.246.3665 ext. 8143 E-Mail Kevin.Melfi@theMCSgroup.com

RECENT MEETING & EVENT RECAPS CONTINUED

- proving in court that a deceased person's will is valid (usually a routine matter);
- identifying and inventorying the deceased person's property;
- having the property appraised;
- paying debts and taxes, and
- distributing the remaining property as the will (or state law, if there's no will) directs.

After your death, the person you named in your will as executor -- or, if you die without a will, the person appointed by the Court -- files papers with the Register of Wills in the appropriate county. The executor proves the validity of your will and presents the Register with lists of your property, your debts, and who is to inherit what you've left. Then, relatives and creditors are officially notified of your death.

Your executor must find, secure, and manage your assets during the probate process, which commonly takes a few months to a year. Depending on the contents of your will, and on the amount of your debts, the executor may have to decide whether or not to sell your real estate, securities, or other property. For example, if your will makes a number of cash bequests but your estate consists mostly of valuable artwork, your collection might have to be appraised and sold to produce cash. Or, if you have many outstanding debts, your executor might have to sell some of your property to pay them.

Value of your assets? Your assets are valued as of the date of your death.

Unfortunately, time was not on our side this evening as we ran out of it just as we got into the administration area.

We were very fortunate to have Mr. Dooley spend his evening with us and enlighten us to the world of estate planning and administration. A well-deserved round of applause was given by our members. MCPA would like to thank Mr. Dooley for his time, the use of his firm's conference room and for dinner. Thank you also goes to Tracey Barnes for allowing us to take a peek into what her job entails.

ABELSON

Results Driven... Talent Acquisition Specialists

We have worked closely with law firms and companies of all sizes since our founding in 1990, providing paralegal talent to clients throughout the Philadelphia region. We can meet your hiring needs on a permanent or contract basis in every legal specialty.

Whether you are a job seeker or employer, using our team will get you the results you need. Call us today.



Cathy Abelson

Joyce Feinstein

(215) 561-3010 • www.AbelsonLegalSearch.com

DON'T FORGET TO:



Like us on
Facebook

***FOR PHOTOS, NEWS,
ANNOUNCEMENTS, UPDATES
& MORE!***

RISE ABOVE

100 Ross Rd. Suite 204
King of Prussia, PA 19406

&

100 Porter Rd. Suite 200
Pottstown, PA 19464

Phone: (484) - 681-4040 Fax : 484 - 681-9734

A Licensed Drug and Alcohol Outpatient Program with extensive experience in working alongside the criminal justice system and engaging clients with respect and dignity

Our mission is to empower people in need, helping them attain the highest level of independence possible and build better lives for themselves, their families and their communities.

Conveniently located offices in King of Prussia (upstairs from Montco Adult Probation and DUI Administration) and Pottstown (near the Pottstown Hospital)

Our services include Drug and Alcohol counseling, anger management and domestic violence groups (S.A.F.E)

Specializing in Treatment Determination Evaluations; comprehensive, clinical evaluations offering treatment and supervision recommendations for individuals involved in the criminal justice system at all levels.



Another people-helping-people project from **Resources for Human Development**. Call for a description of rates. Spanish language services available



MCPA'S DECEMBER 5, 2013 HOLIDAY SOCIAL RECAP

It was that time of the year again when we were able to get together and celebrate the holiday season at the MCPA's annual Holiday Social. This year we celebrated at P.J. Whelihan's in Blue Bell and it was wonderful in many ways. Our Toys for Tots charity was a great success and the toys were overflowing the bin. Thank you to everyone for your donations!

We would like to thank our vendors that came out to support the MCPA. The vendors offered great discounts, services, and products to everyone. We would especially like to thank beginning with Karen Ash, of Morgan Wentworth, for distributing her

complimentary holiday gift bags to everyone. And secondly, Robin Atkinson, who provided complimentary back massages which were experienced by many of our guests. Her massages were invigorating and gave us a reason to take better care of ourselves

and to take the time to go get a massage. She provided individual attention and focused on what issues you wanted addressed.

