



The Official Publication of the
Montgomery County Paralegal Association

November 2019

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PRESIDENT'S MESSAGE *by Nancy Piechota, Pa. C.P.*

As we near the time of year where holidays are fast approaching there will be many people doing without. When I think of the holidays I think of so many people who are struggling just to have food for their families or even a small gift for their children for Christmas. There are so many out there that can use our help even if in a small way. At our November CLE membership and at the Holiday Social in December we will be asking members and guest to just provide a small bag of can goods or box food items (anything non-perishable) so that we can donate them to an agency to distribute to those less fortunate than us. Imagine if every member brought a plastic grocery bag or paper bag with items in them, how much it will help those struggling during these times. With the weather getting colder, and the need to turn heat on, many will be using their money towards paying just to keep their families warm.

I know the members of MCPA have huge hearts and are very generous. Please take the time when you go grocery shopping in the next week or two to pick up a few extra items for a donation. If you can not make the November meeting see if another member can bring it for you or bring it at the Holiday Social.

Remember, every can good or boxed item can help those less fortunate. Not only families with children but also the elderly. Come on MCPA let's show them our big hearts.



Visit us at:
www.montcoparalegals.org



Newsletter Committee:

Michelle Calkins, Pa.C.P.
Mcalkins@millerturetsky.com

WELCOME NEW MEMBERS

**Alexa Rose
Fox Rothschild**

**Cheyenne Stahley
Student at Bucks County Community College**

ATTENTION

Credential Renewal Reminder

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If your Credential expires in October, November or December, NOW is the time to submit your renewal application and proof of CLE. For more information, visit: RP and CRP – www.paralegals.org or Pa.C.P. – www.keystoneparalegals.org



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MEET THE CANDIDATES FOR THE MONTGOMERY COUNTY PARALEGAL ASSOCIATION BOARD OF DIRECTORS!

Elections will be held at the Whitpain Township Building on November 13th at the General Membership meeting/CLE seminar.

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

Estates Administration and Estate Planning Paralegal



I began my career with Dischell, Bartle & Dooley, PC, in 1988. During my employment I attended Penn State University, completing the Paralegal Certificate Program in the Summer of 1992. In 2000 I took the Paralegal Advanced Competency Exam and received the RP (PACE Registered Paralegal) credential on June 6, 2000.

I have been a member of the MCPA since its inception in 1999 and have been a Board Member for numerous years during this time. I have held the offices of Secretary and Treasurer and in 2014 I was honored to be elected President of the MCPA and re-elected as President in 2015. During my tenure with the MCPA, I have been a continuous member of the Planning Committee and have been the Newsletter Editor. Currently I am the Membership Chair for MCPA as well as the CLE Coordinator. MCPA has given me many opportunities to participate on national level including attending the National Convention in Washington, DC, and a Leadership Conference in New York City. Membership and involvement in the Association has also given me the opportunity to meet many paralegals throughout the County within my field of practice and outside of my field and I have learned much from this interaction.

In addition, on a state platform, in 2008 I received my certification through the Keystone Alliance of Paralegal Associations holding the credential of Pa.C.P. In 2012 I took on the position of Credentialing Chair of the Keystone Alliance of Paralegal Associations and have held that position continuously since that time. In this position I am responsible for a committee of ten committee members who, along with me, review Pa.C.P. Certification Applications and Pa.C.P. Certification Renewal Applications. The current number of Pa.C.P. paralegals in the state of Pennsylvania is 277.

In 2017 I was appointed as the CLE-Associations Co-Coordinator for the National Federation of Paralegal Associations (NFPA) and re-appointed in 2018 and 2019. This position entails the review of CLE presentations submitted by Associations to NFPA around the country. This position has allowed me to, again, interact with paralegals from around the country from all different fields of practice and to also learn about the different topics that concern paralegals in the different jurisdictions.



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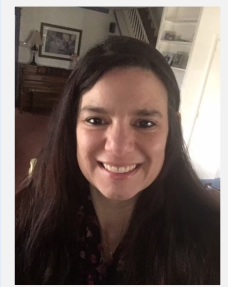
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MEET THE CANDIDATES FOR THE MONTGOMERY COUNTY PARALEGAL ASSOCIATION BOARD OF DIRECTORS! CONTINUED

Lisa Effrig Lagreca
Paralegal



Education: Associates Degree in Paralegal Studies with ABA approved Paralegal Certification from Bucks County Community College. Lisa's focus is in municipal law with a background in Intellectual Property. Lisa worked for Ryder, Mazzeo & Konieczny for 2 1/2 years and currently works for Dischell Bartle & Dooley. Lisa has been the President of BCCC paralegal club for the past 3 years. Her involvement has enriched the students of Bucks with various educational seminars and the first ever Mock Trial Competition.

