

*The Official Publication of the Montgomery County Paralegal Association*

September 2011

[www.montcoparalegals.org](http://www.montcoparalegals.org)

Editor: Heidi Reiss-Tait

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## A Message From the President:

The start of another school year, the changes of the seasons, all get me “back into the swing of things.” A schedule seems to help keep me on target with the multitude of items that I am responsible for accomplishing each day. Whether at home or at work, we all have task lists to complete. What HAS to be done now versus what we would LIKE to accomplish. We must be realistic. After all, we have time and resource limitations. Some ideas and goals may take years to accomplish.

A recent, exciting development is the Montgomery Bar Association’s agreement to allow MCPA members to attend MBA sponsored CLE’s at the Bar Association at the membership rates. MCPA members will be eligible to receive necessary certification which may be submitted for credits. Check out the MBA website at [www.montgomerybar.org](http://www.montgomerybar.org) for resources and CLE events as well as [www.montcoparalegals.org](http://www.montcoparalegals.org) for our scheduled CLE’s.

ProBono Opportunities currently include Wills for Heroes events:

- October 1 - Chester City Fire Dept., Chester City (Chester)
- October 15 - Levittown Fire Dept. and Edgely Fire Dept., Levittown (Bucks)
- October 22 - Upper Gwynedd Police Dept., North Wales (Montgomery)
- November 12 - Quakertown Fire Dept., Quakertown (Bucks)

A new addition to our ProBono line up is Citizenship Day. This year the Pennsylvania Immigration and Citizenship Coalition (PICC) and Montgomery Bar Association are co-sponsoring Norristown Citizenship Day, a service to help eligible lawful immigrants become citizens. Six MCPA members – **Annette M. Long**, CRP of Kane, Pugh, Knoell, Troy & Kramer, **Dawn Roscioli**, Paralegal at Merck, **Christine B. Gordon**, Paralegal at Wisler, Pealstine, **Louis F. Murray**, UC Tax Agent, and Paralegal students, **Katie McCormak** and **Richard A. MacNabb**, PA-C, MT-C attended the mandatory Basics of Citizenship and Immigration CLE which was held on September 14<sup>th</sup>. Citizenship Day will be held on Sunday, October 9<sup>th</sup>, from 10:00 AM to 4:00 PM at St. Patrick’s Church in Norristown. Our members will be assisting prospective new citizens in completing their necessary paperwork for submission to USCIS.

You can expect to see more CLE’s and ProBono Opportunities with MCPA!

More stirring news includes MCPA’s participation at the 2011 Delaware Valley Legal Expo. Mark your calendars and register to attend the Legal Expo on Wednesday, November 16, 2011 from 3:00pm to 7:00pm at Presidential Caterers. Advertised as THE networking event of the year, you won’t want to miss out!

Also, mark your calendars now for our Election Meeting in November with Judge Kelly Wall and our Kick-Off Meeting in January with Judge Carolyn Tornetta Carluccio – current MBA President.

Get on board now and don’t miss the exhilarating times with MCPA!!!

**Annette M. Long**  
**President, MCPA**

## Board of Directors-2011

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MONTGOMERY COUNTY  
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<b><i>When:</i></b>	<b>September 21, 2011 6:00 p.m.</b>
<b><i>Where:</i></b>	<b>Hatfield Township Building</b> 1950 School Road Hatfield, PA 19440 215-855-0900
<b><i>Topic and Speaker</i></b>	<b><i>Ethics and the Paralegal in the 21<sup>st</sup> Century</i></b> Presentation by Carol J. Sherman, J.D., Professor, Legal Studies, Peirce College <b><i>**Approved for 1.5 Ethics CLE**</i></b> <b><i>**In addition, Sherry Barag, CRP, Pa. C.P. will give a presentation regarding the new PCC Exam**</i></b>
<b><i>Cost:</i></b>	<b><u>Free</u> for members      \$20.00 for non-members</b>
<b><i>Menu:</i></b>	Light dinner and refreshments <b><i>Compliments of Strehlow and Associates</i></b>
<b><i>Donations:</i></b>	Manna on Main Street Healthy cereals, fresh or canned fruits, fresh veggies, pasta sauce, 100% juice, and baby diapers (size 3-6)
<b><i>RSVP:</i></b>	<b>By Monday, September 19, 2011</b> <b>To Tracey L. Barnes, RP, at</b> <b><a href="mailto:Traceyb@dbyd.com">Traceyb@dbyd.com</a></b>

## SAVE THE DATE...

- October 19<sup>th</sup> Speaker: Ellen Friedman**  
Social Media Examined: Possibilities, Ethical  
Considerations, and Privacy & Security Concerns  
Location: Kaplin, Stewart
- November 15<sup>th</sup> Election Meeting. Speaker: Judge Kelly Wall**  
Location: Phil's Tavern in Blue Bell
- December 8<sup>th</sup> Holiday Social**  
Location: Chaps in Jeffersonville
- January 17<sup>th</sup> Kick off Meeting**  
**Speaker: Judge Carolyn Tornetta Carluccio**  
Location: Chadwicks in Audubon, PA

Mark these dates on your calendar now.