Set right next to the jewelry table were Christmas ornaments and decorations by Lisa Long. These were handcrafted Christmas ornaments along with picture frames for the special holiday occasion. Hope everyone got a chance to check them out.



Furthermore, Amy Shalongo from Pampered Chef brought her energy and welcoming attitude to display all the goodies and products Pampered Chef has to offer. There were also a few samples to taste as well as product demonstration. Amy provided kitchen products for sale along with catalogs and pricing for anyone that would be interested in joining the Pampered Chef family.

Last but not least was MCPA's own, Harry Reichner, who was busy all night providing great insight and reads to those who signed up. You could not miss Harry in his tall wizard hat and everyone appreciated the individual time and attention he gave. Harry truly provides a great service and we are lucky to have his special talents involved in our association.

HEAVEN SENT
WORLDWIDE COURIER

SUBPOENA SERVICE

**3 Attempts
1 Low price**

- 1-2 Day Service
- Notarized Affidavit of Service
- Entire Philadelphia County

\$40

215-545-9100

subpoenas@heavensentcourier.com
www.heavensentcourier.com

Same day service • Deliveries to the counties • Multiple deliveries

Don't forget to visit the MCPA sponsor websites!

NFPA News You Can Use

Congratulations to NFPA's Bar Association Coordinator and Committee for 2013- 2014!

Annette Long, CRP is a member of the Montgomery County Paralegal Association in Region IV and as Bar Association Coordinator will serve as chair to the Bar Association Committee. The Bar Association Committee updates member resource materials on state and local bar associations which stored on the member-only web area of NFPA's website. Congratulations also to the following newly-appointed and re-appointed Bar Association Committee members: Jean M. Diekmann - Minnesota Paralegal Association (Region II), Susan M. Smith - Indiana Paralegal Association (Region III), Rasheeda Hastings - Philadelphia Association of Paralegals (Region IV), Dianne M. Cosman - Rhode Island Paralegal Association (Region V), Gillian Gayle - New York City Paralegal Association (Region V), Robin Riddick - Philadelphia Association of Paralegals (Region IV).



The Paralegal Mentor

strategies for paralegals seeking excellence

Transform your career... transform your life

Happy New Year! 2014 is off to a crazy start!

The Don and I spent the Christmas holiday in Atlanta. It was fun to be with family and watch the little ones tear into their presents. Since we drove, we were able to take a quick side trip to Savannah where this picture was taken. It was a bit rainy while we were there but we got to do everything we wanted, including lunch at Paula Deen's Lady & Sons restaurant and visiting with a dear friend we hadn't seen in years. Cold and snow greeted us when we returned to Charlevoix and then my desktop was a victim of the demonic "Blue Screen of Death" so it's in for repair. Hopefully it can be fixed as a new computer is not in my budget. This edition of Paralegal Strategies is being produced on my laptop and it's not easy. The last bit of news is that I had cataract surgery on my right eye this past Tuesday. I thought I'd bounce off the operating table with perfect vision. Not so! It's getting better every day but still a bit blurry. C'est la vie!



That's it for this week. See you soon!



WHAT DO YOU WISH YOU WOULD HAVE KNOWN?

By Vicki Voisin, ACP

I asked this question on Facebook: What do you wish someone had told you when you were a first-year paralegal? The response was phenomenal so I thought I'd share the great advice with you.

While I'm not including names, please know that the tips were provided by paralegals from all over the country who are in various stages of their careers. Here they are:

- Improve writing skills.
- Ask good questions and take good notes so you don't have to ask the same questions over and over.



