

MCPA TODAY

The Official Publication of the Montgomery County Paralegal Association

December 2010

www.montcoparalegals.org

Editor: Tracey L. Barnes, RP, Pa. C.P.

Message From the President

It is hard to believe that I am writing my final *Message From the President*. What an incredible journey this has been! Thank you, everyone, for doing your part to make this such a rewarding experience for me. Here is what we have accomplished together:

In 2009, we celebrated our 10th Anniversary; our membership numbers surpassed the 100 mark for the first time in the history of our association; a Student Scholarship Program was put into place; the first Student Liaisons served on our Board of Directors; and we obtained enough funding to establish a reserve fund.

In 2010, our membership numbers have continued to climb; the Student Liaison program took a huge leap forward, as evidenced by the student event, *Road to Success*, the first event of its kind in MCPA history; and we held our first annual Leadership Retreat where committee chairs and other interested MCPA members were welcome to sit down with the MCPA Board of Directors to share ideas and develop goals and strategies for the future progress of our Association.

If you're going to be this busy, you will be noticed. We were very pleased earlier this year when Lisa Shearman, PBA's Wills for Heroes Coordinator for Bucks and Montgomery Counties, reached out to us in search of volunteers for this *pro bono* program. In November, we were contacted by the MBA and invited to help promote and participate in the Delaware Valley Legal Expo. More recently, we have been asked to assist the Young Lawyers Association with their Holidays for Heroes program. I think it is safe to say that we have become an established presence in the legal community!

A great big THANK YOU goes out to all the board members who served with me in 2009 and 2010 as well as to all the committee chairs and other members who put in their time to make so much happen to bring the MCPA where it is today. Because of everything you have done, I can pass the torch with a sense of pride and accomplishment to my successor, Annette M. Long, and the rest of the 2011 Board of Directors.

I hope you all enjoy a safe and happy Holiday Season.

Deborah A. Long, Pa. C.P.
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SAVE THE DATE!!

January 20, 2011—Kick-Off Meeting
Chadwicks

Welcome New Members

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MCPA Student Scholarship Awards

By: Kathleen Zamorski

For a second year, MCPA has been proud to offer three scholarships to our student members. Each scholarship was in the amount of \$250.00 and awarded to one student from three different schools that offer a Paralegal Studies Program.

This year the recipients of the scholarships are: Megan Shull (Manor), Dena Fernandez-Mitchell (Lansdale School of Business), and Frank Rinaldo (Bucks County Community College). Congratulations to each of the recipients! We have included their essays to inspire those students currently enrolled in a program to look for the information next year and apply!

I have taught for the last eleven years at the elementary school level. Like any job, there were things that I loved about being a teacher and things that I hated. The reason I became a teacher was because I had an overwhelming desire to be in a profession that truly helps people. In the end, the reason I got out of teaching was because I felt frustrated that I wasn't able to help the kids in the areas that I felt mattered most.

I decided to enter the Post-Baccalaureate Paralegal Certificate Program at Manor College because the more I researched about the profession, the more excited I became about the possibilities that lay ahead. No matter what area of law I choose to ultimately concentrate on, I will be involved in doing work that makes a real difference in the everyday lives of others. For this reason, I find that I am drawn in particular to the areas of social services and child law. In my experience as a teacher, I have seen firsthand how deeply the issues of a child's home life and family situation can impact the life of a child. I am also very interested in the area of Elder Law Planning as I feel that this is another area where people look to those in the law profession to ease the burden of a potentially difficult time by guiding them in making wise decisions.

Having been a teacher for eleven years I feel that I have many skills which will relate well to the paralegal profession. I know the importance of good communication with others and having a professional demeanor. I have patience and compassion for others. Having had young children entrusted in my care I find that I have a profound sense of responsibility about my work. I know that I would work hard to earn the trust of others in the law profession and that I would certainly always keep in mind the responsibility I would have to those clients who chose to put their trust in me.

Why have you chosen to pursue a career in the paralegal field? What special abilities or life skills do you have that you feel will be valuable to an employer in your role as a paralegal?

After retiring from the Philadelphia Board of Education as a special education teacher/ administrator, I soon realized that sitting at home being a full- time hobbyist was not how I wanted to occupy my latter days. I felt a continued calling to be more “professionally productive”, in a position that would utilize the skills and talents I had learned and acquired over the years.

Having been fascinated by the law ever since taking a *School Law* class in graduate school, I decided to investigate law related careers, but not as a lawyer, per se. My first inquiry led me to explore the field of *Court Reporting*. After researching deeper into their job duties and daily responsibilities, I concluded that sitting and taking verbatim testimony was too constricting for me. I next examined the role of a *Paralegal*, and realized quickly that the diversity of the job, along with the intellectual stimulation and varied skills needed to perform successfully at this job meshed well with the skills I possessed and used daily as a classroom teacher/administrator.