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## WELCOME NEW MEMBERS!

**Jennifer Barndt**

**Liz Bossard**

**Dana Meyers**

**Lisa Ann Murphy**



## *Members Celebrate at MCPA's 1st Annual PARALEGAL DAY HAPPY HOUR*

*by Lindsay Tait*

On July 29<sup>th</sup>, the Montgomery County Paralegal Association celebrated Paralegal Day (as officially proclaimed by Pennsylvania's governor) with some hot and humid weather and ice cold drinks. Those of us who ventured out on the sticky day congregated at the Whitpain Tavern where we toasted our profession, our camaraderie, and our achievements as paralegals. Each MCPA member received a coupon good for one drink on the house, compliments of our gracious sponsor, the Montgomery Bar Association (MBA). Everyone enjoyed a delicious spread of Whitpain Tavern's "light bites" also provided by the MBA. President Annette M. Long spoke a few words to get the happy hour started. Door prizes were provided by Zoto's Diner and the MCPA offered a free MCPA shirt to each member in attendance. Paralegal Day was a great reminder that all of our efforts in our daily work are worthy of a little celebrating.





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**ATTENTION:**  
**Board Members, Committee**  
**Members and Volunteers Wanted!**

MCPA is a member driven organization seeking enthusiastic and committed volunteers to accept the challenges of providing leadership and continued support of the association. Applications for Board Members and committees are now being accepted. If you have an interest in becoming a Board Member or volunteer for a committee, please contact MCPA President, Annette Long at [along@kanepugh.com](mailto:along@kanepugh.com). All submissions for Board Members must be received by October 8<sup>th</sup> for inclusion in the Election Issue of MCPA Today.

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## Is your career on a Ferris wheel?

By Vicki Voisin, ACP

**Do you ever feel like as though you're working on autopilot?** Like you're on a Ferris wheel and can't get off or stuck on a treadmill? Moving but getting nowhere?

Perhaps you will say "No" to that but in reality most of us put our thoughts and behavior - and careers -- on autopilot...doing things routinely without conscious thought.

Sometimes autopilot is a good thing. You routinely brush your teeth, exercise, walk the dog, feed the cats, etc. Routine activities do not require a lot of thought...and they shouldn't.

Autopilot is *not* a good thing when it defines your approach to your career. You may want change but you stick to your routine and coast along. You go to work, you do your work and enter your billable hours, you go home ... and you start all over again the next day. Moving but getting nowhere!

**How do you get off the Ferris wheel?** How do you break out of the state of stagnation?

Albert Einstein defined insanity as "doing the same thing over and over again and expecting a different result." Albert Einstein was really a smart man!

**Take Einstein's definition seriously.** Spend a few minutes now...right now...and think about all the ways your actions (and inactions) are on auto pilot and have kept your career stuck in the same place.

It is tough to change and it takes about 21 days to form a new habit. Knowing that, what is the one thing on your list that you are willing to change?

- Is it learning a new specialty area?
- Is it writing for an association newsletter?
- Is it increasing your network so you learn of new opportunities?
- Is it joining a professional association?
- Is it finding a career coach and mentor?

All of the above, and much more, will contribute to your career success.

**What change(s) are you going to implement...starting today...to move your career forward?** Even Einstein would admit that once you get in the habit of shaking things up a bit and seeing results, it will be easier to move your career off dead center.

Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by setting goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a *Paralegal Strategies*, a weekly enewsletter for paralegals and co-hosts *The Paralegal Voice*, a monthly podcast produced by Legal Talk Network.

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## NFPA Update

*by Debbie Arbuckle, Pa. C.P.*

National Federation of Paralegal Associations, Inc.'s **2011 Annual Convention** will be held this year in Minneapolis/St. Paul, Minnesota. Please visit the NFPA Home Page ([www.paralegals.org](http://www.paralegals.org)) for additional information and registration form.



NFPA has a new **Facebook** page – be sure to LIKE it! NFPA is also on **Linkedin** should you have interest.

Also, we will soon be joined by a new paralegal association in our area – Central Jersey Paralegal Association (“CJPA”) – Welcome!

