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The Official Publication of the  
Montgomery County Paralegal Association

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**JULY 2013**

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## C L E   E V E N T

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



# SAVE THE DATE...

## NEXT BOARD MEETING:

**DATE:** September 5, 2013  
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## NEWS FROM VILLANOVA UNIVERSITY'S PARALEGAL PROGRAM

*Submitted by Jim Kane, Director*

Villanova University recently added two new instructors to our team of attorneys and paralegals. Many of our students who come to our paralegal studies program are people looking to change careers or start a new career. Peter Demkovitz and Jay Gingrich are great examples of the ability to change your career path.

Peter Demkovitz teaches employment law in the summer evening program, and brings to Villanova a wealth of experience in the employment area, currently practicing at Markowitz & Richman in Philadelphia in the areas of labor, employment and civil rights. This is Peter's second career, which began in academics, teaching communications at two colleges in the 1980's and early 1990's. His interest in the law grew over time, and eventually he headed back to law school at St. John's in New York on a full academic scholarship. Peter's passion for this area of law goes back to high school, where he was the recipient of not just one, but two union scholarships to Rutgers University.

Jay Gingrich started as an attorney after graduating from Temple University School of Law following his undergraduate degree from American University, where he was magna cum laude. Jay worked as an attorney for over 15 years focused on the areas of estates and trusts. His passions were writing and teaching. In 1988 Jay served as an instructor for Penn State's Paralegal program, and then later as the author of two legal texts on the subjects of estates and trusts, as well as substantial writing for other publications. Jay is teaching estates and trusts in our summer evening program.

Villanova University's Paralegal Studies program is focused on those students who have a passion to learn and who are willing to take on the responsibilities of learning and living the law, in its many forms. Our day and evening programs are made up of students who want to learn from people who are passionate about the practice of law. Villanova Paralegals share that same passion to "Ignite Change" and make a difference. We welcome both Peter and Jay, and invite you to click on our seal above and discover how the Villanova University Paralegal Studies program could lead you on a new and exciting career path.



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## **Ethics Tips: Closing and/or Destroying Client Files**

*By Vicki Voisin, ACP*

**Are the  
filing  
cabinets at  
your firm  
filled to  
capacity?**

**Is the  
closed file  
storeroom  
(aka  
dungeon)  
bursting at  
the seams  
with over-  
stuffed  
Bankers  
Boxes?**

**Is the cost  
of offsite  
storage  
playing  
havoc with  
the budget?**

### **It may be time to re-think your firm's closed file policy.**

Transitioning from paper files to digital files may be the answer – destroying files may be another. There are ethical considerations for both and they vary from jurisdiction to jurisdiction.

It is the general consensus, though, that every law firm must have a file closure and destruction policy that is in writing, understood by all employees, and followed at all times.

As with everything legal, there are ethical duties to be considered when you close or destroy client files. For purposes of this article, discussion focuses on the American Bar Association's Model Rules. They include:

- Rule 1.6 Confidentiality of Information
- Rule 1.15 Safekeeping Property

Before tackling the Model Rules, please note the following excerpts from *ABA Informal Opinion 1384 'Disposition of a Lawyer's Closed or Dormant Files Relating to Representation of or Services to Clients'*:

A lawyer does not have a general duty to preserve all of his files permanently. Clients and former clients reasonably expect from their lawyers that valuable and useful information...will not be prematurely and carelessly destroyed...

The Code of Professional Responsibility does not set forth particular rules or guidelines on the subject. (...there is not a specific time during which a lawyer must preserve all files and beyond which he is free to destroy all files.) Do note that some state bars have specific retention periods for files.

Model Rule 1.6 Confidentiality of Information states that a lawyer may not reveal information related to the representation of a client unless the client gives informed consent. It is for this reason that the client's files cannot be unceremoniously dumped in the trash. Instead, the lawyer must take steps to shred or burn the file contents.

Model Rule 1.15 Safekeeping Property states that the lawyer shall hold property of clients or third persons in a lawyer's possession in connection with a representation separate from the lawyer's own property. Valuable client property must be promptly delivered to a former client or safeguarded indefinitely. The best practice is to return this property at the time the matter is closed. It **MUST** be returned before the file is destroyed. This includes all original documents such as notes, mortgages, estate planning documents, and other personal property.