A member of MCPA since 2017, Lisa intends to increase her involvement as a board member and hopes to bring her talents to enrich this great organization. In the spring she will be attending Pierce College in pursuit of a bachelor's degree in Paralegal Studies.

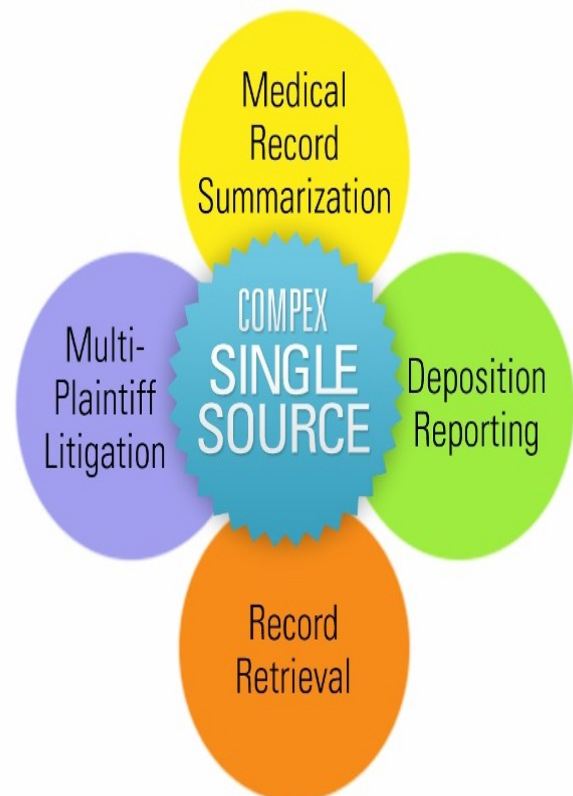


Deborah Arbuckle, Pa.C.P.

Deborah Arbuckle, Pa.C.P. has been a member of the Montgomery County Paralegal Association since 2003, serving

as a board member from 2007 through 2011. Debbie has also co-chaired the MCPA Marketing Committee and currently co-chairs the Pro Bono and Community Outreach Committee. She has served as the primary delegate for the MCPA to the National Federation of Paralegal Associations for 10 years.

Debbie has been employed in the Land Use, Zoning and Development division of Kaplin Stewart Meloff Reiter & Stein, PC since 1999. Prior to joining Kaplin Stewart, she was employed at Berlinger & Small, a firm concentrating in the practice areas of zoning, family law, employment law, and general litigation matters.





SAVE THE DATE!

The Keystone Alliance of Paralegal Associations

presents its

**2020 Education Summit:
Legally Weird: Things That Make You Go Hmm**

Saturday, May 2, 2020

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MEET THE CANDIDATES FOR THE MONTGOMERY COUNTY PARALEGAL ASSOCIATION BOARD OF DIRECTORS! CONTINUED



Karen D. Manzanares
Law Clerk for Michelle A. Fioravanti, Esquire

Karen Manzanares is proud to have lived and worked in the Upper Merion community for three decades. She recently became a realtor and still working as a law clerk for private attorneys in Norristown and Philadelphia offices. Born to an Upholster and seamstress who are now successful business owners of a New York City furniture company, Karen learned from the best. For well over 20 years, she has seen her parents' commitment to Manzanares Furniture firsthand. Through that experience, Karen has obtained the foundation for selling and buying homes. In 2003, she expanded her real estate expertise by helping her parents acquire their first investment home. One of the most meaningful experiences for Karen involved helping a family friend in need. The individual was diagnosed with Alzheimer's disease. Karen's parents turned to her for help. Thanks to Karen's assistance, this friend of the family is living privately with the best medical care – all possible after real estate investments in the state of Florida.