My supervising principal, at regular staff meetings, would often jokingly say, “Frank keeps me out of special ed. jail”. Translated, it meant that, through my due diligence, all *Individual Education Plans* related to the education of 105 special education students were monitored and kept in strict compliance with all federal, state and local regulations.

It’s this foundation of, analytical thinking, good interpersonal communication skills, adherence to time and date lines, researching and working as a team player, my career as a paralegal would be built upon. However, the two most important skills I bring with me, as I pursue this new path, are my ability to work under pressure and to multitask. In today’s hectic work environments possessing these skills will contribute to my being an asset to my future employer.

My Story

A forty-five year old single mother of two suddenly finds herself unemployed after consistently working for the previous thirteen years. Like millions of other American families, this became my story in April 2009. Due to company downsizing, my position was eliminated and I was laid off my job with no notice. After the initial shock wore off, I was left with the question of, what do I do next? With no prospects availing themselves after three months of diligently searching and resume submitting, I became quite frustrated and admittedly somewhat fearful. How was I going to survive? How am I going to maintain my sanity with nothing to do and nowhere to go? As I mulled over this dilemma I was facing, I was lead to the realization that I needed to reevaluate my career path. I wanted to minimize the chances of being put in this position in the future, so I concluded that I needed to make a change. Since my original goal after graduating from high school was to someday become a lawyer, a paralegal program seemed to be a logical step for me at this stage of my life. People will always need lawyers, and lawyers will always need assistants. Given that I do have ten years experience working as an Assistant Law Librarian, I thought what better way to capitalize on my current knowledge of the legal field? Thus, I researched potential schools and programs in my area, and landed at Lansdale School of Business.

Attributes I bring to my future employer include ten years experience working in corporate law firms such as Ballard, Spahr, Andrews and Ingersoll and Dilworth, Paxson. Additionally, I bring thirteen years experience as an Executive Assistant supporting CEOs, CFOs, and COOs. This experience has produced excellent research skills using legal software such as Westlaw and Lexis/Nexis, as well as the internet. I approach my work with a proactive, resourceful, and efficient attitude. I am one who thrives in a fast-paced and dynamic work environment and I have a demonstrated ability to manage a high volume of projects with competing priorities in an effective and efficient manner. I am a highly ethical individual who has successfully managed business critical, confidential and personnel-sensitive information with the utmost discretion. I am passionately committed towards supporting others in pursuit of professional excellence. I believe that my diverse skill set makes me an ideal candidate for any law firm.

How to Turn an Employment Gap from Shortcoming to Accomplishment

Losing a job might be the best thing that ever happened to you.

By Charles Gillis

Reprinted with the permission of KNOW, the magazine for paralegals

It used to be the mark of the "un-hirable": a gap in employment. During the heydays of a robust economy there were seldom justifications strong enough to remove the stigma of a gap in one's employment history.

Often during the initial review of a resume, recruiters filled the gaps they saw with assumptions. Some would assume that a period on unemployment was proof enough of something terribly wrong with the candidate. A one year gap might indicate the omission of a failed position. Or perhaps a prison term! Chronological holes in a resume were holes you had to dig yourself out of to be considered a legitimate candidate. The severity of this situation may be temporarily lessened in these changing times, but the phenomenon is an aberration.

One positive outcome of this challenging economy is that employers have been forced to modify their perceptions and assumptions about standard business practices like staffing and recruiting. The old assumptions about gaps in your work history have faded under the recognition of the stark reality of today's legal services environment. Big firms shuddered and shook off thousands of employees during the last two years. Anyone could have been hit with a layoff in recent times, regardless of their ability or performance. Nowadays, even the best of us might have a gap.

In times of a stronger economy, there is a definite disadvantage to those looking for work while out of work. Employers perceived those without jobs as desperate. The longer the employment gap, the worse the perception. Employers often viewed these candidates as risky hires because it was assumed that the unemployed were willing to take a position even if they knew they weren't the right fit. Employers preferred someone already gainfully employed at a similar endeavor. The recent flux in legal services has cast so many out of work that the playing field is a bit more even, for now. At this moment in our history 1/10th of the American workforce is currently living through a gap in their own employment. More people now have pauses in their resume than ever before. In a way, for the unemployed, there is strength in these numbers. If you are out of work you certainly aren't alone and you certainly aren't the only unemployed person applying for a position.

