

MCPA TODAY

The Official Publication of the Montgomery County Paralegal Association

April 2010

www.montcoparalegals.org

Editors: Tracey L. Barnes, RP, Pa. C.P.
Deborah A. Long, Pa. C.P.

Message from the President

Happy Spring, everyone! What a relief that all the snow is gone. A little snow is nice every year, but this season was just too much!

I hope everyone enjoyed receiving the *MCPA Today Update* last month. With so much information flowing in, our newsletter editor took it upon herself to create this “in-between” issue of the newsletter. It had not been my intention to create extra work for Tracey in suggesting we provide updates in between issues of our newsletter, but the consummate professional would not allow a simple e-mail as a substitute for providing such important information to our members. Thank you, Tracey, for your dedication.

I hope you are also finding the Board Highlights to be informative. Your Board of Directors is hopeful that the Highlights will contribute toward recognition of the work that is regularly done by all the committees and by individual members of the Association. As you read through the Highlights and become more familiar with the specific nature of the individual committees, perhaps those of you who have not yet found your “niche” in the Association will find it easier to select an area that is suited to your talents and the time you are able to contribute.

I also want to thank Mary Kay Alt, student liaison from LSB, for her efforts toward holding a student event in May. Manor College has expressed an interest in hosting this event, but additional contacts would be very helpful in carrying out the specifics. If you are a Manor student – whether member or non-member – and would like to assist with this event, please contact Mary Kay at mkayalt@comcast.net. Additional details regarding the student event are included in this newsletter.

Please also be reminded that the PA Summit on the Paralegal Profession will take place on May 1, 2010 at Penn College of Technology in Williamsport, PA. The NFPA has approved 15.75 CLE Credits for a full day’s attendance – and the Summit is FREE!!! The deadline for registration is April 15th, but it is my understanding that space is still available. If you are interested in attending, please respond ASAP. The Summit brochure is available in this issue and on the home page of our website.

Overall, membership participation has been up! Many more members have been attending the general membership meetings, and our committees are reporting new inquiries and new volunteers. The MCPA is growing, not only in numbers, but also with regard to activity. Many thanks to you, my fellow members, for your contribution in expanding this positive image of the MCPA!

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

Board of Directors-2010

Officers

Deborah A. Long, Pa. C.P.

President

Deborah Arbuckle

1st Vice President

Harry Reichner

2nd Vice

President

Ro Fedorka

Treasurer

Linda Brearey

Secretary

Board Members

Terri Hall

Sherry Barag, Pa. C.P.

Annette Rolan

Christine Horace

Student liaisons

Mary Kay Alt (LSB)

Mark D’Annunzio (Pierce)

SAVE THE DATE!!

*April 17, 2010--KAPA Spring Meeting
will be held in King of Prussia. MCPA is
the 2010 sponsor for this event.*

*April 21, 2010 Jury Presentation at
Streamlight, Eagleville, PA*

*May 1, 2010 KAPA Summit – Penn
College of Technology, Williamsport, PA*

*May 18, 2010 Intellectual Property
presented by Keith McLennan, Esquire*

Welcome New Members

Alison Worley
Christy Sunchych
Siobhan Pocius
Kelly Plush
June Peggs
Sharon Pace
Mandi Freese
Kathy Elliott
Juliane Dzwilewski
Arielle Dupell
Jaclyn Badali



LEGAL Recruiters



organ
entworth, LLC
When the best is worth it

**1000 Valley Forge Circle, Suite 102B
King of Prussia, PA 19406
Phone (610) 783.0900
Fax (610) 783.7940**

patmosesso@morganwentworth.com

www.morganwentworth.com

If you are seeking a new position or if you are seeking the right candidate. We work hard to facilitate the perfect match

LEGAL CAREER ALIGNMENT AND PLACEMENT SERVICE

WE SERVE

- *Firms seeking attorneys and other legal staffing*
- *Attorneys and other legal professionals seeking a career change*
- *More than 75 years of combined experience in the legal arena*
- *A track record of assisting with hard to find jobs and hard to find candidates*
- *We work with practice groups and individual partners.*
- *We facilitate mergers*

February 2010 CLE: Ethics in the Legal World: “Am I my Employer’s Keeper?”

By Heidi Reiss-Tait

As a Peirce College Paralegal Studies student, I was pleased to see that the topic of MCPA’s February CLE was Ethics in the Legal World: “Am I my Employer’s Keeper?” The timing couldn’t be better – I was taking an online ethics course at Peirce. It would be great to get another perspective on the subject. But I wondered about the other paralegals who attending; were they as enthusiastic about the subject matter as I was? Ethics can be a dry topic, and some of the paralegals might be attending just to get those precious CLE credits on ethics.

We had nothing to fear. We were the captive audience of an experienced presenter. Kevin S. Anderson, Esquire, of Elliott Greenleaf & Siedzikowski, P.C. has been an attorney for thirty-four years and an Adjunct Associate Professor of Business Law at Drexel University for seventeen years. Attorney Anderson welcomed participation from his audience, often coaxing responses from unsuspecting paralegals. He also made the topic more palatable with humor. And, as a student, I appreciated the fact that Attorney Anderson incorporated other topics of law into his presentation. He interspersed elements of contract law, business organizations, and paralegal credentialing into his speech.

The meat of the presentation was not disappointing. Attorney Anderson discussed confidentiality, attorney-client privilege, attorney work product, and cited Pennsylvania law as it relates to lawyers’ responsibilities regarding nonlawyer assistants (Rule 5.3 of Pennsylvania Rules of Professional Conduct) and paralegals’ responsibilities to avoid unauthorized practice of law (42 Pa. C.S.A § 2524). The main lesson of the presentation was that a paralegal must adhere to the applicable legal and ethical requirements imposed on the legal profession because the attorney for whom the paralegal works is responsible for what the paralegal does. Keeping confidentiality, timeliness of work, and accuracy of work are imperative for a paralegal. Failure to do so has many negative repercussions and = POTENTIAL LIABILITY FOR YOUR BOSS!!!!

Thanks to Attorney Anderson, I have a better understanding of ethics in the legal world, and all of the paralegals in attendance were reminded that we are indeed our employers’ keepers.



The Mentoring Committee

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

Manor College is looking for volunteers to serve on their Advisory Board. Please contact Mary L. Sims, Esquire at 215-745-4656 or email: msims@manor.edu if you are interested.

If you are interested in giving back to the paralegal profession in any way, including speaking at local colleges or becoming a mentor, please e-mail or call Lisa M. LaPenna at llapenna@kaplaw.com or (610) 941-2523.

Take 3 Depos and Get \$50 to

Take three depositions with us
and we'll hand deliver a \$50 gift card
for you and your client to use.

Mention promo code MCPA when booking.

(215) 236 - DEPO

Ten Penn Center • 1801 Market St. • Suite 630
Philadelphia, PA 19103



*Proudly Serving More Than
5,000 Clients in 50 States
... And Abroad!*

www.CapitalReportingCompany.com

**In this economy, there aren't many
free lunches...except from us!**

*Deposition must be at least 2 hours long and transcribed. This promotion is ethical and appropriate within Rules 1.5 and 1.7 of Pennsylvania's Rules of Professional Conduct. Our rates are among the lowest in the Philadelphia metro area, thus confirming reasonableness of our charges. Philosophically we simply choose to return profits back to our clients. Sometimes lawyers will ask us to make a donation of the "giveaway" to a charity in either their name or the client's name, or credit their invoice for \$50 in place of the gift card, and we are happy to do that. Gifts are limited to \$100 per "recipient" per year, and are intended for the benefit of all lawyers and personnel at the law firm, accordingly, the "recipient" is the combined group of all lawyers and personnel at the law firm. Deposition must be taken by 6/30/09.



