



The Gavel



Newsletter of the Lycoming County Paralegal Association

KEYSTONE ALLIANCE

Endorses Certification of Paralegals

Rebecca Buttorff, RP Ascends to Chair of the Alliance

Report from George Roles, Primary Representative

The Keystone Alliance of Paralegal Associations took bold and important steps to strengthen its resolve and position itself as the predominate voice for Pennsylvania paralegals. As the paralegal profession nationwide moves closer to regulation and becomes more and more secured as a necessity in the dispensation of legal services, the Alliance, at its Fall meeting on November 3, 2007, officially endorsed a paralegal certification program, made way for expedited processing of its business in the future, took over as coordinator of the Pennsylvania Summits on Paralegal Regulation, and unveiled a public website to give the Alliance a statewide and worldwide access.

Continued on page 8

LCPA Adopts Lycoming County Children & Youth Family

The LCPA has again volunteered to collect donations and purchase holiday gifts for a family nominated by Lycoming County Children and

Continued on page 2

KEYSTONE ALLIANCE OF PARALEGAL ASSOCIATIONS

Website Goes Online

The Keystone Alliance of Paralegal Associations is proudly launching its website in November. The Website is located at www.keystoneparalegals.org. The website contains information about the Keystone Alliance along with the member associations. Additionally, it contains a "Paralegal Resource" page. This page provides valuable legal resources such as "Pennsylvania Specific Resources", "Federal Resources", "Virtual Law Libraries" and "Practice Areas". This website will be a valuable tool for paralegals.

Additionally, it has a future link to the PA Certified Paralegal Credential (PaCP).

INSIDE THIS ISSUE

3	Education Seminar featuring William Hoffmeyer, Esq.
4	Paralegal Professional Summit Meeting
4	Lawctoberfest 2007
5	Student Member News
7	Ten Attributes of a Successful Paralegal
15	Member Directory

LCPA Service Project

Continued from page 1

Youth. We have been assigned a family who consists of an older couple, their two grandchildren, and two young children they have taken in because the biological parents are unable to provide proper care. We were informed that this family only receives minimal subsidies.

Our understanding is that they really need our help! The LCPA will be matching funds up to \$300.

The LCPA thanks all its members in advance for participating in this very worthy community service project.

Additional information regarding this deserving cause can be directed to Michele Frey at 570-323-3768.

“Maxine Stiffler”

The LCPA was saddened to learn that Maxine Stiffler passed away on September 15, 2007. Maxine was an active member of the LCPA and felt strongly about achieving a formal education in paralegal studies. She had completed her associate's degree through the Pennsylvania College of Technology and was working toward her bachelor's degree when she was stricken by poor health. She was employed by the law firm of Lepley, Engelman & Yaw for seven years and was very knowledgeable about family law. To honor Maxine and her dedication to the pursuit of a formal paralegal studies education, the LCPA funds a scholarship in her name at Pennsylvania College of Technology.

Maxine Stiffler will be missed.



PARALEGAL DAY

July 27, 2007

This year, the LCPA honored its members with a paralegal card and T-Shirt. The navy blue T-Shirts had the LCPA logo with the words “Behind Every Great Lawyer is an Exhausted Paralegal.”

WANTED:

PARALEGAL MENTORS

LCPA Launches New Mentoring Project

Remember what it was like when you were in college studying to be a paralegal. You were learning information that you thought would prepare you for your job in the legal field. Little did you know what it was really like out there in the world of law. Wouldn't it have been nice to have a seasoned paralegal to talk with, and to answer your questions?

Well, here is your chance to help future paralegals. Volunteer to be a Paralegal Mentor. Share your “real world” knowledge with a paralegal student. Let them know what they can expect when they graduate. Share with them what a career in the multifaceted paralegal profession is like in the “war” room versus the classroom.

If you are interested in becoming a Paralegal Mentor, contact Rebecca Buttorff at rebeccab@lepleylaw.com. It will be a learning experience for the both of you.

2007 EDUCATION SEMINAR

Supervising Paralegals and the Unauthorized Practice of Law of Paralegals

William J. Hoffmeyer, Esq. was the guest speaker at LCPA's 2007 Education Seminar. This year's seminar was held at the Professional Development Center on the Pennsylvania College of Technology campus on September 27, 2007. The Seminar was well attended by a group of attorneys and paralegals. With the assistance of the Lycoming Law Association, 3.5 CLE ethic's credits were offered.

Attorney Hoffmeyer, a member of the Pennsylvania Bar Association's Unauthorized Practice of Law Committee stated that Pennsylvania has no formal, statutory definition of a paralegal. He indicated that it is recognized that a "person qualified through

Continued to page 9

2008 EDUCATION SEMINAR

WHEN: SPRING 2008

The Continuing Education Committee has been working on the 2008 educational seminar. It has been tentatively set for the spring.

Watch for upcoming details.

Special Thanks

Thank you to Janice Koziol for her work on the 2007 Education Seminar and Stephanie Wyant for securing speakers and organizing the lunch and learns.

Thank you to McNerney Page, Vanderlin & Hall and Allen Credit & Debt Counseling Agency for being a sponsor at our 2007 Education Seminar.