However, times always change and the economy is percolating again. If we know one thing for certain it is that people's memories can be short, if not outright willfully amnesiac. As the recovery chugs along the number of unemployed and underemployed are diminishing. That's good news for most, but not all. Some will not be picked up by the rising tides. It is one thing to be unemployed during a recession. It is quite another to be unemployed during a recovery. Once the majority believes the economy has been fully restored, the cover of recession will vanish and the gap in your work history will again be problematic. There are things you can do immediately to cover the gap while you search for your next career position. These initiatives can be begun on the first day of unemployment and will go a long way into making you a better candidate and a happier, healthier person.

Ironically, a temporary respite from your career can be a golden opportunity for you. It sounds completely backwards, but losing a job might be the best thing that could have ever happened to you. Although looking for a job is now your full time job, as an unemployed person you now have flexibility in your schedule that you may have never had before. This may be the single best moment in your life to make some significant positive changes.

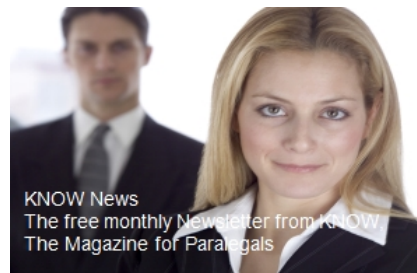
Start by embarking on an exercise regime. Most of us can stand to lose a few pounds and everyone would benefit by taking more exercise. Now that you don't need to be at the office at the crack of dawn consider taking a morning walk or jog every day. The exercise will clear your mind, relieve you of stress and improve your overall well being. Over the long term you will feel and look better. This will help create the self-confidence that you need to make good impressions at your interviews.

It's important to maintain sense of optimism and purpose. To do so you need to keep moving personally and professionally. If you are unable to find a new job quickly, find a volunteer position with a local non-profit. Volunteering for a charitable organization will not only enhance your community, it will keep you in the workplace mindset. While you volunteer you are making more than a community contribution, you are making connections. Each new connection might lead you to another opportunity.

You might even find a position that will allow you to learn new skills. Each new experience may point you in a new direction. Whether you volunteer five hours a week or forty, the time you invest will plug the gap on your resume. When a recruiter wants to know what you've been doing during this interim period of your career, you'll be able to talk about your current initiatives and contributions. Instead of simply admitting that you've been without work all this time, you can explain the impact you have made in your effort to make the world a better place while you have seeking the perfect professional position.

Along similar lines, you may be able to secure an opportunity with local pro-bono legal services. Check your local paralegal associations, local and state bar association and even nearby law schools for volunteer opportunities. You may be able to work at an upcoming legal clinic or volunteer at an event for new law students. If your local legal community does not have anything planned soon, take initiative and try to create your own event. Consider creating a one-time initiative to address a pressing issue in your area. You might be able to bring people within the industry together for a common purpose. Volunteering for events within the legal community gives you a direct line to more people in the industry. The more people you know, the better off you are. A small effort on your part can show local legal professionals how creative, industrious and ambitious you are.

Regardless of your actions, if you have a gap in your resume it is highly likely that you will have to address the issue at some point in your next interview. This is one of those elephant in the room situations that you do not want to avoid. Don't try to hide the gap from February through November by leaving the months of employment off your resume. A good recruiter is going to confirm your employment days and you don't want to appear to be hiding anything. Be candid when asked. A few months of unemployment won't knock you out of consideration for a job. Evasiveness or dishonesty in an interview is a definite deal killer. Be honest about the experience and explain what you learned from it. Use the present time to reassess yourself, your goals and what it is that you really want to do in life. Make the most of your time and invest in yourself. With the proper alignment you'll soon find the perfect position out there waiting for you to be connected with it.





CYBER HELP

Helpful *corporate* websites submitted by Michele Harris of Harris Investigations.

CORPORATE INFORMATION

www.ceoexpress.com

www.cfonews.com

www.companylink.com

www.dnb.com

www.dos.state.pa.us

www.hoovers.com

www.integrainfo.com

www.guidestar.org

<http://www.smallbusiness.dnb.com/>

www.manta.com

www.freeerisa.com

www.residentagentinfo.com

www.clearhq.org

Corporate news & financial information

Corporate Financials on-line

Research & contacts for public companies

Company locator

Pa Corporation locator

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990's on non profits

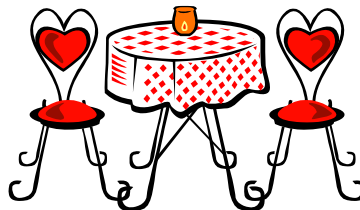
Small Business DNB

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Benefit searches

Finding a registered agent for company

Clear of License and Enforcement regulation



WHAT'S **YOUR** FAVORITE RESTAURANT?

Have a favorite restaurant that can accommodate a large crowd? Let the Planning Committee know and maybe the next MCPA function could be held there. If the MCPA uses your restaurant, you will receive a free gift. Send ideas to Lindsey Tait at lindsay.tait@gmail.com.

