

MESSAGE FROM THE PRESIDENT

As another year begins to come to a close, many thoughts come to mind: the holidays, times with family and friends, shopping, cooking, parties ... wrapping up another year and reflecting on where we are, where we've been, what we've accomplished and where we're going. As I look back over my three years as President of MCPA, I see the changes to the Association, the growth in the Paralegal profession, the many CLEs presented and the personal and professional relationships forged.

Our members have accepted more active roles at the state and national levels with Keystone and NFPA. A professional relationship has been established with the Montgomery Bar Association. Thanks to the staff at the MBA, we have been able to easily communicate with our members via the listserv, and we have participated in CLEs at the Bar Association, Mock Trials, the Legal Aid Golf Classic and the Delaware Valley Legal Expo. Thanks to members of our Marketing Committee, Deb Arbuckle and Deb Long, we have added sponsors including Morgan Wentworth, ICS, Rise Above, Heaven Sent, Love Court Reporting, Kelly Law Registry, Record Trak, Abelson and MCS. Through our Community Outreach Program, chaired by Ro Fedorka, we have continued our relationship with Wills for Heroes, Montgomery Child Advocacy Project and Legal Aid, collected items for Manna on Main Street and will be collecting for Toys for Tots. Our Newsletter Committee, comprised of Rachel Fineberg, April Solla and Michelle Calkins, has continued to improve the publication and provide a professional, well-written newsletter for our members. The Planning Committee, led by Kathleen Zamorski, continues to look toward the future for events, socials and expanding our continuing legal education seminars. Social Media Chair, Chris Gregg, posts to our Facebook page and is looking to expand with LinkedIn. The Student Affairs Chairperson, Lisa LaPenna, continues to reach out to Paralegal students and schools, making connections and assisting with educating on the benefits of membership to MCPA. Our members receive emails regarding job openings thanks to Kelly Smith, who heads the job bank. Tracey Barnes continues to submit our CLEs for certification and also heads our membership committee. Our website just wouldn't be the same without the amazing Harry Reichner at the helm! Current Board Members Harry Reichner, Lindsay Bean, Kelly Smith, Kathleen Zamorski, Sheila Hayden, Christopher Gregg and Noreen Messmer are assets to the Association and a wonderful team.

Over the past three years, it has been my honor and privilege to serve as President of the Montgomery County Paralegal Association. I look forward to continuing the mission of MCPA in my capacity as Bar Liaison, Publicity Chair and as Planning Co-chair in 2014. Thank you for your trust and support!



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

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CONGRATULATIONS !

TO THE NEW BOARD MEMBERS OF MCPA!

**SHERRY BARAG
TRACEY BARNES
RO FEDORKA**

They were elected to the Board during the November 12 MCPA Election Meeting. Kathy Zamorski will remain on the Board. The four will officially be elected during the Board's meeting in January 2014.

THE NEW STUDENT LIAISONS FOR 2014!

LANSDALE SCHOOL OF BUSINESS

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Jaylene Johnson
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Darren Merritt**

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**Briann Haag
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SAVE THE DATE...

HOLIDAY SOCIAL

DATE: December 5, 2013

TIME: 5:30 p.m.

PLACE: The Gazebo Room at P. J. Whelihans
799 Dekalb Pike
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SUMMONS & COMPLAINTS



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KEYSTONE ALLIANCE OF PARALEGAL ASSOCIATIONS UPDATE

by

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

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

On November 2, 2013, the Alliance held its fall meeting of primary and secondary representatives hosted by the Pittsburgh Paralegal Association. I attended the meeting as MCPA's Primary Representative and Chair of the Alliance. The following are some of the highlights of the meeting:



1. Pa.C.P. Certification Program (the "Program"): Deborah Long, our past president and the current chair of the program, discussed ongoing issues with the Program, such as i) letters sent to lapsed Pa.C.P.s instructing them to discontinue use of the Pa.C.P. credential, ii) renewal and appeal processes, and iii) issues concerning contract paralegals. We also discussed the acceptability of instant Alliance pre-approval of CLE credits already approved by the PACLE Board, NFPA and NALA. The majority of the delegates voted to honor CLE credits already approved by the PACLE Board, NFPA and NALA without further Alliance review;

2. The Alliance's website consultants, 717 Studios, presented the proposed look and structure of the new website. Comments and suggestions from the delegates were noted and revisions from 717 are forthcoming. Information gathering has begun with the hope that we can roll out the new website before year end. We expect that i) Pa.C.P. application and renewal forms and supporting documents can be uploaded and payment for same can be made online, ii) user registration for heightened security and personalized experience, iii) paralegals in counties without paralegal associations will be encouraged to start an association with the aid of the Alliance Outreach Committee, and iv) member association social media feeds will