## **Ethics Tips: Closing and/or Destroying Client Files CONTINUED**

Rule 1.15(a) states that records of trust account funds must be kept for five years. This time period varies from state to state.

*Note that Model Rule 1.16(d) Declining or Terminating Representation also applies here.*

**The time to obtain the client's consent regarding the destruction of the client's file is at the beginning of representation.** The firm's policy should be clearly stated in the engagement letter and it should be signed by the client. It would be best if engagement letters were kept in a separate location from the clients' files so that there would be a permanent record of consent.

The time to prepare for the destruction of the file is when it is actually closed. At this time, the lawyer or an experienced paralegal should review the file and draft a

memo noting the review has taken place. The paralegal can also be sure that all client property has been returned and, if necessary, obtain a receipt for the property. The date for destroying the file should be logged. If this is all done properly, no further review should be required at the time the file is destroyed.

By following this policy, a great deal of time will be saved. It is not fun...and it is also time consuming...to review a nasty thirty-year-old file.

**The time to prepare for the destruction of the file is when it is actually closed.** At this time, the lawyer or an experienced paralegal should review the file and draft a memo noting the review has taken place. The paralegal can also be sure that all client property has been returned and, if necessary,

obtain a receipt for the property. The date for destroying the file should be logged. If this is all done properly, no further review should be required at the time the file is destroyed. By following this policy, a great deal of time will be saved. It is not fun...and it is also time consuming...to review a nasty thirty-year-old file.

Some files should never be destroyed. This would include information the lawyer knows may be necessary for the assertion or defense of the client's position when the statutory limitations period has not expired. The lawyer may also want to keep a file that would help with similar matters in his practice or assist the lawyer if the client should allege malpractice or professional misconduct in the future. Some states require that files related to issues involving minors not be destroyed. A closed file log should be maintained. This log should also indicate when the file is destroyed. This information should be kept indefinitely.



## **Ethics Tips: Closing and/or Destroying Client Files CONTINUED**

Conversion of files to electronic format is an option. However, Model Rule 1.15 still applies and the attorney must preserve original documents that were provided for safekeeping. In addition, the file may have to be turned over to the client at some time in the future so old versions of software may have to be maintained to be sure that the electronic records may be accessed or printed.

**Your challenge:** The rules for closing and/or destroying client files vary from state to state. Be sure to review your state's Model Rules and ethics opinions regarding this issue. Then determine if your firm has a policy that sets forth its procedure for closing and destroying files. If it does, be sure the policy is followed by all employees. If it does not, take an active part in drafting that policy and putting the procedure in place. This is an important issue and one in which a paralegal can play a vital role.

*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.*



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## The American Bar Association's Standing Committee on Paralegals

*by Harry A. Reichner, M.A., Vice President*

I recently came across the American Bar Association's Standing Committee on Paralegals page at the ABA's website: <http://www.americanbar.org/groups/paralegals.html>.

### Pennsylvania

Online Resources for State Activity Concerning Paralegals

Pennsylvania Bar Association Website

**State Bar Certification Program:** No

*Non-Exclusive Listing of Paralegal Organizations:*

- Philadelphia Association of Paralegals
- Pittsburgh Paralegal Association
- NALS of Pennsylvania
- Keystone Alliance of Paralegal Associations
- Montgomery County Paralegal Association

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A new membership category is available for students in college or university level post-secondary educational studies who have an interest in the work of the American Bar Association. Join now as a Student Associate.

##### Associate Enrollment

Already working as a paralegal/legal assistant? Join the ABA as an Associate.

The Standing Committee on Paralegals (the "Committee") states that it "develops and promotes policies relating to the education, employment, training and effective use of paralegals." The Committee, through its Approval Commission, sets standards for paralegal education. The Committee also monitors trends in the field and recommends for approval and reapproval to the House of Delegates (the ABA's policy-making body) those paralegal training programs that have met the standards and guidelines set by the ABA for quality paralegal education.