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## FREE Webinar for NFPA Members with 1 hour of CLE credit

By Theresa A. Prater, RP

NFPA Vice President and Director of Profession Development

NFPA Corporate Partner, FIOS, is again providing a free webinar for our members on October 12, 2011. Register for the webinar on the NFPA Members Only page -- simply click on the seminar link to reach the registration page -- a confirmation will be sent with information on how to join the webinar on October 12. [Editor's note: NFPA Members Only password: pccexam.]

This seminar is approved for 1 hour of CLE credit by NFPA.

Starting at 1 p.m. Eastern (Noon Central -- 11 a.m. Mountain -- and 10 a.m. Pacific), you can join Fios' quarterly case law update to hear Ralph Losey and other esteemed panelists discuss recent court decisions related to e-discovery, the impact these cases may have and are already having, and tactics and strategies to help your organization mitigate e-discovery risks.

The panel discusses highlights of issues and cases including:

Facebook pages, old and new -- what must be preserved?

Katiroll Co., Inc. v. Kati Roll & Platters, Inc., 2011 WL 3583408 (D.N.J. Aug. 3, 2011)

Email attachments -- what must be produced?

Abu Dhabi Commercial Bank v. Morgan Stanley & Co., Inc., 2011 WL 3738979 (S.D.N.Y. Aug. 18, 2011)

The panelists include:

Farrah Pepper, Of Counsel, Gibson, Dunn & Crutcher

Ralph Losey, Partner, Jackson Lewis

Christina Daskas, Associate, Jackson Lewis

# Get Involved

## Participate. Be Heard. Make a Difference.

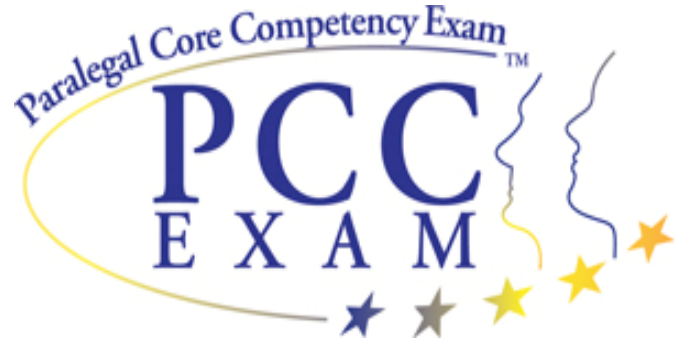
### Join a Committee Today

## ROLL-OUT OF THE NEW PCC EXAMINATION

by Sherry Barag, CRP, Pa.C.P.  
Certification Ambassador

The first official electronic testing of the new PCC exam will begin on November 1, 2011 at Prometric Test Centers throughout the United States. There are two Prometric Centers in our area – one at 100 West Elm Street, Suite 300, Conshohocken and the other at 601 Walnut Street, Suite 150 West, Philadelphia.

It is anticipated that the PCCE study guide will be available at the end of September. Additional information regarding the exam will also be available shortly on the NFPA website, as well as instructions regarding registration. An abbreviated version of the Candidate Handbook is currently available for download on the website.



In the meantime, if you are thinking about taking the exam, please contact me at sbarag@foxrothschild.com for a suggestion of study materials.

Please remember that we would like to create an MCPA library of study materials for both PACE and PCCE. So if you have any paralegal text books that you are no longer using, or have any other materials that might be helpful to someone studying for one of these exams, please consider making the donation to our new study library.

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*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.**

Check the MCPA website ([www.montoparalegals.org](http://www.montoparalegals.org)) for links to sponsors' websites.



## Paralegal Associations Website Resources

The **MCPA** (<http://www.montcoparalegals.org/>) is a member of state and national associations:

- the **Keystone Alliance of Paralegal Associations** (<http://www.keystoneparalegals.org/>) and
- the **National Federation of Paralegal Associations** (<http://www.paralegals.org/>)

Access these websites for a wealth of information and helpful resources.



## NEWS WORTH REPEATING...

On June 11, 2011, the **first Paralegal CORE Competency Exam™** was administered to 188 Paralegals at twelve test sites across the country. Of the Paralegals who completed the test, 148 achieved a passing score. **Those Paralegals are the very first CORE Registered Paralegals™ and have earned the right to use the CRP™ credential.**

Of the five Pennsylvania Paralegals who took and passed the exam, four are members of the Montgomery County Paralegal Association:

- Sherry L. Barag, CRP – Fox Rothschild, LLP in Blue Bell, PA
- Jennifer L. Kuemmerle, CRP – CFO Luther Woods Nursing and Rehabilitation Center in Hatboro, PA
- Annette M. Long, CRP – Kane, Pugh, Knoell, Troy & Kramer in Norristown, PA
- Megan A. Shull, CRP – Buchanan Ingersoll & Rooney in Princeton, NJ

