CPA TODAY

The Official Publication of the **Montgomery County Paralegal** Association

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EDITOR: VICTORIA MOLLOY (VMOLLOY@EASTBURNGRAY.COM)



PRESIDENT'S MESSAGE:

BY JENNIFER ECHIKSON

New year, new me? New year, new MCPA! It's a cliché for a reason - the beginning of a new year brings a clean slate. It's a time to refresh and rethink goals, and a time to start anew.

It's my genuine hope that all our members had a wonderful and relaxing holiday season. As the holiday lights and music and cheer fade into memory, we enter this new year with new objectives and fresh hopes for the Association – as well as three new Board members! The MCPA would like to sincerely thank President Nancy Piechota and long-time Board Member Noreen Messmer for their years of service to the Board and we wish them much luck in any future endeavors. With their exit, we bring to the Board three new members – Kelly Bresadola, Kharissa Donahue, and Victoria Molloy. Welcome ladies! We know you'll be a fantastic addition to our team!

The Board held its first meeting of 2023 on January 5, 2023, where we nominated and elected the officers for 2023. Trista Davis remains as our Treasurer, Jennifer Kozlowski was elected Secretary, Dana Jorna is our new Vice-President, and I have the great honor of being your President. I thank everyone for their confidence in me and I hope I can be the President this wonderful Association deserves.

A little about me: I have been working almost exclusively in family law for about 20 years (with a brief foray into corporate law) and have been with Materese Family Law since its inception in August 2022. Prior to my time at MFL, I worked in the family law departments of Dischell Bartle Dooley, Weber Gallagher, and Wolf Block. I earned a Bachelor of Science degree in Paralegal Studies from Peirce College and hold a Pennsylvania paralegal certification from the Keystone Alliance of Paralegal Associations. In addition to being part of the MCPA Board, I am also a founding Board member and Vice-President of the Family Law Paralegals of Pennsylvania, as well as Secretary of the Keystone Alliance. Outside of work, I'm a member of various community organizations, including Soroptimist International of Phoenixville and Free Mom Hugs of Pennsylvania. I spend much of my free time reading and listening to podcasts.

Throughout this upcoming year, we intend to offer our members new and exciting CLE topics, as well as some fun social events. We see many of you through screens at our monthly CL,Es and while that is fantastic and we appreciate your attendance at these seminars, we'd like to get back to some in-person gatherings every few months. I'm very excited to begin this new phase of my career with MCPA and look forward to making this MCPA's best year ever!

A final note – our Board meetings are held on the first Thursday of every month at 6:15 p.m. via Zoom. We encourage all to attend.



MONTGOMERY COUNTY PARALEGAL ASSOCIATION

RE: Montgomery County Paralegal Association 2023 Membership Drive

Dear Colleague:

Thank you for your membership and interest in MCPA during 2022.

We currently have approximately 102 members who work in law firms, corporations, banks, life insurance companies, our local courthouses, nonprofit organizations, as well as freelance and virtual paralegal positions.

The MCPA continues to maintain its membership with the Keystone Alliance of Paralegal Associations and the National Association of Paralegal Associations so that the MCPA may continue working to promote the paralegal profession in Pennsylvania and across the country.

It is once again time for our annual membership drive. For 2023 dues received by February 10, 2023, are \$80 for Voting Members, \$65 for Associate Members, \$35 for Student Members. For renewals received after that date, the fees increase by \$5 to \$85 for Voting Members, \$70 for Associate Members, and \$40 for Student Members. MCPA annual dues include the yearly membership dues to the National Federation of Paralegal Associations, Inc. and the Keystone Alliance of Paralegal Associations.

MCPA is currently accepting membership renewals and payments via our website (https://www.montcoparalegals.org/membership-renewal/). If you are currently a Voting, Associate or Student member and wish to renew in the same classification, you may either complete the three-page form attached with this letter or complete your renewal electronically via the website.

If you wish to change membership categories, you may either complete the Application electronically via the website or print out and complete an Application for Membership form which is found on the website.

Please return your completed form and/or your membership dues check made payable to "MCPA" to Montgomery County Paralegal Association, PO Box 1765, Blue Bell, PA 19422. Return your Renewal Form by February 10, 2023, to ensure that you remain on our mailing list and ListServ.

New Members are always welcome. Please feel free to copy and share this mailing with your colleagues and friends who may be interested in the MCPA or they can apply via our website (https://www.montcoparalegals.org/membership-application/).

Remember to check the Association's website frequently as we update the website regularly with Association news and events. Also check us out on Facebook and LinkedIn.