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MEET THE CANDIDATES FOR THE MONTGOMERY COUNTY PARALEGAL ASSOCIATION BOARD OF DIRECTORS! CONTINUED

Karen D. Manzanares *CONTINUED*

Karen was born and raised in Uruguay, South America. She immigrated to the United States at just 13 years old. Karen graduated from Upper Merion High School and Villanova University. She spent 22 years as a law clerk for the Governor's Office, Pennsylvania Department of Transportation (PennDOT) Chief Counsel in King of Prussia. Through her law clerk experience, Karen assisted with eminent domain cases. She has not only seen the growth and changes, but she was directly involved in litigation working with PennDOT attorneys, engineers, appraisers, and other public representatives in charges of planning and developing community improvement projects. She also has served the Upper Merion community and assisted in selling, buying, and managing rental properties since 2003. Karen has the necessary skills as well as the passion to use daily in real estate negotiations. Throughout the process, she looks to educate homebuyers and sellers and effectively market the team's listings. Her dedication, business knowledge, and experience paired with her legal background makes her an unstoppable force in the real estate world.

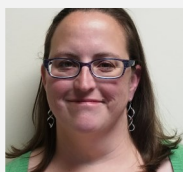


Trista L. Davis, Pa.C.P.

Trista is an Estates Administration Paralegal at Kozloff Stoudt Attorneys in Wyomissing. She attended Central Pennsylvania College completing the Paralegal Program and graduated in 2009. In 2014, she received her Pa.C.P. certification through the Keystone Alliance of Paralegal Associations. Trista lives in Douglassville with her husband and son.

Jennifer L. Echikson

Jenn is a family law paralegal at the Lansdale firm of Dischell Bartle & Dooley. She graduated from Peirce College in 2009 with a Bachelor of Science in Paralegal Studies. She became a certified paralegal through the Keystone Alliance of Paralegal Associations in 2015. Jenn is a member of the Montgomery County Paralegal Association and is also on the Board of Directors and is membership chair of the Family Law Paralegals of Pennsylvania.



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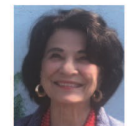
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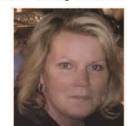
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NOVEMBER CLE AND ELECTION MEETING

**Wednesday, November 13, 2019
6:00 p.m.**

**Whitpain Township Building
960 Wentz Road, Room "A"
Blue Bell, PA 19422**

WILL CONTESTS

Presented by Adam T. Gusdorff, Esquire

Free for MCPA members
\$10.00 for NFPA affiliated members
(evidence required)
\$20.00 for non-members

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(canned soup, veggies, PB&J, pasta,
rice).

**** Approved for CLE 1.5 (S) by NFPA and Keystone Alliance****

3 Common Paralegal Job Mistakes and How to Do Damage Control

It's not the mistake, it is how you handle the mistake that gets noticed.

Relying on your memory – You may have a terrific memory but how is your recall? Writing things down helps you focus, regardless of your learning style. Making a list or writing notes helps reinforce your memory and your recall. Always have a pad to write on. Use flash cards when you're memorizing. Highlighting is not the same as writing it down. If you simply highlight, you will be able to find the material, but you may not remember it.

Assuming you don't "need" to belong to a professional association – Actually, you're correct – you don't "need" to belong to a professional association....unless you don't think you need to network with other paralegals, keep up to date with the latest trends and systems, and know first-hand about changes in the law. The time you invest in a professional association (on the local, state and national level) will bring you immeasurable returns.

Missing a deadline – Deadlines are very important in the law and there are a few that come with almost every case. A common mistake made by new paralegals is to assume that if a deadline is approaching, the attorney will tell you about it. Many times, however, the attorney expects you to tell them about deadlines, or better yet, just take care of it. Some paralegals put deadlines on the attorney's calendar and others use their own calendar for deadlines, but however you choose to do it, one of the first things you should do when you start a paralegal job is come up with a system that works for you.



When you make a mistake you should give yourself a few minutes to feel sorry for yourself and beat yourself up if that's what you want to do. However, you should not dwell on it and after a short time you MUST spring into action.