ELECTION NIGHT FOR THE MCPA

By Tracey L. Barnes, RP, Pa. C.P.

On a rainy Tuesday, November 16, 2010, members of the MCPA assembled at Phil's Tavern to elect the Board Members for 2011-2012. Although the weather outside was dreary, inside members were full of anticipation and energy.

The event was generously sponsored by Strehlow & Associates, Inc., and Harris Investigations, LLC, and MCPA would like to extend a large thank you to these two sponsors for their support of the MCPA.

While members were voting, Debbie Long, President of the MCPA, began the evening with some general announcements. Sherry Barag, Pa. C.P. then gave a very informative, energetic, and entertaining presentation regarding PACE and the new PCC exams. Sherry Barag, current Board Member of the MCPA, is MCPA's secondary representative to the NFPA. Sherry gave a broad overview regarding the requirements of PACE and the new PCC (Paralegal Core (Competent, Organized, Responsible and Ethical) Competency) exams. Sherry began her legal career as a legal secretary, attended PennState for a brief time, and then through work experience became an IP paralegal. Sherry because of how her paralegal career was decided did not qualify for PACE and had concerns regarding her employer's requirements and if she would lose her title (and coveted business cards) because she lacked the educational background to take PACE.



Sherry was thrilled after attending a Region IV conference in Pittsburgh to learn about the new PCC exam. Sherry then attended the Joint Regulation Conference in Washington and got the "bug." After that conference, Sherry saw the real need for credentialing and regulation. Regulation and credentialing brings the word "profession" real meaning when discussing the paralegal occupation. Both exams, PACE and PCC, provide standards in the paralegal profession and provide credentials for employers to recognize qualified individuals whose skills and knowledge have already been tested.

Sherry concluded with her pledge that she would do whatever was necessary to help MCPA members wishing to take PACE or the PCC (when available) by organizing study guides, study groups, or obtaining the necessary information that an individual would need. Sherry plans to be one of the first in line to take the PCC exam with it is available.

Following Sherry's energetic presentation, Deborah Arbuckle, Pa C.P., continued with another energy-filled presentation regarding regulation. Deb, MCPA's First Representative to NFPA, also attended the Joint Conference on Regulation in Pittsburgh. Deb stated that although the paralegal profession is a growing profession, it lacks to the cohesiveness that other professions have. There are approximately five different national or Pennsylvania organizations (KAPA, NALS, NFPA, and AAPI) that recognize/cater to the paralegal profession but each has a different



definition and/or term for a “paralegal.” With this vast difference and lack of cohesiveness, it makes regulation very difficult.

Deb emphasized how important regulation is now and will be in the future to the paralegal profession. She encouraged all paralegals to become educated regarding regulation and consider becoming pro-active. Deb emphasized three reasons to take PACE or PCC—do it for yourself (self satisfaction), do it to show pride (commitment) in the profession, and do it to show your competence as a professional.

Debbie Long added some additional information regarding KAPA’s Pa. C.P. certification program which is completely voluntary and has no exam.

KAPA’s program requires that a paralegal acquire CLE credits but at this time has no pre-approval process for the seminars. What this means is that a Pa. C.P. paralegal must keep complete records for each seminar he/she attends. This includes acquiring the Certificate of Attendance at the seminar, retaining the registration form, and retaining the biographies and agendas from the seminars. KAPA does plan to continue to move forward with a pre-approval process, but at this point paralegals should be diligent with their recordkeeping.

After the members enjoyed a delicious meal, Debbie Long, on behalf of the MCPA, presented Kathy Zamorski and Lisa LaPenna with gift cards as thanks for their tireless work in the Association. Debbie also presented a gift card to Devon Kees for her beautiful holiday cards that she designed and which the MCPA Board sends out each year to sponsors and past speakers.



Scholarship recipients were then announced. This year there were three recipients, however, only two were able to attend the election meeting. The scholarship winners announced this evening were Frank Rinaldo who attends Bucks County Community College and Dena Fernandez-Mitchell who attends Lansdale School of Business. Congratulations to Frank and Dena. The final scholarship recipient will be announced at the December holiday social.

The Board had received several applications for the position of Student Liaison. Student liaisons are current students of a paralegal program who attend MCPA Board meetings. The Board reviewed the applications and the following students were chosen as liaisons for their respective school:

- Dena Fernandez-Mitchell Lansdale School of Business
- Frank Rinaldo Bucks County Community College
- Lindsay Tait Pierce College
- Megan Shull Manor (Megan is one of a 6 students at Manor who act as liaisons)

Strehlow Associates and Harris Investigations, in addition to sponsoring the evening, also provided door prizes for lucky attendees. The following members were recipients of wonderful prizes: Jennifer Handforth, Christine Horace, Ro Fedorka, Sheila Kees-Hayden, and Lauren Murray. MCPA sponsored a 50/50 drawing, proceeds of which benefit the MCPA Scholarship Program. Heidi Reiss-Tait was the lucky winner (just in time for holiday shopping). Members were also able to purchase chances to win a free 2011 membership. Lisa Bugno and Lindsay Tait each won free 2011 memberships.