MONTGOMERY COUNTY PARALEGAL ASSOCIATION

Iracy J. Barres

Tracey L. Barnes, RP, Pa. C.P. Chairperson, Membership Committee

MCPA MEMBERSHIP RENEWAL

I would	d like to renew my membership for 2023 as follows:	
	<u>Voting Member:</u> Any person currently employed as a paralegal, legal assistant or any equivalent position and/or who performs paralegal duties as the primary work activity shall be eligible for membership as a "Voting Member". \$80 on or before 2/10/2023; \$85 after 2/10/2023	
	Associate Member: Any person who has recently graduated from a formal course of study, upon the completion of which such person is qualified to be employed as a paralegal; Any person whose primary responsibilities and job classification are not paralegal but does perform paralegal duties on a limited basis (full time paralegals do not qualify as Associate Members and must apply as Voting Members); Any person previously employed as a paralegal or equivalent position, subject to approval of the Board and Membership Committee. \$65 on or before 2/10/2023; \$70 after 2/10/2023.	
	Student Member: Any person who is enrolled in a formal course of study, upon completion of which such person would be qualified to be employed as a paralegal, shall be eligible for membership as a "student member". Applicant <u>must provide</u> written verification of enrollment by the Director of Program (form attached) or a copy of current registration. \$35 on or before 2/10/2023; \$40 after 2/10/2023.	
	<u>Dual Member:</u> Any person who is a member, whether voting, student, or associate, of another NFPA state or county affiliated paralegal association and whose membership dues to NFPA have been paid through such other association for the current year. <u>You cannot choose MCPA as your Primary Association to enroll in this category.</u>	
	If applying for a Dual Membership you must include the name of the other NFPA Affiliated Association to which you are a member.	
	 □ Dual Voting \$55 before 2/10/2023; \$60 after 2/10/2023 □ Dual Associate \$40 before 2/10/2023; \$45 after 2/10/2023 □ Dual Student \$30 before 2/10/2023; \$35 after 2/10/2023 	
	Name of other NFPA-affiliated paralegal association:	
	Contact information for confirmation purposes:	
	Name of President or Membership Chairperson: Email address:	
	have moved, changed phone numbers, have a new e-mail address or changed jobs, please let us know so update your records.	

the Co	mmittee Chair will contact you to discuss.
_	NEWSLETTER : Prepare Association newsletters consisting of information from committees and any other material which is determined to be of value to the general membership; solicit and write articles for newsletter; review newsletters from other associations
	PACE/CRP : Led by PACE/CRP Coordinator, who is the liaison between MCPA and NFPA on all PACE- and CRP-related issues. Responsible for organizing PACE and CRP Study Groups, obtaining and distributing PACE and CRP information and materials to members, and keeping the Board and General Membership apprised of PACE and CRP developments.
	PLANNING/CONTINUING EDUCATION : Organize and promote monthly general membership meetings on a variety of topics throughout the year. Responsible for preparation and issuance of CLE certificates after monthly meetings and obtaining appropriate pre-approval of post-approval for same. Responsible for creating and promoting continuing education seminars during the year.
	COMMUNITY OUTREACH : Assist in identifying worthy organizations in the Montgomery County area for collections of food, clothing, gift cards at the MCPA general membership meetings and special holiday collections. The MCPA also organizes volunteer opportunities for members, such as helping to serve at Manna on Main, "cheerleading" at Villanova University's Special Olympics Fall Fest. Ideas for new volunteer opportunities are always welcome.
	MARKETING : Assists other committees with the promotion and funding of Association meetings, seminars and other activities. Solicits sponsors for the Association as well as advertisement for the newsletter. Find those sponsors where the benefits of their sponsorship would be beneficial to Association as well as the sponsor.
	MEMBERSHIP : Responsible for maintaining membership database for new and renewing members, effecting the annual membership drive, and preparing welcome packets for new members as well as developing programs to promote membership
	JOB BANK : Maintain contact with all associations in Pennsylvania and surrounding states as well as periodically contact area businesses in relation to paralegal job openings; disseminate information to MCPA members requesting notification of employment opportunities.
—	PUBLIC RELATIONS : Assist other committees with promotion of activities, seminars, meetings, activities, etc.; advertise and prepare press releases to the legal community and general public on MCPA functions or activities; organize and coordinate community outreach activities; maintain and update any association brochures; prepare a list of resources and maintain documents, banner and promotional items for distribution as needed.
	WEBSITE: Shall provide timely information to members, the paralegal profession and the general public through MCPA's website. The committee will also be responsible for website maintenance such as providing updates, removing any dated material and adding pertinent current material as well as monitor MCPA's Email Account
Please	give us your comments and suggestions so that we can work towards making 2020 another great year.
	neck here if you do not want your contact information available to other vendors and/or companies other e Montgomery County Paralegal Association and the National Federation of Paralegal Associations.

