

# MCPA TODAY

Official Publication of the Montgomery County Paralegal Association

Spring 2007

[www.montcoparalegals.org](http://www.montcoparalegals.org)

## Message from the President

*You must be the change you wish to see in the world.*

*Mahatma Gandhi*

Yes, it really is Spring - fresh air, flowers in bloom, birds singing! With that in mind, please consider joining MCPA and the Wissahickon Watershed's Earth Day project on April 28<sup>th</sup>. What a great way to spend a day with your family. Details are on MCPA's website.

On behalf of MCPA I would like to take this opportunity to say thank you to all of our corporate sponsors this year! You have given MCPA the "shot in the arm" we need in order to continue our purpose in providing support to all of our members through our various educational seminars and programs and for allowing us to continue to grow our Association and the paralegal profession. We appreciate all you do for us!

To the membership - you will see our sponsors' information on our website. Please let them know how much you appreciate their contribution to MCPA.

Kudos to all the members of MCPA's Planning Committee! I'm not sure how they do it, but they have certainly outdone themselves with their choice of speakers for our meetings and CLE seminars. Janine Kelly, from the Montgomery County Women's Center, was the speaker at our breakfast meeting on March 24th. I'm sure those of you who attended this meeting would agree that it was an excellent program!

Make sure you check the website [www.montcoparalegals.org](http://www.montcoparalegals.org) for our upcoming seminars on Corporate Entities and a CLE seminar on Domestic Relations - you don't want to miss them!

Please keep in mind we are always looking for new members! If you know a paralegal who does not belong to MCPA (they don't have to work or live in Montgomery County) encourage them to come with you to our next meeting and refer them to our website. We have a lot to offer!

**Beth Ann Breckenridge**  
**President**

**Board of Directors**  
*Officers*

**Beth Ann Breckenridge**  
President

**Kathleen Zamorski**  
1<sup>st</sup> Vice President

**Lisa M. LaPenna**  
2<sup>nd</sup> Vice  
President

**Mary Hoskinson**  
Secretary

**Tracey L. Barnes, RP**  
Treasurer

**Harry Reichner**  
**Stephanie Dise**  
**Karen Garcia**



**Save the  
date!**

April 24, 2007, MCPA  
CLE Corporate Entity  
Seminar

May 23, 2007, MCPA  
CLE Family Law  
Seminar



## **HOW TO CHALLENGE THE IRS**

**By: Lisa M. LaPenna**

On February 22, 2007, the members of the MCPA met at the law firm of Kaplin Stewart to hear from Barry A. Furman, Esquire on the topic of “How to Challenge the IRS”. Mr. Furman is a principal of the firm and specializes in Tax and Estates and Business Transactions. Mr. Furman was a Senior Tax Attorney for the Office of Chief Counsel, Internal Revenue Service.

Mr. Furman started his presentation by saying that the IRS accepts most federal returns as filed. Some returns, however, are examined, or audited, to determine if income, expenses, and credits are reported accurately. During an examination process, the IRS may determine what is due. The examinations are done by mail or in person. During an examination, if you think you will owe additional tax at the end of the examination, you can stop interest from accumulating by paying all or part of the amount you think you will owe.

The IRS tries to examine tax returns as soon as they are filed, but sometimes they request that you extend the statute of limitations of your tax return. A return’s statute of limitation generally limits the time the IRS has to examine the return and assess the tax. Assessments of tax must be made within 3 years after a return is due or filed, whichever is later. You have the opportunity to extend the statute of limitations to allow you additional time to provide further documentation to support your position, to request an appeal if you do not agree with the IRS’s findings, or to claim a tax refund or credit.

After the examination, the IRS will either approve your return or reject it. If you agree with the amount due, you can sign an agreement form and pay the additional tax requested, plus any additional interest and penalties. If you do not agree with the amount due, you may request Fast Track Mediation services to help you resolve disputes resulting from the examination, appeal your case within the IRS, or take your case directly to tax court.

If you decide not to pay your taxes in full and do not contact the IRS with a reason, the IRS may file a lien against your property, serve a levy on your property or salary, or assess a trust fund recovery penalty for employment taxes. The Federal tax lien will be released after the tax liability becomes fully paid. You may apply for a Certificate of Discharge of property from a Federal tax lien or for Subordination of a Federal tax lien.

If you need assistance with this process, you can contact the Taxpayer Advocate Service, which is an independent organization with the IRS. The service helps individual and business taxpayers resolve problems with the IRS.

Mr. Furman recently spoke to a Legal Systems class at PW High School providing them with a real life view of a day in the life of an attorney.





