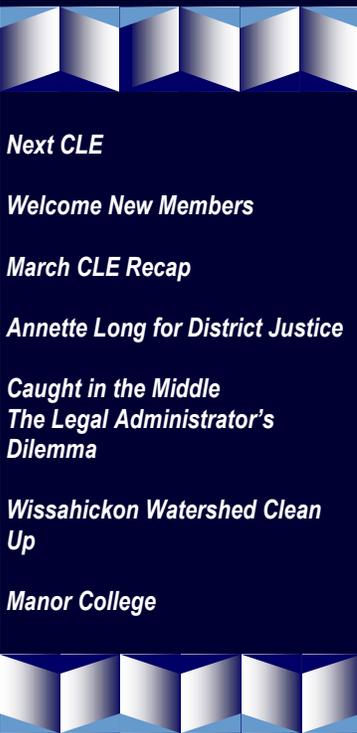




April 2017

The Official Publication of the
Montgomery County Paralegal Association
www.montcoparalegals.org



Next CLE

Welcome New Members

March CLE Recap

Annette Long for District Justice

*Caught in the Middle
The Legal Administrator's
Dilemma*

*Wissahickon Watershed Clean
Up*

Manor College

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NEXT CLE:

**Wednesday, April 19, 2017
6:00 p.m.**

PERSONAL INJURY/WRITING AN EFFECTIVE DEMAND LETTER

Presented by
Brandon H. Zanan, Esquire

Collections for Laurel House While we appreciate all donations, the following goods are especially needed right now:

*Women's, Men's, Children's, Baby clothing - NEW OR GENTLY USED. Please no stains, tears, missing buttons, broken zippers, etc.) All Accessories (handbags, wallets, belts, scarves, gloves, hats) Jewelry (including broken sterling or gold),

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Phoenixville, PA 19460

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

**Light Bites and Beverages
provided by MCPA**

Although we are aware of the dietary restrictions of many of our members, it is not possible to meet all dietary requirements for every member. If you have certain dietary limitations you are welcome to bring food with you to the meetings.

**Please RSVP By Friday, April 17, 2017
to:**

Jennifer Kuemmerle, CRP, Pa CP
jkuemmerle@lutherwoods.org

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



**WELCOME NEW
MEMBERS**

*John Leaming
Manor College
Student Member*

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Villanova University
Kaplin, Stewart, Meloff, Reiter & Stein, PC
(voting)*

*Andrea M. Clemente
Villanova University
Kane, Pugh, Knoell, Troy & Kramer, LLP (voting)*

*Ashley Baida
Lehigh Carbon Community College
Kane, Pugh, Knoell, Troy & Kramer, LLP (voting)*

*Jamielynn Ferst
Boston University
Kane, Pugh, Knoell, Troy & Kramer, LLP (voting)*

*Carolyn Boorse
Widener University
Kane, Pugh, Knoell, Troy & Kramer, LLP (voting)*

There are many reasons to join MCPA. When you become a member, you become a part of the dynamic changes that are transforming the legal industry and by helping to shape the future of paralegals. MCPA provides the tools and resources to help get you there, by advancing your career and enriching your knowledge with life-long learning resources.

MCPA Professional and Student members enjoy these benefits:

- ◆ *Receive MCPA's bi-monthly newsletter MCPA Today;*
- ◆ *Access the MCPA job bank;*
- ◆ *Access MCPA ListServe 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.*

Do you want to stay on top of local and national trends in your career and lend your voice to the future of the paralegal profession? Join MCPA today! www.MCPA.org

MARCH CLE RECAP

By Nancy Marchese, Pa.C.P.

The Montgomery County Paralegal Association held an informative and entertaining breakfast meeting at the Metropolitan Diner in North Wales on Saturday, March 18, 2017. The event was presented by Joel Bernbaum, Esquire and Kevin Dorsey from Our Family Wizard Program.

The Our Family Wizard Program is a nationally recognized online and mobile communication tool that assists divorced and separated families communicate more effectively with one another.



Attorney Bernbaum and Mr. Dorsey demonstrated an array of tools offered by the Our Family Wizard website to assist parents and families keep track of custody schedules as well as track parenting time and share important family information. It can also be used to manage expenses as well as create an accurate, clear log of divorce communication.

One of the most impressive things of the program for me was the program's ability to warn the parents of possible aggressive language and tone when communicating with one another.

The Our Family Wizard program is more than just an online custody calendar or visitation schedule. Studies have found that it actually helps reduce divorce conflict between the parents while providing a central, secure location to document and share important information.