The Committee maintains an information service for those persons interested in becoming paralegals and for practicing paralegals with questions concerning our profession. The Committee can be contacted at [legalssts@americanbar.org](mailto:legalssts@americanbar.org), via facsimile to (312) 988-5483, or by U.S. Mail at:

Standing Committee on Paralegals  
American Bar Association  
321 N. Clark Street, 19th Floor  
Chicago, IL 60654-7598

## The American Bar Association's Standing Committee on Paralegals

### CONTINUED

I found a great number of helpful links at the Committee's website including a LISTSERV, career information, the benefits of becoming an ABA member, a directory of ABA-approved paralegal education programs, and what I was most interested in- a directory of paralegal activity by state <http://apps.americanbar.org/legalservices/paralegals/pararegdir/home.cfm>.

Pennsylvania reflects the following:

The screenshot shows the American Bar Association website. The header includes the ABA logo and navigation links: myABA, About Us, Join the ABA, Calendar, Member Directory, Shop ABA, and Sign In. Below the header is a navigation bar with links: ABA Groups, Membership, Resources for Lawyers, Publications & CLE, Advocacy, and News. A search bar is located on the right. The main content area features a large image of silhouettes of people in a meeting. Below this image is the heading "Standing Committee on Paralegals" and a subheading "American Bar Association > ABA Groups". On the left side, there is a sidebar with links: Events, Publications, Resources, About Us, and Contact Us. The main content area is divided into two columns. The left column contains a "Mission" section with text: "The Standing Committee has a 30-year history within the ABA. Its mission is to improve the American system of justice by establishing ABA standards for the education of paralegals and by promoting attorneys' professional, effective and ethical utilization of paralegals." The right column contains an advertisement for the "AMERICAN BAR ASSOCIATION ANNUAL MEETING SF" held from August 8-13, 2013. The ad includes the ABA logo, the text "OVER 200 CLE PROGRAMS • ONE GREAT MEETING", and a call to action: "CLICK HERE OR CALL 800-245-0602 TO REGISTER".

Finally, the Committee's website has a job bank for the entire United States. Want to live in Plano, Texas? Here's the ticket:

[http://www.americanbar.org/groups/paralegals/resources/career\\_information.html](http://www.americanbar.org/groups/paralegals/resources/career_information.html).

I hope the Committee's website is helpful to you- happy surfing!



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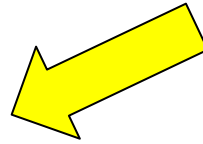
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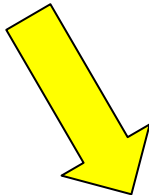
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## RECENT MEETING & EVENT RECAPS

### ***Marilou E. Watson, Esquire Presents Critical Role of Paralegals in the Practice of Law to the MCPA Members***

***Hope K. Muller, Pa.C.P.***

On Wednesday, May 29, 2013, the MCPA held a luncheon CLE event at the law offices of Fox Rothschild in Blue Bell. Vice President, Harry Reichner, M.A. presided over the meeting. Harry began the meeting with information on the MCPA Cookbook Fundraiser and introduced Allyn Pinsker, the Fundraising Chairperson. Cookbooks are still available! Harry then introduced Marilou E. Watson, Esquire, who is an intellectual property law attorney with Fox Rothschild and also co-chair of Fox Rothschild's Diversity Committee. Ms. Watson is also a registered pharmacist in the Commonwealth of Pennsylvania and an annual guest lecturer at the Temple University Beasley School of Law on the topic "The Application of Intellectual Property Practice to Product Liability Cases."

During her presentation on the Critical Role of Paralegals, Ms. Watson stressed the importance of having a team practice and always keeping in mind the best interests of the client. She gave a wonderful example of her experience as a pharmacist in that people's lives are at stake and that is the importance of what we do. No matter what type of law we may be involved in, the client must always be in the forefront of all decisions. As a team member, the attorney needs to rely upon the paralegal to provide quality legal services. As a team member, the paralegal must conduct himself or herself within the Rules of Professional Conduct; protect the firm from malpractice claims as well as being a conduit for communications with the client. Ms. Watson gave a great example about how just one member of a team caused hours and hours of lost revenue due to the clean-up that was necessitated and could have resulted in a malpractice as a result of making one small error. Although the attorney is ultimately responsible for their caseload, it is up to us, as paralegals, to make sure all of our "i's" are dotted and all our "t's" are crossed!