**Congratulations to all who passed!**

*Submitted by Annette M. Long*



***Broaden your professional network and have some fall fun!***

The **Philadelphia Association of Paralegals** and the **South Jersey Paralegal Association** will be hosting Pumpkin Picking at Duffield's Farm, in Washington Township, NJ from 3:00 – 5:00 pm on October 22, 2011. The cost will be \$16.00 per person for food, pumpkin picking and corn maze. Please mail payments in to: The PHILADELPHIA ASSOCIATION of PARALEGALS PO BOX 59198 PHILADELPHIA, PA 19102-9198. All are welcome!



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## 6 Tips to Paralegals

by Harry A. Reichner, Vice President

Your career as a paralegal is more competitive than ever. If I was to give advice to a paralegal at how to get ahead at their firm, I would give this advice:

1. **Your Attorneys Can't See the Trees, but They Can See the Forest.** Most attorneys have a pretty full case load, need to concentrate on client interaction, and they really need employees that can work independently. I've found that a lot more people *want* to work independently than *can* work independently. Be the paralegal that your attorneys can depend on to make decisions, supervised as needed, and get the work out the door when they are otherwise engaged.
2. **If You Want to Try Something Different, Make a Proposal.** If you want to propose a new tool or procedure at the firm, think it through first. Whether it's a new case management program, a new computer, time off, an advance, wanting to work at home, flex-time, etc., ask yourself, "What is the impact on the firm? What are the benefits to the firm?" Make a good proposal to your attorney and focus on the benefits. Efficiency and productivity are the ultimate goal.



Michael Hyatt, a New York Times bestselling author on the subject of leadership says it well:

*For a salesperson to be effective, he must show the prospect how his product will solve the prospect's problem or meet the prospect's need. The same is true for the manager seeking approval on an important project. The boss doesn't care how this will make your life easier. (Read that sentence again. Write it on a note card if necessary and memorize it.) He's concerned about his needs and the needs of the company. So you must frame your proposal in these terms.*

*Most top managers have two basic needs: they want to grow their company and they want to increase their profitability. Whether they are a private company or a public one, this is the ticket to their personal success. If your proposal promises to do either, you've got their ear. If not, you're likely dead before you start.*

Source: <http://michaelhyatt.com/>

Oh, and when your idea yields success, remember to gently remind the powers that be – toot your horn!

3. **If There's a Problem, Talk About It.** Small problems rarely go away- they simply become bigger problems later on. The best way to deal with small problems is to talk about them and gather forces to overcome them. Our attorneys understand that we are all human and strive for perfection, but don't always manage it. Just talk to them when a problem arises. Between the both of you, you can put our heads together and figure out a



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solution. Attorneys and paralegals are inherent problem solvers, so you are a step ahead of most already.

4. **Performance Makes a Difference.** At my office, we measure performance by how much work is getting out the door. Productivity and resolving situations before they become a problem make a big impact your attorney's practice. The difference between an average paralegal and a great paralegal is to make a big difference in the life of their attorney. You better believe that attorneys will bend over backwards eight ways until Sunday to help out someone that helps them so much.
5. **Skill Sets Make a Difference.** If you've been a paralegal for ten years, do you have ten years of experience or one year of experience ten times over? It never ceases to amaze me the number of paralegals that don't have basic computer and office machine skills. Document production is a paralegal's life blood. Getting documents out faster is important. Paralegals that care about their career should work on skills and seek education to use these tools better.

Attorneys assume that you're a smart employee that's a hard worker. They admire and appreciate an employee that focuses on working smarter rather than working harder. Technology can result in huge productivity gains. (It's not just paralegals that don't work on their skill sets, lawyers have that problem too).

6. **Attitude Makes a Difference.** The longer I've been a paralegal, the more important I realize having a positive attitude is. Life is too short to be dealing with negativity. The head of my company commented to me just the other day, "You're always happy Har – attitude is everything!"

As a transactional paralegal, I get enough conflict from transaction issues and opposing counsel. I don't need it from colleagues. I don't want to have to play mediator between employees and I don't want to have to 'handle' an employee with a bad attitude.

An experienced employee, who's really sharp but has a negative attitude is a non-starter in my book. They create more problems than they solve. Give me an employee with less experience, a smaller skill set and a positive attitude.

*In short, work hard, work smart, be nice, be positive and you'll go far.*



**The MCS Group | Corporate Headquarters  
601 Market Street, Suite 800 Philadelphia, PA 19103**

## **30 Paralegals Pick 30 Books Every Paralegal Should Read**

An interesting concept! The *ABA Journal* recently published an article entitled, 30 Lawyers Pick 30 Books Every Lawyer Should Read.