THE MONTGOMERY COUNTY PARALEGAL  
ASSOCIATION

<b><i>When:</i></b>	April 24, 2007 6:00 P.M.
<b><i>Where:</i></b>	KAPLIN, STEWART, MELOFF, REITER & STEIN, PC 910 Harvest Drive Blue Bell, PA 19422
<b><i>Special Guest:</i></b>	<b><i>Harry Reichner to speak on the different types of corporate entities and the advantages of each CLE Approved</i></b>
<b><i>Menu:</i></b>	Light dinner and beverages supplied by Kaplin, Stewart, Meloff, Reiter & Stein, PC
<b><i>Cost:</i></b>	<b><i>Free to members</i></b>
<b><i>RSVP:</i></b>	By Tuesday, April 20, 2007 To Tracey L. Barnes, RP, at <a href="mailto:Traceyb@dbyd.com">Traceyb@dbyd.com</a>



---

## How to Contact Us



Beth Ann Breckenridge, President      **(610) 275-0700**  
[bbreckenridge@highswartz.com](mailto:bbreckenridge@highswartz.com)

Lisa M. LaPenna, Vice President      **(610) 941-2523**  
[llapenna@kaplaw.com](mailto:llapenna@kaplaw.com)

Kathy Zamorski, Vice President      **(215) 345-7000** x. 294  
[Kmz@eastburngray.com](mailto:Kmz@eastburngray.com)

Mary Hoskinson, Secretary      **(610) 834-8800**  
[mhoskinson@obrlaw.com](mailto:mhoskinson@obrlaw.com)

Tracey L. Barnes, RP, Treasurer      **(215) 362-2474**  
[traceyb@dbyd.com](mailto:traceyb@dbyd.com)

Harry Reichner, Board Member      **(610) 941-2562**  
[hreichner@berwynabstract.com](mailto:hreichner@berwynabstract.com)

Stephanie Dise, Board Member      **(215) 628-3810**  
[sdise@bluebelllaw.com](mailto:sdise@bluebelllaw.com)

Karen Garcia, Board Member      **(610) 270-8162**  
[Karen.Garcia@us.henkel.com](mailto:Karen.Garcia@us.henkel.com)



COMMONWEALTH AGENCY, INC.  
Representing  
Commonwealth Land Title Insurance Company &  
First American Title Insurance Company  
25 Skippack Pike, Broad Axe, PA 19002

MARC FRANZONI  
[marc@caitle.com](mailto:marc@caitle.com)

(215) 643-7744  
(215) 643-5680 FAX

# NFPA

## **2007 Paralegal Scholarships**

The National Federation of Paralegal Associations, Inc., in conjunction with Thomson West, is pleased to award two scholarships totaling \$5,000. Scholarships of \$3,500 and \$1,500 will be presented at the 2007 NFPA Annual Convention in Tampa, Florida to be held from October 18, 2007 through October 21, 2007. Thomson West will provide a travel stipend for the two award recipients so that they may receive their awards at the NFPA Annual Convention.

The applicant must be a part-time or full-time currently enrolled student or accepted student in an accredited paralegal education program or college level program with emphasis in paralegal studies. They must demonstrate they have maintained a "B" average. Selection will be based upon scholastic excellence, participation in campus and paralegal program leadership activities, community service, and review of the writing sample. Proven need for financial assistance *may* be considered. NFPA membership is not a requirement.

*NOTE: FUNDS ARE TO BE USED TO PURSUE A PARALEGAL EDUCATION. CHECKS WILL BE MADE PAYABLE TO SCHOLARSHIP RECIPIENT AND RECIPIENT'S PARALEGAL EDUCATION INSTITUTION.*

An applicant may be disqualified for a felony or comparable crime, as defined by an individual state that does not have felony designations; or if the applicant is currently under the suspension, termination, or revocation of a certificate, registration of a certificate, registration or license to practice by a professional organization, court, disciplinary board or agency in any jurisdiction.

Send applications and **complete package** of supporting documentation to NFPA, P.O. Box 2016, Edmonds, WA, 98020-9516. Entries must be postmarked on or before **August 1, 2007**. Information and applications are also available from NFPA, Attn: Scholarship Chair, P.O. Box 2016, Edmonds, WA, 98020-9516. NFPA is the national voice and the standard for excellence for the paralegal profession through its work on the issues of regulation, ethics, and education. Headquartered in Seattle, WA, NFPA is a non-profit professional organization representing more than 11,000 paralegals.

### **SPONSORED BY:**

NFPA and Thompson West

For the application and more information, please visit the NFPA website at [www.paralegals.org](http://www.paralegals.org).

**The application and All materials must be postmarked by August 1, 2007.**

**Incomplete applications, including those received after August 1, 2007, will not be eligible for consideration.**

**Faxes will not be accepted.**



## **ESQUIRE ASSIST LTD.**

- We provide corporate and UCC searches;
- We file corporate & other documents and provide Registered Office/Agent services;
- We obtain lien certificates from the Dept. of Revenue;
- We obtain documents from the PA Corporation Bureau, offices at the Department of State, Departments of Insurance & Health, and Commonwealth, Superior and Supreme Courts in Harrisburg; and
- Through our network of contacts we can provide similar services in the other 49 states.

Contact Tony DiSanto, Esq. at (717) 232-9398 or at [tony@esquireassist.com](mailto:tony@esquireassist.com)



**Meghan prefers  
substance over  
hype.**

## **Welcome to HNB**

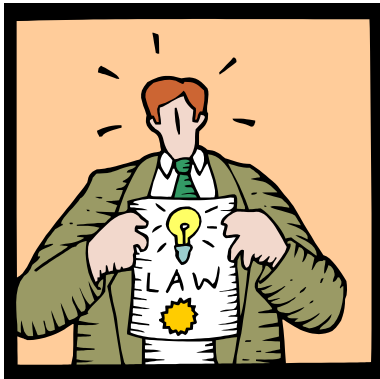
So do we. So instead of hiring bright, friendly looking actors to fill TV commercials, we hire bright, friendly people to fill our branches. We offer great rates and products that make sense. And we do our best to surprise you every time we see you with just how great our service is. We think you'd prefer it that way, too. Give us a call.