## RECENT MEETING & EVENT RECAPS CONTINUED

Ms. Watson also compared the role of a paralegal to that of a nurse. Much of our communication with clients is about listening... not only for the legal issues but also for the background that surrounds the legal issue. Our listening ability can be crucial in that we are providing a sounding board for the client and the paralegal can identify potential issues that need to be conveyed to the attorney. The relationship between a paralegal and a client can provide an opportunity for new business as well. Most attorneys don't have the time to communicate as often with a client as a paralegal. It's also more cost-efficient for a paralegal to maintain an open communication with clients to keep them in the loop and give them ownership of their file. No matter the outcome of a case, if the client has a positive experience with the paralegal and the firm, they can be a source of new business. Just remember to be mindful of what is said. You may be friendly with a client, and you may even be friends with a client -- keep the friendship and the business relationship separate.

Many cases involve numerous individuals. Always remember who the client is. Be careful about following instructions from someone who appears to be working with or acting on behalf of the client. Ask questions... ask the attorney before taking instructions from anyone other than the attorney. You can never ask too many questions. Also, if your firm happens to have a client that becomes a chronic complainer - fees are too high, they demand immediate attention, have selective memory (if it's not in writing, it was never communicated) - and this client is "fired," be sure this is communicated in writing and advise the client of all deadlines especially any statute of limitations.

Marilou also emphasized sweating the details. Big mistakes come from small errors. In assisting the attorney, a paralegal needs to identify important documents. Double check yourself and keep track of dates, times, etc. The paralegal may know the documents that need to be taken care of in a specific way, and the attorney may not be aware of this -- especially new associates. Another role of the paralegal is to teach new associates how a file runs. Develop and maintain your skill competency and share your knowledge! Also remember that the experienced attorney needs to be updated on all new rules of Court.



## RECENT MEETING & EVENT RECAPS CONTINUED

Another area that was focused upon was confidentiality. The attorney is responsible for ensuring that all employees maintain the confidentiality of all clients. Avoid discussing clients in public areas -- elevators are notorious for small talk about clients. Also remember not to discuss any clients of the firm with friends and/or family. Marilou touched on the subject of not leaving documents in public areas of your firm. This brought to mind an experience I personally had in our office where a client was in the office for depositions and walked around the office area during a break and actually picked up a document that was sitting on another paralegal's desk ledge. She immediately (and very politely) took the document back from the client. Moving forward, we now make sure there are no documents within the reach of any "guests" of the firm.

Finally, Marilou stressed the importance of having prudent practice habits. These include being responsive to the client and returning all calls or respond to emails within 24 hours. Copy clients on communications. Do not create unrealistic expectations. Be careful of email communications. Do not respond to requests for legal advice. Listen carefully and watch for red flags. Report disgruntled clients early. Obtain a retainer early. Be assertive - attorneys make mistakes too. Speak up and do not tolerate inappropriate activities. AND... remember... What's a nine-letter word for "indispensable?" PARALEGAL!

The MCPA is very grateful to Marilou Watson for her helpful and informative presentation. We hope she enjoys the addition to her mug collection. Thanks are also extended to Fox Rothschild for providing lunch and the use of their conference room. This support helps us maintain our commitment of professional growth and development to our members and the paralegal profession in general.



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## PURSUING NEW LEGAL CAREER OPPORTUNITIES IN A DOWN ECONOMY

*By: Mark Evangelista, Esquire  
Business Development and Recruiting, Kelly Law Registry*

Supply and Demand Figures for Paralegals and Legal Assistants for the Greater Philadelphia Area from CareerBuilder reveal a dramatic increase in the surplus of candidates available for employment. (CareerBuilder includes legal assistants in its analysis).

| Timeframe     | Supply<br>(candidates) | Demand<br>(positions) | Surplus |
|---------------|------------------------|-----------------------|---------|
| Last 2 years  | 2,593                  | 2,545                 | 2%      |
| Last 6 months | 814                    | 725                   | 12%     |
| Last 3 months | 533                    | 368                   | 49%     |
| Last month    | 227                    | 155                   | 46%     |

For the past two years, the average annual compensation for paralegals was \$48,862, or \$23.49/hr. Over the past six months, those numbers declined to \$44,600/year and \$21.44/hr.

Clearly, this data reflects a very challenging job market for paralegals (for purposes of this piece, paralegals include certified paralegals only). Add recent graduates from paralegal programs, attorneys and JDs looking for paralegal positions, and legal assistants to the mix, and the market is even tighter. Layoffs continue, so additional candidates can be expected to join the candidate pool. For these reasons, paralegals must better understand the kinds of employment available and the hiring process, and must create and implement a career development plan.

