

MCPA TODAY

The Official Publication of the Montgomery County Paralegal Association

September 2010

www.montcoparalegals.org

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

Message from the President

Welcome back! I hope everyone had a pleasant Summer. It certainly was a hot one!

First of all, I would like to thank those who recently volunteered for the Wills For Heroes Program. Lisa Shearman, the Wills For Heroes Coordinator for Bucks and Montgomery Counties, told me she received an overwhelming response from MCPA! She will keep us posted as to future events, and we look forward to working with her for this worthy cause. Assistance is needed at all levels – attorneys, estates paralegals, notaries and witnesses – so *anyone* can volunteer. Stay tuned for future updates!

Another thank you goes out to Mary Kay Alt and to Lansdale School of Business (LSB) for coordinating and hosting *Road to Success*, an event for paralegal students that will include resume and interview advice as well as networking with experienced paralegals. This is the first event of its type in the history of the MCPA, and we are looking forward to this exciting event. You need not be a member of MCPA or a student of LSB to attend.

I am also pleased to announce that the MCPA will hold its first Annual Leadership Retreat on Saturday, September 11, 2010 beginning at 10:30 a.m. The law firm of Dischell, Bartle, Yanoff & Dooley has generously offered to sponsor this event which will be held at their offices in Lansdale. The purpose of this Retreat is to set goals and timelines for 2011. We are also planning to develop a Policies and Procedures Manual for the MCPA in 2011, and this Retreat should go a long way in helping to establish guidelines for our Manual.

The next issue of *MCPA Today* will be our Election Issue, so it's not too soon to consider running for the 2011 Board of Directors. If you are interested in running, or if you would like to nominate a candidate, please feel free to e-mail me at deblong420@gmail.com. I will be happy to fill you in on the requirements and the rewards of serving on the Board of Directors.

I look forward to seeing everyone at our membership meeting on September 23rd.

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

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SAVE THE DATE!!

September 23, 2010-Westlaw, Whitpain Township Building

October 19, 2010—Billing Buzz words

November 16, 2010—Election Meeting, Phil's Tavern

Welcome New Members

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THE MONTGOMERY COUNTY PARALEGAL ASSOCIATION
MEMBERSHIP MEETING

When:	September 23, 2010 6:00 p.m.
Where:	Whitpain Township Building 960 Wentz Road Blue Bell, PA 19422 610-277-2400
Topic:	<i>What's New on Westlaw</i> presented by Devon Shea Collins, Esquire Thomson Reuters <i>Approved for 1.5 CLE (substantive)</i>
Cost:	<u>Free</u> for members \$20.00 for non-members <i>Light dinner will be served courtesy of Thomson Reuters</i>
Special Collection:	Manna on Main Street CEREAL, 100% JUICE & CANNED FRUIT
RSVP:	Tracey Barnes, RP, Pa C.P. (tbarnes@dbyd.com) By September 17, 2010



The following article was submitted by our President, Debbie Long, to The Paralegal Mentor and to the NFPA to be considered for publication. The response was immediate, and the article has already been published by The Paralegal Mentor in her weekly ezine, Paralegal Strategies. We expect the article will also appear in a future issue of the National Paralegal Reporter.

To learn more about The Paralegal Mentor and/or to subscribe to this FREE ezine, visit www.paralegalmentor.com

Student Liaisons: A Voice for Students, A Resource for Directors

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



When Deborah L. Arbuckle, Pa. C.P., Montgomery County Paralegal Association's NFPA Primary Delegate, returned from the Region IV 2010 Spring Conference in Pittsburgh, Pennsylvania, she reported that among the many issues discussed was how to get students interested and involved in their local associations.

Naturally, Debbie mentioned our Student Liaison Program.

She was surprised to discover that MCPA appears to be the only association in Region IV to have such a program. Debbie was bombarded with questions from her fellow delegates as to how our program works, and several have since followed up with her for additional information.

How it Works

Our student members generally attend one of three schools in our area, and each school is given the opportunity to appoint a Student Liaison to our Board of Directors. The Student Liaisons attend all Board meetings and, although they do not have voting power, they do have input at the governing level of the association as to the needs of their fellow students and how the association can better serve them. Additional responsibilities include passing along event and association information to their school's program director and their fellow students; and helping to coordinate speaking events and informational sessions between the association and their respective schools.