The Editor of the *MCPA TODAY* is intrigued by the idea and challenges our members to create a book list that would be enlightening, inspiring, or just plain helpful to paralegals. Email your suggestions to [hreisstait@belleskatz.com](mailto:hreisstait@belleskatz.com). Include the name of the book, the author, and a few sentences describing why the book is recommended reading for paralegals. Fiction and non-fiction books are welcome.

Note: Use this hyperlink if you are interested in the 30 books picked by 30 lawyers:

[http://www.abajournal.com/magazine/article/30\\_lawyers\\_pick\\_30\\_books\\_every\\_lawyer\\_should\\_read/](http://www.abajournal.com/magazine/article/30_lawyers_pick_30_books_every_lawyer_should_read/)

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The **Montgomery County Paralegal Association (MCPA)**  
now has a

**Facebook**

page!

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

*SEARCH: Montgomery County Paralegal Association (MCPA)*

## MONTGOMERY COUNTY PARALEGAL ASSOCIATION



### *And now a word from our sponsors...*

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

#### **Benefits to the MCPA**

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

#### **Benefits to Our Sponsors**

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

#### **What Can You Do?**

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

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

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

MONTGOMERY COUNTY  
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**COMMUNITY OUTREACH**

Ro Fedorka, Chairperson

**SPECIAL OLYMPICS**

Mark your calendars and make a difference!  
Please come out and cheer on these special  
athletes at the Special Olympics at Villanova  
on **Saturday, November 5th.**  
More information to follow.



**The Power of Sport...**  
*Changing Lives*

**Thanks to friends like you,** Special Olympics changes lives with the power of sports. Through year-round sports training, athletic competition and other programs for more than 3.7 million children and adults with intellectual disabilities, Special Olympics has created a model community that celebrates people's diverse gifts. Founded in 1968 by Eunice Kennedy Shriver, Special Olympics provides individuals with intellectual disabilities continuing opportunities to realize their potential, develop physical fitness, demonstrate courage and experience joy and friendship.

In addition to ongoing sports training and competitions, Special Olympics has other programs for athletes and their families, including: **Unified Sports®** program that combines persons with and without intellectual disabilities on the same teams; **Healthy Athletes®** medical screening program that improves athletes' ability to train and compete; **Families Programs** that include home-training, seminars, sports camps and educational information; **Athlete Leadership Programs (ALPs)** which allow athletes to become spokespersons, team captains, coaches and officials; **Young Athletes®** that introduces the world of sports to children ages 2-7 and our **Motor Activities Training Program** that meets the needs of people with severe disabilities.

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**MCPA AND THE  
MILITARY  
OUTREACH PROGRAM**



Dear Colleagues,

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

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

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

Charlene M. Healy, RP  
[chealy@sattinronca.com](mailto:chealy@sattinronca.com)  
610-278-2630



## Did you know??

### **Pennsylvania has a stylebook and citation guide for legal writing: PA Style: A Pennsylvania Stylebook and Citation Guide for Legal Writing.**

The stylebook is offered for sale on the Pennsylvania Bar Institute website and is described as “[a] quick, easy-to-use, **Pennsylvania-specific** guide that provides “the answer” to questions that commonly arise in legal writing...”

<http://www.legalspan.com/pbi/catalog.asp?UGUID=&CategoryID=&ItemID=20101201-150226-151657>

Here’s a sampling of the rules from the book:

#### **Italicize case names, not underline.**

*Smith v. Jones*, 232 A.2d (Pa. Super. 1999).

**NOT** Smith v. Jones, 232 A.2d (Pa. Super. 1999).

#### **Do not use supra or infra. Instead use “cited above” or “cited below”**

##### **Latin terms do not get italicized**

res ipsa loquitur

**NOT** *res ipsa loquitur*

#### **Underline or italicize id.**

*Id.* or Id.

**NOT** Id.

#### **Indent block quotes (those of roughly more than 5 lines)**

#### **Acronyms in parentheses do not use quotes:**

Pennsylvania Bar Association (PBA),

**NOT** (“PBA”)

#### **Use a comma before the last item in a series**

A, B, and C

**NOT** A, B and C

#### **Always put commas and periods inside the quotation marks.**

According to him, the motion was denied “because it was moot.”

**NOT** --According to him, the motion was denied “because it was moot”.

#### **Spell out numbers less than 10, use numbers for 10 and above.**

#### **Do not “echo” numbers**

30 days—NOT thirty (30) days.

MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION

**Don't use two spaces after a period or colon. Modern computers take care of spacing with something called kerning.**

**Don't use quotations for block quotes.**

Upon motion by a party or by the person from whom discovery or deposition is sought, and for good cause shown, the court may make any order which justice requires to protect a party or person from unreasonable annoyance, embarrassment, oppression, burden or expense, including one or more of the following: . . . (2) that the discovery or deposition shall be only on specified terms and conditions, including a designation of the time and place;

**NOT**

“Upon motion by a party or by the person from whom discovery or deposition is sought, and for good cause shown, the court may make any order which justice requires to protect a party or person from unreasonable annoyance, embarrassment, oppression, burden or expense, including one or more of the following: . . . (2) that the discovery or deposition shall be only on specified terms and conditions, including a designation of the time and place;”

**Don't indent the first line of a block quote unless it is indented in the original**

Submitted by Annette M. Long, CRP - Reprinted with permission



**ADVERTISING OPPORTUNITY AVAILABLE TO MCPA MEMBERS**

Do you own your own business? Consider advertising in the *MCPA Today*.  
Advertising rates offered to MCPA members are as follows:

¼ page ..... \$15 per issue  
Business Card ..... \$8 per issue

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

Complete the information below and submit along with your advertisement to Heidi Reiss-Tait, hreisstait@belleskatz.com (Word or JPEG format preferred, PDF format accepted). Payments should be mailed to MCPA, PO Box 1765, Blue Bell, Pennsylvania 19422.

-----  
Member Name \_\_\_\_\_  
Member E-Mail \_\_\_\_\_  
Member Phone \_\_\_\_\_  
Business Name \_\_\_\_\_  
Number of Issues \_\_\_\_\_

\*All submissions are subject to Board review and approval.

MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION

## VOLUNTEERING OPPORTUNITIES IN THE MCPA

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

### **Membership**

Coordinate membership drives and membership matters

-

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

### **Newsletter**

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

-

Heidi Reiss-Tait, Editor  
[hreisstait@belleskatz.com](mailto:hreisstait@belleskatz.com)

### **Job Bank**

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

-

Stephanie Dise, Pa. C.P.  
[sad@elliottgreenleaf.com](mailto:sad@elliottgreenleaf.com)

### **Marketing**

Solicit sponsors and advertisers for MCPA

-

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

### **Public Relations**

Promote the MCPA in the legal and general Community

-

Annette Long  
[along@kanepugh.com](mailto:along@kanepugh.com)

### **Planning**

Plan and schedule upcoming MCPA presentations, meetings and social events

-

Kathy Zamorski  
[kmz@elliottgreenleaf.com](mailto:kmz@elliottgreenleaf.com)

### **Community Outreach**

Plan and schedule MCPA charitable and community events

-

Roberta Fedorka  
[rfedorka@obrlaw.com](mailto:rfedorka@obrlaw.com)

### **Fundraising**

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

-

J. Maxwell Conaboy  
[mconaboy@obrlaw.com](mailto:mconaboy@obrlaw.com)

### **Mentoring**

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

-

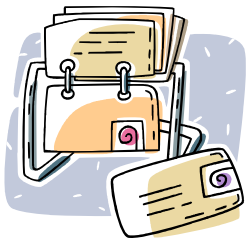
Lisa LaPenna, Pa. C.P.  
[llpenna@kaplaw.com](mailto:llpenna@kaplaw.com)