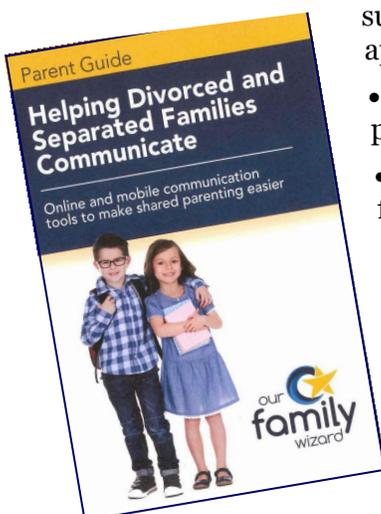
The Our Family Wizard program can be utilized and agreed upon in custody stipulations or may be court ordered.

Some advantages and highlights of the program:

- Protect your children. Share information without using the children as messengers; total transparency.
- Eliminate miscommunication. Maintain accurate records to reduce stress and avoid costly arguments; thus eliminating need for multiple court filings and/or appearances.
- Avoid confusion. Gain peace of mind by always having access to up to date and reliable information, such as custody schedule change requests, children's clothing sizes, doctor appointments and extra-curricular activities.
 - Involve experts. Easily and efficiently work with your lawyer or other family practitioner by allowing them free access to your families' website.
 - Review and approve shared expenses as well as ability to utilize the program for automated e-payments.

The annual cost for utilizing the program is \$99 per year, per parent.

For more information regarding Our Family Wizard Program, please feel free to contact Kevin Dorsey – Kevin@ourfamilywizard.com



Annette M. Long for Magisterial District Court Judge



A winning campaign takes time to target voters, develop a message and follows through on a plan. To accomplish all of this, we need to reach the voters. I am currently looking for volunteers to help with my campaign. Please take a look at the descriptions and let me know how you can best assist with the campaign.

"I invite you to become a part of the campaign to continue to help make a difference in the legal field and in our community."

Communications Director

The Communications Director will be responsible for developing a comprehensive list of all media outlets in the area including reporters' names, contact information and deadlines. Build relationships with the press, providing communication of events, schedule interviews and identify media opportunities. Assemble press packet with photo, biography, campaign literature and any other relevant materials. Write and distribute 4-5 Press Releases prior to the Primary Election. Assist with developing campaign literature and assist with drafting of speeches and developing verbiage for campaign website.

Constituency Coordinator

The Constituency Coordinator will work to develop contact with specific groups – labor, seniors, educators, veterans, college students, etc. to build relationships with existing organizations and assist with introductions of the candidate to these groups.

Volunteer Coordinator

The Volunteer Coordinator works to identify, recruit, manage and coordinate volunteers. Responsible for assisting with the development of a comprehensive plan including canvassing (door knocking), community event attendance and phone bank implementation to get the message out regarding the candidate.

Volunteer Opportunities

Literature Drop/Block Walkers:

You will be given a list of addresses in a neighborhood for people who are likely voters. If no one answers, you leave a door hanger. If someone answers, you let them know about the election and who you represent. There are 22,000+ voters in the district. The goal is to have everyone know to vote on Election Day.

Mailings: The campaign is anticipating three (3) separate mailings prior to the Primary Election. Volunteers will be needed to help with addressing, stamping and sorting the mail pieces.

Yard Signs: Volunteer to deliver yard signs to supporters, assist with seeking out residential or retail corners, fences on key roads, etc. on which to post or display campaign signs.

Host a Meet & Greet event: If you're in one of the voting districts, invite your neighbors for coffee or a wine and cheese event to meet the candidate.

Work the polling locations on Election Day: We anticipate needing 30+ volunteers on Election Day to staff the seven locations within the district. You will greet the voters and offer a card with information. Ask people to vote for me. May 16, 2017 will be the Primary Election.

CAUGHT IN THE MIDDLE

The Legal Administrator's Dilemma

By: Patricia Mosesso, Morgan Wentworth

Henry Kissinger is the consummate diplomat. I have followed his career, and sought insight from him and many other diplomats while striving to be successful in the legal arena for most of my career. The brilliant use of diplomacy, to me, represents the "secret to success." As Robin Hobb said "Diplomacy is the velvet glove that cloaks the fist of power".

'There can't be any crisis next week. My schedule is already full.'