**Blue Bell • Skippack  
Harleysville • Spring House**

**40+ locations in 8 counties  
throughout eastern PA.**

**1-888-HNB-2100  
[www.harleysvillebank.com](http://www.harleysvillebank.com)**



## **The first in a series of articles on Paralegal Regulation**

By Karen Garcia

Paralegals have been around for a long time and are presently a thriving community of hard-working professionals, who provide legal services under the supervision of an attorney.

Currently, in Pennsylvania, the authority given to Paralegals comes from the attorneys who directly supervise them. Generally, qualifying as a paralegal means completing either a two-year Associate's degree or four-year Bachelor's degree along with obtaining a paralegal certificate from an accredited ABA paralegal studies program. In addition, many of us have at least a few years of work experience in a specialty area. Of course, there are exceptions – some in our legal community have earned a paralegal certificate, have several years or more of substantive legal experience, but no college degree.

If many within our paralegal community fit these credentials, then why is the topic of regulation gaining momentum? Isn't it enough that our understanding of the law, the skills we've acquired, and our work product are shaped, nurtured and monitored by our supervising attorney?

What kind of regulation are many advocating? Certification, licensure, and accreditation are the most common forms (each will be explained in detail in the next Regulation article.)

As a guiding force for the Paralegal profession, the National Federation of Paralegals Association (NFPA) advocates regulation. As a matter of fact, NFPA held a conference on regulation last month in Dallas, Texas. The agenda included information on how the regulation process works and how attendees can utilize that information to start the regulation process in their State. This conference was very important in bringing in-depth discussion of regulation to the forefront for States where regulation is merely talk.

Certainly, regulation is becoming more than just casual talk these days in Pennsylvania. Our own association recognizes that paralegal regulation is on the horizon. Our President Beth Ann Breckenridge strongly believes that MCPA should become proactive from the outset by examining the pros and cons of regulation, researching the regulation process, and participating in future formal discussions and/or political forums on proposed regulation in Pennsylvania. As a matter of fact, Beth wholeheartedly supported my desire to attend the conference in Dallas. Unfortunately, the inclement weather that hit our region back on the weekend of March 16<sup>th</sup> prevented my traveling to Dallas.

Locally, though, regulation may be one of the topics discussed at the next Keystone Alliance meeting to be held later this month in Hershey, Pennsylvania. As you may know, Keystone Alliance is a consortium of eight Pennsylvania paralegal associations from Philadelphia, Montgomery County, Chester County, the Lancaster area, Central Pennsylvania, Lycoming County, York County and Pittsburgh.

Jumping on the regulation bandwagon is no easy task and it will not happen overnight. It will involve an incredible amount of discussion, research, and consensus building across the Commonwealth, but not just within the paralegal profession. Attempting regulation will mean securing support from our local and state bar associations. Much time and effort will be directed

to the drafting of a legislative bill and lobbying our legislators in Harrisburg to make the bill's passage into law a reality in Pennsylvania. All of this will require an incredible amount of dedication on the part of those individual paralegals and/or their associations spearheading the regulation process.

In the next MCPA Today newsletter article, I will explain the various forms of regulation and report on the States that already have regulation in place or are currently proposing it. And is Pennsylvania ready for regulation? Stay tuned.



## Community Outreach



### Ongoing collections:

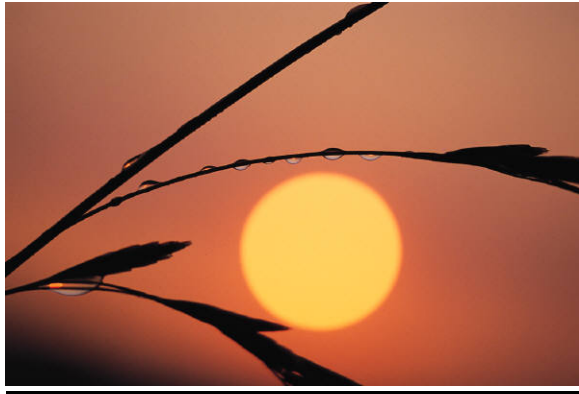
Cell Phones  
Eyeglasses (for the Lions Club)

### Upcoming events:

Earth Day clean up -Saturday, 4/28/07 - starts at 9:00 AM - Wissahickon Watershed Association. We are assigned Morris Road, near Sheaff Lane, South of Butler Pike, Ambler. Clean up is about 2 hours followed by a picnic hosted by Whole Foods. Interested volunteers should contact Joyce O'Brien or Norma Gunning. Bring gloves, old boots/shoes for the clean up and a change of clothes for after.

MS Walk - we are walking again this year at the Elmwood Park Zoo. We were very successful last year, raising \$1,787 - so we've set our sights higher with a goal of \$2,100. Date is Sunday, 5/6/07. Participates may register on line or contact the event chair, Norma Gunning. She has already registered our team.