Our President, Debbie Long, was interviewed by **The Paralegal Mentor**, Vicki Voisin, in an article that appeared in the April 1st *In Between Issue* of the Paralegal Mentor's e-zine, [Paralegal Strategies](#). The article is reprinted in its entirety below.

To learn more about The Paralegal Mentor and/or to subscribe to this FREE e-zine, www.paralegalmentor.com.



**Deborah A. Long, Pa.C.P.
Chalfont, Pennsylvania**

1. Where do you work and what is your job title? I

work as a paralegal/legal assistant in the family law division at the Law Firm of Dischell, Bartle, Yanoff & Dooley (DBYD) <http://www.dbyd.com> in Lansdale, PA.

2. What prompted you to choose a paralegal career?

Oddly, I stumbled into it. I was looking for something close to home in a family friendly environment (due to my son having severe asthma), and DBYD happened to be looking for a legal assistant in their family law division.

The attorney for whom I would prospectively be working, **Dagmar Wolf**, completely understood -- her son also had severe asthma as a child, and we actually traded horror stories during my interview! She assured me that the firm would be very flexible with regard to this issue, and that the staff was also team oriented. I did find that to be true after I accepted the position (they called me the next day!), and it is true today.

3. What is your favorite part of your job? I really enjoy being a facilitator for the attorneys and for the clients. For example, I find that I am very good at breaking things down for the clients in a way that makes sense to them, and they are always very appreciative.



I also enjoy preparing the file for court and having the attorney come back and tell me what an advantage it gave him or her in court, psychologically and otherwise, to have well organized and concise information with all the supporting documentation right at their fingertips.

4. What professional associations do you belong to? The National Federation of Paralegal Associations ([NFPA](#)), the Montgomery County Paralegal Association ([MCPA](#)), and the Bucks County Paralegal Association (BCPA). I am the current President of MCPA and co-chair of the Marketing Committee.

5. How has your membership benefited you? Where do I begin?! It is amazing what you learn about yourself when you step outside your comfort zone. I never imagined myself being part of the governing body of anything, never imagined myself as a marketer, yet here I am serving a second term as President and I raised enough money for the MCPA in 2009 -- in a difficult economy -- to establish both a scholarship fund and a reserve fund for the Association.

Of course, I didn't do it alone, but I am amazed that I was actually part of that. It really boosts your confidence level, and you find yourself looking for more challenges on the job. And the firm definitely appreciates that! (Just check out the announcements in the website's newsroom: <http://www.dbyd.com/newsroom/> -- the firm includes announcements about the paralegals as well as the attorneys!)

6. Do you have any professional certifications? I am a Pennsylvania Certified Paralegal -- Pa.C.P.

7. What has been the highlight of your career? Well, serving as President of MCPA is certainly up there! In addition, I am pleased with my seminar, Organizational Concepts in Family Law Case File Management, which I presented in March 2009 and which DBYD was happy to sponsor.

8. What do you see as hot trends in the paralegal industry? Technology, technology, technology! You can't be afraid to learn something new, whether it's the latest software program that your firm is converting to, online networking opportunities that might benefit you professionally, or getting on the internet to do the legal or other types of research that may be required to complete a job.

Several years ago, DBYD switched over to a state-of-the-art case management software program, and I was one of four individuals selected to attend the training program for purposes of helping to train in-house. I also maintain the forms in the system for my department.

It is these types of skills that give you that extra edge in the workplace. There is simply no end to how such things will continue to evolve, and we need to remain open to growing along with it all.

9. Have you dipped your toes in the social media waters? I did start a Facebook page for purposes of sharing updates and photos with my family, mainly because a large part of my family lives so far away. Also, MCPA is in the process of beginning a Facebook Group. I admit I still have a lot to learn in this area, and this is another thing I plan to focus more attention on once I pass the Presidential torch.

10. If someone contemplating a paralegal career asked you for career advice, what would your answer be? Join a paralegal association! The contacts you make, the

advice you can get, the opportunities which may come your way are invaluable. And, as I said before, you will learn a lot about yourself.

11. Is there a quote that inspires you? Our bi-monthly newsletter, MCPA Today, includes a President's Message on the front page. My first President's Message began with my own version of a famous quote: "Ask not what your association can do for you, but what you can do for your association."

I think that says a lot about me -- I believe you get back ten-fold what you put into any endeavor. If you join an association just to have the privilege of listing that association on your resume, then that is all you are ever going to get in return for your annual dues.

If you join a committee, you have the opportunity to develop or improve a particular set of skills and you acquire a source of referrals. If you decide to serve on the Board of Directors, you expand your contact base and skill sets even more so. You'll make new friends too -- can't have too many of those!

12. You've enjoyed a successful paralegal career. To what single event or person do you attribute that success? Dagmar Wolf. Dagmar is the attorney for whom I work. She was quick to recognize my potential, and encouraged me every step of the way to pursue my paralegal certification, to become involved in the MCPA, and to take advantage of any opportunities that could help me to develop professionally -- and keep me from becoming bored. She was the first person ever to point out to me that I am the type of person who constantly requires a new challenge. The fact that she understands this is one of the reasons we have worked successfully together for so long -- 12 years as of February 4th.

13. What is the most important step a paralegal can take to keep his or her career interesting? Always look for the latest trends in your particular field, and try to learn everything you can about it. You should also take an interest in how your firm (or other employer) is evolving and do what you can to show that you are a team player and in it for the long haul.

Bonus...Just for Fun Fact: I love to crochet, and I practically mass produce baby blankets -- someone is always expecting. More and more, I am making blankets for my friends who are expecting grandchildren rather than children -- when did that happen?!

Vicki Voisin, Inc.
PO Box 743
Charlevoix, MI 49720
support@paralegalmentor.com
www.paralegalmentor.com

©2010 Vicki Voisin Inc. All Rights Reserved.

BREAKFAST IN SPRING

Penned by Christopher Gregg, Kane, Pugh, Knoell, Troy & Kramer LLP

It was a beautiful March day as Montgomery County Paralegal Association members gathered at the quaint Zoto's Diner in Hatfield, PA for a tasty meal and great camaraderie. All that aside let's get down to the nitty gritty and why we show up. To further our education as professionals! Our guest speaker was Jonathan B. Young, Esquire from Dischell, Bartle, Yanoff, Dooley. He told us that his little niece helped him with his first PowerPoint presentation and to her I would like to extend special thanks. His presentation was very informative and helpful. It focused on the personal injury maze and gave many helpful website links.

Starting off he introduced the ultimate goals for the various levels of personal injury, which in short is to make money, for the client and for the attorney. The first most basic level is worker's compensation in which an attorney needs to identify who is at fault and whether it was work related injury, thus what is the subrogation and recoverable possibility? In the event it is the worker is covered by the PA Worker's Compensation Act for all medical bills and wage loss. In the unfortunate event a death is involved the spouse/dependents are covered. Moving along to another level are general liabilities such as Motor Vehicle Accidents. MVA's are very similar to worker's compensation cases in that liability must be defined. It is also helpful to know that all drivers must have first party insurance (PIP). While trying to figure out recovery in the above type suits it is important to note any Social Security, Medicare benefits or liens that may exist. The end result is to find out who is/are going to be the ultimate payers if any. Finally as a quick helpful tidbit Mr. Young quickly touched upon the importance to start at government websites when doing initial searches or communications. Thanks again to Mr. Young and hope this was able to shine some light on personal injury.