(Henry Kissinger)

This writing is addressed to my friends who are: Legal Administrators, Directors of Administration, Law Office Managers, and others with various and sundry titles that describe the individual who is responsible for human resources, facilities, financial management, practice management, and generally keeping the firm running smoothly from day to day may be the most challenging and the most critical position in a law firm in today's environment.

Not only must you be able to multi-task, change focus at a moment's notice, respond to the most minute to the highest level responsibility with great agility during the course of the day, but you must do all this while maintaining an outwardly calm professional demeanor.

One would wonder who would want such a position? The other side of this coin is that this position is rewarding in so many intangible ways where you can be fulfilled with a sense of accomplishment, obtain a career rich with relationships that are formed with trust, and achieve unlimited intellectual and character growth.

With all this being said, the most challenging part of this position, however, is "being caught in the middle" and feeling the painful tug of differing priorities, divided loyalties and of course strong ethical positions and opinions of your own.

My friends in such a position have often shared stories about having to make decisions and enforce firm policies only to have their actions reversed by a managing partner, practice group leader or other professional with more authority. Often this is done without discussion, leaving you feeling disrespected and undermined.

Because your superiors may have very different ideas about how the organization should be managed, you may find yourself being given different sets of instructions for handling the same situation, or for completing a project.

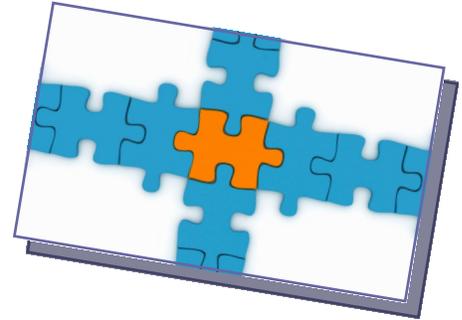
There are also occasions when an employee will challenge your direction, taking his/her case to one of the partners, only to have his/her special request for more vacation, a raise or some other favor granted without regard to the fact you will have to deal with the rest of the disgruntled employees who are not receiving the same benefit. In addition, if employees become aware that this type of behavior works, you will find yourself losing respect and becoming ineffective in handling the very responsibilities you have been charged with by the "guilty party/parties."

CONTINUED

CAUGHT IN THE MIDDLE

The Legal Administrator's Dilemma

CONTINUED



This can become very complicated, as I don't have to tell you. You are part of management, often you are on the executive committee. You have access to confidential information and are trusted to support the efforts of the owners, shareholders, or partners, in order to assure a profitable and successful operation. How can you do this, when the very people you are working for don't understand that sabotaging your position will also sabotage the success of the firm? There's no easy answer.

You wouldn't be in the position if you hadn't proven by your background, experience and track record that you could handle the responsibilities. You know what's happening, but there are times you can't seem to come up with a solution to a particular dilemma in which you find yourself.

The purpose of this writing is not to present comprehensive solutions to every situation you will face. I would like to be one of those voices crying in the wilderness who is validating that you walk a thin line daily, have a difficult job, and almost every individual in such a job shares the same types of challenges every day. There are books written on this subject! I'm merely attempting to share a few ideas gleaned from some of the successful legal managers that I've met. They are your peers who were generous enough to share their survival tips from their experiences:

- First and foremost never take anything personally. Most of these dilemmas are created by the self-interest of the individuals involved, not by any intended disrespect directed towards you.
- Remove the personalities in your mind and make judgments on the issues. Then, if necessary add the personality components to balance your decision.
- Make sure you are clear as to who the ultimate authority is in your organization and who is responsible for your career. If this is not clear, it's important to clear this up immediately. Understanding who holds the most power will aid you in making decisions and setting priorities.
- If the problem is caused by conflicting opinions, direction or activities of two or more "bosses," attempt to get them together to "talk to each other". Bring the subject out in the open and have them resolve it. Your role can simply be as a facilitator. Don't make decisions you have no authority to make.
- Make it clear to your bosses that you can only be effective with their support. They are wasting their resources, only to assist in destroying your credibility by publicly reversing your decisions or circumventing your enforcement of organizational policies. Changes, reversals or other revisions to a decision you have made or an action you have taken should only be communicated to the staff by you, after it has been decided jointly by all your bosses and you, that such change in direction is necessary. In order to maintain your effectiveness and credibility within the organization, you should be permitted to communicate the change to the rest of the organization with the clear message that you were part of the decision to make the change or reversal. Such changes should only be made when absolutely necessary to avoid confusion and to maintain stability within the organization.