The final and most anticipated event of the evening was the announcement of the election results. I was pleased to announce that Heidi Reiss-Tait, Sheila Kees-Hayden, Sherry Barag, and Noreen Messmer would be joining Deborah Arbuckle, Harry Reichner, Terry Hall, Ro Fedorka, and Annette Long as Board members for the term 2011-2012. Congratulations to the new members.



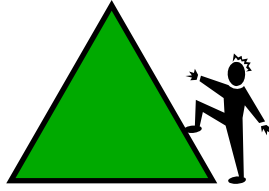
New Board Members--Heidi Reiss-Tait, Sherry Barag, Sheila Kees-Hayden, Noreen Messmer

The evening was full of activity, camaraderie, and friendship just in time for the holiday season to begin.



**Mary Kay Alt & Deena Fernandez-Mitchell
tallying ballots**





Student Liaison Program

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

I would like to congratulate the following student members who will sit on the Board of Directors for the Montgomery County Paralegal Association in 2011:

Dena Fernandez-Mitchell – Lansdale School of Business

Lindsay A. Tait – Peirce College

Frank Rinaldo - Bucks County Community College

Manor College will consist of a committee – Megan Shull, June Peggs, Jackie Gwiszcz, Nina Roller, Kristina Repko, and Mandy Taheem.

In 2011 we are trying something a little bit different. Manor College has opted to have a committee of student liaisons because we understand that school work comes first. The committee consists of several members who can alternate their attendance at the monthly board meetings. The committee will provide contact and communication between the MCPA and the school/students.

If you belong to a school that is not listed above and would like to become a student liaison, please contact Lisa LaPenna at (610) 941-2523 or llapenna@kaplaw.com. Prospective candidates must be members of the MCPA, enrolled in a paralegal studies program, and able to attend one Board Meeting a month held in Montgomery County. Although student liaisons do not have voting power, they can provide input to the Board on behalf of their fellow students regarding their needs and how the Association can better serve them. Student liaisons also assist with coordinating speaking events and informational sessions between the MCPA and their respective schools.

If you are interested, please submit a short bio/resume to me. Please include the name of your school, expected graduation date, job (if you have one), any legal experience, and any other organizations with which you may be affiliated. I will review and submit to the Board for final approval. The appointment of Student Liaisons to our Board of Directors has not only been a huge success, but it has peaked interest with other local associations. This is a networking opportunity, which can benefit your career search as a paralegal. Your voice as a student needs to be heard!

Lisa M. LaPenna, Pa. C.P. and Chair of the Mentoring Committee of the MCPA

llapenna@kaplaw.com (610) 941-2523

The MCPA at the Delaware Valley Legal Expo

By: Mary Kay Alt

On November 17, 2010, the Montgomery County Paralegal Association made its appearance as an official exhibitor at the Delaware Valley Legal Expo held at the Presidential Caterers in Norristown. The Legal Expo is a joint venture between the Montgomery County Bar Association (MBA) and the Association of Legal Administrators (ALA), Independence Chapter. Among this year's 70+ exhibitors were faces familiar to the MCPA - Ernie, Pat and Rachel from Morgan Wentworth, LLC, a long time supporter of the MCPA; Karen Strehlow from Strehlow & Associates, one of our newest sponsors; and Jeffrey Love and Victoria Stavish from Love Court Reporting.

The MCPA booth proudly featured our banner and was filled with literature about our Association as well as NFPA and KAPA. Also on display were our impressive give-aways, which included a \$100 William Penn Inn gift certificate and two gift bags with MCPA shirts and coffee mugs. Michael Eric Seehermann, Esquire, was the lucky recipient of the William Penn Inn gift card, with the MCPA bags, shirts and mugs going to Bonnie Vandenberg and Mike Reid.



The MCPA was honored by the invitation to participate in and help promote this year's Expo. We proudly donated several boxes of our tote bags to be distributed to all attendees for their use as they visited each booth. It was a sea of blue tote bags showcasing the Association's good name for all to see. The event was an excellent opportunity for the MCPA to highlight its accomplishments, further its relations with the MBA, and develop new contacts in the legal community.

The MBA has already expressed an interest in continuing to work with the MCPA in 2011, including next year's Expo. If you were unable to attend this year, please keep the Legal Expo on your radar for next year. It is an exceptional networking opportunity, with lots of exhibitors from all segments of the legal community - and the food is pretty good too!