Benefits to the Association

The Board of Directors has a direct source of information as to the needs of our student members and what the students hope to gain from their membership in our association. Such input is invaluable in the development and continued progress of all of our programs as we attempt to incorporate the needs of the students as well as those of working professionals into our events and functions.

The Student Liaison also provides a direct line of communication with the school. The student is in a better position to make the appropriate contacts and arrangements so that representatives of our association can go into the school to speak about the benefits of membership in a professional association. New student members are often recruited at these sessions.

Because the Student Liaisons directly interact with the Board of Directors, they appear to be more compelled to participate in MCPA events generally, and this in turn encourages other student members to attend and participate as well. By giving the students a voice, they have come to feel they are an essential component of our association and are more willing to speak up as to how the association may evolve. This encourages them to look at themselves as future leaders, assuring the continued progress of the association.

Benefits to the Student Liaison

This is an invaluable networking opportunity for any student member. The Student Liaison works directly

with the Board of Directors which consists of seasoned professionals who are often aware of job openings within their firms or within their practice areas. Each Director becomes familiar with the characteristics and ethical standards of the Liaison and can speak to the individual's qualifications if called upon for a referral.

Once the student has obtained employment, the relationships he or she developed while serving as Student Liaison continue to carry benefits. The novice paralegal can assume his or her professional responsibilities with the knowledge that support and guidance are just an e-mail or a phone call away.

In carrying out the duties of Student Liaison to the association's Board of Directors, the student may face the challenge of stepping outside of his or her comfort zone. This is probably the most relevant experience for the Liaison in preparing for the professional world. As any paralegal or legal assistant well knows, there are always new challenges, new developments, new things to learn. By facing unforeseen challenges at such an early stage, the Liaison will gain a certain confidence that cannot be achieved through any classroom experience.

Student Liaisons are invariably leaders and, therefore, almost certainly future Committee Chairs and/or Board Members. Their terms of service will provide them with insight as to the inner workings of the association, allowing each of them to determine their own path within the association as they achieve their professional status.

Additional Benefits Will Emerge

The Student Liaison Program is a win/win situation for all involved, and you never know what other benefits might emerge once you implement your own program. **Mary Kay Alt** is this year's Student Liaison from Lansdale School of Business, and she has taken it upon herself to coordinate a student event entitled 'The Road to Success.' Students will hear from experienced paralegals about getting started in the profession and about a day in the life of a paralegal. They will also receive tips on interviewing techniques and have their resumes reviewed by representatives of the Association of Legal Administrators (ALA).

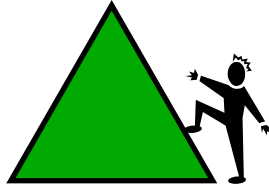
Mary Kay has received help and guidance from several of our Board Members and also from past president, **Beth Breckenridge**, who first proposed the Student Liaison Program. Beth's administration brought more attention to the needs of our student members, and this Program has provided her with the opportunity to continue her work with the association in a way that is meaningful and rewarding.

Even the schools can benefit from these programs, as their students are provided with access to experienced professionals and the opportunity to make significant contacts in their chosen field. Involvement with professional associations can be a selling point to potential students, and the institution's placement statistics may increase as a result of the students' active participation.

Student members are the future base of any local association. It is in the best interest of the association to give them a voice and to develop programs that are responsive to their needs and encourage active participation. Future leaders will be identified and given the opportunity to develop their leadership and organizational skills. Leader-follower relationships will evolve among the student membership, and the future success and progress of the association will be assured.

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©2010 Deborah A. Long, Pa. C.P.

This article first appeared in the August 18, 2010 issue of [Paralegal Strategies](#). **Deborah A. Long, Pa. C.P.** has worked as a family law paralegal with the law firm of [Dischell, Bartle, Yanoff & Dooley](#) in Lansdale, PA for over 12 years. She is serving her second term as **President of the Montgomery County Paralegal Association (MCPA)** and is Co-chair of the association's Marketing Committee.



## **WANT TO BE THE NEXT STUDENT LIAISON????!!!**

We are pleased to announce the continuation of our Student Liaison Program--now in its third year. We are looking for students who are go-getters and members of the MCPA to fill Student Liaison positions to represent their schools at our monthly board meetings in 2011. This is a one year term.