CONTINUED

CAUGHT IN THE MIDDLE

The Legal Administrator's Dilemma

CONTINUED

- When necessary and/or appropriate make it clear to staff that you are implementing procedures, actions determined by owners, shareholders, partners, etc. It will not diminish you in their eyes. You will gain respect. Others usually know when you are “faking it”.
- Try not to react immediately. Close your door, or take a walk, and take time to think about what happened, why it happened, what is your real responsibility or is it something that must actually be handled at a higher level. Before going to your superior, try to find a peer in another firm with whom you can discuss the dilemma. It's important that you diffuse your emotion or “knee-jerk” reaction before dealing with the situation within your firm. Even having lunch with a friend who is a confidant can give you a different perspective.
- Be open and transparent so that all of your bosses know what is on your plate and what projects you are handling so that you will become aware early on if there are any differing approaches or opinions that might show up later in the process of implementation.
- Be sure that bosses at all levels are all aware of what the organization's policies are, so that they will not inadvertently undermine your efforts to treat everyone fairly. You may want to author and disseminate a formal policy manual if one doesn't exist in your organization. Enlist thoughts from the entire management team while preparing this important document.

After a situation has been resolved, don't hesitate to readdress the issues and summarize what was learned, how things could/should have been handled, or point out how well things worked if you feel the process was handled properly and everyone came away feeling satisfied. This will enable you to set the foundation for future understanding when such situations arise.

These are just a few thought provoking ideas that may be of assistance in those “lonely moments” where most managers find themselves at times.

Your job is not easy, but remember this:

“It shouldn't be easy to be amazing. Then everything would be. It's the things you fight for and struggle with before earning that have the greatest worth. When something's difficult to come by, you'll do that much more to make sure it's even harder--or impossible-- to lose.”

Sarah Dessen, *Along for the Ride*

Patricia Mosesso is the President of Morgan Wentworth, LLC, a Legal Recruiting Firm located in Blue Bell, Pennsylvania, founded in 2000. Patricia has more than twenty-five years of experience in the legal arena. She has worked as Director of Legal Affairs for a major corporation, has successfully managed the placement office of a paralegal school and has taught job search preparation and corporate law to paralegals. She can be reached at patmosesso@morganwentworth.com

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47th annual Creek Clean Up APRIL 29, 2017

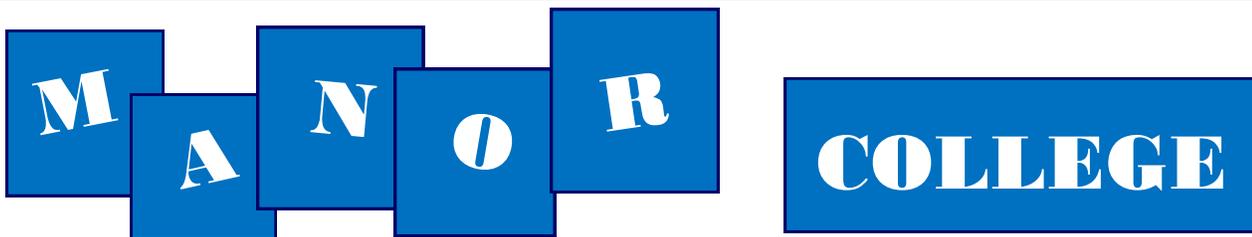
Be part of the 47th annual Creek Clean Up of the Wissahickon of the Wissahickon Creek and its many tributaries. Help WVWA clean up the trail and the creek bed too. Creek and its many tributaries. Help WVWA clean up the trail and the creek bed too.

Again this year the MCPA's Community Outreach and Pro Bono Committee has registered as a group for this worthy cause. Volunteers are pre-assigned to sections of the Creek and trail and supplied a map of that section, appropriate number of bags and the deposit location for trash pick-up by the local municipalities.

Following the clean up, the Wissahickon Valley Watershed Association and Friends invite all of the participants to join us at the "Talkin' Trash" picnic to satisfy appetites and share stories.

For more information and to register for this event, please contact:

Deborah Arbuckle, Pa.C.P. at darbuckle@kaplaw.com or Norma Gunning at ngunning@bluebelllaw.com



Is enhancing its curriculum in the Paralegal Studies and Criminal Justice Programs.

In addition to adding more electives, there are many online options to complete coursework for a paralegal degree. The program is geared to the adult learner.