**Employment Relationships.** The types of employment relationships fall into two categories – direct employment and employment through an agency. In a direct employment relationship, the firm or company hires and pays the employee directly. Where employment is through an agency, the employee works on behalf of, and is paid by, the agency as help contracted to a firm or company.

**Permanent, Temporary, and Temp-to-Perm.** The traditional situation is permanent employment where an employee works directly for an employer on a full or part time basis and is considered a member of the staff for the foreseeable future. All compensation and benefits (including workers' compensation) are borne by the employer.

To complement its permanent workforce, employers may engage temporary staff on an as-needed basis. This temporary staff can be directly employed or employed through an agency with no expectation of permanency. The assignments can be a few days or last over a period of years. Once the assignment is completed, the temporary engagement is finished. In some instances, however, temporary employees may accept offers for permanent employment. An employee is deemed "converted" from temporary to permanent status with an expectation of employment for the foreseeable future. While candidates tend to prefer permanent



## PURSUING NEW LEGAL CAREER OPPORTUNITIES IN A DOWN ECONOMY

### CONTINUED

employment, temporary assignments can fill employment gaps on resumes and provide the experience needed to find permanent positions.

“The number of temps jumped more than 50 percent since the recession ended four years ago,” reported the AP on Sunday, July 7, 2013. Employers in virtually all sectors of the economy are utilizing temporary staffing in ever-increasing numbers. In the legal arena, in-house counsel leads the way with contract assignments for attorneys, paralegals and other professional staff. Temporary staffing provides employers with scalable and configurable, on-demand talent to complete critical projects without the long-term commitment to payroll. Contract legal staffing is also used on a large scale for document review projects. With the advent of e-discovery, teams of paralegals and attorneys are quickly assembled to complete the review of tens and hundreds of thousands of documents or more. These teams can include as many as 200 professionals for the very large projects, or may consist of only one or several professionals.

***The Hiring Players and Process.*** Once an employer decides that a paralegal position needs to be filled, the hiring process begins in earnest. Typically, the position will be posted internally, and then externally if no internal candidates can be found. The number of applicants can easily exceed 100-200 when a position is posted externally. The majority of these applicants are unqualified, yet the employer needs to review each resume in hopes of finding a few potential candidates. The parties on the side of the employer are:

- Recruiter/HR/Administrator – usually the first point of contact. This person posts the position, receives and initially reviews the resumes. Qualified applicants are then subjected to a telephone screening, and may be invited for an interview with the recruiter/HR/Administrator. The resumes of qualified applicants are then shared with the hiring manager and other stakeholders.

- Stakeholders – individuals who have a vested interest in who is hired. These people may include attorneys in the practice group or partners, as well as other paralegals and office managers. In some cases, stakeholders will interview candidates.

- Hiring manager – the individual who will manage and supervise the employee once hired. Usually, only qualified applicants are presented to the hiring manager. The interview with hiring manager will be one of the final steps in the process.

The process of posting, resume review, phone screens, and multiple interviews can also include reference and background checks, and credit and drug screening. If no acceptable candidate can be found, then the process is repeated.

From the perspective of the employer, the hiring process is time consuming and can be frustrating due to the volume of unqualified applicants. The process may need to be repeated even when potential, qualified applicants are found, as not all offers are accepted.

The key is to avoid this hiring process altogether.

***Avoiding the Hiring Process – Creating and Implementing a Career Development Plan.*** Paralegals who want to avoid the hiring process need to have a career development plan. The first step is the assessment phase:



## PURSUING NEW LEGAL CAREER OPPORTUNITIES IN A DOWN ECONOMY

### CONTINUED

a. Develop clearly defined goals with realistic times for attainment (where do I want to go, and when will I get there) – what position do I want to hold, what compensation do I want, which area of practice, which geographical location, which specific employer or environment. Consider alternate career paths such as firm administrator, law firm marketing, contracts manager, HR.

b. Conduct an honest, self-aware assessment of your qualifications and shortcomings (what do I have, what do I need to get to where I want to go).

c. Identify areas for improvement, and take the necessary steps to address those needs (education, training, skills, etc.) in conformance with your defined goals (get what you need to get where you want to go).

d. Anticipate potential circumstances that may require flexibility or contingency planning (family, relocation, downsizing) and plan accordingly (what will I do if circumstances demand that I change my plans).