All Voting and Student Members may chair or be a member of any MCPA committee. If you are interested in joining or gathering further information about any of MCPA's Committees, please check any of the following and

I UNDERSTAND THAT THIS APPLICATION DOES NOT CONSTITUTE AUTOMATIC MEMBERSHIP IN THE MONTGOMERY COUNTY PARALEGAL ASSOCIATION AND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION. I AM AWARE THAT THE MEMBERSHIP COMMITTEE AND/OR THE BOARD OF DIRECTORS WILL REVIEW THIS APPLICATION. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts requested is cause for the disqualification for membership in the Montgomery County Paralegal Association.

IF ACCEPTED, I WILL BE PLACED ON THE ASSOCIATION'S MAILING LIST AND LISTSERV. I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE AND THAT I MEET THE ASSOCIATION'S MEMBERSHIP REQUIREMENTS AND THOSE OF THE CATEGORY FOR WHICH I AM APPLYING. I AGREE TO NOTIFY THE ASSOCIATION OF ANY CHANGE OF ADDRESS OR CHANGE IN MY STATUS THAT AFFECTS THE TYPE OF MEMBERSHIP APPLIED FOR ON THIS APPLICATION.

**Renewal dues are payable annua	lly.		
Signature:			
Printed Name:			
Date of Birth (month/day):			
Current email address at work:			
Current email address at home:			
Date:			
Please mail application and check	PO Box	mery County Paralegal Association 1765 11, PA 19422	
*Please make checks p	payable to: "Montgo	mery County Paralegal Association"	
All informat	ion provided is subjec	ct to verification and approval.	
FOR ASSOCIATION USE ONLY			
Dues Payment Received:	Amount:	Date of Board Approval:	
Membership Category:	Check#:		

MONTGOMERY COUNTY PARALEGAL ASSOCIATION (MCPA)

VERIFICATION OF ENROLLMENT

MCPA endeavors to insure that its members maintain a high level of education and integrity. For our records, please verify the following information, to the best of your knowledge, information and belief:

I,_	
Print Name	
, do here	eby verify that
is currently enrolled in an ABA Student Name	A approved program
and/or a program which meets AAfPE institutional membership standards a	t
Name of Institution	
I further verify that to the best of my knowledge, information and belief,	
Student Name	
Anticipates graduating in Month/Year	
Signature	Date

WE SWEAR

The Montgomery County Paralegal Association's election meeting was held on January 5, 2023; followed by the swearing-in ceremony on January 9, 2023. Members of the Board had the honor of taking their oaths, administered by Honorable A. Nicole Tate-Phillips. For the 2023 Term, Jennifer Echikson has been elected as President, Dana Jorna as Vice President, Trista Davis as Treasurer and Jennifer Kozlowski as Secretary. We appreciate all those who joined us, especially Judge Tate-Phillips.





There remains one open and vacant Director position. Having members with the right skill set helps an organization achieve its strategic goals. Are you a paralegal who would like to give back to your peers? If you are interested or know someone who would be an asset to the members in such a role, please feel free to reach out to any of the Officers for more information.

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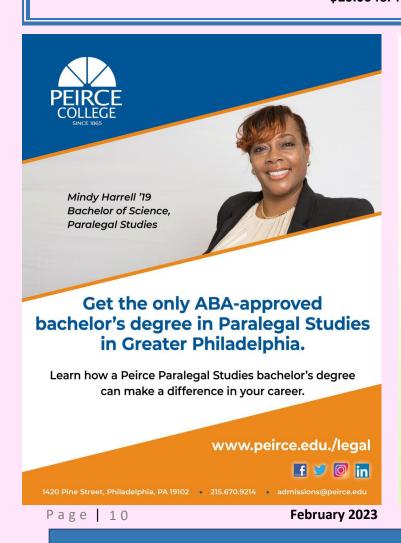


February 8, 2023, from 12:30-1:30 pm via ZOOM

Register at: https://us02web.zoom.us/meeting/register/tZlpdOyvpjMpH9wZX8_M6Q_fnzCrv7WXkHL3

Applying for approval of CLE 1.0 (S) by NFPA and Keystone Alliance

Free for MCPA Members \$10.00 for Keystone Alliance and NFPA affiliated members \$20.00 for non-members





MCPA TODAY NEWSLETTER

SNEAKY METADATA AND ITS POSSIBLE LEGAL PITFALLS

BY VICTORIA MOLLOY

Do you know what metadata is? In our line of work, not knowing how easily metadata can expose attorney work product or divulge attorney-client privileged information can be dangerous. You can no longer think of your computer as a paperless typewriter. Files are not simply a computerized version of documents, where the only information they contain is what you see on the screen or eventually print out on paper. Every keystroke and click carries with it...more.