*The Summer courses will be offered at the **reduced rate of three credits for the price of one**. This means a student could take three of the courses in general education or paralegal for the price of one! Great deal!*

If interested, please contact:

Mary Sims, J.D., M.A., Professor, Director of Legal Studies
215-817-3538

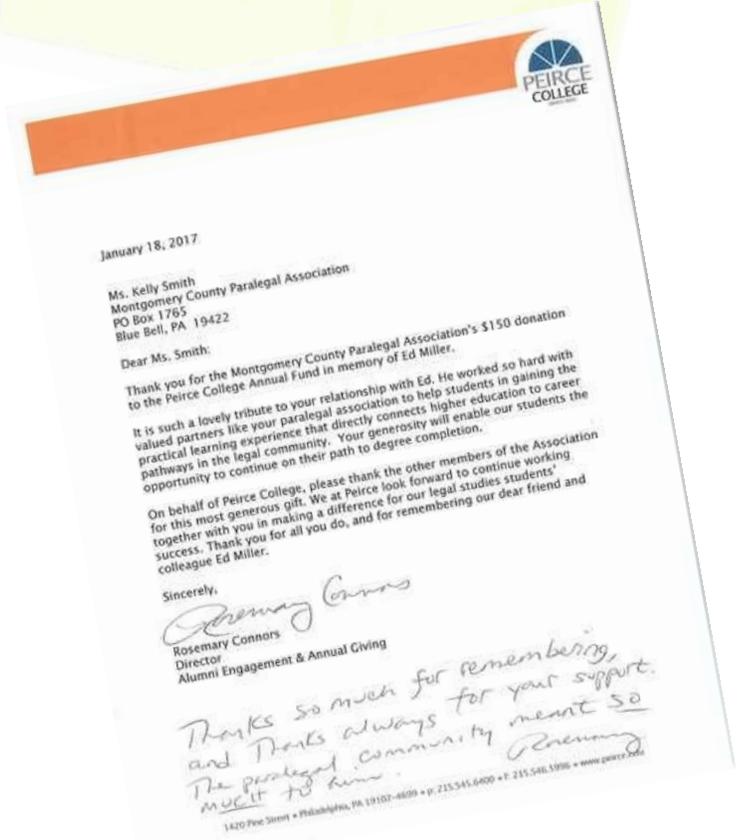
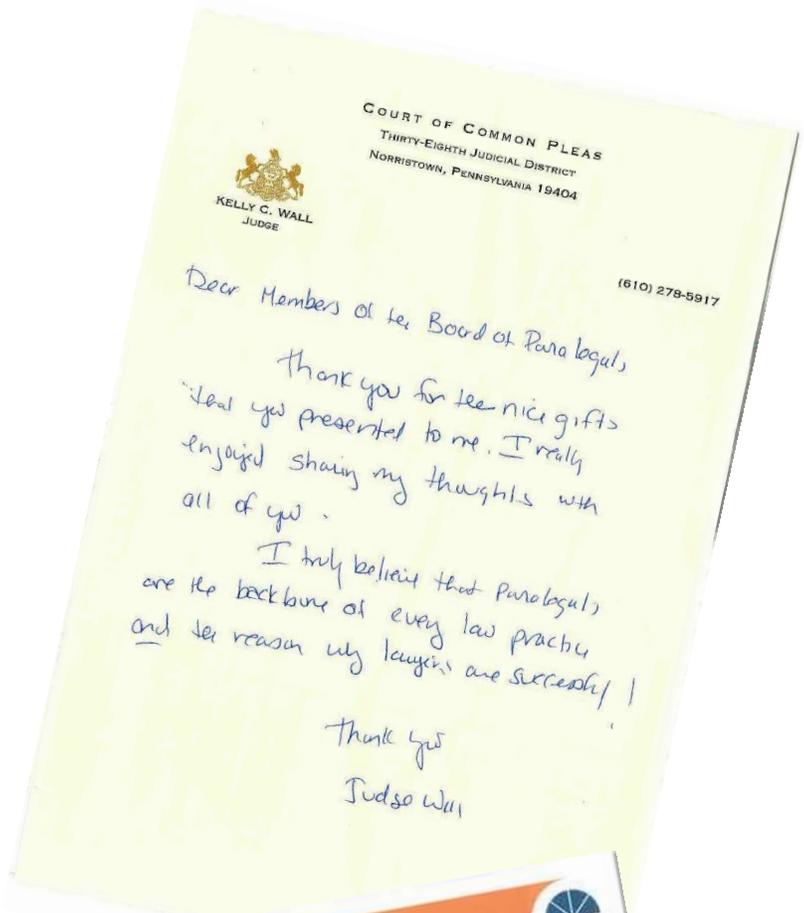
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NOTE

OF

THANKS!