## **Waking up with the MCPA**

Written By Tracey L. Barnes, RP

The MCPA held its March General Membership Meeting on Saturday, March 24, 2007, at Otto's Brauhaus in Horsham. After enjoying a delicious made-to-order breakfast, Janine Kelly from The Women's Center of Montgomery County gave a presentation regarding the Center and its services.



Janine began with a brief introduction of the Center, indicating that it is a non-profit organization and has been in service for over 30 years. They have five offices in Montgomery County, including one in the Prothonotary's Office in Norristown. The Center provides services to abused women, education to the public, and also provides training to police officers who may be called to a domestic disturbance incident. The Center provides empowering counseling to the women it serves, and the services provided are free and private. Another service the Center provides is relocation of abused individuals. They will re-locate

someone to The Laurel House, in a hotel, or even out of state if the situation requires. Janine also explains that the Center does not typically assist rape victims as the Victim Services Unit is more aligned with this type of service.

An interesting topic that Janine touched on was the issue of Protection From Abuse Orders. The Center does not typically encourage women to obtain these Orders as the Orders are only good if the abuser respects the law. If the abuser does not respect the person he is abusing he will not generally respect the law. As the goal is to have the abused individual away from the abuser, the Protection From Abuse Order does not help in this situation in that the Order will list the victim's address.



Janine then went on to describe some of the signs and consequences of abuse. Abusive relations are evident in all walks of life. Abuse takes many forms which include physical, sexual, emotional, verbal, and financial. Abusive people appear to be very nice, often charming to the general public. However, to the family member or friend whom they are abusing, the abuser is extremely controlling. Abused women are usually isolated from their family and friends and are not permitted to handle the finances of the home, to the point that some abused women are not "permitted" to have a job.

Janine emphasized the power of "words" in our society. Just the fact that someone,

friend, co-worker, etc., would approach you and make a non-flattering remark on a regular basis, i.e., “you should really do something about your hair color” could be considered a form of abuse. If the comment is made frequent enough a person could begin to believe that something is wrong with her appearance. Janine had the group do a small exercise where she had each person draw a rabbit on the back of a paper. Then she began to explain that depending on where the rabbit was drawn on the paper would indicate a certain characteristic. As the group found the information interesting, Janine then explained that she made the whole test up and there is no proof behind the rabbit positioning and personal characteristics. The point of the exercise is to show how easy we as a society will believe what a person has said.

Janine went on to explain that if you think you have a friend or family member who is being abused; you should talk to him or her. Explain to them that you are concerned about them but do not approach him or her aggressively negative (i.e., “so-and-so is such a jerk you should just leave him.”). If your friend becomes angry at your concern, do not take it personally as your friend or family member may be very confused with the situation he or she is in.

Janine mentioned the Date Rape Drug and how it has become a real epidemic in the United States. It is an illegal drug that is imported from Mexico. Some common sense ways to keep yourself safe is to always leave with a friend and to attempt to get your own drinks. As the drug is tasteless, odorless, and colorless, even a glass of water could become dangerous. If a person offers you a drink, you may accept it, but leave it sit and do not drink it.

In closing, Janine indicated that the Center could always use volunteer help. The training is approximately 45 hours, but that training could make a world of difference to a person who needs help. Janine ended with

the phrase “The most important relationship is the one you have with you.”

If you have any questions regarding the Center or would like to help, you can contact the Center at any of the phone numbers listed below. You may also contact Montgomery County Paralegal Association Board Member Karen Garcia as she has completed the 45-hour training with the Center.

Thank you Janine for taking the time out of your busy schedule to better educate us regarding the Women’s Center of Montgomery County and domestic abuse.





## For Your Health Submitted by Harry Reichner

The following is a "healthy food hot list" consisting of the 29 food that will give you the biggest nutritional bang for your caloric buck, as well as decrease your risk for deadly illnesses like cancer, diabetes and heart disease. Along with each description is a suggestion as to how to incorporate these power-foods into your diet.

### FRUITS

01. [Apricots](#)  
The Power: [Beta-carotene](#), which helps prevent free-radical damage and protect the eyes. The body also turns beta-carotene into [vitamin A](#), which may help ward off some cancers, especially of the skin. One apricot has 17 calories, 0 fat, 1 gram of [fiber](#). Snacks on them dried, or if you prefer fresh, buy when still firm; once they soften, they lose nutrients.
02. [Avocados](#)  
The Power: Oleic acid, an unsaturated fat that helps lower overall [cholesterol](#) and raise levels of HDL,

plus a good dose of fiber. One slice has 81 calories, 8 grams of fat and 3 grams of fiber. Try a few slices instead of mayonnaise to dress up your next burger.

03. [Raspberries](#)  
The Power: [Ellagic acid](#), which helps stall cancer-cell growth. These berries are also packed with [vitamin C](#) and are high in fiber, which helps prevent high cholesterol and heart disease. A cup has only 60 calories, 1 gram of fat and 8 grams of fiber. Top plain low-fat yogurt or oatmeal (another high fiber food) with fresh berries.
04. [Mango](#)  
The Power: A medium mango packs 57mg of vitamin C, almost your whole-recommended daily dose. This [antioxidant](#) helps prevent arthritis and boosts wound healing and your immune system. Mangoes also boast more than 8,000 IU of vitamin A (as beta-carotene). One mango has 135 calories, 1 gram of fat and 4 grams of fiber. Cut on up and serve it over leafy greens. Bonus: Your salad will taste like dessert!
05. [Cantaloupe](#)  
The Power: Vitamin C (117mg in half a melon, almost twice the recommended daily dose) and beta-carotene - both powerful antioxidants that help protect cells from free-radical damage. Plus, half a melon has 853mg of

[potassium](#) - almost twice as much as a [banana](#), which helps lower blood pressure. Half a melon has 97 calories, 1 gram of fat and 2 grams of fiber. Cut into cubes and freeze, then blend into an icy smoothie.