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IS CALLING YOUR NAME*

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Need a Mentor?

Want the Mentoring Committee at your next college event?

Want us to talk to your students?



Contact Lisa LaPenna at llapenna@kaplaw.com; (610) 941-2523

Upcoming e-Discovery Webcast

Thursday December 09, 2010 10:00 AM ET (60 Minutes)

State e-Discovery: An Important Year for Changes

Last year at this time, 25 states had adopted e-discovery procedural rules to reflect the 2006 amendments to the Federal Rules of Civil Procedure. By year's end, the count will be up to 35.

In his fourth annual Fios webcast, Tom Allman, the leading expert on state e-discovery rules, will provide an update on state-level activities. Fios' Rebecca James will moderate this informative session, which will cover the following topics:

- The 10 new states adopting amendments
- The upcoming pilot programs preparing to launch
- A look back at how the 25 states that have adopted new rules have fared so far
- What else is on the horizon at the state level – cases, modifications, etc.
- What are the remaining states waiting for? Will they adopt? Why/why not?

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Tips to Help Manage Your Time

By Cherylan Shearer, Region III Director

Working for approximately eight attorneys as a Corporate Paralegal and having been elected to serve as Region Director for NFPA can cause, at one time or another, for me to feel the crunch and stress to make sure that I accomplish my projects at work, prepare for the work and/or personal emergencies that may arise, and to make sure that I keep up with my NFPA responsibilities. I would like to share with you, the NFPA members, some tips that not only help me but may also help you when you are feeling the same type of crunch and stress.

1. First and foremost, get yourself organized before you prioritize. This means organizing your desk, files, case load, etc. Chaos is not good and only creates more stress in your life, especially when you can't find something and you need it right now.

2. Prioritize each project that must be completed by the end of the year. High priority is a project that comes first in line. Medium priority is a project that can be completed in a couple of weeks. Low priority is a project that can be completed at a later time. By labeling your projects, it will help you get organized and focus your time to one thing. Of course, there is always going to be wrench that is thrown into the mix, but re-prioritize. You may even need to ask your supervising attorney for feedback as to what he thinks should be on the high priority list.

3. Be realistic when prioritizing your projects. Some projects are going to take longer than others. Allow sufficient time for the longer projects.

4. Set aside specific times during the day to accomplish your project. It may mean blocking several hours each day on your calendar so that the attorneys are aware that you are not available and you are working on something specific.

5. Communication is a key component. Communicate with your attorney to keep them in the loop on where a project stands. They will want to know what you are currently working on, what still needs to be completed, and what your plans are to complete the project on a timely basis.

6. Update your "To Do" list every day. You can either do this by paper or with your computer. Either way, review your list in the morning and at the end of the day to see where your projects stand. You may need to re-prioritize your "To Do" list to make sure a project gets finalized. It is a great feeling when you can cross off one or two items from your "To Do" list.

7. Email can definitely clog your day. Review your email and determine if a response is due immediately or if a response can wait. Organizing your emails and response times can increase your productivity at work.

8. Make the most of your day. Of course, you are going to have interruptions during your day. But don't let them distract you from keeping on task and accomplishing your project.

9. Ask for help if you need it. If you are unable to get something done, ask someone to help you. This is called “TEAMWORK”. A successful project can be accomplished with teamwork.

10. Take a short break. Get up from your desk and take a walk either to the break room or around your office for about 5 to 10 minutes. This will help to clear your thoughts and when you get back to your desk, you will be ready to refocus on your project.

Hopefully some of these tips will help you when you are feeling stressed and not sure which way to turn. Just take a few deep breaths and move on to the next project. Remember to focus on the results, not on being stressed or busy, and you will be surprised at how relaxed and productive you can be.



NFPA UPDATE

Submitted by NFPA Primary Representative, Debbie Arbuckle, Pa. C.P.

Please remember to check out member benefits on the NFPA website, under the “Members Only” tab at the very top right on the home page. Password for the “Members Only” section is “Regulation”.

Ongoing is Macy’s Business Smart Pass – this is good for 15% off an entire day’s shopping through December 14, 2010. Just in time for the holidays!

Also of interest is a FREE webinar on December 9, 2010 entitled “State of e-Discovery: An Important Year for Changes”. Just click the link to register.

The Strategic Planning Committee has extended the deadline for participating in the Membership Survey until December 10, 2010. This survey only takes a few minutes and the link can be found on NFPA’s home page.

At the bottom of Members Benefits page is a link to NFPA listserves – these are very useful and cover a range of interests and areas of practice, including PACE study groups and one specifically for students.



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.