CONTINUED

- Write down EVERYTHING! Confirm EVERYTHING! What you understand may not be how your attorney wants something done.
- That my job description was not a complete list of tasks.
- You will make mistakes and mistakes can be corrected!
- So many things:
 - ◊ Don't be afraid to ask questions - better to ask than to screw something up.
 - ◊ Be friendly to EVERYONE in your office, and also to court personnel and others along your path.
 - ◊ Don't get caught up in office politics.
 - ◊ You will have to work with people who are lazy, stupid, scheming, ignorant and just plain mean. Be professional, help them if you can, and always take the high road.
 - ◊ Learn how to operate every piece of equipment in the office.
 - ◊ Compliment people - it works wonders.
 - ◊ Join your local paralegal association, and join a committee.
 - ◊ The friends you make will be your friends forever.
 - ◊ If you know that your spelling and grammar skills need brushing up, do it.
 - ◊ If you trip over a heavy three-hole punch and break your little toe, file a worker's comp claim. Don't suffer in silence.
- Though you may want to, understand that you can't do everything, so be realistic about the number of projects you can take on. And I wish I had not been told: Oh, honey, you're so green.
- That it's an AWESOME profession, but it is what you make of it.
- If you want to soar to new heights then be active, do all you can, and remember we are all professionals in the same boat. Grab an oar!

PHILADELPHIA BAR ASSOCIATION
The only official provider of discounted court reporting services exclusively for Philadelphia Bar Association members.

THE LEGAL INTELLIGENCER'S BEST of 2013 VOTERS' CHOICE
2011 • 2012 • 2013

THE POWER OF LOVE

WHY CHOOSE LOVE COURT REPORTING?

- #1 in Customer Service Satisfaction
- Voted "Best of 2011, 2012 & 2013"
- Service, Technology, Support
- Personalized, Professional Service
- Three Quality checks of Transcript
- Receive Transcript on time
- Reporter arrives on time
- Nationwide Coverage
- Experienced, Certified & Registered Reporters
- 24/7 Accessibility
- One call takes care of ALL your court reporting services

Member of the National Court Reporters Association
Member of the Pennsylvania Court Reporters Association

SERVING PENNSYLVANIA, NEW JERSEY & DELAWARE WITH NATIONWIDE COVERAGE

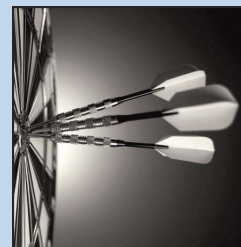
LOVE
COURT REPORTING, INC.

1500 Market Street, 12th Floor, East Tower, Philadelphia, PA 19102, (215) 568-5599
2002 Sproul Road, Suite 100, Broomall, PA 19008, (610) 355-1948
TOLL FREE: 888-462-6200 • Fax: (610) 355-1540 • Email: loveus@lovecourtreporting.com
www.lovecourtreporting.com



CONTINUED

- If your boss has some silly little thing that he or she wants you to do every day that you feel is beneath you (like, for example, sharpening their pencils) - it's a whole lot better in the long run to just do it rather than to raise a fuss. You will understand this in about 10 years.
- Be curious.
- No matter what the Rules of Court say, ALWAYS CALL THE CLERK of Court's office to avoid misinterpretation, especially the local rules ... some judges have many rules to follow outside the standard rules of court.
- You never stop learning!
- Never go to your attorney with a problem without having at least one solution.
- Do your work instead of loitering on Facebook! Bye, y'all!
- Be nice to the court personnel and, when you really need their help, they will.
- That assisting your attorney in achieving positive results for the client would also provide far greater rewards for me - the satisfaction of helping others.
- Take nothing personally.
- You don't wait for work to be assigned. You take it and do it, even if you have to do it on your own time to prove what you can do. Ask the attorney for the case theory and theme and then think like the opposite side.
- Learn litigation instead of real estate transactional. There will always be litigation, but the real estate work can disappear.
- It's a constant learning process and that you really need to be able to get along with everyone. And that at some point or another we've all been there.
- How much I was going to enjoy it. Even after 40+ years.



ex•act
 \ig-'zakt\ adj.
 capable of greatest precision

Kelly Law Registry® hits the target for all your legal hiring needs.