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

*Theodore Roosevelt*

MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION

## How to Contact Us-2011

Officers	Board Members
Annette M. Long, <b>President</b> <a href="mailto:along@kanepugh.com">along@kanepugh.com</a> 610-275-2000	Noreen Messmer <a href="mailto:nmessmer@fordbuckman.com">nmessmer@fordbuckman.com</a> 215-628-9000
Deborah Arbuckle, Pa. C.P., <b>1<sup>st</sup> Vice President</b> <a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a> 610-941-2523	Terri Hall <a href="mailto:thall@streamlight.com">thall@streamlight.com</a> 610-631-0600
Harry A. Reichner, <b>2<sup>nd</sup> Vice President</b> <a href="mailto:hreichner@groundworklaw.com">hreichner@groundworklaw.com</a> 610-205-1560	Sheila Kees-Hayden <a href="mailto:srkshamrock9@yahoo.com">srkshamrock9@yahoo.com</a> 215-643-0941
Ro Fedorka, <b>Treasurer</b> <a href="mailto:rfedorka@obrlaw.com">rfedorka@obrlaw.com</a> 610-834-8800	Heidi Reiss-Tait <a href="mailto:hreisstait@belleskatz.com">hreisstait@belleskatz.com</a> 215-658-1890
Sherry Barag, Pa. C.P., <b>Secretary</b> <a href="mailto:sbarag@foxrothschild.com">sbarag@foxrothschild.com</a> 610-397-4431	<b>Website:</b>  <a href="http://www.montcoparalegals.org">www.montcoparalegals.org</a>
	<b>Student Liasons</b> Dena Fernandez-Mitchell <a href="mailto:dmitch63@aol.com">dmitch63@aol.com</a> Lindsay Tait <a href="mailto:lindsay.tait@gmail.com">lindsay.tait@gmail.com</a> Frank Rinaldo <a href="mailto:frankrinaldo@myway.com">frankrinaldo@myway.com</a> Barbara Cohen <a href="mailto:barbi8888@yahoo.com">barbi8888@yahoo.com</a> Nina Roller <a href="mailto:babydollneen422@aol.com">babydollneen422@aol.com</a> Richard McNabb <a href="mailto:rmnpac@aol.com">rmnpac@aol.com</a> Andrew Geliebter <a href="mailto:ageliebter@manor.edu">ageliebter@manor.edu</a> June Peggs <a href="mailto:jmpegs@aol.com">jmpegs@aol.com</a>
2011 Committee Chairs	2011 Representatives and Coordinators
<b>Planning:</b> Kathy Zamorski <a href="mailto:kmz@elliottgreenleaf.com">kmz@elliottgreenleaf.com</a>	<b>NFPA Primary Delegate:</b> Debbie Arbuckle, Pa. C.P. <a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a>
<b>Marketing:</b> Debbie Long, Pa. C.P. <a href="mailto:dlong@dbyd.com">dlong@dbyd.com</a> Debbie Arbuckle, Pa. C.P. <a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a>	<b>NFPA Secondary Delegate:</b> Sherry Barag, Pa. C.P. <a href="mailto:sbarag@foxrothschild.com">sbarag@foxrothschild.com</a>
<b>Membership:</b> Tracey Barnes, RP, Pa. C.P. <a href="mailto:tbarnes@dbyd.com">tbarnes@dbyd.com</a>	<b>Keystone Alliance Primary Delegate:</b> Harry Reichner <a href="mailto:Hreichner@groundworklaw.com">Hreichner@groundworklaw.com</a>
<b>Community Outreach:</b> Ro Fedorka <a href="mailto:rfedorka@obrlaw.com">rfedorka@obrlaw.com</a>	<b>Keystone Alliance Secondary Delegate:</b> Tracey Barnes <a href="mailto:tbarnes@dbyd.com">tbarnes@dbyd.com</a>
<b>Newsletter Editor :</b> Heidi Reiss-Tait <a href="mailto:hreisstait@belleskatz.com">hreisstait@belleskatz.com</a>	<b>PACE Coordinator:</b> Dawn Cinaglia, RP <a href="mailto:dcinaglia@nldhlaw.com">dcinaglia@nldhlaw.com</a>
<b>Mentoring:</b> Lisa LaPenna, Pa. C.P. <a href="mailto:llapenna@kaplaw.com">llapenna@kaplaw.com</a>	<b>Bar Liaison:</b> Lisa LaPenna, Pa. C.P. <a href="mailto:llapenna@kaplaw.com">llapenna@kaplaw.com</a>
<b>Fundraising:</b> J. Maxwell Conaboy <a href="mailto:mconaboy@obrlaw.com">mconaboy@obrlaw.com</a>	<b>CLE Coordinator:</b> Tracey Barnes, RP, Pa. C.P. <a href="mailto:tbarnes@dbyd.com">tbarnes@dbyd.com</a>
<b>Publicity:</b> Annette Long <a href="mailto:along@kanepugh.com">along@kanepugh.com</a>	<b>Job Bank Coordinator:</b> Stephanie Dise, Pa. C.P. <a href="mailto:sad@elliottgreenleaf.com">sad@elliottgreenleaf.com</a>
<b>Scholarship:</b> Kathy Zamorski <a href="mailto:kmz@elliottgreenleaf.com">kmz@elliottgreenleaf.com</a>	<b>Webmaster:</b> Harry A. Reichner <a href="mailto:Hreichner@groundworklaw.com">Hreichner@groundworklaw.com</a>

# The Philadelphia Association of Paralegals' 2011 Education Conference

Friday, October 7, 2011  
Hyatt at the Bellevue  
200 South Broad Street  
Philadelphia, Pennsylvania 19102

## REGISTRATION FORM

Registration Deadline is September 16, 2011  
(Limited Space will be available for walk-ins)

NAME OF REGISTRANT: \_\_\_\_\_

### SESSION ONE 9:00 a.m. to 10:15 a.m.

Please check one seminar from this session that you would like to attend:

Corporate Law: Business Entity Governance and Compliance\* Clover Room \_\_\_\_\_

Instructor: Petrona Varela, Esquire

Immigration: Hot Topics in Immigration for Employers and Individuals State Drawing Room \_\_\_\_\_

Instructors: Wendy Castor Hess, Esquire, Yuh Jessica Choi, Esquire and  
Erin Lovejoy, Paralegal

Legal Writing: Effective Writing for Dispositive Motions Red Room \_\_\_\_\_

Instructor: Judge John M. Younge

Technology: Winning Litigation Technology (ParaCon/Sanction) Balcony Foyer \_\_\_\_\_

Instructor: Jennifer McCoy, Paralegal

### SESSION TWO 10:45 a.m. to 12:00 p.m.

Please check one seminar from this session that you would like to attend:

Financial Planning: Financial Management Basics Red Room \_\_\_\_\_

Instructor: Sean Michael Pearson, CFP®

Litigation: Avoiding Consequences: Minimizing Risks of Litigation\* Clover Room \_\_\_\_\_

Instructor: Stephanie Resnick, Esquire and Christine Soares, Esquire

Ethics: Use Your Paralegals the Right Way State Drawing Room \_\_\_\_\_

Instructor: Jane Jacobs, Esquire

Pro Bono: Pennsylvania Innocence Project: Training for Volunteers Balcony Foyer \_\_\_\_\_

Instructor: Marissa Boyers Bluestine, Esquire

### SESSION THREE 2:00 p.m. to 3:15 p.m.

Please check one seminar from this session that you would like to attend:

E-Filing: E-filing in Philadelphia County: An Overview Clover Room \_\_\_\_\_

Instructor: Deborah E. Dailey

Estates & Trusts: Changes in Pennsylvania and Federal Law Affecting Estate Administration Red Room \_\_\_\_\_

Instructor: Kathleen A. Stephenson, Esquire

Intellectual Property: European Patent Office Rule Changes that took effect April 1, 2010 State Drawing Room \_\_\_\_\_

Instructor: Elizabeth Lai Featherman, Esquire

Litigation: Qui Tam\* Balcony Foyer \_\_\_\_\_

Instructors: Sherrie Savett, Esquire and Gary Azorsky, Esquire



**SESSION FOUR 3:30 p.m. to 4:45 p.m.**

**Please check one seminar from this session that you would like to attend:**

- Estates & Trusts: ABCs of Estate Planning to Protect Your Family and Assets Red Room \_\_\_\_\_  
Instructor: Carole B. Sheffield, Esquire
- Professional Development: Strategic Career Planning for Paralegals Clover Room \_\_\_\_\_  
Instructor: Tausha Major, M.B.A.
- Family Law: What's New in Custody, Support, Adoption, Separation & Domestic Violence\* Balcony Foyer \_\_\_\_\_  
Instructor: Margaret Klaw, Esquire
- Social Media: Playing the Social Media Game: The Best Offense is a Good Defense State Drawing Room \_\_\_\_\_  
Instructor: Kimberly A. Walker, RP® and Babette Pace, Paralegal

**SEMINAR FEES**

PAP MEMBER Full Day Rate (includes participation in all four sessions and lunch)** .....	\$155.00
PAP MEMBER Half Day Session (includes participation in two consecutive sessions with lunch).....	\$120.00
ATTORNEY/NON MEMBER Full Day Rate (Includes participation in all four sessions and lunch).....	\$180.00
ATTORNEY/NON MEMBER Half Day Session (Includes participation in two sessions and lunch).....	\$150.00
STUDENT Full Day Rate (Includes participation in all four sessions and lunch).....	\$95.00
STUDENT Half Day Session (Includes participation in two sessions and lunch).....	\$65.00
LUNCH ONLY .....	\$40.00

**LUNCH SELECTION**

(Choose One)

☐ Chicken ☐ Salmon ☐ Vegetarian/Gluten Free

**Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Amount Enclosed:** \$ \_\_\_\_\_

**\*This session has been PA CLE Board approved for 1.0 credit. PAP will cover the attendance fee for attorneys who attend this session.**

**\*\*TUITION BREAK: Get a 10% discount for 2 or more attendees from the same organization or firm with a full day attendance with lunch. To qualify for the tuition discount, registration must occur on or before September 9, 2011.**

**Please make checks payable to: The Philadelphia Association of Paralegals**

**Mail payments to:**

**The Philadelphia Association of Paralegals, P.O. Box 59198, Philadelphia, PA 19102-9198**

Membership lists are now available for purchase.

To opt-out, check box(es):

☐ **NFPA**

☐ **PAP**