COMMUNITY OUTREACH

Ro Fedorka, Chairperson

As you know, MCPA has previously participated in the Wissahickon Valley Watershed Association's Annual Creek Clean Up which is scheduled for **Saturday, April 24th**. This year marks their 40th anniversary cleaning up the Wissahickon Valley creeks. We got our original site off of Morris Road, across from Germantown Academy. We can park and meet at Germantown Academy and make our way to the pumping station where we will leave our trash. Norma Gunning has offered to take care of recyclables. We will need to know how many people will be volunteering & attending the picnic. Please let me know if you will be attending. Directions can be found at [WVWA directions.pdf](#) and for more information regarding WVWA, you can check out their website at www.wvwa.org.

I look forward to hearing from everyone. Also, if you have any ideas or information for future COC projects, please email them to me (rfedorka@obrlaw.com). I have several prospective things to check out and will keep you posted.



MCPA APPAREL, MUGS and TOTES

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

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

All MCPA spirit items will be available at the general membership meetings or you may contact Christine Horace at chorace@good-lawyer.com.



THE MONTGOMERY COUNTY PARALEGAL ASSOCIATION

MEMBERSHIP MEETING

When:	April 21, 2010 6:00 p.m.
Where:	Streamlight, Inc. 30 Eagleville Road Eagleville, PA 1 9403 610-631-0600
Topic:	Persuading the Jury: Trial Presentation Techniques presented by Lou Verrelli Sr. Vice President with DiscoveryWorks Global <i>Approved for 1.0 CLE (substantive)</i>
Cost:	<u>Free</u> for members \$20.00 for non-members <i>Light dinner will be served courtesy of Streamlight, Inc.</i>
RSVP:	Tracey Barnes, RP, Pa C.P. (tbarnes@dbyd.com) By April 19, 2010

EVENT SPONSORED BY:

Varallo Alfe Reporting
Varallo, Inc.
229 N. Olive St.
Media, PA 19063



MCPA AND THE MILITARY OUTREACH PROGRAM



Dear Colleagues,

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

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

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

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



Legal Studies at Manor College

Take the next step
on the *fast track* to
a *career in law*...

Get Credentialed

Refresh/Update Your Skills

Learn New Skills

Prepare for a New Career

Enhance Your Current Career

Associate Degree and
Post-Baccalaureate
Certificate Programs

Day, Evening,
Weekend and Online Classes

All
programs
approved
by the
American
Bar
Association



700 Fox Chase Road
Jenkintown, PA 19046

phone 215.884.2360
fax 215.576.6564
web www.manor.edu

For more information, contact
Diane Pevar, J.D., Legal Studies program
director, at 215.885.2360, ext. 259 or email
dpevar@manor.edu or visit www.manor.edu/legal



Have you ever received a divorce decree only to have to send it back to be certified, further delaying the settlement process?

Have you struggled to read the signature of a signing judge on an order?

Have you ever thought, “There has to be an easier way to do this??!!”

It’s time to make a change!

Family law judge, the Honorable Kelly Wall, is seeking MCPA’s assistance in improving Montgomery County’s family court procedures!

If you have any ideas or suggestions for improving the family law process in Montgomery County, please submit them to Debbie Long (dlong@dbyd.com), Lindsey Tait (ltait@millerturetsky.com), or any MCPA Board Member as soon as possible so that we can help improve family court for the better.



Keystone Alliance of Paralegal Associations (KAPA) News of Note

The MCPA is a member of the Keystone Alliance of Paralegal Associations (“KAPA”), 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 Keystone Alliance was formally established in 1995 from groundwork laid in the 1980’s by the paralegal associations in Pennsylvania.

Be sure to visit KAPA’s web site for more updates at <http://www.keystoneparalegals.org/>.

KAPA (KEYSTONE ALLIANCE OF PARALEGAL ASSOCIATIONS) HELP NEEDED

KAPA's Co-Chairs of the Standing Committee on Paralegal Certification are requesting volunteers to fill vacant positions on two committees—Committee for Paralegal Certification and Standing Committee for Certification. Please consider contributing no more than one hour of your time each week in order to help keep the Pa.C.P. Certification Program intact. Below is a description of the responsibilities for each committee. If you are interested, please contact Harry Reichner (hreichner@mcclaw.com) or Tracey Barnes (tbarnes@dbyd.com).

Committee for Paralegal Certification

Duties:

The Committee for Paralegal Certification members review and evaluate applications. Those duties include the following:

- Reviewing each Application submitted for accuracy.
- Approving or denying such Application by completing the Application Checklist form and submitting the same to the Chair of the Certification Committee.
- Reviewing each Maintenance Application for accuracy.
- Approve or deny such Renewal by completing the attached Application Checklist form and submitting the same to the Chair of the Certification Committee.
- Working to ensure applicants' personal and financial records are kept confidential.

Number of Members on the Committee:

The Committee is to have at least five (5) members.

Term of Committee:

- Members of the Committee for Paralegal Certification shall serve for a period of one (1) year (the "Term").

- The Term shall run from January 1 to December 31.
- Members of the Committee for Paralegal Certification shall not serve for more than three (3) consecutive terms.
- In the event the Committee member is appointed during a term year, that member's term shall run to December 31. The balance of that term shall be considered one (1) term.

Other:

- Members of the Committee for Paralegal Certification shall serve without compensation.
- Members of the Committee for Paralegal Certification should not be Representatives to the Keystone Alliance of Paralegal Associations unless the Chair of the Standing Committee deems it necessary.
- After the initial term, all members of the Committee for Paralegal Certification shall themselves be Pennsylvania Certified Paralegals.



Standing Committee of the Certification Program Duties:

The Standing Committee members oversee all activities of the Certification Program and support the Committee Chairpersons. Those duties include the following:

- Ensuring that the Keystone Alliance's Post Office Box is checked at least once a week.
- Ensuring that a complete record is kept of the Program Applications and Renewals.
- Ensuring that all received documents are scanned in.
- Ensuring that the checks are forwarded to the Treasurer of the Keystone Alliance for deposit on a weekly basis and that applications are submitted to the Committee on Paralegal Certification Chairperson within seventy-two hours of receipt of the applications.
- Preparing and submitting the Credentialing Program budget to the Keystone Alliance for approval. Oversee the budget.
- Overseeing all marketing of the Program.
- Submitting written reports to the Keystone Alliance.
- Working to ensure applicants' personal and financial records are kept confidential. Notify all committee members that all applicants' personal and financial records are to be kept confidential.
- Submitting to the Keystone Alliance Website Chair for publication the names of all newly approved applicants within ten (10) days of their approval. Submit to the Keystone Alliance Website Chair the names of those individuals no longer certified within thirty (30) days of their failure to renew.
- Verifying Committee Members are Pa.C.P. and/or verify that they have received their credential within the time limits.

Promotional/Coordination Responsibilities:

- Promote the image of the Keystone Alliance and the Program.
- In conjunction with the Keystone Alliance, conduct educational seminars to increase Applicants in the Program.
- Consult with the Keystone Alliance and Committee Chairpersons to encourage volunteer participation in connection with the Program.
- Obtain volunteer help from members of the Keystone Alliance for large scale projects.
- Work with the Keystone Alliance and Committee Chairpersons to fill vacancies for Committee Members or Committee Chairpersons who are incapacitated or who must resign their position abruptly and aid in the search for replacements, as necessary.
- Act as the main source of all information pertaining to the Program.
- Provide information to members and to persons outside the Program and Keystone Alliance about the Program.
- Provide detailed written summaries of work performed and ongoing goals and projects to the Keystone Alliance, such summaries to be distributed at the Keystone Alliance meetings and upon request of the Chair of the Keystone Alliance.
- Provide advice and guidance to Committee Chairpersons.
- Coordinate interaction between Committees.