As one of the nation's premier legal placement firms, we have a roster of qualified attorneys, paralegals, and document review specialists ready and waiting to assist with your legal, compliance, and litigation projects. We've been helping customers like you save time and money for decades. Contact us today.

Mark Evangelista, Esq. | Business Development | Recruiting
 p. 215.972.5535 | m. 508.454.6987 | email mark.evangelista@kellyservices.com



Third-party validation of high-quality service. Kelly was named to Inavero's 2011 Best of Staffing™ Talent and Client lists. These satisfaction awards recognize staffing and recruiting firms that provide exceptional service.

All trademarks are property of their respective owners.
 An Equal Opportunity Employer © 2011 Kelly Services, Inc. W1553

KELLY
 LAW REGISTRY



CONTINUED

- That billing your time is an awful task, but other than that being a paralegal is a fantastically fulfilling and exciting career. I despise billable hours, so I went to work where that is not required! SO happy!!
- You need to meet Vicki Voisin ASAP! :)
- Billing - or wording of your billing. Insurance companies are sooooo particular!!!
- Join NALA
- Sit for the CP exam as soon as you can... wish I could do that one over. I wish I would have been encouraged to sit for my certification exam sooner in my career. However, I am still so proud of my certification.
- And join a professional association like NALS, NALA, NFPA or any of the local associations. Networking is so important!

- Join your local paralegal organization and NALA. The friendships and contacts you will make through these organizations will be a valuable part of your career. Also, find a mentor that you can talk to about your career path, and as you progress in your career, mentor others.
- Join your professional associations (local, state & national) for networking & to have a say in your profession & the advancement of your profession, obtain a mentor through your local association, always continue learning.
- I wish someone had explained billing and that it was the attorney's responsibility to determine whether I had spent too much time on a project.
- Join a local paralegal association!

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. © 2014 Vicki Voisin, Inc.



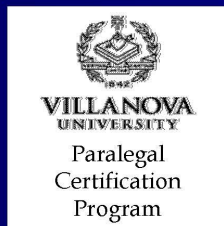
Save the Date!

The Keystone Alliance of Paralegal Associations
presents its

2014 Education Summit
Saturday, May 3, 2014



proudly sponsored by



www.capitolcopy.net

NOTABLE WEBSITES

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/>

FREE access to the laws for 19 states (including Pennsylvania and New Jersey), the U.S. Code, and the U.S. Constitution:

- Pennsylvania Consolidated Statutes–Pennsylvania Attorney Resources –Pennsylvania Laws:

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

- Crimes and Offenses – 18 Pa. Cos. Stat. –Pennsylvania Attorney Resources– 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/>



We'll Help You Put the Pieces Together

*Whether you're looking for a new position
or searching for the "right" candidate,
we work hard to facilitate the perfect match.*

Call Karen Ash today to find out how easy it is for you!
karenash@morganwentworth.com

PROFESSIONAL
LEGAL
RECRUITING

Morgan
Wentworth LLC
WHEN THE BEST IS WORTH IT

800 Penllyn Pike
Blue Bell, PA 19422
Tel: 610-783-0900 X 23
Fax: 610-783-7940
www.morganwentworth.com

We Value Our Partnership with ALA and Salute Its Service to Its Members

BOOKS/ APPS/ WEBSITES

We NEED You!

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

*Take a few minutes
and email your
suggestions to Shari
Weber Bradley, Pa
C.P. at
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:

Don't forget to visit the MCPA sponsor websites!