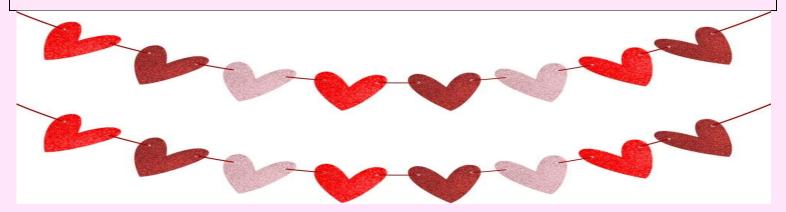
For purposes of this article, I am going to discuss metadata as it pertains to Word documents; however, one should note that Adobe and other programs are just as capable of exposing the same or similar information, just as easily. Here is our hypothetical:

While working on a legal matter, the parties have begun negotiating settlement terms. It is time to start drafting a formal written agreement. You open a new Word document and before typing, look at an empty page. Right? Not really. Your file already contains information such as the author, date and time created, as well as several other basic identifying measures imprinted as administrative metadata.

Now, you do not always reinvent the wheel. Into your new Word document, you cut and paste language from a boiler agreement or one previously used in another matter. You type over the necessary, changed parts and supplement it with what is needed currently. There is no trace of the former language and it is revised. Right? Not really. Your file contains carried over history from the borrowed portions of the poached document. Further, save the document and you add company/organization, name of your computer, network server, or hard disk location, file properties and summary information to its coding and structural metadata.

Finally, you are ready to forward the document to opposing counsel. This is only after you and several other contributors from the office (maybe even your client too) have circulated the document, making revisions and adding input, via comment or using redlining to suggest edits. You accepted all changes and finalize the document. Right? Not really. Your file still has portions of embedded objects, versions, template information, and hidden text not visible to the naked eye that contains descriptive metadata.

Metadata that remains or is present, is readily discoverable should someone have the means and motive. To remedy this, before sharing a Word document, ensure that it cannot reveal confidential or privileged information by using a removal tool and "scrubbing."



When You Need:

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iiiATTENTION!!! CREDENTIAL RENEWAL REMINDER

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

Are your credentials expiring in FEBRUARY, MARCH or APRIL?

NOW is the time to submit your renewal application and proof of CLEs.

For more information, visit:

RP and CRP - www.paralegals.org or Pa.C.P. - www.keystoneparalegals.org



Victoria Cichonski, Student at Bucks County Community College Samantha Fleury, at Timoney Knox, LLP Felicia Garnett, at Fanatics, LLC Jennifer Yost, at Dischell, Bartle & Dooley Kandria James, at Gambone Management Co.

MCPA Professional and Student members enjoy the benefits of:

The MCPA's Newsletter, MCPA Today•

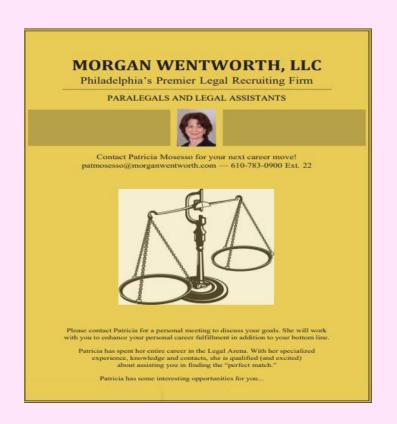
Access To The MCPA Job Bank • Access To Other Professional Paralegals For Advice And Assistance In All Areas Of
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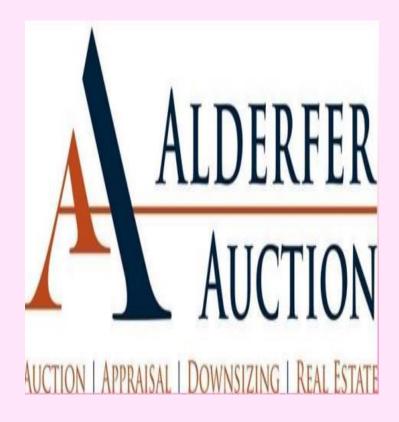
Know A Paralegal Who Would Benefit From Joining MCPA?

Share A Newsletter With Them So They Can See What We Are All About!

Then, They Can Visit www.montcoparalegals.org/members/

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EDITOR'S CORNER



The seek-and-find puzzle, from UK-based online printing company <u>instantprint.co.uk</u>, challenges players to find a single in the office supplies. There are clocks, staplers and notebooks... but can you find the only coffee cup?