The second step is identifying and contacting prospective employers:

a. Use resources to create a list potential employers that fit the practice area, geography, environment criteria you identified in your planning stage. Websites such as lawjobs.com, indeed.com, linkedin.com, careerbuilder.com, and websites for paralegal, bar, and other related associations can be places to identify prospective employers who have been hiring.

b. Identify contacts within those organizations. Use linkedin.com and the firm/company websites to find these individuals.

c. Call, email, write to those contacts introducing yourself, expressing your interest in the organization, and requesting an informational meeting long before any positions are posted.

d. Attend functions and events to network with potential contacts.

e. Use your network to gain introductions to multiple points of contact within organizations.

f. Connect with contacts on a regular basis.

g. If a position is posted, submit your resume, and go to the step above.

h. Regularly post your updated resume online and update your LinkedIn profile, even if you're not presently looking to make a change. When employers cannot obtain enough qualified candidates from the submitted resumes, the employers will then search for passive candidates (discussed below).

***Avoiding the Hiring Process – Having Employers Find You.*** Despite the surplus of candidates for paralegal positions, employers often experience difficulties in filling positions, especially in practices areas like IP and corporate law. These difficulties are exacerbated by the applications of potentially hundreds of unqualified candidates actively seeking employment. Employers may look to avoid the hiring process when possible by contacting qualified candidates who are not actively seeking new employment; these individuals are called “passive candidates.”

Passive candidates are those not actively looking to make a move but would entertain new opportunities if presented. Passive candidates are either currently employed, or in no rush to find new employment. These individuals have much more leverage in the employment



## PURSuing NEW LEGAL CAREER OPPORTUNITIES IN A DOWN ECONOMY

### CONTINUED

marketplace as prospective employers need to lure passive candidates with incentives such as better pay or benefits, better hours, easier commutes, promotions, potential for growth, and other perks like working remotely.

By creating and implementing a career development plan as described above, any paralegal can become an attractive passive candidate. Conversely, firms and companies can more efficiently hire qualified candidates by pursuing passive candidates.

***Avoiding the Hiring Process – Working with Agencies.*** To avoid the time consuming process of reviewing hundreds of resumes, employers will often work with talent acquisition and staffing agencies for both permanent and temporary positions (remember that the number of temporary positions has increased over the past four years). Agencies have pools of qualified and prescreened candidates, and have the resources and capacity to find passive candidates when necessary. Much like contacting prospective employers, paralegals can connect with recruiters at agencies, and be added to the agency's talent pipeline. The paralegals can position themselves to be considered for opportunities when they become available through the agency.

Agencies also have established relationships with employers and are continually assessing potential needs those employers may have. On occasion, agencies may "skill market" candidates to employers when a potential need is identified. Skill marketing is when a "blinded" resume (the information identifying the candidate is removed) is sent to an employer to determine whether the employer would like to consider the candidate. Skill marketing is used almost exclusively when the candidate has a rare skill set or when an agency is trying to establish a new relationship with an employer, however.

In either situation described above, the agency is working on behalf of, and is paid by, the employer. Paralegals should not be responsible for payment of fees to an agency in these relationships.

***Conclusion.*** Without question, the current job market for paralegals is challenging at best. The ongoing sluggish economy poses potential dangers of layoffs and cutbacks. In light of these circumstances, paralegals must have career development plans in place.

#### *About the Author:*

*Mark Evangelista is a graduate of Suffolk University Law School in Boston and was a practicing attorney in Massachusetts. Since leaving the practice of law, Mark has been an entrepreneur, consultant, and business development professional. Recently, Mark has worked in the Greater Philadelphia Area with West, a Thompson Reuters business, Lien Negotiation Counsel, and as a legal research contractor. Contact information: Office telephone – 215.972.5535, Mobile telephone – 508.454.6987, email – mark.evangelista@kellyservices.com. Mark always welcomes invitations to connect via LinkedIn.*



## NEWSLETTER COMMITTEE NEWS

### BOOKS/APPS/WEBSITES – We NEED You!

*Shari Weber Bradley, Pa C.P.*

**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](mailto: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:

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**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:



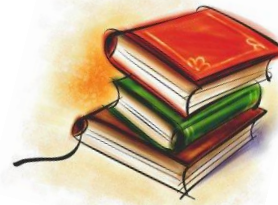
Let's keep the lists going . . . Take a few minutes and email your suggestions to [sweber@bortlaw.com](mailto:sweber@bortlaw.com) today!



