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Newsletter Committee

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PRESIDENT'S MESSAGE by Dana Jorna, Pa.C.P.

Dear fellow members,

I wanted to use this space to update everyone on what the Board and its committees have been working on and what to expect in the upcoming months as we are still navigating our way through the Corona Virus Pandemic.

First, I want to thank everyone old and new who submitted their candidacy for the Board of Directors. Since there are enough candidates to fill all board positions, there will be no need for an election pursuant to MCPA bylaws. November's meeting will be a CLE/Webinar only. The last CLE for the year will be on November 18, 2020 beginning at 6pm. Robert Watson, Jr., Esquire from Eastburn and Gray, P.C., will be presenting "The Pennsylvania Mechanics' Lien Law" for 1.5 substantive credit hours via the MBA's webinar platform. See Page [] for the flyer and the registration link will be posted to the Listserv in the coming days.

With all of the uncertainty that arises out of this pandemic, the Board and Hospitality and Events Committees, decided to forego an in-person holiday social in December and instead, are planning a MCPA Trivia Night on December 10, 2020, via Zoom. The committee is still working out all of the specifics however, they developed some possible trivia categories which include: MCPA history, paralegals in pop culture, holiday histories/traditions in pop culture.

While it is not the same as meeting at PJ Whelihan's on a cold December night after trying to park for 30 minutes, it is a great opportunity to see everyone again, catch up and have some fun

In wishing that everything will begin to clear up in spring 2021, the committee is hoping to host a summer social to make up for the loss of 2020's winter social. Also, please be aware that the breakfast CLE is completely off of 2020's calendar and instead will be held on March 6, 2021 at the Franconia Heritage.

See p.2

PRESIDENT'S MESSAGE CONT.

We appreciate everyone's patience as we have adapted to switching from in person only to all digital. We expect to stick with webinars instead of in person CLEs for the foreseeable future. As always, if you have any ideas on a specific topic or speaker you think would be beneficial to our members, please feel free to contact Jenn Echikson or any other board member.

Lastly, while the MBA is moving forward with a virtual Legal Expo, the Board has decided to sit out as a vendor this year. We feel that we benefit from the foot traffic of an in person expo and it would not have the same effect for us as a virtual event. We plan to return in 2021.

Now that we got business out of the way, I would like to encourage everyone, willing and able, to find a way during this upcoming holiday season to further the growth and impact of a local/nationwide charity; cause; or a family/individual that need help. Although this pandemic has affected everyone, there are those who are suffering more than others and could benefit from your help, especially during the holidays. Whether or not you walk a 5k, serve meals at a soup kitchen, give monetary or clothing donations. It can do as much for you as it does for another.

The Office of Children and Youth's 2020 Holiday Drive has begun, although a little differently this year. They expect to have a greater need than usual and are requesting new coats, gift cards for thanksgiving meals or other essential needs, and new toys/gifts for their gift room. Specifically, items for teens are always in short supply- sports balls, small electronics, headphones, bath/personal care/cologne or make up sets, purses and wallets. Please note that they are only accepting newly bought/unopened clothing, coats and toys due to the pandemic, no used items. If you are interested in helping OCY and need contact information for coordination purposes, please contact me and I can direct you.

Best wishes to everyone and to your families for a Happy Thanksgiving!

"Do your little bit of good where you are; it's those little bits of good put together that overwhelm the world."—Desmond Tutu

WELCOME NEW MEMBERS

Daniel Pignatelli, Villanova University

ATTENTION

Credential Renewal Reminder

***NFPA PACE Registered Paralegals**
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***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 November, December, and
January***

***NOW is the time to submit your renewal application and
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For more information, visit:

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- ◇ 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

[www.MCPA -BECOME A MEMBER.org](http://www.MCPA-BECOME A MEMBER.org)




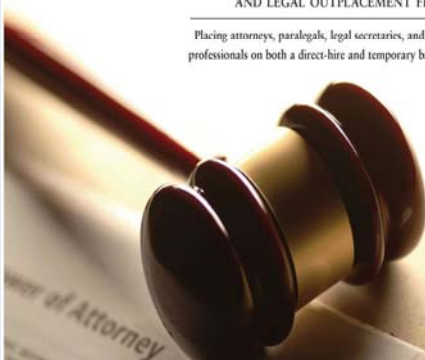
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VERITEXT
LEGAL SOLUTIONS

16 Legal Apps for Paralegals and Lawyers

<https://myparalegalplace.com/16-legal-apps-for-paralegals-lawyers/>

While it can take some time to adjust to the idea of a future with less face-to-face interaction, this means there are new legal apps for paralegals and lawyers that can ultimately help personalize (and streamline) the services you offer to your clients. From daily office management to billing and more, here are 16 of the best legal apps for paralegals and lawyers in 2020.