Meetings:

Meetings of the Standing Committee may occur at least once a month and may be conducted via telephone/internet. Members would be given at least one week written notice (email is acceptable) of a meeting.

Number of Members on the Standing Committee:

The Committee is to have at least five (5) members.

Term of Standing Committee:

Each member of the Standing Committee serves for a period of one (1) year renewable term. A member of the Committee is limited to three (3) consecutive terms. After one (1) year, an individual may be reelected/ appointed to the Committee.

Reports to Keystone Alliance:

The Standing Committee is required to submit a complete written report the Keystone Alliance upon request by the Chairperson of the Keystone Alliance, and at all meetings of the Keystone Alliance. And, the Standing Committee shall submit the following.

- The proposed yearly budget for the Program. Said budget shall be submitted to the Chair of the Keystone Alliance 72 hours prior to the Fall Meeting;
- The current income and expense report. Said report shall be submitted to the Chair of the Keystone Alliance for distribution every four months. The reports should be submitted to the Chair every January 1, May 1 and September 1 and upon request of the Chair of the Keystone Alliance.





2010 NFPA ANNUAL CONVENTION

"Making History in Philadelphia"

October 7 – October 10, 2010

Crowne Plaza Hotel Philadelphia – Cherry Hill
Cherry Hill, New Jersey



www.paralegals.org

Hosted by the Philadelphia Association of Paralegals

2010 NFPA/Thompson Reuters Scholarship topic is:

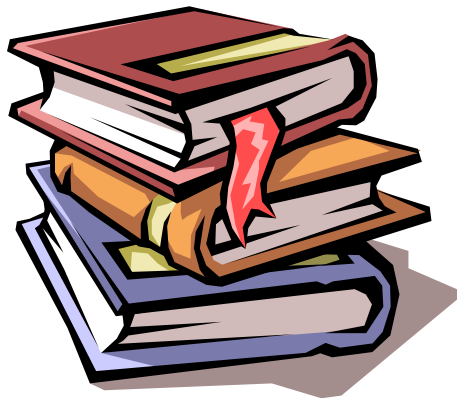
Pro bono providers, such as lawyers/bar associations in many states do not include paralegals and/or paralegal students in pro bono projects. Although these providers do solicit lawyers to participate, the request does not include non-lawyers. How would you encourage pro bono providers to utilize paralegals and paralegal students to assist in providing pro bono services to those in need?

Although the application form will not be up on the web until approximately 3/15, you can announce the topic so your student members can start drafting their essays.

This year the first place scholarship award is \$3,000 and the second place scholarship is \$2,000. The winners will also have an opportunity to travel to the 2010 NFPA Annual Convention in October.

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

www.paralegals.org



PARALEGAL STUDENT CAREER CONFERENCE
Friday, April 23, 2010 • HACC'S LANCASTER CAMPUS

REGISTRATION FORM
DEADLINE TO REGISTER: APRIL 12, 2010

Circle one:

FREE I am a HACC Paralegal Student currently taking classes.

FREE I am a recent HACC Paralegal Studies Graduate (May 2009 or later).

\$25 I am currently a Paralegal Student in a Paralegal program.
Please list college/program: _____

\$25 I am not a Paralegal Student, but I am a LAPA member.

\$35 Other, please specify: _____

PLEASE NOTE: Continental Breakfast and Lunch are included. Refunds will not be issued for cancellations; however, substitutions will be allowed.

I WILL _____ WILL NOT _____ BE ATTENDING THE NETWORKING LUNCH FROM 12:00 P.M. TO 1:00 P.M.

I WILL _____ WILL NOT _____ BE PARTICIPATING IN THE RESUME CLINIC FROM 1:15 P.M. - 2:15 P.M.

NAME: _____

HOME ADDRESS: _____

EMAIL: _____ PHONE: _____

PLEASE MAKE CHECKS PAYABLE TO "LAPA".

MAIL FORM & CHECK (if required) TO: **CINDY J. GEIB, Pa.C.P., ACP**
1061 RIFE RUN ROAD, MANHEIM, PA 17545

FREE REGISTRATIONS may be emailed to Cindy at CindyGParalegal@aol.com. Upon receipt of registration forms, acknowledgments will be sent by email.

QUESTIONS? Email Cindy Geib at CindyGParalegal@aol.com or call her at 664-2262 or Lisa Wolf at lewolf@hacc.edu or call her at 490-5400.

Lancaster Area Paralegal Association (LAPA)
&
HACC Paralegal Studies Program

2010
PARALEGAL STUDENT CAREER CONFERENCE

(FREE FOR ALL HACC PARALEGAL STUDENTS OR RECENT HACC PARALEGAL GRADUATES)
(CHARGE FOR ALL OTHERS)

DATE: Friday, April 23, 2010

TIME: 8:00 a.m. - 8:20 a.m. Check-in and Continental Breakfast
8:30 a.m. - 12:00 p.m. Seminars
12:00 p.m. - 1:00 p.m. Lunch provided & Door Prizes!
1:15 p.m. - 2:15 p.m. Resume Clinic

LOCATION: HACC - Lancaster Campus (Main Building - Room 222)

SPEAKERS: Experienced LAPA Paralegals selected especially for this event!

QUESTIONS?: Contact Cindy Geib at CindyGParalegal@aol.com or call her at 664-2262 or Lisa Wolf at lewolf@hacc.edu or call her at 490-5400.

.....

This comprehensive and exciting Conference includes the following sessions/events:

<p>✓ SURVIVING THE JOB/INTERNSHIP SEARCH: The process is not as simple as writing a resume and answering a bunch of want ads. We'll review the most successful techniques from finding where the jobs are to writing resumes to interviewing skills, and much more! Every step of the search will be covered! We'll tell you what works and what doesn't!</p> <p>✓ FROM BACKPACK TO BRIEF CASE... YOUR FIRST 100 DAYS ON THE JOB: Whether you are starting your first paralegal job or an internship, we'll review dozens of useful finds, resources, and strategies to ensure success and a great first impression! Make the most of your first 100 days!</p> <p>✓ SURVIVING THE PROFESSION: This session will include the things you need to know about law firm culture, working with difficult attorneys and co-workers, paralegal certification credentials available, the difference between "certified" and "certificate", the importance of CLE and mentors and much more!</p>	<p>✓ THE PARALEGAL PROFESSION IN THE LANCASTER COUNTY AREA: How far we've come and how far we have to go! We'll be covering salary, benefits, typical working conditions, job satisfaction, and the results of LAPA's 2008 Survey which asked over 100 questions!</p> <p>✓ NETWORKING LUNCH: Sit and chat with a practicing paralegal while you eat a delicious lunch! Choose from Paralegals in various areas of law and different types of employers. It's never too early to put those valuable networking skills you've learned today to work!</p> <p>✓ RESUME CLINIC - ONE ON ONE HELP FROM THE PROFESSIONALS: Bring a copy of your resume (hard copy or on your laptop) and an experienced Paralegal will help you polish it and give you suggestions for improvement. Fine tune your resume as you network with experienced Paralegals!</p>
---	---

REGISTRATION FORM ON PAGE 2

BECOMING A PENNSYLVANIA CERTIFIED PARALEGAL (Pa.C.P.)