Thank-You Notes received by MCPA



CALLING FOR ACTION TO ALL MEMBERS!!

Now is the time to have your voice heard and write for an article for The National Paralegal Reporter.

The National Paralegal Reporter is encouraging members to write an article for the NPR. If your article is chosen it will be published in the NPR. Below are a list of the themes that the NPR is looking for articles written on.

The MCPA News You Can Use will also publish this article and remember we are always looking to our members to write articles and write recaps of our events.

National Paralegal Report Themes 2017 - 2018

- **Summer 2017 Issue - Deadline for article submission: 2/15/17**

1. What is a paralegal?

- a) The Paralegal profession where it started and where is it going?
- b) Non-traditional Paralegal Roles.

2. Highlight on homeowner/property laws.

- **Fall 2017 Issue - Deadline for article submission: 5/15/17**

Health Insurance and Life Insurance and your rights

- a) Wellness: Not just fitness, mindfulness, etc.
- b) Paralegal assistance program, stress, substance abuse
- c) Being a Paralegal doesn't necessarily mean you have to be sedentary. How fitness can help boost your energy and work product.

- **Winter 2017 Issue - Deadline for article submission: 8/15/17**

Diversity in the legal field

- a) Gender
- b) Ethnicity
- c) Sexuality
- d) Age
- e) Religion
- f) Background
- g) Upbringing
- h) Generation
- i) Region of the country

- **Spring 2018 Issue Spring - Deadline for article submission: 11/15/17**

Focus on Ethics

- a) Attorney-Paralegal relationships.
- b) How you can make working for a "tough" attorney a learning experience.
- c) Ethics and how the attorney's actions affect you - the paralegal



DID YOU KNOW?

- Pennsylvania has a certification program for paralegals?
- Certified paralegals:
 - Must meet educational and employment requirements;
 - Raise your profitability;
 - Hold themselves to the same ethical and professional standards as attorneys; and
 - Create more value for your clients.

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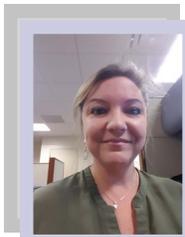
Villari, Brandes & Giannone, PC
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rfedorka@villarilaw.com



Ro is a Paralegal at the law firm of Villari, Brandes & Giannone, PC in Conshohocken. She has been a member of MCPA since 2005 and has served as chair of the Planning & Community Outreach Committees. She has also previously served as Treasurer for four years and Secretary for two years and was recently elected to serve as President. She resides in West Norriton with her husband, Larry.

Suzanne H. Sarver, RP— Vice President

Gramercy Property Trust
(267) 620-2963
suzannehoffman32@yahoo.com



Suzanne works for Gramercy Property Trust as a Registered Paralegal in the Horsham office. She currently serves as a Board of Director of the Association as well as Contributing Editor to its newsletter and has recently been elected as the Vice President. She resides in Upper Gwynedd with her husband Brian and their two labs, Frack and Powerstroke.

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.

Kelly Smith, Pa.C.P. —Treasurer

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ksmith@kanepugh.com



Kelly is a Paralegal at the law firm of Kane, Pugh, Knoell, Troy & Kramer in its Norristown office. She currently serves as the Association Treasurer, a position she has held since 2013. She is also the Job Bank Coordinator for the MCPA. She lives in Phoenixville with her cat, Emmett J.

BOARD OF DIRECTORS



Christopher Gregg
(2017—2019)

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.



Noreen Messmer, Pa.C.P.
(2017—2019)

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.



Michelle Calkins, Pa.C.P.
(2017—2019)

Michelle is a Paralegal with Miller, Turetsky, Rule & McLennan located in Collegeville. She is an active member of the Association and currently serves as the Layout Editor of the MCPA newsletter. She lives live in Collegeville with her husband, Wes.



Shari Weber Bradley, Pa.C.P.
(2016—2018)

Shari works for Peter E. Bort, Esquire at Bort Law which is a general practice firm. A long time member of MCPA, she was recently elected to the Board of Directors. Shari lives in Eagleville and is the mother of two twenty something boys and stepmother of three teen boys.



Nancy Piechota, Pa.C.P.
(2016—2018)

Nancy is a Paralegal at the law firm of Mannion Prior, LLP in King of Prussia. Nancy was recently elected to 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.

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