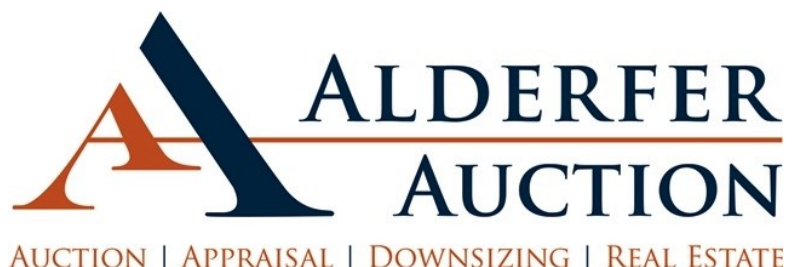
Figure out why – Why did this mistake happen? Was it because you are understaffed? Sometimes when we get really busy and there are a lot of deadlines on our plates we tend to rush through our everyday work and mistakes usually happen. If you notice, most mistakes happen in the simplest tasks; making copies, counting days for a response, missing a deadline on discovery etc. Make sure you understand why you made the mistake.

**WHAT
HAPPENED**

Make a plan – come up with a plan to solve the mistake or at least correct it.

Sometimes we get so caught up in the mistake and how badly we feel that we forget that the mistake still needs to be remedied. Don't dwell on what's been done. Think about going forward, and do whatever is needed to repair the damage.

Going forward – come up with a few ideas to implement that will ensure the mistake won't happen again. Could you get another paralegal or secretary to look at your documents to make sure that all the copies are there and the Bates Stamp numbers are in order? Could you implement some check points to make sure the deadlines are not



3 Common Paralegal Job Mistakes and How to Do Damage Control

CONTINUED

missed? Maybe recording the dates on two different calendars, one that you carry with you at all times. I use my smart phone and have a calendar dedicated to “work.” Could you set your email to send you reminders?

Report your mistake – this one, I have to admit, is the most difficult one. I don’t like letting people down and I really like my attorneys so when I make a mistake I feel I let them down. Of course this is not the right thinking, I am, after all human, and am bound to make mistakes. However, letting them know you made a mistake is the most important step.

This article was reprinted with permission from My Paralegal Place.



Update from the ABA Standing Committee on Paralegals

The Committee to Market the Paralegal Profession is extremely excited to report that the ABA Standing Committee on Paralegals, pursuant to the efforts of the NFPA and their own research, have voted to change their definition of a paralegal to remove the term “Legal Assistant” and no longer indicate that the terms “paralegal” and “legal assistant” are synonymous. The Standing Committee is currently drafting a resolution to be voted on by the ABA Board of Governors on February 17, 2020, but they expect that it will be passed. Once we have this success in our pocket, the Committee plans to use it as back-up to take our request to various entities, including those in the government. We feel that this change in the ABA definition of “Paralegal” will make a huge difference in how seriously our efforts will be taken and will greatly impact our future chances for success. Thank you to the entire Committee for all their great work and input, and a special thanks to Nancy Cominoli, RP for taking a leading role on the letters to the ABA.

WILLS FOR HEROES

Saturday, November 16, 2019
Lansdale Police Department
Lansdale Borough Building, Vine Street
9:00 a.m. – 3:00 p.m.

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HIGHLIGHTS FROM THE OCTOBER BOARD OF DIRECTORS MEETING

The Board met on October 3, 2019, in King of Prussia, Pennsylvania.

- Tracey was happy to report that membership now stands at 102 members.
- Nancy reported that the upcoming 20th Gala event planning was nearly finished. Drafts of the brochure were shared with the Board. Christine Gordon was moving forward with decorations and attendee gifts.
- Deb Arbuckle reported regarding the status of NFPA and the upcoming convention in Rochester. Agenda topics were discussed during the Board meeting. Topics included NFPA Board Experience, Diversity Inclusion Credits, Waiver Reductions, Awards Coordinator, and Alcohol and Cannabis prohibition at events. Additional details regarding the Convention will be provided to members in future newsletters.
- MCPA will be participating at the Legal Expo on November 1st. Noreen, Nancy and Dana will be volunteering their time at the MCPA again provided the bags for the event.
- Nancy reported that the Keystone Alliance's Education Conference has been scheduled for the 1st Saturday in May of 2020. Save the Date flyers will be sent.
- The Holiday Social has been planned for December to be held at PJ Whelihans. There was discussion regarding the charitable contributions. Suggestions included the SPCA, Toys for Tots, Cradles for Crayons, Operation Gratitude, and Children & Youth (gift cards).



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If you have any questions or comments regarding any of the Board items mentioned above, or any items you would like the Board to discuss, please contact Nancy Piechota (npiechota@mansionprior.com) or any Board Member

The Board will meet again on November 7, 2019. All members are invited to attend board meetings to express their opinions about issues affecting the Association.