QUALIFICATIONS:

To become a Pennsylvania Certified Paralegal you must fulfill the following qualifications and grandfathering or the educational requirements set forth below:

1. Applicant must be a member in good standing of a Keystone Alliance of Paralegal Associations member association;
2. Applicant must be a legal resident of the United States of America;
3. Applicant must satisfy Education/Experience or Grandfathering requirements;
4. Applicant must submit declarations from one (1) attorney in good standing with the Supreme Court of Pennsylvania who will attest to his/her direct knowledge of the Applicant's skill level and his/her work as a Paralegal;
5. A Paralegal making application under work experience only must submit declarations from two (2) attorneys; and
6. Certified copy of Applicant's official transcript(s) from the educational institution(s) attended OR a letter from the education institution(s) attended indicating the dates of the Applicant's attendance and the date(s) of the Applicant's graduation OR a copy of the Diploma/Certificate received by the Applicant from the education's institution(s) attended. Certified Legal Assistants ("CLA"), Certified Paralegals ("CP"), Registered Paralegals ("RP"), or Paralegals holding another Paralegal credential approved and recognized by the Keystone Alliance of Paralegal Associations need only submit a copy of their original credential certification and their current letter of good standing. Applicants who are making application for certification under work experience only, do not need to submit transcripts or Diplomas/Certificates.

GRANDFATHERING PROVISION:

Prior to June 30, 2012, Applicant must meet one (1) of the following criteria:

1. Bachelor's Degree in Paralegal Studies from an ABA-approved Paralegal Program AND one (1) year of substantive Paralegal experience; OR
2. Bachelor's Degree in any discipline from an accredited institution AND a Certificate/Associate's Degree from an ABA-approved Paralegal Program AND one (1) year of substantive Paralegal experience; OR
3. Bachelor's Degree in any discipline from an accredited institution AND three (3) years of substantive Paralegal experience; OR
4. Associate's Degree in Paralegal Studies AND three (3) years of substantive Paralegal experience; OR
5. Certificate from an ABA-approved Paralegal Program AND three (3) years of substantive Paralegal experience; OR
6. Associate's Degree in any discipline from an accredited institution AND five (5) years of substantive Paralegal experience; OR
7. Certificate from a non-ABA-approved Paralegal Program AND five (5) years of substantive Paralegal experience; OR
8. Seven (7) years of substantive Paralegal experience; OR
9. Designation of CLA, CP or RP or other Paralegal credential approved and recognized by the Keystone Alliance of Paralegal Associations AND two (2) years of substantive Paralegal experience.

EDUCATIONAL REQUIREMENTS:

After July 1, 2012, Applicant must meet one (1) of the following criteria:

1. Bachelor's Degree in Paralegal Studies from an ABA-approved Paralegal Program AND one (1) year of substantive Paralegal experience; OR
2. Bachelor's Degree in any discipline from an accredited institution AND a Certificate/Associate's Degree from an ABA-approved Paralegal Program AND one (1) year of substantive Paralegal experience; OR
3. Bachelor's Degree in any discipline from an accredited institution AND three (3) years of substantive Paralegal experience; OR
4. Associate's Degree in Paralegal Studies from a Paralegal Program AND five (5) years of substantive Paralegal experience; OR
5. Certificate from a Paralegal Program AND five (5) years of substantive Paralegal experience; OR
6. Designation of CLA, CP or RP or other Paralegal credential approved and recognized by the Keystone Alliance of Paralegal Associations AND two (2) years of substantive Paralegal experience.

OTHER IMPORTANT INFORMATION:

- Continuing Legal Education (CLE) Requirements – Twelve (12) hours with two (2) hours being in ethics for every two (2) years' renewal.
- Examination – No exam at this time.
- Fees – Fifty (\$50.00) Dollars non-refundable Processing Fee for initial two (2) year period. Twenty-Five (\$25.00) Dollars non-refundable Processing Fee for each renewal period of two (2) years. Fees subject to change.

Visit www.keystoneparalegals.org for forms and additional information



Penn College of Technology
 One College Avenue
 Williamsport, PA 17701
www.pct.edu

The beautiful campus of Penn College will be the setting for this important event. You will have the opportunity to meet with the faculty of a top-rated paralegal program, and tour the wonderful state-of-the-art facilities. Getting to the campus is easy. Just follow the directions below.

From the North: From U.S. Routes 14 and 15 South, follow U.S. Route 15 South to Williamsport and the Maynard Street Exit.

From the South: Follow U.S. Route 15 North to Williamsport and the Maynard Street Exit.

From the East: Follow Interstate 80 to Interstate 180/Route 220 (exit 212W). Continue on Interstate 180/Route 220 to Williamsport and the Maynard Street Exit.

From the West: Follow Interstate 80 to Route 220 (exit 178). Follow Route 220 to Williamsport and Maynard Street Exit.

All Traffic: From the Maynard Street Exit, travel North on Maynard Street to Penn College entrance on left.

The Thompson Professional Development Center is located near the center of campus. Follow the directions above to the main entrance, then follow the signs to the meeting site.

WE VALUE YOUR INPUT AND LOOK FORWARD TO SEEING YOU ON MAY 1, 2010.

Keystone Alliance of Paralegal Associations

The Keystone Alliance has the following purposes:

- To provide a statewide voice for Paralegals in Pennsylvania.
- To maintain a statewide communications network among paralegal associations and other members of the legal community.
- To advance, foster, and promote the Paralegal profession in Pennsylvania.
- To monitor developments in the Paralegal profession.

www.keystoneparalegals.org

Mailing Address:

P.O. Box 344
 Pittsburgh, PA 15230

E-mail Address:

keystone_alliance@yahoo.com

**Printing services generously
 supplied by
 Capitol Copy Service**



The Voice for the
 Pennsylvania Paralegal
 Proudly Presents

**The 2010 Pennsylvania
 Summit on the
 Paralegal Profession**

Saturday
 May 1, 2010

Penn College of Technology
 Williamsport, PA
 9:00 a.m.

This is a FREE event, including CLE credits (3 substantive and 1 ethics), for all paralegals, attorneys, educators, paralegal students, local Bar leaders and others in the legal community.



**Your Moderator
 Meryl Rosen Friedman, Esq.**

Prof. Friedman holds a bachelor's degree in English from Case Western Reserve University, and also studied at the University of Lancaster, England, and did graduate work in English at Georgetown University. In 1972, she received a certificate from the Institute for Paralegal Training in Philadelphia (later known as The Philadelphia Institute), and worked as an in-house corporate paralegal in Washington, D.C. and later for a large Philadelphia law firm. In 1983, she received a J.D. from Villanova University's School of Law and attended its Graduate Tax Program. For the past twenty-one years, Prof. Friedman has taught Legal Research and Writing, and Business Organizations at Villanova's post-baccalaureate Paralegal Education Program, where she also directs the Paralegal Career Strategy and Planning program. Additionally, she served for several years as senior adjunct associate professor of writing at Mercer County (N.J.) Community College.

Prof. Friedman has a wealth of experience as a paralegal, attorney and paralegal educator, and the Keystone Alliance is honored to present her as your moderator for today's discussions at the 2010 Pennsylvania Summit on the Paralegal Profession.