06. [Cranberry Juice](#)  
The Power: Helps fight bladder infections by preventing harmful bacteria from growing. A cup has 144 calories, 0 grams of fat and 0 fiber. Buy 100 percent juice concentrate and use it to spice up your daily H2O without adding sugar.
07. [Tomato](#)  
The Power: [Lycopene](#), one of the strongest [carotenoids](#), acts as an antioxidant. Research shows that tomatoes may cut the risk of bladder, stomach and colon cancers in half if eaten daily. A tomato has 26 calories, 0 fat and 1 gram of fiber. Drizzle fresh slices with olive oil, because lycopene is best absorbed when eaten with a little fat.
08. [Raisins](#)  
The Power: These little gems are a great source of iron, which helps the blood transport oxygen and which many women are short on. A half-cup has 218 calories, 0 fat and 3 grams of fiber. Sprinkle raisins on your morning oatmeal or bran cereal - women, consider this especially during your period.

09. [Figs](#)  
The Power: A good source of potassium and fiber, figs also contain [vitamin B6](#), which is responsible for producing mood-boosting serotonin, lowering cholesterol and preventing water retention. The Pill depletes B6, so if you use this method of birth control, make sure to get extra B6 in your diet. One fig has 37 to 48 calories, 0 fat and 2 grams of fiber. (Cookie lovers - fig bars have around 56 calories, 1 gram of fat and 1 gram of fiber per cookie). Fresh figs are delicious simmered alongside a pork tenderloin and the dried variety make a great portable gym snack.

10. [Lemons/Limes](#)  
The Power: Limonene, furocoumarins and vitamin C, all of which help prevent cancer. A wedge has 2 calories, 0 fat and 0 fiber. Buy a few of each and squeeze over salads, fish, beans and vegetables for fat free flavor.

---

## VEGETABLES

11. [Onions](#)  
The Power: Quercetin is one of the most powerful [flavonoids](#) (natural plant antioxidants). Studies show it helps protect against cancer. A cup (chopped) has 61 calories, 0 fat and 3 grams of fiber. Chop onions for the maximum [phytonutrient](#)

boost, or if you hate to cry, roast them with a little olive oil and serve with rice or other vegetables.

12. [Artichokes](#)  
The Power: These odd-looking vegetables contain silymarin, an antioxidant that helps prevent skin cancer, plus fiber to help control cholesterol. One medium artichoke has 60 calories, 0 fat and 7 grams of fiber. Steam over boiling water for 30 to 40 minutes. Squeeze lemon juice on top, then pluck the leaves off with your fingers and use your teeth to scrape off the rich-tasting skin. When you get to the heart, you have found the best part!

13. [Ginger](#)  
The Power: Gingerols may help reduce queasiness; other compounds may help ward off migraines and arthritis pain by blocking inflammation-causing prostaglandins. A teaspoon of fresh gingerroot has only 1 calorie, 0 fat and 0 fiber. Peel the tough brown skin and slice or grate into a stir-fry.

14. [Broccoli](#)  
The Power: Indole-3-carbinol and sulforaphane, which help protect against breast cancer. Broccoli also has lots of vitamin C and beta-carotene. One cup (chopped) has 25 calories, 0 fat and 3 grams of fiber. Don't overcook broccoli - instead, microwave or steam lightly to preserve

phytonutrients. Squeeze fresh lemon on top for a zesty and taste, added nutrients and some vitamin C.

15. [Spinach](#)  
The Power: Lutein and zeaxanthin, carotenoids help fend off macular degeneration, a major cause of blindness in older people. Plus, studies show this green fountain of youth may help reverse some signs of aging. One cup has 7 calories, 0 fat and 1 gram of fiber. Add raw leaves to a salad or sauté with a little olive oil and garlic.

16. [Bok Choy](#) (Chinese cabbage)  
The Power: Brassinin, which some research suggests may help prevent breast tumors, plus indoles and isothiocyanates, which lower levels of estrogen, make this vegetable a double-barreled weapon against breast cancer. A cup will also give you 158mg of [calcium](#) (16 percent of your daily recommended requirement) to help beat osteoporosis. A cup (cooked) has 20 calories, 0 fat and 3 grams of fiber. Find it in your grocer's produce section or an Asian market. Slice the greens and juicy white stalks, then saute like spinach or toss into a stir-fry just before serving.

17. [Squash](#) (Butternut, Pumpkin, Acorn)  
The Power: Winter squash

has huge amounts of vitamin C and beta-carotene, which may help protect against endometrial cancer. One cup (cooked) has 80 calories, 1 gram of fat and 6 grams of fiber. Cut on in half, scoop out the seeds and bake or microwave until soft, then dust with cinnamon.