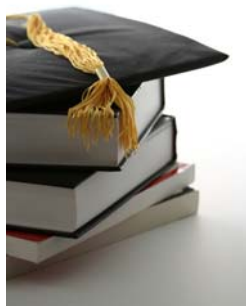
We need representatives from Peirce College, Lansdale School of Business, Manor College, Villanova University, California University of PA, Community College of Philadelphia, etc. Prospective candidates must be members of the MCPA, enrolled in a paralegal studies program, and able to attend one Board 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 by October 15, 2010. 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. We will announce the names of the 2011 Student Liaisons at our Election Meeting in November. 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



Congratulations to Linda Brearey on the birth of her granddaughter, Mackenzie, who was born on July 31, 2010.



## THE PARALEGAL MENTORING COMMITTEE IS CALLING YOUR NAME

Want to be a Mentor?

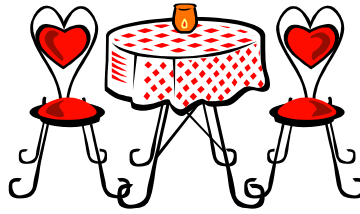
Need a Mentor?

Want the Mentoring Committee at your next college event?

Want us to talk to your students?



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



## 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 [ltait@millerturetsky.com](mailto:ltait@millerturetsky.com).



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### **NFPA UPDATE**

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

Don't forget to visit NFPA's website <http://www.paralegals.org/> and check out the outstanding lineup of speakers and seminars being offered at the Annual Convention, scheduled for October 7 – October 10, 2010 at the Crowne Plaza Hotel Philadelphia – Cherry Hill in Cherry Hill, NJ. You can also register to attend as an observer for the Policy Meeting or the Friday night social event at The National Constitution Center.



## **So You Have a Question About NFPA ... Who Do You Call?**

Helen M. Federline, Region II Director

When a question comes up that is related to NFPA, do you know where to look or who to contact for answers? NFPA has established a sequence that should be followed by members when searching for NFPA information. First, members should check the NFPA website. If they are unable to find the information or answer they're looking for, they should contact a member or members of their local association's Board of Directors – preferably their NFPA Primary and/or Secondary representative. If their Board member is unable to answer the question, or resolve the issue, the next person to contact is your Region Director. The decision to push the question or issue to the Region Director should be made by your Board. If your Region Director can't handle it themselves, they will take it to the appropriate NFPA Coordinator or Coordinators, the appropriate NFPA Board member or the entire NFPA Board of Directors, or NFPA headquarters. Once the Region Director has the answer or has gotten the issue resolved, they will let you know. We ask that members not contact headquarters directly; but rather do so through their Region Director. This will help keep administrative expenses down.

Frequently, the issue members have is non-receipt of the *National Paralegal Reporter* magazine. Usually, this happens because the member has moved or changed jobs, but they have forgotten to give their new address to their local association. It is very important that you keep your address (and email address, too) current with your local association. More and more, associations are communicating with their members electronically to reduce costs; so to keep up with what's happening, your email address should be kept current. If you miss an issue of the *Reporter*, and your address is current with your association, ask your Primary or Secondary rep to check on it for you. Most of the time, NFPA will send you a new copy. The only occasions that back issues are not sent out is (1) when an association is in default on their NFPA dues; or (2) the association has failed to submit two consecutive mailing lists to NFPA. You can see, then, why it is critical to keep your address current with your local association!

When you have questions about the benefits available to you as a member of NFPA (and remember, your association is a member of NFPA, so YOU are a member of NFPA), your Primary or Secondary, and often your Membership VP/Director, has the answers. NFPA provides a member benefits

directory to each association, and sends updates as necessary. If your local contacts are unable to answer your questions, they will contact the Region Director for current information. There are many benefits available to NFPA members: discounts on notary association membership and supplies; hotel reservations, car rentals; CLE; flowers & gifts; computer hardware and software. There are several different types of insurance available; delivery discounts; credit union membership; online training; Career Center and more. Check out the benefits on the NFPA website ([www.paralegals.org](http://www.paralegals.org)); there is a comprehensive listing in the members-only area. If you don't know the password, contact your Primary or Secondary.

Another benefit is the number of different avenues available for networking with your peers across the country. Check out the LinkedIn and Facebook links on the NFPA home page; look for information on the many listservs also available to NFPA members.