TODAY'S AGENDA

Registration and BREAKFAST provided by Keystone Alliance	8:15
Welcome and Opening Remarks	9:00
Discussion Topics	9:15
• <i>Paralegal Education Overview</i>	
Components/Requirements	
• <i>Perspective and Changes</i>	
• <i>Expectations</i>	
Skill Sets	
CLE	
Testing	
Accountability and Ethics	
LUNCH provided by Keystone Alliance	11:45
Discussion Topics	12:30
• <i>Regulation</i>	
State of the Nation	
Pa.C.P.	
• <i>Partnering Opportunities</i>	
Bar mentoring	
Student mentoring	
Vendor mentoring (Technology-focused)	
• <i>Professional Associations</i>	
National and Local	
• <i>Educating the Public/Bar</i>	
Strategies	
Open Forum	2:30
• <i>Comments</i>	
Closing Remarks-- Adjournment	3:00

Registration is FREE AND EASY

Mail or e-mail this form to:

Keystone Alliance Summit
 c/o Wendy Reczek, Pa.C.P.
 15 Canter Lane
 North Wales, PA 19454
keystone_alliance@yahoo.com

Name _____

Address _____

City/State/Zip _____

Phone _____

Affiliation/Firm/School/Association _____

This form is also available online at:
www.keystoneparalegals.org

PLEASE RSVP BY APRIL 15TH, 2010

Please direct all questions to:
 Wendy Reczek, Pa.C.P.
 Keystone Alliance of Paralegal Associations, Chair
 207.934.2810

Brochures will be available at the April 21, 2010, MCPA General Membership meeting.



**REALTIME REPORTING • VIDEOTAPING
CONFERENCE ROOMS • MIN-U-SCRIPT • ASCII DISK
WORLD WIDE VIDEOCONFERENCING**

High Tech

Cutting edge technology offered by a professional staff.

Full Service

Whether it's videotaping, conference rooms, realtime reporting, videoconferencing, or litigation support, we're there for you.

Cooperative, friendly atmosphere

This is a family - owned business and our staff reflects that fact by their willingness to go that extra mile to help you achieve the results you desire, no matter which of our services you require. So visit either of our offices; we're waiting for you.

**High tech. Full service. Cooperative, friendly atmosphere.
*That's US!***



**V A R A L L O A L F E
R E P O R T I N G**

229 N. Olive Street
Media PA 19063

Ph: 610-565-6150

Fax: 610-565-2020

790 E. Market Street, Suite 195
West Chester PA 19382

Ph: 610-429-3556

Fax: 610-429-3557



NFPA and IPE bring you the Tech Institute... Online!

NFPA knows that not everyone can attend the national events, but that doesn't mean you can't receive the same great information!

Take your choice of any of the 15 great 75 or 90-minute courses offered by renowned faculty in the industry.

These programs are available individually or many can be taken as part of a series to save even more!



Topics include:

- California AB5
- Social Networking
- Online Legal Research

LAW OFFICE TECHNOLOGY SERIES

- Acrobat
- Summation for Small Cases
- Cloud Computing and Information Governance

IN-HOUSE PARALEGAL SERIES

- Litigation Readiness
- Technology for In-House Paralegals

TRIAL TECHNOLOGY SERIES

- The Trial Tech Toolkit
- Strategic Graphics and Presentation Technology

ENLIGHTENED E-DISCOVERY SERIES

- Part I: Cost Consciousness
- Part II: Discovery Mindfulness

E-DISCOVERY PRIMER SERIES

- E-Discovery: Controlling Costs
- Web 2.0 and E-Discovery Preservation
- Meeting Expectations of Courts and Regulators in E-Discovery

Support NFPA while taking your CLE!

For more information or to register, visit www.paralegals.org/techinstitute

Why Take PACE®?

Paralegals receive two major benefits by taking PACE. The exam

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

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

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

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

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

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





STUDENT CORNER

Graduation is fast approaching and I am ready!

By Mary Kay Alt

How great would it be to actually feel that way? Honestly, I am nervous about life after school. Having successfully completed my first year at Lansdale School of Business, I appear to be very confident as a student in pursuit of a new career who is actively involved in the MCPA. However, the same inevitable questions weigh just as heavily on my mind as they do for all students: Will I be able to secure a job after graduation in this economy? How do I make my resume stand out? What are the “do’s and don’t’s” of interviewing? And if I am fortunate enough to be offered a position, will I be able to perform the job as expected? These are the fears that lurk beneath my confident exterior.

Plans are still in the works for the student event, *How I Got My First Job*, to be held in mid to late May. If you are a Manor student and would like to assist in setting up this event, please contact me at mkayalt@comcast.net. Manor has expressed an interest in hosting this event, but we could use help from the students in working out some of the specifics. You do not need to be a member of MCPA to help out.

The objective of this event is to give paralegal students a chance to have their resumes previewed and to receive insight as to how other paralegals obtained their first job. A panel of 4-5 experienced members of the MCPA will be attending to speak about their early career experiences. This event will be open to both member and non-member paralegal students. Resume help will be available, so be sure to bring your resume along.

Specific details will be provided as soon as they are available.



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.
Traceyb@dbyd.com

Newsletter

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

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

Job Bank

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

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

Marketing

Solicit sponsors and advertisers for MCPA

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

Public Relations

Promote the MCPA in the legal and general Community

- Annette Rolon
arolon@kanepugh.com

Planning

Plan and schedule upcoming MCPA presentations, meetings and social events

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

Community Outreach

Plan and schedule MCPA charitable and community events

- Roberta Fedorka
rfedorka@obrlaw.com

Fundraising

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

- Christine Horace
chorace@good-lawyer.com

Mentoring

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

- Lisa LaPenna, Pa. C.P.
lpenna@kaplaw.com

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

Theodore Roosevelt

Medical Records Stacking up on you? We Can Help.



Alliance Medical Legal Consulting

"Working together for your Success"

- Certified Nurse Life Care Planners
- Legal Nurse Consultants
- Medicare Set-Aside Consultants

Plaintiff ~ or ~ Defense

- Develop or critique life care plans.
- Medical cost projections.
- Review and analyze medical records.
- Identify standard of care deviations.
- Develop narrative reports and chronologies to highlight significant medical events.
- Locate expert witnesses.
- Develop demonstrative evidence exhibits.
- Assist with discovery and trial preparation.
- Attend and report on independent medical exams (IME).
- Develop MSA reports for workers' compensation cases.
- Any case with medical related issues.

- *Personal Injury* • *Nursing Home* • *Auto* • *Criminal*
- *Medical Malpractice* • *Nursing Malpractice* • *Elder Law*
- *Wrongful Death* • *Product Liability* • *Workers' Comp*

Alliance Medical Legal Consulting

Blue Bell, PA

Ph: 267-446-3997 Fax: 267-657-1311

info@alliancemedicallegal.com

www.alliancemedicallegal.com

Your legal expertise and our knowledge of healthcare combine for your success

MCPA BOARD MEETING HIGHLIGHTS – MARCH 4, 2010

Fundraising Committee – The Fundraising and PR Committees are looking into a Chinese Auction this Spring which will raise funds for the Scholarship Program. Vendors will be solicited for items and/or monetary donations which will be displayed at possibly the Spring Social Event.

NFPA Committee – Deb Arbuckle provided the following information about the NFPA Regulation/PACE/Leadership Conference that will be held in Washington, D.C. on June 4th through the 6th.

- ◆ Free to all members
- ◆ Members can go for one day or all three days
- ◆ Hotel rooms are priced at approximately \$150.00 per night.
- ◆ Breakfast and Lunch are provided each day of the conference by NFPA

Hospitality Committee – Sheila is considering a survey for new members to see what they would like to get out of the MCPA Organization and what type of volunteerism they would like to provide to the Organization. She will work with the Committee to formulate the survey

Keystone Alliance –The Keystone Alliance Spring Meeting is scheduled for April 17, 2010 and will be held at Harry Reichner's office; 2710 Renaissance Boulevard, 4th Floor, King of Prussia, PA 19046. KAPA's 2010 Summit on the Paralegal Profession will be held on May 1, 2010 at Penn College of Technology in Williamsport, PA.

Membership Committee – MCPA Membership for 2010 currently stands at 105.