Clio

Looking at the best apps for lawyers? 2020 starts off again with Clio leading the way. This app offers time tracking, billing, file management, and more. It integrates seamlessly with Outlook, Dropbox, and a full suite of other tools. There are other organizational apps out there (some included below), but Clio is the gold standard of legal apps.

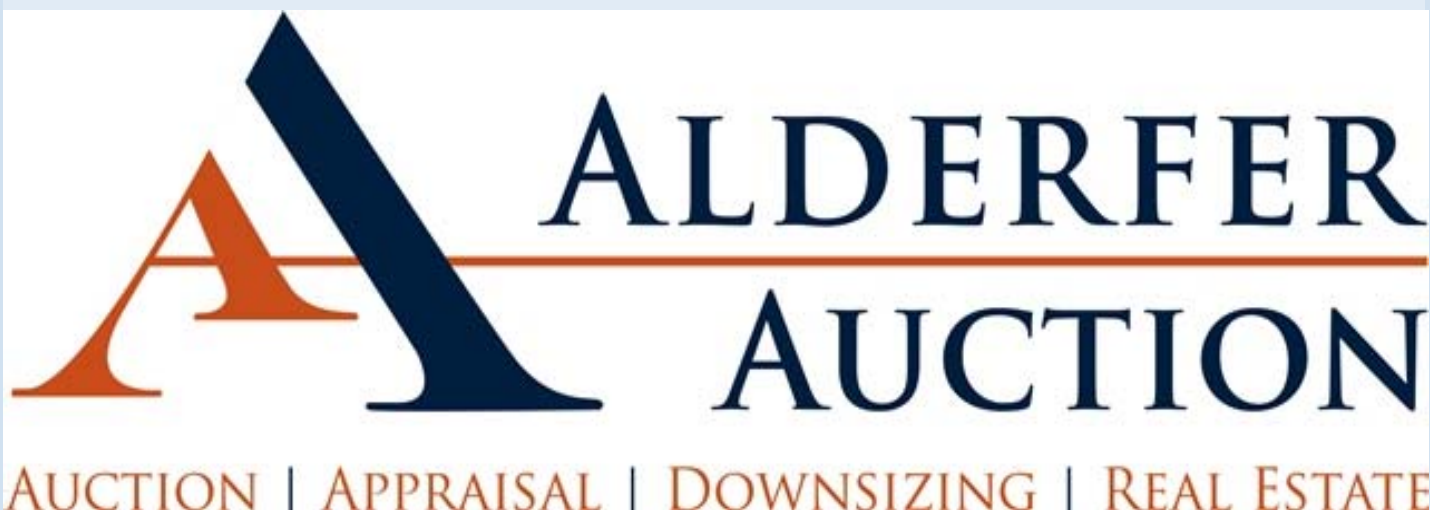


Price: Double bonus? Clio is available on both iOS and Android for free.

Lexicata

Lexicata is another one of the best apps for lawyers. This CRM helps you to make short work of administrative tasks like intake, collecting leads, and following up with clients. Sign documents through Lexicata, and use the reporting tools to see how your digital marketing strategy is working. This app is a partner of Clio and comes with the same excellent customer service.

Price: Free trial. Contact Lexicata directly to get a full price quote for your firm.



TeamViewer

One of the best productivity apps for lawyers is TeamViewer. This secure app allows you and your team to access documents and control your desktop from wherever you are. Run it with your smartphone from anywhere in the world.

Price: Available on iOS and Android. Free for personal use; business use ranges from \$49 to \$199 a month depending on the number of people using it.

GoodReader

Much of the practice of law centers around paperwork: creating it, reading it, and organizing it. GoodReader is one of the best legal document apps to help you organize your documents. Easily syncs from other platforms (e.g., Dropbox and Google docs). Create, edit, and view pdfs, too. Check out our previous post if you're looking for more legal document software tools.

Price: \$5.99 for iOS only (in-app purchases)

Depose

Depose is one of those legal apps for lawyers that you won't know how you managed without before. This allows for lawyers to not only take depositions but to also attach exhibits and import questions from other platforms.