18. [Watercress and Arugula](#)

The Power: Phenethyl isothiocyanate, which, along with beta-carotene and vitamins C and E, may help keep cancer cells at bay. One cup has around 4 calories, 0 fat and 1 gram of fiber. Do not cook these leafy greens; instead, use them to garnish a sandwich or add a pungent, peppery taste to salad.

19. [Garlic](#)

The Power: The sulfur compounds that give garlic its pungent flavor can also lower LDL ("bad") cholesterol, lower blood pressure and even reduce your risk of stomach and colon cancer. A clove has 4 calories, 0 fat and 0 fiber. Bake a whole head for 15 to 20 minutes, until soft and sweet and spread on bread instead of butter.

---

## GRAINS/BEANS/NUTS

20. [Quinoa](#)

The Power: A half cup of cooked quinoa has 5 grams of protein, more than any other grain, plus iron, riboflavin and magnesium.

A half-cup has 318 calories, 5 grams of fat and 5 grams of fiber. Add to soup for a protein boost. Rinse first, or it will taste bitter.

21. [Wheat Germ](#)

The Power: A tablespoon gives you about 7 percent of your daily [magnesium](#), which helps prevent muscle cramps; it is also a good source of [vitamin E](#). One tablespoon has 27 calories, 1 gram of fat and 1 gram of fiber. Sprinkle some over yogurt, fruit or cereal.

22. [Lentils](#)

The Power: Isoflavones, which may inhibit estrogen-promoted breast cancers, plus fiber for heart health and an impressive 9 grams of [protein](#) per half cup. A half-cup (cooked) has 115 calories, 0 fat and 8 grams of fiber. Isoflavones hold up through processing, so buy lentils canned, dried or already in soup. Take them to work, and you will have a protein packed lunch.

23. [Peanuts](#)

The Power: Studies show that peanuts or other nuts (which contain mostly unsaturated "good" fat) can lower your heart-disease risk by over 20 percent. One ounce has 166 calories, 14 grams of fat and 2 grams of fiber. Keep a packet in your briefcase, gym bag or purse for a protein-packed post-workout nosh or an afternoon pick me up that

will satisfy you until supper, or chop a few into a stir-fry for a Thai accent. See also: [The Nut Case](#)

24. [Pinto Beans](#)

The Power: A half cup has more than 25 percent of your daily requirement of folate, which helps protect against heart disease and reduces the risk of birth defects. A half-cup (canned) has 103 calories, 1 gram of fat and 6 grams of fiber. Drain a can, rinse and toss into a pot of vegetarian chili.

Low fat [Yogurt](#)

25. The Power: Bacteria in active-culture yogurt helps prevent yeast infections; calcium strengthens bones. A cup has 155 calories, 4 grams of fat, 0 grams of fiber. Get the plain kind and mix in your own fruit to keep calories and sugar down. If you are lactose intolerant, never fear - yogurt should not bother your tummy.

26. [Skim Milk](#)

The Power: [Riboflavin](#) (a.k.a. vitamin B2) is important for good vision and along with vitamin A might help improve eczema and allergies. Plus, you get [calcium](#) and [vitamin D](#), too. One cup has 86 calories, 0 fat and 0 fiber. If you are used to high fat milk, don't go cold turkey; instead, mix the two together at first. Trust this fact: In a week or two you won't miss it!

---

## SEAFOOD

27. [Shellfish](#) (Clams, Mussels)

The Power: Vitamin B12 to support nerve and brain function, plus iron and hard-to-get minerals like magnesium and potassium. Three ounces has 126 to 146 calories, 2 to 4 grams of fat and 0 fiber. Try a bowl of tomato-based (and low fat) Manhattan clam chowder.

28. [Salmon](#)

The Power: Cold-water fish like salmon, mackerel and tuna are the best sources of omega-3 fatty acids, which help reduce the risk of cardiac disease. A 3-ounce portion (cooked) has 127 calories, 4 grams of fat, 0 fiber. Brush fillets with ginger-soy marinade and grill or broil until fish flakes easily with a fork.

29. [Crab](#)

The Power: A great source of vitamin B12 and immunity-boosting zinc. A 3-ounce portion has 84 calories, 1 gram of fat, 0 fiber. The "crab" in sushi is usually made from fish; buy it canned instead and make your own crab cakes.

## ***WELCOME NEW MEMBERS!!***

Michelle Mohr

Carol Burns

Kainaz Kadwa

Lizanne Shaffer

Stacy Keller

Kristin Coughlin

Linda Vondercrone

Donna McDonnell

Ashley Zambell

Jayne Essmann



# How to Get Knowledge and Obtain Power (by a Paralegal Who Knows) (Second Line of Title Added by Paralegal Gateway) Contributed by [Victoria Ring](#)

Re-printed with the permission of Victoria Ring, [www.713training.com](http://www.713training.com).

Knowledge is not intelligence. Knowledge is something you obtain after repeatedly performing a skill or being trained in a skill. Knowledge has nothing to do with intelligence. You can have an IQ of 212 but you would never have the knowledge about everything there is to know.

But how do you obtain knowledge? Do you read books? Do you watch videos and attend seminars? Do you enroll in training courses? Do you communicate with people who have the knowledge you wish to obtain? The answer is YES to all four questions. But the problem is, many people don't know how to listen, read and communicate in order to obtain the knowledge provided to them.