The largest networking opportunity is coming up in October: the NFPA Annual Convention, which will be in Philadelphia, October 7 – 10, 2010. I hope many of you will take advantage of this chance to meet new friends, see old friends, earn some CLE credits, see your Primary and Secondary reps in action, and help direct the future of NFPA.





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MONTGOMERY COUNTY PARALEGAL ASSOCIATION  
*Presents*

"Road to Success"

Tuesday, September 28  
6:00 PM

**ATTENTION:** All Paralegal Students  
Now is your opportunity to get a glimpse into the legal profession!

Learn what firms are looking for in a paralegal  
& helpful tips on interviewing

“How I Got My First Job”  
Hear first-hand from an experienced paralegal

“A Day in the Life of a Paralegal”  
Learn what a work day is like

MCPA Student Scholarship  
Information & applications will be available

Have resumes reviewed & critiqued

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## **NFPA: A Grassroots Organization ... what does this mean?**

Helen M. Federline, Chair, NFPA Region Directors

What does it mean to be a grassroots organization? According to Encarta, it is the “ordinary people in a community or the ordinary members of an organization, as opposed to the leadership,” it is also “the origin, basis, fundamental aim, or basic meaning of something.” So, it means you, the member, are the basis of NFPA, and you, the members, make policy. The NFPA Board of Directors is charged with carrying out those policies, and with the day-to-day running of the organization; the Board of Directors does not make policy. Our annual convention, with the policy meeting, is fast approaching. This is when your voice is most important.

In order for your NFPA delegates to know how they are to vote on bylaw changes, policy and procedural matters that are submitted for the annual convention, they rely on the members’ input. Many associations have National Affairs Committees; those who do not (and usually those who do, as well) publish the submitted topics in their newsletter, or send an email blast out to all the association’s members, asking for their opinions, concerns, comments, and suggestions. It is in your best interest to be involved in this process, even if you aren’t interested in being involved on a national level otherwise. It is through your input that the delegates’ craft, amend, revise, discuss, and pass or reject the topics that are before them, and guide NFPA in the future.

Do you want to see NFPA take a stance on an issue? Tell your primary or secondary. Do you want NFPA to oppose a regulatory scheme that is being proposed? Let your primary or secondary know. It is through your voices that your association determines its position, and casts its vote. If you have an idea for improving procedures, or would like to see a new policy created, your delegates or your Region Director can help. They can assist you with drafting them in the proper format. It’s too late to submit anything for the upcoming convention without getting a 9/10 affirmative vote of the delegates in order to bring the topic to the floor, but don’t let that stop you!

Agenda topics are created and driven by the members of NFPA – each of you is a member and you can have your ideas presented to a national audience through an agenda topic or discussion topic. How do agenda topics get to the floor of the convention? All U. S. members of NFPA have an opportunity to submit topics either for vote or discussion to the entire delegate body. The ideas for agenda topics come from the associations’ members themselves. What’s your burning desire for the profession?



## SUMMER SOCIAL

SUBMITTED BY MARY KAY ALT

June 24 started as a stormy day, but eventually the sun came out and shined for the MCPA's 2010 Summer Social and Auction. It was held at Justin's Carriage House in Skippack, PA. Outside on their open patio is where everyone gathered. Also, on display was an eclectic array of gift baskets to be auctioned. These impressive baskets included Phillies tickets and Best Buy, Target, and Starbucks gift cards. Also, among them was a remarkable "Paralegal" Calligraphy Frame, which was done by MCPA's Harry Reichner. Not only did the winners go home with great prizes, but all the proceeds benefited the Montgomery County Paralegal Association Scholarship Fund. MCPA's president Debbie Long was the big winner of the evening, taking home an astounding four baskets. Apparently, it was her lucky night! However, Debbie was not the only person to benefit from the evening because it was a fun evening for all who attended. It was a nice opportunity for the members of the MCPA to mingle and enjoy casual conversation with each other, which our hectic schedules and busy lives do not always allow us to do. The MCPA would like to thank all sponsors and vendors who donated products and services to the Scholarship Fund Auction. It was a tremendous success!



## ***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](mailto:chorace@good-lawyer.com).



## **COMMUNITY OUTREACH**

Ro Fedorka, Chairperson

The Community Outreach Committee was able to donate two large boxes of ketchup, mustard, salad dressings, etc., to Manna on Main from the last MCPA collection. The next collection will be held at our September meeting and Manna on Main is requesting 100% juices, cereal, and canned fruit.