Price: \$8, only available for Android in Google Play

Evernote

And speaking of depositions, how do you keep your various scraps of notes and business cards? If you're smart, you keep in on Evernote. Evernote allows you to share your notes with colleagues and integrates with Google Drive, Outlook, Slack, and more.

Price: Evernote is available for Android and iOS and is free for the basic version.

TO-DO

Along these same lines, To-Do is another legal app that not only allows you to easily take notes (and make lists) but also to assign tasks and group notes by client. This app is not specifically designed for legal use but can be incredibly helpful when it comes to streamlining and managing and remembering your tasks for the day. (Note: This app used to be called Wunderlist.)

Price: Free, and available for iOS and Android.

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NOVEMBER 2020 CLE SEMINAR

When:	November 18, 2020 6:00 P.M.
Where:	Via Webinar
Topic /Speaker:	THE PENNSYLVANIA MECHANICS' LIEN LAW Presented by Robert R. Watson, Jr, Esquire Eastburn and Gray, PC <i>**Approved for CLE 1.5 (S) by NFPA and Keystone Alliance**</i>
Cost:	<u>Free</u> for MCPA Members \$10.00 for NFPA affiliated members (evidence required) \$20.00 for non-members
Collection:	MONTGOMERY COUNTY OFFICE OF CHILDREN & YOUTH To donate supplies to the Montgomery County OCY, please visit their Amazon wishlist at: (https://www.amazon.com/hz/wishlist/ls/1668FD8RG09L6?ref=wl_share)
RSVP:	To register please visit: https://attendee.gotowebinar.com/register/3959843159546453006 For any questions, please contact: Jennifer Echikson, Pa.C.P. jechikson@dischellbartle.com

EDITOR'S CORNER—WORD OF THE MONTH

ENDOGENOUS

en-DAH-jen-es

Having an internal cause or origin.

Confined within a group or society.

"The values of diversity, respect, and compassion are endogenous to this company."



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Price: Free, but only available for iOS.

Docs to Go

Need to quickly review a complicated document on the go, one with endless footnotes, redlines, and changes? Docs to Go is the one of the best legal apps for that.

Price: Free (with in-app purchase options). Available for iOS and Android.



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Realizing you forgot a crucial document on your desktop as you're walking into court? There's an app for that. LogMeIn gives you instant, secure access to important files you left behind on your desktop computer.

Price: Free trial, with plans that range from \$30 to \$129 a month. Available on iOS, and on Android as LogMeIn Ignition.

FastCase

Other than endless client paperwork, legal research is one of the main aspects of your legal practice that may need some organizing. Let FastCase help with its massive research library.

Price: Free, and available on iOS and Android.

dLaw

Access a handy compendium of laws and statutes all across the U.S. This is an invaluable research tool, especially when used in conjunction with FastCase.

Price: Free, but only available on Android.

Dropbox

Yes, in our list of legal apps for lawyers we have this at number 13, but Dropbox is arguably one of the most important file sharing tools you can utilize in your practice. Gone are the boxes of paper files dragged to court. Read and notate files right on your tablet or smartphone, and share across devices.

Price: Free and available for iOS and Android.

Thumbtack

Looking for clients? Thumbtack can help. This app is not exclusive to lawyers but is a great marketing tool to expand the people you serve. Sign up for free and only pay to contact interested clients.

Price: Available on iOS and Android. Price varies.

Dashlane

With all of these legal apps holding sensitive information, security is crucial. If your password is still “password” to make it easy to remember, download Dashlane and get ready to enhance the security of your digital accounts. Dashlane safely and securely stores all of your passwords in one place. Access this app with TouchID technology and use it for its “strong password” suggestions (and no, not the password “strong password”!).

Price: Start at free to store up to 50 passwords. Get unlimited passwords, unlimited devices, two-factor authentication, and credit monitoring (and more) for \$10 a month. Available for iOS and Android devices.

SignMyPad

SignMyPad takes digital signatures even further. No more messy pdfs or downloading, scanning, and faxing back. Upload your documents to an iPad or mobile device, sign, and go.

Price: \$5.49 on the Apple App Store, but currently unavailable for Android.

Board Highlights

The Board met via Zoom on November 5, 2020.

Membership at the time of the meeting stands at 108 members. The Association has been receiving new members despite the COVID-19 closures.