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

CONTACT INFORMATION

OFFICERS		BOARD MEMBERS	
PRESIDENT: TRACEY L. BARNES, RP, PA. C.P. TBARNES@DISCHELLBARTLE.COM 215-362-2474 X 208		NOREEN MESSMER, PA. C.P. NMESSMER@FORDBUCKMAN.COM	
VICE PRESIDENT: HARRY A. REICHNER HREICHNER@GROUNDWORKLAW.COM 610-205-1560		SHERRY BARAG, CRP, PA. C.P. SBARAG@FOXROTHSCHILD.COM	
TREASURER: KELLY SMITH KSMITH@KANEPUGH.COM 484-824-5668		CHRISTOPHER GREGG CGREGG@KANEPUGH.COM	
SECRETARY: ROBERTA FEDORKA, Pa. C.P. RFEDORKA@OBRILAW.COM		SUZANNE HOFFMAN SARVER SHOFFMAN@CUBESMART.COM	
STUDENT LIAISONS			
LANSDALE SCHOOL OF BUSINESS	CORY M. SCOTT JAYLENE JOHNSON HOPE LATTANZE WESLEY GARVIN DARREN MERRITT	MANOR COLLEGE	BRIANN HAAG LINDA WILKENS
PEIRCE COLLEGE			
MARKETING & PUBLIC RELATIONS: <i>MARKETING CO-CHAIRS:</i> DEBBIE LONG, PA. C.P. DEBLONG420@GMAIL.COM DEBBIE ARBUCKLE, PA. C.P. DARBUCKLE@KAPLAW.COM <i>PUBLIC RELATIONS CHAIR:</i> ANNETTE M. LONG, CRP AMLONG83@GMAIL.COM		NEWSLETTER: <i>COMMITTEE CHAIR:</i> RACHEL FINEBERG RFINEBERG@GOLDBLUMHESS.COM <i>CONTRIBUTING EDITOR:</i> SUZANNE SARVER SSARVER@CUBESMART.COM <i>LAYOUT EDITOR:</i> MICHELLE CALKINS MCALKINS@MILLERTURETSKY.COM	
STUDENT AFFAIRS & MENTORING: LISA LAPENNA, PA. C.P. LLAPENNA@KAPLAW.COM		HOSPITALITY & EVENTS PLANNING: KATHLEEN M. ZAMORSKI, PA. C.P. KMZ@ELLIOTTGREENLEAF.COM ANNETTE M. LONG, CRP AMLONG83@GMAIL.COM	
COMMUNITY OUTREACH & PRO BONO: RO FEDORKA, PA. C.P. RFEDORKA@OBRILAW.COM		FUNDRAISING: ALLYN PINSKER APINSKER@KANEPUGH.COM	
SOCIAL MEDIA: CHRISTOPHER GREGG CDGREGG@GMAIL.COM		MEMBERSHIP: TRACEY BARNES, RP, PA. C.P. TBARNES@DISCHELLBARTLE.COM	
2014 REPRESENTATIVES AND COORDINATORS			
NFPA PRIMARY DELEGATE: DEBBIE ARBUCKLE, PA. C.P. DARBUCKLE@KAPLAW.COM NFPA SECONDARY DELEGATE: SHERRY BARAG, CRP, PA. C.P. SBARAG@FOXROTHSCHILD.COM		KEYSTONE ALLIANCE PRIMARY DELEGATE: HARRY REICHNER HREICHNER@GROUNDWORKLAW.COM KEYSTONE ALLIANCE SECONDARY DELEGATE: TRACEY BARNES TBARNES@DISCHELLBARTLE.COM	
CERTIFICATION AMBASSADOR (PACE & PCC): SHERRY BARAG, CRP, PA. C.P. SBARAG@FOXROTHSCHILD.COM		BAR LIAISON: ANNETTE M. LONG, CRP AMLONG83@GMAIL.COM	
JOB BANK COORDINATOR: KELLY SMITH KSMITH@KANEPUGH.COM		CLE COORDINATOR: TRACEY BARNES, RP, PA. C.P TBARNES@DISCHELLBARTLE.COM	
WEBMASTER: HARRY A. REICHNER		HREICHNER@GROUNDWORKLAW.COM	