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***Nancy Piechota, Pa. C.P.—President***

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Nancy is a Paralegal at the law firm of Mannion Prior, LLP in King of Prussia. Nancy also sits on the Board of Directors and also serves as Chair of the Marketing Committee. She lives in Berks County with her husband, Joe and rescue dogs.

***Kelly Lightcap, Pa.C.P. —Vice President***

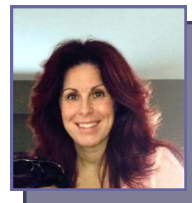
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lightcap@bbs-law.com

Kelly is a Paralegal at the law firm of Bennett, Bricklin & Saltzburg LLC in its Blue Bell office. She currently serves as the Association Vice President having served as its Treasurer since 2013. She lives in Phoenixville with her husband and cat, Emmett J.

***Christopher Gregg—Treasurer***

Kane, Pugh, Knoell, Troy & Kramer
(610) 275-2000
cgregg@kanepugh.com

Chris works for the law firm, Kane, Pugh, Knoell, Troy & Kramer as a Paralegal. He has been an active board member for the past 3 years and serves as its Social Media Committee Chair. Chris was born and raised in Willow Grove and still resides there with his family and their dachshund Queenie.

***Jen Kuemmerle, CRP, Pa.C.P.—Secretary***

Luther Woods Nursing & Rehabilitation Center
(215) 675-5005
jkuemmerle@lutherwoods.org

Jen is the Vice President of Finance at The Luther Woods Nursing & Rehabilitation located in Hatboro. She has served on the Association's Board of Directors and was recently elected to serve as its Secretary. She lives in Hatboro with her husband and two children.

BOARD OF DIRECTORS



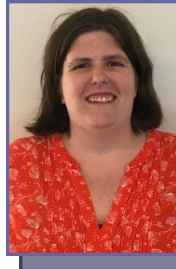
Noreen Messmer, Pa. C.P.

Noreen is a Paralegal with the law firm of Ford & Buckman, P.C. in Blue Bell and has worked with Sarah Ford, Esquire for over 40 years. She has been a Board member since 2010 and also serves on the Hospitality/Planning Committee. Noreen lives in Blue Bell and is the mother of three and Nana to three granddaughters.



Shari Weber Bradley, Pa. C.P.

Shari works at the firm at DeLuca Levine. A long time member of MCPA, she currently serves on the Board and is the Webmaster. Shari lives in Eagleville with her husband and has two grown sons and three grown stepsons.



Dana Jorna, Pa. C.P.

Dana has been an active member since 2013. Dana assists in the areas of Civil Defense Litigation, Medical Malpractice, Legal Malpractice and Personal Injury defense at the Kane Pugh Knoell Troy & Kramer, LLP law firm since 2013.



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

Tracey is an Estates Administration and Estate Planning Paralegal at the law firm of Dischell, Bartle & Dooley, PC. She attended Penn State University, completing the Paralegal Certificate Program in the Summer of 1992 and took the Paralegal Advanced Competency Exam, receiving her RP (PACE Registered Paralegal) credential in 2000. In 2008, she received her Pa.C.P. certification through the Keystone Alliance of Paralegal Associations and is currently its Credentialing Chair. She has been a member of the Montgomery County Paralegal Association since its inception in 1999 and has been a Board Member, Secretary, Treasurer and President. In 2017, she was appointed as the CLE-Associations Co-Coordinator for the National Federation of Paralegal Associations (NFPA).

COMMITTEE CHAIRS

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CLE COORDINATOR	Tracey L. Barnes, RP, Pa.C.P. tbarnes@dischellbartle.com
COMMUNITY OUTREACH & PRO BONO	Deborah A. Arbuckle, Pa.C.P. darbuckle@kaplaw.com Dana Jorna, Pa.C.P. DJorna@KANEPUGH.COM
HOSPITALITY & EVENTS PLANNING	Christine Gordon cgordon@fordbuckman.com
JOB BANK COORDINATOR	Dana Jorna, Pa. C.P. DJorna@KANEPUGH.COM
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MARKETING	Nancy Piechota, Pa.C.P. npiechota@mansionprior.com
MEMBERSHIP	Tracey L. Barnes, RP, Pa.C.P. TBarnes@dischellbartle.com
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