## RÉSUMÉ

SUBMITTED BY MARY KAY ALT

People attend college with the intention to earn a degree and then to find a job. However, there is another step to that process such as, creating a résumé. This sounds like an easy task, right. Wrong! In today's economy a résumé cannot just be any résumé; it has to be the perfect résumé! After all, your résumé has to stand out above the rest.

Most people identify who they are by what they do. For the last 17 years I have been “just a manicurist.” When it came time to prepare a résumé, that phrase kept haunting me. What could I possibly offer to the legal community as a paralegal, and would a firm take me seriously. I did not take this task lightly. I asked for advice from the people that surround me and discovered that they harbored a wealth of knowledge. As a result, I came to realize that I did have qualities that an employer would benefit from. Also, through this process I found out that I am much more than “just a manicurist.” While I am anxious about my upcoming graduation, I am excited about beginning a new career.

Essentially, a résumé is a document that contains a summary of relevant job experience and education. However, the person behind that document is more than just a job experience summary. For the student about to graduate, you are young, energetic, and eager to learn. For the returning student about to graduate, you are responsible, reliable, and possess life experiences that are priceless. Whatever your situation, remember that you are more than “just.”

**\*\*ATTENTION – PARALEGAL STUDENTS\*\***  
MONTGOMERY COUNTY PARALEGAL ASSOCIATION  
2011 SCHOLARSHIPS

TO: Paralegal Students

FROM: Montgomery County Paralegal Association, Scholarship Committee

DATE: September 1, 2010

RE: APPLICATION FOR MCPA’S 2011 SCHOLARSHIPS

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The Montgomery County Paralegal Association is pleased to announce the continuation of our Scholarship Program in 2010! Three student members will each be awarded a \$250 Scholarship to be used toward tuition costs in 2011.

To qualify you must be a student member of MCPA for at least three months-prior to applying for the Scholarship. A written essay must be submitted along with the attached application, Certification of Attendance and Academic Record **no later than October 25, 2010.**

The applications and essays will be first screened and reviewed by the MCPA Scholarship Committee. All personal identifying information regarding the student applicant will be removed before the applications and essays are submitted to the MCPA Board of Directors for evaluation and scoring.

The three (3) Scholarship Awards will be given to the three student members who receive the highest scores. The decision of the Scholarship Committee and MCPA Board of Directors will be final.

The Scholarship recipients will be notified by the Committee no later than November 8, 2010. The Scholarships will be awarded at the annual Election Dinner meeting on November 17, 2010.

The student recipients awarded this scholarship will be ineligible to reapply for this scholarship at any other time.

Please direct any questions to Beth Breckenridge at [bbreckenridge@highswartz.com](mailto:bbreckenridge@highswartz.com) or Kathy Zamorski at [kmz@elliottgreenleaf.com](mailto:kmz@elliottgreenleaf.com).

## **ELIGIBILITY REQUIREMENTS**

1. Applicants must be currently enrolled full-time or part-time in a **Paralegal Studies Program** either in a Bachelor Degree program, Associate Degree program or Paralegal Certificate program;
2. The application must contain completed application, essay, Certificate of Attendance and Academic Record;
3. Completed scholarship applications must be postmarked no later than October 25, 2010;
4. Mail completed documents to:  
MCPA, Student Scholarship Committee  
P.O. Box 1765  
Blue Bell, PA 19422

Scholarship application packets are available at MCPA's website located at [www.montcoparalegals.org](http://www.montcoparalegals.org) or from your Paralegal Studies Program Director.





**MONTGOMERY COUNTY PARALEGAL ASSOCIATION**

**ESSAY QUESTION for 2011 SCHOLARSHIP AWARD**

ESSAY QUESTION:

Each applicant must answer the following question in the format indicated in the instructions above:

1. 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?