Here are some tips to help you increase your knowledge:

## Listening Skills

1. Pay close attention to the answer a person gives after you ask them a question. Although this sounds simple to do, the problem occurs when the listener does not listen. Instead, they are contemplating what they are going to say next, or even concentrating on unrelated matters. It takes a little effort to truly listen to what people are saying and putting all your own thoughts out of your mind for a moment so you can learn from them.

2. Maintain eye contact with the speaker. This is a good exercise to get into a habit of doing because it will help you to become less distracted or keep your thoughts from wondering.

3. Avoid the human tendency to jump to conclusions about what is said before the speaker has finished. Instead, you should listen closely even if you think you know what the person is going to say. Think of yourself as a news reporter with unbiased views and gathering as much information as possible so you can write a detailed report later. Once you

have fully understood and absorbed what the speaker is saying, you can form your own opinions at that time. But forming an opinion while the speaker is talking does not allow you to absorb knowledge.

4. Make sure you understand the entire concept before offering any advice or suggestions to others. Sometimes people are so eager to show their enthusiasm that they offer suggestions without realizing the speaker would prefer that they listen rather than give advice. This is not to say that suggestions and solutions are not important. Of course they are, if they are offered at the appropriate time.

5. Stop everything you are doing and give the speaker your undivided attention. It is nearly impossible to concentrate on what someone is saying if you are doing something else. You may be able to take in the gist of what is being said, but you will never absorb all the details. Details are the meat and potatoes of knowledge and should never be missed.

## Reading Skills

1. When you read a paragraph make sure you can repeat the meaning of that paragraph before you read any further. It is natural for your mind to wander as you are reading a training manual or other reading material. But you need to train yourself to read and understand every paragraph before you move on to the next. This does not mean that you will gain all the knowledge from that paragraph - just that you understand what the writer is saying.

2. Read with an open, unbiased mind until you fully understand what the writer is conveying. You are trying to obtain knowledge that you currently do not have. If you allow your own biased opinions to clutter up your mind while you are trying to obtain that knowledge, you will get little benefit from the knowledge the writer is giving to you.

3. Always read a book with a yellow highlight marker in your hand. Use it to highlight sentences, paragraphs and sections that stick out as important to you. This way, you can go back through the book and immediately find all the highlighted areas during your second review.

## Telephone Skills

1. Organize your thoughts before making the call. No one appreciates a telephone call from a person who takes forever to get to the point. Garbled requests for information can only have one result - failure. You need to organize your thoughts before making the telephone call so you can get right to the point and resolve the issue. If necessary, write down a list of the questions you need to ask or what information you need to obtain; then refer to it when you make the telephone call.

2. Do not put a caller on hold for longer than 1 minute. If you discover you cannot answer the question or solve the problem during the time the caller is on hold, offer to call them back as soon as you have an answer. Then remember to call them back. Most people will wait for you to call them back if you promised to do so. If you still are unable to get the information to help them within 1 hour after promising to call them back, call them anyway and explain that it will take longer than expected. Then, give the caller an expected wait time for you to get the information or solve the problem.

3. Take notes during the telephone call. When someone calls you, train yourself to write down the name of the person and any other notes pertinent to the conversation. This way, you can refer to the person by name during the rest of the conversation and record important information you will use when you hang up the phone.

4. End the telephone call appropriately. Normally the person who calls should be the one who ends the call. But if the caller continues to talk forever and you need the call to end, be professional. Wait for a pause and say something like: "I am sorry to interrupt but I have another appointment. Perhaps we can talk later but thank you again for calling."

5. Return all your calls promptly. A hectic and demanding schedule is no excuse for failing to return a telephone call. Have you ever tried to reach someone repeatedly by telephone, only to have them call you back several days later and tell you they had been so busy they could not call you back? If so, you can imagine how a customer or client will feel when you do the same to them.

## Business Email Communications

1. Use the subject line of an email message to inform. The importance of an email is often determined by the subject line. Keep the subject line brief and specific. Make sure it relates to the subject matter of your email. If not, the receiver might accidentally delete it or mistake your email as spam or an unsolicited advertisement.

2. Treat emails like business letters. It is better to be more formal than casual in business email communications. You want to make a good impression.

3. Include a signature line. Nothing is more annoying than receiving an email from someone you want to contact but they provide no name, title, company, telephone number or website information. Do not rely on people being able to reply to your email as their only means to contact you. Often, email can bounce (due to internet glitches) through no fault of your own and your email is never received.

4. Never shout at people by using uppercase letters. Typing in uppercase letters is considered CYBER SHOUTING. As an alternative use asterisks to emphasize words, such as: Please contact us "no later" than Friday.

5. Skip the fancy decorations. Vivid colors, flashing symbols of bouncing smiley faces (better known as emotions) should never be used in business communications. These types of effects should only be reserved for personal email, not business email.

6. Keep your email very brief. Writing long emails about how you emotionally feel about a situation does not get your email read. But do not be too brief either. Provide the business with all the pertinent facts so they have enough information to look up your records and resolve the issue the first time. However, if your email is longer than 2 paragraphs, pick up the phone and call the company to resolve the issue.

