

New MCPA Member

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January CLE

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Poem**

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Newsletter Committee

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WELCOME NEW MEMBERS

Franny Jerez, Manor College

Lynn Thompson – Villanova University

Raniah Eysheh, Law Office of James M. Donovan, P.C.

Jordana Shane – Villanova University

MCPA Member Benefits:

- Receive MCPA's bi-monthly newsletter MCPA Today;
- Access the MCPA job bank;
- Access MCPA List Serv where paralegals can get advice and assistance in all areas of practice;
- Monthly meetings or Seminars* dealing with topics that affect paralegals today;
- Obtain the annual MCPA Membership Directory;
- Automatic membership in the National Federation of Paralegal Associations (NFPA);
- Subscription to the National Paralegal Reporter, the official bi-monthly magazine of the NFPA;
- Network with paralegals and other members of the legal community.

Stay on top of local and national trends in your career!

Join MCPA today by visiting

To join: <https://www.montcoparalegals.org/membership-application/>

To Renew: <https://www.montcoparalegals.org/membership-renewal/>

Christmas Time

A POEM BY RONALD DOE

Christmas time is finally here.
It only comes but once a year,
And it's a time to spread good cheer
To those we love and hold so dear.

Christmas time is a time of glee,
A time when peace and love run free,
A time for those like you and me
To sit beneath the Christmas tree.

Christmas time is a time of joy,
A time to sit back and enjoy
The smile on each girl and boy,
As they play with a Christmas toy.

Christmas time is a time to share
The passing of another year.
Birth of Jesus, a joyful prayer,
To show loved ones how much we care.

Christmas time is a time for song,
A time for us to get along,
To make us feel Lord Jesus strong,
Forgive all those who did us wrong.

Christmas time is a time to pray,
Put love and kindness on display,
Show compassion along the way.
Christmas time should be every day.

Source: <https://www.familyfriendpoems.com/poem/christmas-time>

ATTENTION

Credential Renewal Reminder

***NFPA PACE Registered Paralegals**
***NFPA CRP Certified Registered Paralegals**
Pa.C.P. Credentialed Paralegals

***Do your Credentials expire between
March 1, 2020 and December 31, 2020?***

***The Keystone Alliance Paralegal Association has granted waivers
which extend the deadline to renew.***

****extension does not extend to NFPA: RP's and CRP's***

If your credentials expire December, January, and February

***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

January 2021 CLE Seminar

<i>When:</i>	INFORMATION FORTHCOMING
<i>Where:</i>	Via Webinar- DETAILS TO FOLLOW
<i>Topic and Speaker:</i>	<p>INDUCTION OF 2020 BOARD OF DIRECTORS</p> <p>AND</p> <p>GUARDIANSHIP</p> <p>Presented by the Honorable Stanley R. Ott</p> <p><i>**Approved for CLE 1.0 (S) by NFPA and</i></p> <p><i>Keystone Alliance**</i></p>
<i>Cost:</i>	<p><u>Free</u> for MCPA Members</p> <p>\$10.00 for NFPA affiliated members (evidence required)</p> <p>\$20.00 for non-members</p>
<i>Collection:</i>	<p>MONTGOMERY COUNTY OFFICE OF CHILDREN & YOUTH</p> <p>To donate supplies to the Montgomery County OCY,</p> <p>please visit their Amazon wishlist at:</p> <p>(https://www.amazon.com/hz/wishlist/ls/1668FD8RG09L6?ref=wl_share)</p>
<i>RSVP:</i>	<p>To register please visit:</p> <p><i>Link to be provided</i></p> <p>For any questions, please contact:</p> <p>Jennifer Echikson, Pa.C.P.</p> <p>jechikson@dischellbartle.com</p>

Christmas Riddles

Be The First To Match The Riddle To The Correct Answer.

1. ____ What do you get if you cross Santa with a Detective?
2. ____ What Christmas Carol is a favorite of parents?
3. ____ What do you get if you cross Santa with a duck?
4. ____ What do monkeys sing at Christmas?
5. ____ What kind of people are afraid of Santa Claus?
6. ____ What did Santa change his name to after sliding down a chimney where the fire was still burning?
7. ____ What do you call Santa when he has no money?
8. ____ Why did the Christmas cookie go to the doctor?
9. ____ Where do Snow-Women like to dance?
10. ____ What is a snowman's favorite lunch?
11. ____ What did the Gingerbread Man put on his bed?
12. ____ How do sheep say Merry Christmas in Mexico?
13. ____ What did the buck say to the doe on Xmas Day?
14. ____ Why was Santa's elf depressed?
15. ____ What goes Oh! Oh! Oh!
16. ____ What did Adam say the day before Christmas?
17. ____ What do elves learn in school?
18. ____ Who delivers Christmas presents to dogs?

- A. Claus-trophobics
- B. Santa Paws
- C. It was feeling crummy.
- D. Merry Xmas, Deer!
- E. Crisp Kringle
- F. Santa walking backwards.
- G. Saint Nickel-less
- H. At Snow-balls
- I. The elf-abet
- J. A cookie sheet
- K. Low 'elf-esteem
- L. Silent Night
- M. Fleece Navidad
- N. An ice-burger
- O. A Christmas quacker
- P. It's Christmas, Eve
- Q. Santa Clues
- R. Jungle Bells

TOTAL CORRECT: _____





The Season's Many Lights

There are many lights to see this time of year
To celebrate the holidays and bring us cheer.