**NEWSLETTER COMMITTEE NEWS  
CONTINUED**

**Books Every Paralegal Should Read:**

- Chambermaid by Saira Rao
- The Art of War by Sun Tzu
- John Grisham's
- The King of Torts
- The Testament
- Eats, Shoots & Leaves by Lynne Truss
- Pennsylvania Attorney's/Secretary's Handbook published by Namar Communications



**Is there an App for that?**

- *Paralegal Pocket Guide* - multiple choice quizzes, a legal glossary, flashcards and a dictionary of terms.
- *Docket in your Pocket* - a PA-specific app for looking up different individuals or companies to see if they have anything on their public records.
- *Burton's Legal Thesaurus* - It contains 8,000 synonyms, terms and definitions, and can increase the efficiency and accuracy of any paralegal.



**NEWSLETTER COMMITTEE NEWS  
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**Notable Sites:**

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

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

→ *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>

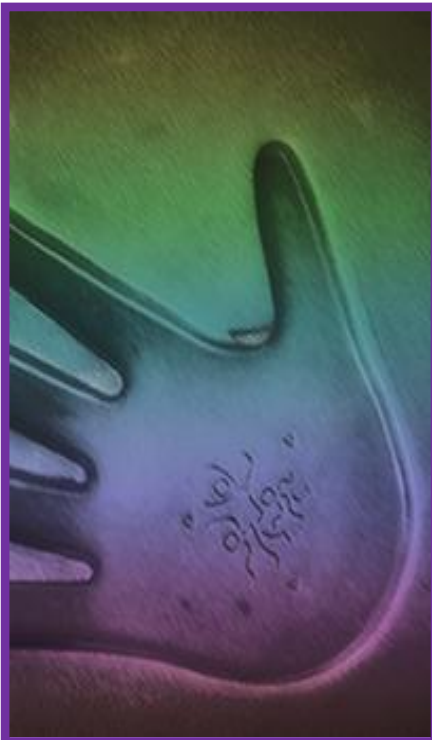
*Montgomery Bar Association – The Sidebar, the free Quarterly Newsletter of the Montgomery Bar Association:* <http://www.montgomerybar.org/publications/sidebar.php>

*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/>





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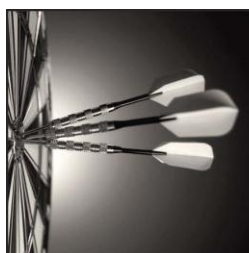
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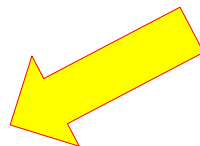
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Below are the names and contact information for the Chairpersons of the various MCPA committees. If you have an idea or would like to volunteer, please contact a Chairperson! The Fundraising and Public Relations Committees are newly formed and are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

### **MEMBERSHIP**

Coordinate membership drives and membership matters

Tracey L. Barnes, RP, Pa. C.P.  
[TBarnes@dischellbartle.com](mailto:TBarnes@dischellbartle.com)

### **NEWSLETTER**

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

Rachel Fineberg, Committee Chair  
[rfineberg@goldblumhess.com](mailto:rfineberg@goldblumhess.com)

### **JOB BANK**

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

Kelly Smith  
[ksmith@kanepugh.com](mailto:ksmith@kanepugh.com)

### **MARKETING**

Solicits sponsors and advertisers for MCPA

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

### **PUBLIC RELATIONS**

Promote the MCPA in the legal and general Community

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

### **HOSPITALITY & EVENTS PLANNING**

Plan and schedule upcoming MCPA presentations, meetings and social events

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

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

Plan and schedule MCPA charitable and community events

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

### **FUNDRAISING**

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

Allyn Pinsker  
[apinsker@kanepugh.com](mailto:apinsker@kanepugh.com)

### **STUDENT AFFAIRS & MENTORING**

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

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[llapenna@kaplaw.com](mailto:llapenna@kaplaw.com)

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