Upcoming Events:

4/17/10 KAPA Spring Meeting – will be held in King of Prussia. MCPA is the 2010 sponsor for this event.

5/1/10 KAPA Summit – Penn Technical College, Williamsport, PA.

5/18/10 CLE Presentation on Intellectual Property by Keith B. McLennan in Collegeville, PA



MCPA BOARD MEETING HIGHLIGHTS – **APRIL 2010**

Treasurer's Report - Ro Fedorka reported the current balance is \$12,830.31. This amount includes the \$5,000 which is to be deposited into MCPA's reserve fund, and it is expected that this fund will be established by the end of the month.

Committee Reports -

Membership Committee - MCPA Membership for 2010 currently stands at 112.

Community Outreach –

- Ro reported that Wissahickon Valley Watershed Associations annual Creek Clean Up & Picnic will be held on Saturday, 4/24/10 and all are welcome to come and enjoy some fresh air and help to clean up around the community and enjoy a picnic with family and friends.
- Long range plans include participation at Special Olympics this year and also to assist Moms4RMarines to fill Christmas stockings for our soldiers in Afghanistan. This event will be held in late November.
- Ro also reminded us of the ongoing collections of eyeglasses, cell phones and personal items for the military. These items can be brought to any general or board meeting.

Fundraising Committee - The coffee mug gift basket that was raffled off at the breakfast meeting brought in \$65.00 for the scholarship committee. A Chinese Auction is planned for the Spring/Summer Social in June.

Marketing Committee – Morgan Wentworth has renewed as a Bronze Sponsor for 2010. Welcome back, Morgan Wentworth!

Newsletter Committee – The first issue of the *MCPA Today Update* was forwarded to the membership in March. Such updates will be forwarded to the membership to keep them up to date in between the bimonthly issues of our newsletter. Next newsletter scheduled to go out mid-April.

Planning Committee – See dates under “Upcoming Events.”

Mentoring Committee –

- ◆ Manor – Lisa is still waiting to hear from them regarding her participation on the Advisory Board.
- ◆ Peirce – Lisa provided them with a flyer to be given out to students at registration; still awaiting final approval. On April 7th, Lisa will speak at Peirce regarding how she reached her present employment.
- ◆ Villanova – Villanova's Director of Continuing Education is interested in getting the students involved in professional associations, and Lisa is working on developing a relationship with them.
- ◆ Lisa continues to field questions from students and voting members with regard to mentoring.

Scholarship Committee – Anticipate having scholarship application in place as of August 1, 2010. Additional details to follow.

KAPA Report - MCPA is the host of the KAPA Spring Meeting which will be held on April 17th at MC Associates, LLC, in King of Prussia. As the hosting Association, we will be providing a light breakfast and lunch for the participants. The meeting will be held from 9:00 to 3:00 and interested members are encouraged to attend. Please contact Harry Reichner at Hreichner@mmclaw.com for more information.

NFPA Report –

- ◆ NFPA is in the process of mandating that member associations provide their current membership email listings so that NFPA news and information may be forwarded directly to members, as members of local associations are also members of NFPA. Sandi Heintz, Region IV Director, advised that members can "unsubscribe" to the proposed NFPA emails should they choose to do so. She also advised that the Board has not finalized details and that she will keep us advised.
- ◆ Spring Region IV Meeting will be held in Pittsburgh on April 23-24, 2010 and Sherry Barag and Deb Arbuckle will be attending to represent MCPA.
- ◆ The Joint Regulation, Leadership and PACE Ambassadors Conference will take place June 4 – 6 in Washington, D.C., and Debbie Arbuckle and Debbie Long will be representing MCPA at the Regulation and Leadership portions of that conference.
- ◆ The 2010 NFPA Convention will be held in Philadelphia, October 7-10, 2010.

Other Business –

Plans are still under way to hold a student event in May. Mary Kay Alt is working with Manor in the hopes of holding the event at that location. Could use some assistance from Manor students, whether members or non-members in attempting to put this into place.

UPCOMING EVENTS:

4/17/10 KAPA Spring Meeting – MC Associates, LLC, King of Prussia.

4/23/10-4/24/10 Spring Region IV Meeting – Pittsburgh, PA

5/1/10 KAPA Summit – Penn Technical College, Williamsport, PA.

5/18/10 CLE Presentation on Intellectual Property by Keith B. McLennan – Collegeville, PA

6/4/10-6/6/10 Joint Regulation, Leadership and PACE Ambassadors Conference – Washington, D.C.

The next MCPA Board Meeting will be held on Thursday, May 6, 2010 at 6:00 P.M.
The location for this meeting is Kaplin Stewart, 910 Harvest Drive, Blue Bell, PA 19422-1962. All MCPA members are welcome to attend.



2010 NFPA /Regulation/Leadership/PACE® Ambassador Joint Conference

-Embracing Change!-

By: K. Paezlè Harris, RP®, CP

It just so happens that the recent promise of *Change* in our nation's capital coincides with National Federation of Paralegal Associations, Inc.'s ("NFPA") change in the way that we will conduct our Regulation, National Leadership, and PACE Ambassador's Conferences in Washington, D.C. beginning this year.

All three of the conferences will be held simultaneously June 4th - 6th and hosted by NFPA at the Doubletree Hotel Washington in the heart of Washington, D.C. As usual, NFPA will supply our paralegals, from across the country, with notable speakers who will provide the latest information on Regulation, PACE®, and Leadership. This is a great opportunity for networking while learning new things and having fun.

Friday– Regulation Conference

Friday's Regulation Conference will begin with welcoming remarks from NFPA's current President, Georgette M. Lovelace, RP®, and will continue on with speakers, Tracey L. Young, RP®; Lisa Vessels, CP, FRP; David Nelson; and, several other great guests. If your association is considering tackling certification, licensure, or registration in your association's state, this is the conference for you! Even if this is an effort that will not be attempted in the near future but that you know your state will eventually investigate, it is important to learn the different types of regulation; the status of regulation efforts in other states; how to handle legal professions who are not keen on regulation; and, understanding the legislative process. This conference is an important one to attend in order to gain an understanding of what your state is likely to come up against in its future endeavor into regulation.

Saturday & Sunday – National Leadership Conference

Whether you are leader-in-training or already wearing your leadership hat, NFPA's National Leadership Conference is a *MUST!* You will spend two days among the smartest and most experienced paralegals from across the country who are there to both learn and teach. You will gain knowledge about how to lead effectively; actively participate as you are trained and influenced; and, make friends, mentors/mentees, and connections that will prove valuable for years to come. It is recommended that, if possible, associations send a representative to this conference who is an up and coming leader.

Saturday & Sunday –PACE® Ambassadors' Conference

REGULATION AROUND THE COUNTRY

. B. 3302

(By Delegate Hunt)

[Introduced January 13, 2010; referred to the
Committee on the Judiciary.]

A BILL to amend the Code of West Virginia, 1931, as amended, by adding thereto a new article, designated §30-2A-1, §30-2A-2, §30-2A-3, §30-2A-4 and §30-2A-5, all relating to establishing the "[Certified Legal Assistant Act](#)"; defining terms; establishing minimum qualifications; setting forth responsibilities of the lawyer and the certified legal assistant; and providing rule-making authority to the Supreme Court of Appeals in conjunction with the West Virginia State Bar.

Be it enacted by the Legislature of West Virginia:

That the Code of West Virginia, 1931, as amended, be amended by adding thereto a new article, designated §30-2A-1, §30-2A-2, §30-2A-3, §30-2A-4 and §30-2A-5, all to read as follows:

ARTICLE 2A. CERTIFIED LEGAL ASSISTANT ACT.