KEYSTONE ALLIANCE OF PARALEGAL ASSOCIATIONS UPDATE

CONTINUED

3. We discussed the Alliance's 2014 Education Summit to be held on May 5, 2014 at the Villanova Conference Center in Villanova, Pennsylvania. The budget, agenda and speakers were discussed. We are planning for at least 100 attendees, so **SAVE THE DATE, TELL** your colleagues, and **JOIN** us for a wonderful event. Three sponsors have already committed and we are seeking as many more as possible – contact Tess Shore at tessshore@hotmail.com if you have any leads;

4. The Alliance Outreach Committee is working on a video project. Videos of our events and testimonials from Alliance officers and delegates will be used on the website and for marketing purposes;

5. The election of officers occurred. The current officers were all re-elected to serve for another term of one year:

- Harry Reichner (MCPA), Chair;
- Tina Gingerich (YCPA), Vice-Chair;
- Ellen Passerini (DCPA), Treasurer; and
- Lynn Cairns-Rohr (CCPA), Secretary.

Watch for additional information and registration materials for the 2014 Education Summit.

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



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MCPA HOLIDAY SOCIAL



*Please join us for an evening
of friendship and holiday cheer on
Thursday, December 5, 2013
5:30 p.m.*

*PJ Whelihans
Gazebo Room
799 Dekalb Pike | Blue Bell, PA 19422
(Phone: 610-272-8919)*

*Admission – One unwrapped toy to be
donated to Toys for Tots*

*Hors d'oeuvres will be served
throughout the evening!
(cash bar)*

Readings by MCPA's own, Harry Reichner

*Several vendors to include handbags, Pampered Chef and Stella & Dot
items for your easy holiday shopping*

*50/50 Drawing benefiting the
MCPA Scholarship Fund*

*R.S.V.P. to Tracey L. Barnes, RP, Pa CP at
tbarnes@dischellbartle.com by December 2, 2013*

We look forward to seeing you there!



SOME TOYS FOR TOTS FACTS:

The U. S. Marine Corps Reserve Toys for Tots Program is directed by the Commander, Marine Forces Reserve, with the assistance of his staff, from the Marine Forces Reserve Headquarters in New Orleans, Louisiana.

The Marine Toys for Tots Foundation, an IRS recognized 501(c)(3) not-for-profit charity, is the authorized fundraising and support organization for the Toys for Tots Program. The Foundation provides the funding and support needed for successful annual toy collection and distribution campaigns. The Foundation staff is headquartered in the Cooper Center located just outside the main gate of Marine Corps Base, Quantico, Virginia, about 35 miles south of Washington, DC.

Local campaigns are conducted annually in over 700 communities covering all 50 states, the District of Columbia and Puerto Rico. The Commander, Marine Forces Reserve has under his command 163 Reserve Units located in 47 states. To cover all 50 states and more communities in each state, the Marine Toys for Tots Foundation selects Marine Corps League Detachments and Local Community Organizations (generally veteran Marines) located in communities without a Marine Reserve Center, to conduct Toys for Tots campaigns as part of the overall U.S. Marine Corps Reserve Toys for Tots Program.

One individual, either a Marine, member of a Marine Corps League Detachment, or member of a local community organization, is designated the Toys for Tots Coordinator for that community. The Coordinator is responsible for planning, organizing and conducting the campaign in his/her community.

Local toy collection campaigns begin in October and last until mid to late December. Toy distribution also takes place mid to late December. Members of the community drop new, unwrapped toys in collection boxes positioned in local businesses. Coordinators pick up these toys and store them in central warehouses where the toys are sorted by age and gender. At Christmas, Coordinators, with the assistance of local social welfare agencies, church groups, and other local community agencies, distribute the toys to the less fortunate children of the community. Over the years, Marines have established close working relationships with social welfare agencies, churches and other local community agencies which are well qualified to identify the needy children in the community and play important roles in the distribution of the toys.

While Toys for Tots Coordinators organize, coordinate and manage the campaign, the ultimate success depends on the support of the local community and the generosity of the people who donate toys.



**WELCOME NEW
MEMBERS!**



**Mattie Marie Topsey
Suzanne Hoffman Sarver
Andrew McGill
Jaylene Johnson
Krisen Carr
Tammie Block
Shelby Barilone**



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Thu	Fri	Sat
7	8 7:30 PM	9 2:00 PM
14 7:30 PM	15 7:30 PM	16 2:00 PM

RECENT MEETING & EVENT RECAPS

CAROL J. SHERMAN PRESENTS MCPA MEMBERS CURRENT HOT TOPICS IN FAMILY AND EMPLOYMENT LAW

by

Laura T. Clattenburg

On Wednesday, September 18, 2013, the MCPA held a CLE Event at the Upper Merion Township Building in King of Prussia. Kelly Smith opened the meeting and she briefly reviewed topics of interest.