The October webinar went very well. The Planning Committee has scheduled a November CLE. The Planning Committee met via Zoom and there have been many exciting ideas for 2021.

The Membership Committee will be preparing a membership directory to be distributed to the members of the Association in 2021.

NFPA held its annual convention virtually this year. Deborah Arbuckle, Pa.C.P., and Dana Jorna, Pa.C.P. participated throughout the weekend, sometimes into the wee evening hours. The Board appreciates the time and dedication Debbie and Dana expended on behalf of MCPA in participating in Convention this year. Debbie and Dana reported on various items that discussed and advised that members should look forward to full details on agenda topics and other updates in the *News You Can Use*. With regard to our specific Region of NFPA, Donald Bristol, RP, Pa.C.P., was elected as our new NFPA Region IV Director.

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 Dana Jorna (djorna@kanepugh.com) or any Board Member.

The Board will meet in person at the law office of Dischell, Bartle & Dooley, on December 3, 2020 at 6:00 pm.

Research Resource: How to Find Primary Authorities

Primary vs. Secondary Authorities

- Primary:
 - Positive sources of law – create rights and obligations.
 - Federal and state.
 - Examples: Constitutions, statutes, administrative rules and regulations, case law.
 - May be binding.
- Secondary:
 - Not positive sources of law – do not create rights or obligations.
 - Describe, summarize, criticize, seek changes to law.
 - Examples: legal encyclopedias, law review articles, restatements, uniform and model laws.
 - Never binding.

When you're a new paralegal or a paralegal student, it can be hard to find primary authorities during the research phase of a case. Computer-assisted legal research platforms, such as LexisNexis or WestLaw, aren't cheap. The free resources may not always be up-to-date. So, how can you find primary authorities in a way that is time and cost efficient?

Start with Secondary Authorities

It may sound like I'm crazy, but if you want to find primary authorities for a subject that you find difficult to research or if you want to make sure that you're mindful of your research time, start with secondary authorities.

It's easy to find secondary authorities that are fairly up-to-date online. Think about articles published by bar associations (even the ABA and their various practice pages), and law reviews. If you're close to a law library (yes, the public can access them), go and ask the law librarian to help you find the right American Jurisprudence (Am. Jur.) or ALR book you need for your subject.

Why Are Secondary Authorities So Important?

We all know that when we're looking to cite cases or law to support a specific position that we really want primary authorities. Why are secondary authorities so important? Because those law review articles, articles hosted by bar journals, American Jurisprudence volumes, and ALRs will first teach you more about what you need to know in a way that's easier to understand than reading long sentences in a statute or case opinion. More importantly, they will cite the primary authorities upon which the writing is based. From there, you take those citations and determine if they will fit your needs. Secondary authorities give you a starting point to locate and review potential primary authorities.

Getting Started

Aside from knowing what constitutes a secondary authority, there's one great thing you should remember about how to get started with locating primary authorities. Other than knowing the facts behind what you need, take some time to think about the underlying descriptors. For instance, if you're researching divorce, know what it is, exactly, that you need to know. Is it about spousal support? If so, what kind? Pendente lite? Permanent? The state guidelines for determining support? List out other terms that your descriptor may be known as. Back to spousal support, sometimes it is called maintenance and sometimes it is still referred to as alimony.

Taking some time to think about what you're actually looking for and what you need to know about it can help you (and the law librarian, if you go) find what you need as a secondary resource.

Document Your Methods for Finding Primary Authorities

As you gain experience in legal research, finding primary authorities for what you need will become easier. This because you've gone through a lot of trial and error and learned how to ask the right questions. When you learn what works and when you find great resources, document your find. Just start a Word document or use OneNote to make a list of your resources and the best ways to find certain types of information. You'll be glad that you did.

S J J M G I V W

**Dana Jorna, Pa.C.P.—President**

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

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.
(215)362-2474
MCPAvp@gmail.com

Tracey is a Paralegal at the law firm of Dischell Bartle & Dooley P.C. 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**

Kane, Pugh, Knoell, Troy & Kramer
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MCPAbursar@gmail.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 enjoys spending time with his family and their dachshund Queenie.

**Deborah L. Arbuckle, Pa.C.P.—Secretary**

Kaplin Stewart Meloff Reiter & Stein
(610) 941-2573
MCPAsteno@gmail.com

Deb is a Paralegal at the law firm Kaplin Stewart Meloff Reiter & Stein. 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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