**CERTIFICATE OF ATTENDANCE AND ACADEMIC RECORD**  
(Must Be Completed by School Administrator)

This will certify that \_\_\_\_\_ is a student in good standing,  
(Student)

currently enrolled in and attending \_\_\_\_\_'s Paralegal Studies  
(Name of School)

Program offered by our institution. The student has a current grade point average of

\_\_\_\_\_.  
(GPA)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
School telephone number

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Title of School Administrator



## MCPA AND THE MILITARY OUTREACH PROGRAM



Dear Colleagues,

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

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

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

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



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## **MCPA Nominates Harry A. Reichner for NFPA's Outstanding Local Leader Award**

Every year at its Annual Convention, the NFPA recognizes an individual from a local NFPA member association for his or her outstanding local leadership contributions. This year, the MCPA Board of Directors chose to nominate our 2<sup>nd</sup> Vice President, Harry A. Reichner, for this award. There are few MCPA members who do not know who Harry is, but most would be surprised to discover just how much he contributes to our association, not to mention his significant personal accomplishments. Following is a copy of our President's letter of recommendation nominating Harry for the Outstanding Local Leadership Award. Please take a moment to read it over and get to know more about Harry.

Be sure to congratulate Harry – and say thank you – next time you see him!

*Dear Outstanding Local Leader Award Committee:*

*The Montgomery County Paralegal Association (MCPA) is pleased to have the opportunity to nominate Harry A. Reichner for NFPA's Outstanding Local Leadership Award.*

*Harry is a long-time Board Member and currently serves as the MCPA's 2<sup>nd</sup> Vice President. He is the "go to" person in matters of governance, insurance, and tax issues as well as any other administrative concerns which may arise. If he doesn't know the answer himself, he will get the answer – Harry is quite resourceful!*

*In 2009, Harry agreed to take on the role of MCPA's Primary Delegate to the Keystone Alliance of Paralegal Associations (KAPA) which oversees the Pa. C.P. Certification Program. Harry has represented the MCPA at the Spring and Fall meetings as well as KAPA's Annual Summit on the Paralegal Profession. Harry also hosted this year's Spring meeting at his law firm in King of Prussia.*

*In 2006, Harry single-handedly launched the MCPA's Website at [www.montcoparalegals.org](http://www.montcoparalegals.org) and continues to serve as Webmaster, updating the Website, at minimum, on a monthly basis. Aside from the "usual" content – history, purpose, contact information, etc. – the Website also features NFPA Member Benefits, information regarding PACE, information regarding the Military Outreach Program, information regarding the Pa. C.P. Certification Program, Events Calendar, archived copies of our Association's newsletter, MCPA Today, MCPA membership and renewal applications, MCPA's marketing packages, sponsor and vendor links, job bank, list of committees and committee contacts, MCPA Store, and photo gallery.*

*At about the same time that the MCPA Website was evolving, Harry was also instrumental in developing and implementing the MCPA's marketing program. The same program, with some modifications, is still in use today.*

*While the aforementioned roles are of obvious value to our Association, the work that Harry performs outside of these roles is equally significant. Harry is a constant presence at general membership meetings and community outreach events, always offering a helping hand and contributing relevant information. He also represents the MCPA at area colleges at their symposiums and other events geared toward paralegal students, often recruiting new student*

members in the process. As a talented calligrapher, Harry draws up beautiful certificates for our awards, scholarships, and certificates of appreciation. Recently, he donated a framed calligraphic representation of the NFPA definition of “paralegal” for a Chinese Auction held in conjunction with our Summer Social, proceeds of which benefited our Student Scholarship Fund. It should also be noted that Harry seldom seeks reimbursement for expenses incurred on behalf of MCPA.

The personal touch is ever present with Harry as well. He has been known to arrive at Board Meetings with nourishment for his fellow Directors, and has also held Board Meetings at his home. Earlier this year, when I couldn’t see well enough to drive due to unexpected complications from eye surgery and our 1<sup>st</sup> Vice President was already out of commission as a result of knee surgery, Harry immediately took charge of our April Membership Meeting. I was able to attend our Membership Meeting in May but was concerned about “missing my turn” on the way home because I was in unfamiliar territory and still had some trouble reading street signs. Harry offered to lead the way, and it was comforting to know that he would not allow me to get lost.

In addition to working as a full time paralegal and being actively involved in the MCPA, Harry is an adjunct faculty member at Delaware Valley College in Doylestown, Pennsylvania and Montgomery County Community College in Blue Bell, Pennsylvania. He also volunteers his time in the community. For example, Harry campaigned for Judge Harold Borek for District Justice in 2009.

Haven’t had enough yet? Well then, here are a few more fun facts about Harry: he has developed foreign language skills in German, Russian and Japanese; and, as a sideline to his calligraphy practice, he creates new fonts by commission.