COMMUNITY OUTREACH

Ro Fedorka, Chairperson

COC seeking "Wrappers" with holiday spirit to help the less fortunate. Come "Wrap" with us at Holiday Gift Wrapping event at BCS Office, 588 N. Gulph Road, King of Prussia, Tuesday 12/14 and/or Wednesday 12/15 5:30 - 8:30 p.m. Wrappers please bring scissors & tape dispensers. Beverages & light bites will be provided by DiscoveryWorks.





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. 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



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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

Facebook

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)



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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/>.



NFPA MEMBER BENEFITS

Submitted by Sherry Barag, Pa. C.P.

Just in case you were not aware, membership in MCPA also includes membership in the National Federation of Paralegal Associations (NFPA). There are many advantages to membership in NFPA, which include special discounts and benefits specifically obtained by NFPA for us.

To check these out yourself, go to the NFPA website (www.paralegals.org), click on the Members Only area (password: regulation) and then to the Member Benefits section. These special discounts and benefits include:

- Discounts on Walt Disney World Resort Vacation: As an NFPA member you can log on to the following website to plan a Florida trip to any of the 16 Theme Parks in the Orlando area. The website is <http://www.orlandovacation.com/discounts/login.php>. Our username is "**NFPA**". From there you can view the National Member Discount Program and all the discounts and special offers in Orlando. Some of the packages include cruises and resorts, National Car Rentals and other discounts.
- Dell - Take off an additional 7% on top of generally advertised Dell Products! Go to www.dell.com/paralegals. Our member ID is CS105317223 or call 1-800-695-8133.
- Car Rentals - Special rental rates on cars and vans are offered to members. Call Hertz at telephone (800) 654-3131 and provide NFPA's discount identification CDP# 336599. At least 24 hours advanced notice is required to receive this discount.
- 1-800 FLOWERS - Members can receive a 10% discount off an array of gift products including gourmet gift baskets, novelties, and flowers. 1-800 Flowers is offering this special benefit through its secure web site <http://ww12.1800flowers.com/>. Enter code "NFPA" under special offers during checkout or telephone 1-800-356-9377 and mention the promotion code "NFPA."
- Hotel Reservations - Members can receive up to 65% off regular hotel rates in certain cities. Take advantage of this benefit to save money for yourself and your employers. Telephone (800) 964-6835. Or visit www.hoteldiscount.com and identify yourself as an NFPA member to receive the discount.

Be sure to check out the complete listing of all of the special benefits and discounts available to us in the Members Only section of the NFPA website.

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



IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

IN RE:

NO.

**ADOPTION OF MONTGOMERY COUNTY LOCAL RULE OF CIVIL
PROCEDURE *205.2(a) – REQUIRED REDACTION OF PLEADINGS AND
OTHER PAPERS FILED WITH THE COURT.**

ORDER

AND NOW, this 3rd day of November, 2010, the Court hereby adopts
Montgomery County Local Rule of Civil Procedure *205.2(a) – *Required Redaction of
Pleadings
and Other Papers Filed With The Court.* This Rule shall become effective upon publication on
the Pennsylvania Judiciary’s Web Application Portal.

The Court Administrator is directed to publish this Order once in the Montgomery County
Law Reporter and in The Legal Intelligencer. In conformity with Pa.R.C.P. 239.8, two (2)
certified copies shall be distributed to the Legislative Reference Bureau for publication in the
Pennsylvania Bulletin, and one (1) certified copy shall be filed with the Civil Procedural Rules
Committee. One (1) copy shall be filed with the Prothonotary, one (1) copy with the Clerk of
Courts, and (1) copy with the Court Administrator of Montgomery County, one (1) copy with the
Law Library of Montgomery County and one (1) copy with each Judge of this Court.

BY THE COURT:

/S/

RICHARD J. HODGSON, P.J.

***205.2(a) REQUIRED REDACTION OF PLEADINGS AND OTHER PAPERS
FILED WITH THE COURT**

Unless required by an applicable law or rule of court, or unless ordered by the court, any party or non-party making a paper or electronic filing of a legal paper as defined in Pa.R.C.P. No. 205.4(a)(2) in the Prothonotary's Office must redact identifying information appearing in the filing, including any attachments thereto, as follows:

- (1) An individual's or business entity's social security number or taxpayer identification number must be redacted, provided that the filing may include the last four digits of the social security number or employer identification number;
- (2) An individual's date of birth must be redacted, provided that the filing may include the year of an individual's birth;
- (3) With respect to any financial account number, including but not limited to any bank account, investment account, or credit card account, the account number must be redacted, as well as any PIN, password or other number used to secure such account, provided that the filing may include the last four digits of the account number;
- (4) The court may order, for good cause shown in a specific case, that additional information must be redacted from any filing, including but not limited to the home street address or driver's license number of a specified individual, medical records, treatment, diagnosis, individual financial information and proprietary or trade secret information;
- (5) The court may order the person making a redacted filing to file, in addition, an unredacted copy under seal; and
- (6) Where the court has permitted a filing to be made under seal, the court may later unseal the filing and may order the filing party to redact the filing at that time.