§30-2A-1. Short title.

This article is known and cited as "Certified Legal Assistant Act."

§30-2A-2. Definitions.

For the purposes of this article:

"Certified legal assistant" means a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible; and

"Law firm" means a lawyer, law office, corporation, governmental agency or other entity that performs substantive legal work.

§30-2A-3. Qualifications for certified legal assistants.

A certified legal assistant shall meet certain minimum qualifications. A certified legal assistant shall either:

- (1) Successfully complete of the Certified Legal Assistant (CLA)/Certified Paralegal (CP) certifying examination of the National Association of Legal Assistants, Inc.;
- (2) Graduate from an ABA approved program of study for legal assistants;
- (3) Graduate from a course of study for legal assistants which is institutionally accredited but not ABA approved, and which requires not less than the equivalent of sixty semester hours of classroom study;
- (4) Graduate from a course of study for legal assistants, other than those set forth in (2) and (3) above, plus not less than six months of in-house training as a legal assistant; or

(5) Demonstrate through life experience and previous employment in the specialty which they are certified, that they should be grandfathered with all rights and privileges thereof. Grandfather request must be made within twenty-four months of the date of enactment of this article; or
§30-2A-4. Responsibilities of lawyer and certified legal assistants.

(a) A lawyer may ethically assign responsibility to a legal assistant for the performance of tasks relating to the representation of a client and the law firm's delivery of legal services, commensurate with the experience and training of the legal assistant, and where the lawyer directly supervises the legal assistant and reviews the legal assistants work product before it is communicated outside the law firm: *Provided, That:*

(1) The legal assistants participation as a nonlawyer is clear;

(2) The legal assistant preserves the confidences and secrets of all clients;

(3) The legal assistant does not convey to persons outside the law firm the legal assistant's opinion regarding the applicability of laws to the particular legal situation of another, the legal effect of acts or omissions of another, or the legal rights, responsibilities, or obligations of another person regarding their particular legal matter, except for their certified area of practice;
or

(4) The legal assistant does not appear on behalf of any person or entity in proceedings before state or federal courts, except for their certified area of practice; administrative agencies, and tribunals, and including participation on behalf of another in depositions, discovery, and settlement negotiation, except to the extent that a nonlawyer is authorized by law to represent the interests of another person or entity and the lawyer has obtained the other person's or entity 's consent to the legal assistants participation as representative in those proceedings except for their certified area of practice.

(b) A lawyer may not delegate to a legal assistant:

(1) Responsibility for establishing a lawyer-client relationship; and

(2) Responsibility for establishing intakes, fee arrangements with clients and concluding normal agreements.

(c) A lawyer may identify legal assistants by name and title on the lawyers letterhead and on business cards identifying the lawyer's firm.

(d) In employing a legal assistant, or assigning a legal assistant to any particular client matter, a lawyer should take reasonable measures to ensure that no conflict of interest is presented arising out of the legal assistants current or prior employment or from the legal assistants other business or personal interests.

(e) In establishing a fee arrangement with a client, a lawyer may include a reasonable charge for work performed by a legal assistant, provided that the client consents after consultation.

(f) A lawyer may not split legal fees with a legal assistant nor pay a legal assistant for the referral of legal business. A lawyer may compensate a legal assistant based on the quantity and quality of the legal assistant's work and the value of that work to the law practice. A lawyer may include nonlawyer employees in a compensation or retirement plan, even though the plan is based, in whole or in part, on a profit-sharing arrangement.

(g) A lawyer who employs a legal assistant should facilitate the legal assistant's participation in appropriate continuing education and public service activities.

§30-2A-5. Rulemaking.

The Supreme Court of Appeals in conjunction with the West Virginia State Bar shall promulgate rules for legislative approval in accordance with the provisions of chapter twenty-nine-a of this

code in order to carry out and implement the provisions of this article.

NOTE: The purpose of this bill is to establish the "Certified Legal Assistant Act"; to define terms; to establish minimum qualifications; to set forth responsibilities of the lawyer and the certified legal assistant; and to provide rule-making authority to the Supreme Court of Appeals in conjunction with the West Virginia State Bar.

Strike-throughs indicate language that would be stricken from the present law, and underscoring indicates new language that would be added.



CYBER HELP

Suggestions for helpful websites always needed.
Please submit to Tracey Barnes at tbarnes@dbyd.com.



And now a word from our sponsors...

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

Benefits to the MCPA

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

Benefits to Our Sponsors

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

What Can You Do?

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

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

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



ADVERTISING OPPORTUNITY AVAILABLE TO MCPA MEMBERS

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

Advertising rates offered to MCPA members are as follows:

¼ page \$15 per issue

Business Card \$8 per issue

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

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

Member Name _____

Member E-Mail _____

Member Phone _____

Business Name _____

Number of Issues _____

*All submissions are subject to Board review and approval.

How to Contact Us

Officers

Deborah A. Long, Pa. C.P., President
debbiel@dbyd.com (215) 362-2474

Deborah Arbuckle, Vice President
darbuckle@kaplaw.com (610) 941-2523

Harry Reichner, Vice President
hreichner@mmclaw.com (610) 205-1560

Ro Fedorka, Treasurer
rfedorka@obrlaw.com (610) 834-8800

Linda Brearey, Secretary
Linda_breary@merck.com (267) 305-6123

Board Members

Christine Horace
chorace@good-lawyer.com (215) 362-2478

Sherry Barag, Pa. C.P.
sbarag@foxrothschild.com (610) 397-4431

Annette Rolon
arolon@kanepugh.com (610) 275-2000

Terri Hall
thall@streamlight.com (610) 631-0600

Student Liaisons

Mary Kay Alt
mkayalt@comcast.net

Mark D'Annunzio
dannunzio.mark@gmail.com

www.montcoparalegals.org



2010 MCPA Committee Contact List

2010 Committee Chairs:

Planning Chair

Terri Hall – thall@streamlight.com
Lindsay Tait – ltait@millerturetsky.com

Marketing Co-Chairs

Debbie Long, Pa. C.P.– dlong@dbyd.com
Debbie Arbuckle – darbuckle@kaplaw.com

Membership Chair

Tracey Barnes, RP, Pa.. C.P. –
tbarnes@dbyd.com

Community Outreach Chair

Ro Fedorka
rfedorka@obrlaw.com

Newsletter Editor

Tracey Barnes, RP, Pa. C.P.
tbarnes@dbyd.com

Mentoring Chair

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

Fundraising Chair

Christine Horace
chorace@good-lawyer.com

Publicity Chair

Annette Rolon
arolon@kanepugh.com

Scholarship Committee Chair

Beth Breckenridge
bbreckenridge@highswartz.com

Hospitality Chair

Sheila Keys-Hayden
srkshamrock9@yahoo.com

2010 Representatives and Coordinators:

NFPA Primary Delegate

Debbie Arbuckle
darbuckle@kaplaw.com

NFPA Secondary Delegate

Sherry Barag, Pa. C.P. –
Sbarag@foxrothschild.com

Keystone Alliance Primary Delegate

Harry Reichner
Hreichner@mmclaw.com

Keystone Alliance Secondary Delegate

Tracey Barnes, RP, Pa. C.P. –
tbarnes@dbyd.com

PACE Coordinator

Dawn Cinaglia, RP –
dcinaglia@nldhlaw.com

Bar Liaison

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

CLE Coordinator

Tracey Barnes, RP, Pa. C.P.
tbarnes@dbyd.com

Job Bank Coordinator

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

Webmaster

Harry A. Reichner
Hreichner@mmclaw.com