7. Remember that no email is private. Every email you send passes through 1,000s of servers before it is delivered to the recipient.



Additionally, every email you send is likely to be achieved on 1,000s of computers who make it a point to back up their customer's email data. If you are angry and exhibit irrational behavior in an email, chances are it will come back to haunt you one day.

8. Avoid mood mail. Email messages that convey strong emotions can be easily misunderstood. Never send an email when you are angry. Take time to cool down, count to 100, then go back and re-read your email and edit it before clicking the Send button.

9. Proof every email before sending it to a business. It pays to check your grammar, spelling and punctuation before clicking the Send button. Getting in a hurry does nothing but cost you more time in the long run.

10. Respect the privacy of others. When you send an email that you also want sent to other people, use the BCC (blind carbon copy) function instead of the CC (carbon copy) function. This way, when the person receives your email, there will not be a long list of other email addresses at the top; and they don't have to scroll down through the list to get to the email message.

11. Be very cautious when you use the "Reply All" button on your email program. If you receive an email that was sent to a multitude of people, hitting the "Reply All" button will send your reply to everyone. Unless you want this to happen, do not use this feature.

12. Do not be a pest. If you do not receive a response within 24 hours after sending an email, either send a different email explaining why you are following up or pick up the phone and call the company.

13. Never send an attachment unless you have permission to do so. Most email servers today will automatically strip attachments because they can be considered spam. Unless the company has specifically requested that you send an attachment, never send one.

14. Think twice before sending jokes, chain letters or funny messages. Just because you may think something is funny or cute does not mean the person receiving it will feel the same way. In fact, they may even find them insulting. Do not risk your reputation.

15. When posting a response to a message board, remember that your email is forever edged in stone. Many people forget that when they post a message to a message board, that message is archived forever. The main website that archives every web site that has ever been in existence is The Wayback Machine at <http://web.archive.org/>

## Summary

I sincerely hope that you have read this entire article and will use it to improve your communication and listening skills. When you do, you will find that your knowledge will increase and you will become a better asset for the attorneys and business associates you communicate with on a daily basis.

Victoria Ring was the first paralegal to start an outsourcing forms drafting service for bankruptcy attorneys on the internet. After achieving success, she now dedicates her time to training and educating hundreds of people in the proper drafting of well-detailed Chapter 7 and Chapter 13 bankruptcy petitions so they can effectively work for licensed attorneys. The attorneys, as well as their office staff benefits greatly by outsourcing this service to highly-skilled bankruptcy forms processors. Victoria Ring has authored books and training videos and provides ongoing weekly training through her free weekly teleconferences held every Tuesday evening. For more information, visit [www.713training.com](http://www.713training.com).

# NEPA 2007 LEADERSHIP CONFERENCE



## 2007 LEADERSHIP CONFERENCE

Friday, May 4th and Saturday, May 5th

Atlanta, Georgia · Hosted by the Georgia Association of Paralegals

Designed specifically for NFPA members who want to be leaders or those who want to be better leaders!

- » Discover the keys to effective leadership as recognized leaders share their tips, experience, and insights
- » Gain valuable skills in a hands-on, challenging, and rewarding learning experience
- » Make connections and exchange ideas with your peers from around the country
- » Return to your job more knowledgeable and inspired about your profession

If you want to be a paralegal of influence – or you are already, but stronger leadership skills would help you to be even more successful – you **MUST** attend this training!

**Registration is complimentary, but is required.**

*You must be an NFPA member to participate.*

Breakfast on Saturday, and lunches on Friday and Saturday are included!

**REGISTER NOW at:  
WWW.PARALEGALS.ORG**

*Space is limited. Register early.*



NATIONAL  
FEDERATION  
PARALEGAL  
ASSOCIATIONS, INC.

National Federation of Paralegal Associations, Inc.  
*NFPA – The Leader Of The Paralegal Profession™*

P.O. Box 2016, Edmonds, Washington 98020  
Telephone: (425) 967-0045 Fax: (425) 771-9588  
Email: [info@paralegals.org](mailto:info@paralegals.org)

# LEARN

# LEVERAGE

# LEAD

**NFPA\2007**  
**:\TECH.INSTITUTE\:**  
**19 JULY\20 JULY\2007**  
**OMNI WILLIAM PENN HOTEL\PITTSBURGH**

*NFPA - The Leader of the Paralegal Profession<sup>SM</sup>*



#### BY POPULAR DEMAND NFPA LAUNCHES

#### **FIRST NATIONAL LEGAL TECHNOLOGY CONFERENCE** SPECIFICALLY FOR PARALEGALS

The place for paralegals, attorneys and other legal professionals to gain knowledge, perspective, and insight into the benefits, challenges, and pitfalls of legal technology. Learn about major trends and technological innovations that will affect your career, your profession, and your organization now and in the years ahead.

July 19<sup>th</sup> and 20<sup>th</sup>, 2007, NFPA launches its first Tech Institute at the Omni William Penn Hotel in downtown Pittsburgh. 300 participants are expected to attend and take advantage of 28 educational seminars, including speciality sessions offering demonstrations of new software, product information, and related services. Technology products and services will also be featured in an interactive trade show.

To register or find more information visit our website [www.paralegals.org/techinstitute](http://www.paralegals.org/techinstitute)  
or call 425 967 0045