The responsibility for redacting the identifying information rests with the party or non-party making the filing and his or her counsel. Legal papers will not be reviewed by the Prothonotary for compliance with this Rule.



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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.

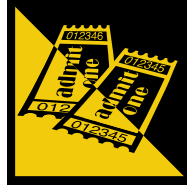
PACE presents a bold opportunity to all paralegals to advance the profession. This exam provides hard facts about the competency of experienced paralegals. While PACE does not address all the issues of regulation, including certification and licensing, it does provide the legal service industry with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





Surrounding Paralegal Association Events

Bucks County Paralegal Association

Thursday, January 20, 2011 - Victoria Stavish and court reporter, Sue Allen, from Love Court Reporting to give us a court reporting demonstration and information on reporting options and careers.

Wednesday, March 16, 2011 - Uva Coles, Career Development Services, Peirce College, will hold a workshop on Resume Do's and Don'ts

Thursday, April 22, 2011 - Attorney Charles Weiner will discuss LSAT guidelines, Disability and Education Law. Mr. Weiner has a very specialized niche of practice, primarily he helps to get accommodations for disabled individuals for taking the LSATs and SATs.

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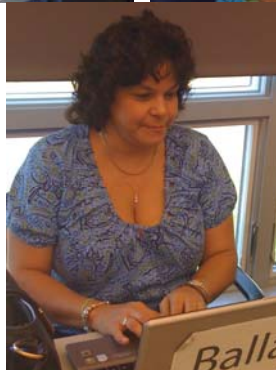
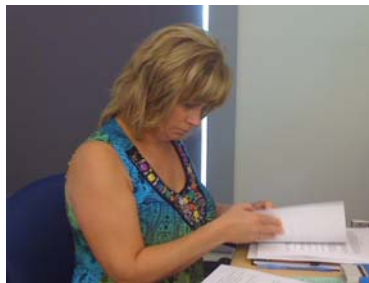
WILLS FOR HEROES

By Tracey L. Barnes, RP, Pa. C.P.

In 2010, MCPA members volunteered their time and talents to the *Wills for Heroes* events which were held in the Montgomery and Bucks County areas. Members volunteered as document preparers, witnesses, and notaries. Wills for Heroes programs provide essential legal documents preparation free of charge to our nation's first responders, including wills, living wills, and powers of attorney. By helping first responders plan now, they ensure their family's legal affairs are in order before a tragedy hits. These men and women provide an invaluable service to the communities they serve and this was one way in which the community can give back to them.

I personally volunteered at an event held in the Warrington, Bucks County area, and it was a wonderful experience, one that I would like to continue to be a part of in the future. I met a variety of paralegals and legal assistants from other law firms. I also met many families who are heroes in our community. Kathy Zamorski (pictured below) agrees, "It was such a great experience - especially meeting and talking with each of them. I really felt great leaving that day."

Below are pictures of other MCPA members who volunteered this year:



Want to volunteer? Check out www.willsforheroes.org

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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

Newsletter

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

-

Tracey L. Barnes, RP, Pa. C.P., Editor
Tbarnes@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.
dlong@dbyd.com
Deborah A. Arbuckle,
darbuckle@kaplaw.com

Public Relations

Promote the MCPA in the legal and general Community

-

Annette Long
along@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.
llpenna@kaplaw.com

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

Theodore Roosevelt



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-2010

Officers

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

Deborah Arbuckle, Pa. C.P., 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 Long
along@kanepugh.com
 (610) 275-2000

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

Student Liaisons

Mary Kay Alt
 Mark D'Annunzio

mkayalt@comcast.net
dannunzio.mark@gmail.com

How to Contact Us-2011

Officers	Board Members
Annette Long, President along@kanepugh.com 610-275-2000	Noreen Messmer nmessmer@fordbuckman.com 215-628-9000
Deborah Arbuckle, Pa. C.P., 1 st Vice President darbuckle@kaplaw.com 610-941-2523	Terri Hall thall@streamlight.com 610-631-0600
Harry Reichner, 2 nd Vice President hreichner@mmclaw.com 610-205-1560	Sheila Kees-Hayden srkshamrock9@yahoo.com 215-643-0941
Ro Fedorka, Treasurer rfedorka@obrlaw.com 610-834-8800	Heidi Reiss-Tait hreisstait@chernowkatz.com 215-659-3600
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