For the celebration of Diwali
Oil lamps are lit for the Festival of Lights
Candles are carried by children for Las Posadas
While walking through the streets for nine nights



When celebrating Ramadan
Lanterns are lit and carried from home to home
For families that celebrate Christmas
Colorful lights can be seen inside and out of the home.



To celebrate the holiday of Hanukkah
Candles are lit up nightly on the Menorah
Similarly lighting candles on a kinara
Is the way many families celebrate Kwanzaa.



However you celebrate your family's holiday
Always notice the lights that shine in a special way.



By Robin Zelaya



Legal Writing: 3 Things Paralegal Students Should Know



myparalegalplace.com

As a paralegal, you're going to do a lot of writing. It may be your responsibility to write demand letters. It may be your responsibility to draft motions. It may be your responsibility to draft answers from scratch or to customize answers to interrogatories, requests for production of documents, or requests for admission. Regardless of the type of legal writing that you may be tasked with, there are 3 things that you absolutely must know (and should take advantage of) when it comes to completing your task.

Your Audience Is Important

Consider who will read your work. The words you use in a motion or a letter to an attorney will be different than the language that you use with an average person. When you're writing to an individual who is not part of your law firm, another law firm, or a member of the court, use normal words. If you must use legal jargon, make sure that you give a definition. It is extremely important that your audience understand what it is that you're writing about.

If you're writing to someone in another legal office, your terminology can include legal terms, but it is incredibly important that it is still well put together, professional, and easy to follow. Relational aspects and tone are extremely important. Even though you're on opposite sides of a case, you want to remain professional and friendly.

If you're writing to someone who is a member of the court, be professional. Make sure that you include all of your contact information. Your letter should be as succinct as possible to respect the time of the court.

If you're still in school, write all of your projects as if you are talking with another legal professional. You may want to define terms to show that you understand the information that you're mentioning. Always make sure that you respect any page or word count maximums imposed by your instructor.

Know When to Use Active and Passive Voices

In most of your writing, you should focus on active voice. An active voice engages your reader and strongly makes your points. When you are writing about allegations that involve the other party, such as their negligence or possible involvement in the legal issue at hand, make sure that you write in active voice. These are the items that you want your readers to focus on.

Passive voice shouldn't be ignored. It definitely has its place. You can use passive voice when you write about your client's possible involvement in the issue at hand. Passive voice directs less focus toward what you've written. Since you can't leave out pertinent information related to a case, it is best to lessen the impact of your writing. Law Practice, a magazine by the American Bar Association, has a great online article regarding the use of active and passive voice in legal writing. Make sure that you read it and implement the tips in that article.

Use the Sandwich Technique

When you're writing, you can use the sandwich technique to minimize the involvement of your client. You would start your written work by writing in an active voice to explain what the other side did or didn't do. In the middle of your work, you would write in passive voice to minimize the involvement of your client. Then, you write in active voice again to re-emphasize the liability of the other party. Using this technique, you're providing all of the facts, but you're putting the focus of the audience on the other party at the beginning of your writing and then refocusing them back to that point at the end.

Legal Writing for Paralegal Students

Use these writing techniques and leave a comment for us here about how they worked for you and let us know about any writing tips that you have for paralegals or paralegal students!

OFFICERS

***Dana Jorna, Pa.C.P.—President***

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Dana is a Litigation Paralegal at the law firm Kane Pugh Knoell Troy & Kramer, LLP. She has been a member of the Montgomery County Paralegal Association since 2013, and a board member since 2018. More recently, she has become the MCPA's Job Bank Coordinator and co-chair of the Community Outreach & Pro Bono committee.

***Tracey Barnes, Pa.C.P.—Vice President***

Dischell Bartle & Dooley P.C.
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Tracey is a Paralegal at the law firm of Dischell Bartle & Dooley P.C. in its Lansdale office. She has been an active member since the organizations inception in 1999 and has been a Board Member, Secretary, Treasurer and President. She is currently the Keystone Alliance of Paralegal Associations Credentialing Chair. In 2017, she was appointed as the CLE-Associations Co-Coordinator for the National Federation of Paralegal Associations (NFPA).

***Christopher Gregg—Treasurer***

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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.

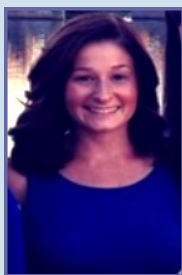
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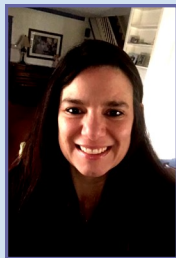
Deb is a Paralegal at the law firm Kaplin Stewart Meloff Reiter & Stein in its Blue Bell office. She has been a member of the Montgomery County Paralegal Association since 2003, serving as a board member from 2007 through 2011. Debbie has also co-chaired the MCPA Marketing Committee and currently co-chairs 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.

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.

**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 Association. Trista lives in Douglassville with her husband and son.

**Lisa Effrig Lagreca**

Lisa is a Municipal Paralegal at the law firm of Dischell Bartle & Dooley P.C. in its Lansdale office. She recently graduated Summa Cum Laude from Bucks County Community College's Paralegal Program and attends Pierce College. Lisa is a mother of four and grandmother and has been a member of the MCPA since 2018.

**Jennifer L. Echikson, Pa.C.P.**

Jenn is a Family Law Paralegal at the law firm of Dischell Bartle & Dooley P.C. in its Lansdale office. 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 Association in 2015. Jenn is on the planning and outreach committees for the MCPA and is also membership chair of the Family Law Paralegals of Pennsylvania.

**Karen D. Manzanares**

Karen is a Law Clerk for Attorney Michelle A. Fioravanti and recently became a realtor. After graduating from 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.

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