Harry A. Reichner’s dedication to the MCPA and the paralegal profession is without question, and his considerate and attentive nature has endeared him to his fellow Directors as well as our members. We are proud to nominate him for NFPA’s Outstanding Local Leader Award.

Very truly yours,

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



**We love the pirate photo,  
and could not resist including it.  
We’re just wild about Harry!**

## 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)*



## CYBER HELP

Suggestions for helpful websites always needed.  
Please submit to Tracey Barnes at [tbarnes@dbyd.com](mailto:tbarnes@dbyd.com).

## 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/>.



# 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](http://www.paralegals.org)

Hosted by the Philadelphia Association of Paralegals

# **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](http://www.keystoneparalegals.org) for forms and additional information**



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Why Take PACE®?

## **Paralegals receive two major benefits by taking PACE. The exam**

( [www.paralegals.org](http://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](#).



# VOLUNTEERING OPPORTUNITIES IN THE MCPA

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

## **Membership**

Coordinate membership drives and membership matters

-

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

## **Newsletter**

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

-

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

## **Job Bank**

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

-

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

## **Marketing**

Solicit sponsors and advertisers for MCPA

-

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

## **Public Relations**

Promote the MCPA in the legal and general Community

-

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

## **Planning**

Plan and schedule upcoming MCPA presentations, meetings and social events

-

Lindsey Tait  
[ltait@millerturetsky.com](mailto:ltait@millerturetsky.com)  
Terri Hall  
[thall@streamlight.com](mailto:thall@streamlight.com)

## **Community Outreach**

Plan and schedule MCPA charitable and community events

-

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

## **Fundraising**

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

-

Christine Horace  
[chorace@good-lawyer.com](mailto: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](mailto:llpenna@kaplaw.com)

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

*Theodore Roosevelt*

## MCPA BOARD HIGHLIGHTS JUNE



**Treasurer's Report** - Ro Fedorka reported the current balance is \$10,244.64.

### **NFPA News:**

Both Debbie A. and Sherri submitted reports following the NFPA Joint Leadership/Regulation/PACE Ambassador Conference they attended from June 4<sup>th</sup> to June 6<sup>th</sup>. Emphasis was placed on the NFPA President's challenge – to have each association have at least 2 new RP's by September of this year. Also, a new exam for students graduating from a paralegal program, as well as paralegals who do not meet the qualifications for PACE, will be introduced early next year. The new exam is named PCC which is an acronym for Paralegal Core Competency. Both the PACE and the PCC exams were created to set a standard in the paralegal profession.

Discussion also centered on a presentation at the Election Meeting by Debbie Long, Deb Arbuckle and Sherry Barag regarding the information gathered at the NFPA Joint Conference.

Deb Arbuckle reminded everyone that the NFPA Annual Convention will be held October 7<sup>th</sup> – 10<sup>th</sup> in Philadelphia. Registration will open on July 1<sup>st</sup>.

### **COMMITTEE REPORTS:**

#### **Community Outreach**

"Run for the Hill of It" on 7/31/10 sponsored by MCAP.

Military Outreach - Debbie L. suggested have members solicit participation at their worksites.

Eye-glasses are still being collected for the Lions Club.

#### **Marketing Committee**

The following Sponsors have responded to our request concerning the Spring Social: Morgan Wentworth; Varallo; MCS; and Cal U.

#### **Planning Committee** – Several plans are in the works for this Fall 2010:

September – Westlaw Seminar @ Whippen Township Bldg.

October – Billing techniques and buzzwords (Annette Rolon)

November – Election Meeting

December – Holiday Social Event (Date & Location TBD)

2011 – Ellen Freedman is willing to do another seminar for us

**Public Relations Committee**

**Legal Aid Golf Classic** on June 11, 2010. MCPA committed as a tee sponsor.

**The Spring Social** raffle included donations from: A Better Space; Creative Memories; Upper Case Living; Studio 2J Photography, Veritext; IKON; Reliable; and donations from board members as well.

**Mentoring Committee** – On May 17<sup>th</sup>, MCPA manned a table at a Peirce College Networking Event.

**NEW BUSINESS:**

Debbie Long presented an application from NFPA for "Outstanding Local Leadership Award for 2010." Eligibility – candidate must be a member in good standing of an NFPA member association and candidate must be nominated by his/her association. Debbie suggested we nominate Harry Reichner for this award. All board members present were in agreement that Harry should be our nominee.