Do you have an article that could be published in an upcoming newsletter? Please contact me at vmolloy@eastburngray.com



OFFICERS



Jennifer L. Echikson, Pa.C.P.—President
Materese Family Law, P.C.
MCPApres@gmail.com

Jenn is a Family Law Paralegal at Materese Family Law, P.C. She graduated from Peirce College in 2009 with a Bachelor of Science in Paralegal Studies and became a certified paralegal through the Keystone Alliance of Paralegal Association in 2015. Jenn is cochair of the MCPA Planning Committee, is MCPA's secondary delegate to the National Federation of Paralegal Association, and serves as Vice President and membership chair of the Family Law Paralegals of Pennsylvania.



Dana Jorna, Pa.C.P. —Vice President
Kane Pugh Knoell Troy & Kramer, LLP
MCPAvp@gmail.com

Dana is a 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 NFPA secondary delegate, and chair of the Community Outreach & Pro Bono committee. Former President 2020-2021.



Trista Davis, Pa.C.P.—Treasurer Grim, Beihn & Thatcher, P.C.

MCPAbursar@gmail.com

Trista is an Trust and Estate Paralegal at the law firm of Grim, Biehn & Thatcher, P.C. 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 two children.



Jennifer Kozlowski – Secretary Law Offices of Leo T. White, LLC MCPAsteno@gmail.com

Jen is a Paralegal at the Law Offices of Leo T. White, LLC, specializing in estates and real estate law. She earned her Associates Degree in 2011 from LCCC's Paralegal Studies Program. Jen has also previously worked in litigation, municipal law, and juvenile dependency. She joined the MCPA in 2020 and has been on the Board since 2022. She has recently taken over the roll of Co-chair of the Planning Committee. Outside of work Jen is the mother of 2 boys, wife and best fried to Andy, and dogmom to Ruby.



Tracey Barnes, Pa.C.P.

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, President and Vice 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).



Kelly A. Bresadola

Kelly is a paralegal at Liberty Mutual Insurance Company. She does insurance defense work. Kelly has been a member of the Montgomery County Paralegal Assoc. for 4 years and part of the planning committee for the last 3 years. She lives in Montgomeryville with her husband and 2 of her 3 children.



Kharissa L. Donahue

Kharissa is a Litigation Paralegal at the law firm Kane Pugh Knoell Troy & Kramer, LLP. She recently graduated from Bryan University with a degree in Paralegal Studies in 2021. Kharissa's experience is in motor vehicle accidents and personal injury law. She lives in Pottstown, with her two cats where she mainly reads and gardens.



Victoria Molloy

Vic is a paralegal at Eastburn & Gray, PC, in Doylestown, PA. She graduated from Manor College and has spent the last two decades primarily working in Bucks County; however, she has also supported attorneys overseas while living on a military base. Vic's experience has a broad range and is not limited to having supported attorneys who litigate and practice estate planning, employment discrimination, municipal, school, and special education law. She lives in Montgomeryville, with her husband, two sons, and sweet, bowtiewearing dogs.

A SPECIAL THANK YOU



Nancy Piechota, Pa.C.P.



Noreen Messmer, Pa.C.P.

We wish to convey gratitude from the Montgomery County Paralegal Association's Board; thank you, Nancy and Noreen for your contributions on behalf of fellow members; specifically, for having served as members of the Board and continuing to help with the Marketing and Hospitality Committees.

COMMITTEE CHAIRS

OMMITTEE CHAIRS			
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OUTREACH &	Dana Jorna, Pa.C.P.		
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EVENTS	Jennifer Kozlowski		
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	Noreen Messmer, Pa.C.P.		
	<u>nmessmer@fordbuckman.com</u>		
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	<u>deblong420@gmail.com</u>		
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NEWSLETTER	Victoria Molloy, Pa.C.P.		
INLANDELLIEN	vmolloy@eastburngray.com		

STUDENT AFFAIRS & MENTORING	Laura O'Halloran, Pa.C.P. Ipohalloran520@gmail.com			
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SOCIAL MEDIA	Christopher Gregg, Pa.C.P. cgregg@kanepugh.com			
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WEBMASTER	Christopher Gregg, Pa.C.P. cgregg@kanepugh.com			

WHERE TO FIND US

MONTGOMERY COUNTY PARALEGAL ASSOCIATION P.O. Box 1765 BLUE BELL, PA 19422

Click <u>here</u> to email MCPA directly.

Website: www.montcoparalegals.org

: www.facebook.com/MCParalegals?ref=settings

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