Having dispensed with the announcements, Kelly then turned the spotlight over to Carol J. Sherman, Professor of Legal Studies at Pierce College. Carol teaches nearly everything from Ethics to Legal Technology to Introduction to Paralegal Studies to Worker's Compensation to Employment Law.

Before teaching, Carol was a practicing attorney for over 15 years in the Philadelphia area and that gave her a unique background and the ability to see things in many perspectives.

The MCPA is grateful to Carol J. Sherman for her energetic, informative, and often comedic presentation. Thanks are also extended to Upper Merion Township for the use of their board 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.



Carol J. Sherman



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YOU NEED THESE PERSONALITY TRAITS

PART 1

by Vicki Voisin, ACP

Wikipedia lists 234 positive personality traits – and if Wikipedia says there are 234, it must be true, right? Not always. The list did not include “ethical.” But that's another article.

As I reviewed the list, I decided all 234 were good traits to have but there are some that paralegals must have to achieve career success.

Today I'll cover 11 of those traits – 11 traits I've observed that are possessed by paralegals who have successful careers.

Anticipative – You must foresee what needs to be done. Don't wait for instructions for every step of a project but develop that sixth sense of what's coming next. Be sure to use checklists to document the steps you take for later use.

Confident – The legal industry is no place for Timid Tillie. If you qualify to use the title paralegal, be confident in your abilities, skills, training, education and work experience. You can do this!

Conscientious – Do your work carefully and thoroughly – always.

Consistent – Deliver on a regular basis. Do what you say you will do; show up when you say you will; keep appointments and commitments.

Disciplined – Stay with your project until it's done, even though you're tired, bored, and would rather be cruising the Internet.

Discreet – Exercise prudence and self-control in what you say and what you do. Remember the rules of confidentiality and privilege. Do not discuss cases or clients with anyone who doesn't need to know.

Efficient – Produce the desired results without wasting materials, time, or energy. Always look for the best way to do things instead of relying on the way things have always been done.

Ethical – Work in accordance with accepted principles of right and wrong that govern the conduct of the legal profession. Remember: members of the legal profession are held to a higher standard. Know and practice ethics rules.



YOU NEED THESE PERSONALITY TRAITS

PART 1

C O N T I N U E D

Flexible - Be willing to change and try different things. Adapt to situations as they arise. Situations may include a difficult co-worker, a change in working conditions, or an emergency project. Whatever the situation, you must adjust and get the job done.

Focused – Give everything you do your undivided attention until completion.

Hardworking – Work with energy and commitment; always put effort and care into your work.

There is no such thing as a quick fix or an easy outcome when you work as a paralegal. There is no quitting when the going gets tough. And things can get tough – very tough.

There will be times when there is too much work to do and not enough time to do it. You can count on times of stress. These personality traits will see you through on your path to career success.

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. © 2013 Vicki Voisin, Inc.



NEWSLETTER COMMITTEE NEWS

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:

**NEWSLETTER COMMITTEE NEWS
CONTINUED**

NOTABLE WEBSITES CONTINUED:

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

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

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

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

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

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

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

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



NEWSLETTER COMMITTEE NEWS
CONTINUED

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

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

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

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

Book Name: _____

Author: _____

Description on why paralegals would like it:

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

App: _____

Description: _____

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

Site: _____

Description: _____



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MCPA VOLUNTEER OPPORTUNITIES

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

MEMBERSHIP

Coordinate membership drives and membership matters

Tracey L. Barnes, RP, Pa. C.P.
TBarnes@dischellbartle.com

NEWSLETTER

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

Rachel Fineberg, Committee Chair
rfineberg@goldblumhess.com

JOB BANK

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

Kelly Smith
ksmith@kanepugh.com

MARKETING

Solicits sponsors and advertisers for MCPA

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

PUBLIC RELATIONS

Promote the MCPA in the legal and general Community

Annette M. Long, CRP
amlong83@gmail.com

HOSPITALITY & EVENTS PLANNING

Plan and schedule upcoming MCPA presentations, meetings and social events

Kathleen M. Zamorski, Pa. C.P.
kmz@elliottgreenleaf.com

COMMUNITY OUTREACH & PRO BONO

Plan and schedule MCPA charitable and community events

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

FUNDRAISING

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

Allyn Pinsker
apinsker@kanepugh.com

STUDENT AFFAIRS & MENTORING

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

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

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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> APRIL SOLLA APRIL.SOLLA@GMAIL.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	
COMMUNITY OUTREACH & PRO BONO: RO FEDORKA, PA. C.P. RFEDORKA@OBRLAW.COM		FUNDRAISING: ALLYN PINSKER APINSKER@KANEPUGH.COM	
SOCIAL MEDIA: CHRISTOPHER GREGG CDGREGG@GMAIL.COM		MEMBERSHIP: TRACEY BARNES, RP, PA. C.P. TBARNES@DISCHELLBARTLE.COM	
2013 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	