Policies & Procedure Manual – This is something that we do not presently have as an organization. It would be a very helpful tool for board members, committee chairs, and other active members to refer to. Debbie is willing to head a committee, beginning in 2011, to construct such a manual and suggested that 2 board members and 1 person from each of the existing committees should assist with this project.

**UPCOMING EVENTS:**

**6/17/10** Bucks County Paralegal Association 1<sup>st</sup> Anniversary Gala – Plumsteadville, PA. Debbie Long and Tracey Barnes will attend.

**6/24/10** Summer Social – Justin's in Skippack

**10/7/10 – 10/10/10** NFPA 2010 Convention – Philadelphia, PA

Debbie A. and Sherry will attend as our primary and secondary delegates. Members will be encouraged to attend.

**10/23/10** – KAPA Fall Meeting in Pittsburgh, PA

Harry and Debbie L. will attend.



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

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

### **Benefits to the MCPA**

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

### **Benefits to Our Sponsors**

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

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

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

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

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



## 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](mailto:tbarnes@dbyd.com) (Word or JPEG format preferred, PDF format accepted). Payments should be mailed to MCPA, PO Box 1765, Blue Bell, Pennsylvania 19422.

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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 (215) 362-2474  
[dlong@dbyd.com](mailto:dlong@dbyd.com)

Deborah Arbuckle, Pa. C.P., Vice President (610) 941-2523  
[darbuckle@kaplaw.com](mailto:darbuckle@kaplaw.com)

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

Ro Fedorka, Treasurer (610) 834-8800  
[rfedorka@obrlaw.com](mailto:rfedorka@obrlaw.com)

Linda Brearey, Secretary (267) 305-6123  
[Linda\\_breary@merck.com](mailto:Linda_breary@merck.com)

## Board Members

Christine Horace (215) 362-2478  
[chorace@good-lawyer.com](mailto:chorace@good-lawyer.com)

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

Annette Long (610) 275-2000  
[along@kanepugh.com](mailto:along@kanepugh.com)

Terri Hall (610) 631-0600  
[thall@streamlight.com](mailto:thall@streamlight.com)

## Student Liaisons

Mary Kay Alt [mkayalt@comcast.net](mailto:mkayalt@comcast.net)  
Mark D'Annunzio [dannunzio.mark@gmail.com](mailto:dannunzio.mark@gmail.com)

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



# 2010 MCPA Committee Contact List

## 2010 Committee Chairs:

### Planning Chair

Terri Hall – [thall@streamlight.com](mailto:thall@streamlight.com)  
Lindsay Tait – [ltait@millerturetsky.com](mailto:ltait@millerturetsky.com)

### Marketing Co-Chairs

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

### Membership Chair

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

### Community Outreach Chair

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

### Newsletter Editor

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

### Mentoring Chair

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

### Fundraising Chair

Christine Horace  
[chorace@good-lawyer.com](mailto:chorace@good-lawyer.com)

### Publicity Chair

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

### Scholarship Committee Chair

Beth Breckenridge  
[bbreckenridge@highswartz.com](mailto:bbreckenridge@highswartz.com)

### Hospitality Chair

Sheila Keys-Hayden  
[srkshamrock9@yahoo.com](mailto:srkshamrock9@yahoo.com)

## 2010 Representatives and Coordinators:

### NFPA Primary Delegate

Debbie Arbuckle, Pa. C.P.  
[darbuckle@kaplaw.com](mailto:darbuckle@kaplaw.com)

### NFPA Secondary Delegate

Sherry Barag, Pa. C.P. –  
[Sbarag@foxrothschild.com](mailto:Sbarag@foxrothschild.com)

### Keystone Alliance Primary Delegate

Harry Reichner  
[Hreichner@mmclaw.com](mailto:Hreichner@mmclaw.com)

### Keystone Alliance Secondary Delegate

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

### PACE Coordinator

Dawn Cinaglia, RP –  
[dcinaglia@nldhlaw.com](mailto:dcinaglia@nldhlaw.com)

### Bar Liaison

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

### CLE Coordinator

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

### Job Bank Coordinator

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

### Webmaster

Harry A. Reichner  
[Hreichner@mmclaw.com](mailto:Hreichner@mmclaw.com)