LUNCH & LEARN COURTHOUSE SERIES

Register and Recorder

Annabelle Miller

Lycoming County's Register and Recorder, Annabelle Miller spoke to a group of approximately twenty-nine paralegals on October 24, 2007 at the Commissioner's Meeting Room in the Executive Plaza. Ms. Miller discussed the procedures within her office.

She stated that all land record instruments must receive a UPI (Uniform Parcel Identifier) prior to the recording of the instrument. She stated that the Recorders office will not accept documents for recording without a UPI number. She indicated that the UPI's are assigned by the Land Records Office in the Office in the Department of Planning and Community Development.

She indicated that the Recorders' Office uses the ACS computer system to index the documents. On this system, a searcher is able to look up deeds from 1954 and mortgages from 1957. She was asked whether she anticipated going online soon and indicated that there were no plans at this time.

She requested all documents being filed in the Recorder's Office be to her before 4:30 p.m. This allows her staff time to validate the documents before 5:00 p.m.

She also discussed the Register of Wills. Ms. Miller reminded the group that an Inventory should accompany the PA Inheritance Tax Return and that the filing fee is twenty dollars. Further, she said that that a discount of five percent would be applied to estimated inheritance tax payments that were made within ninety days of the date of death but that all Inheritance Tax Returns and payments must be made within nine months of the decedent's passing in order to avoid penalties and late fees.

When asked Annabel Miller indicated that the fee schedule for the Register's Office would be changing. She did not elaborate on any specific increases.

PARALEGAL PROFESSIONAL SUMMIT MEETING 2007

Last fall, Pierce College with the assistance of the Philadelphia Paralegal Association conducted the Paralegal Professional Summit Meeting addressing regulation and education for the paralegal profession in Pennsylvania. The purpose of the meeting was to explore the positive and negative consequences of paralegal regulation. The Summit proved to be an interesting and informative session and the attendees agreed that a follow-up summit session would be beneficial.

On October 6, 2007, the 2007 Paralegal Professional Summit Meeting was held at Pierce College in Philadelphia. The Summit was hosted by Pierce College with the assistance of the Philadelphia Paralegal Association of Paralegals, Montgomery County Paralegal Association, Central Pennsylvania Paralegal Association and Chester County Paralegal Association.

Edward Miller, Esq., Professor and Faculty Chair of the Paralegal Studies Program at Pierce College moderated the event. In attendance were representatives from various paralegal associations across Pennsylvania, paralegal educators, and representatives from the American Alliance of Paralegals, Inc. (AAPI), the International Paralegal Management Association (IPMA) and the Pa. Bar.

Discussed at the Summit were the historical perspectives and the changes in the paralegal profession. It was pointed out that over the years more and more demands were placed upon the paralegal. As such, the paralegal's knowledge base grew. Attorneys became aware of the value of

Continued on page 6

“LAWCTOBERFEST” 2007

On October 20, 2007, the Lycoming Law Association's Young Lawyer's Division hosted its second annual Lawctoberfest event at Jeremiah's Restaurant (above the Bullfrog Brewery).

This was the first year that practicing paralegals, who are members of the LCPA, were invited! It was a well-attended social event, with many attorneys and paralegals from several of the local law firms. Judge Gray was in attendance as well! Various items were auctioned to benefit the

Continued on page 9

JOB BANK

NOTE FROM MICHELE FREY – COMMITTEE CHAIR

The LCPA Job Bank retains resumes of our members who are seeking employment as well as accepts employment postings for positions currently available. Resumes will be provided to any Lycoming County attorney or law firm interested. Employment opportunities will be advertised in LCPA emails and our newsletter, "the Gavel." Upon request, the LCPA will keep the information/specifics confidential. Additionally, internship opportunities will also be advertised as the LCPA has several student members looking forward to working hard while gaining exposure to the legal community.

Continued on page 9



STUDENT MEMBER NEWS

LCPA Welcomes Its Newest Student Member

The LCPA would like to welcome its newest student member, Gordon Thomas. Gordon is a student at Penn College.

The LCPA welcomes new and returning student members and welcomes input from the students for future Lunch and Learn topics that may be beneficial to them.

We invite students to become active members of the LCPA.

Welcome Gordon!



PARALEGAL MENTORS

AVAILABLE TO STUDENTS

What is it really going to be like as a paralegal? Which paralegal field best suits my personality and goals? Want to find out what a career in the multifaceted paralegal profession is like in the "war" room versus the classroom?

Well, you're in luck. There are a number of seasoned LCPA member paralegals who are ready and willing to discuss their respective fields of law with you. Join the LCPA Paralegal Mentoring program.

Not only will it be a great way for you to learn from experienced paralegals, but it will be a great way for you to increase your peer-to-peer paralegal network. If you would like to take advantage of this really great "real world" opportunity, contact Rebecca Buttorff at rebeccab@lepleylaw.com.

You will be glad you did!

GAVEL WELCOMES STUDENT ARTICLES

The Gavel is a newsletter of the Lycoming County Paralegal Association. The Gavel informs its members of news, events and issues surrounding the paralegal profession. One of the benefits of being a member of the LCPA is receiving the Gavel.

Members are encouraged to submit articles for the newsletter. We extend that invitation to students as well. The deadline to submit articles for our spring newsletter is February 1, 2008. All articles should be in Word format and be submitted to Lycoming@paralegals.org. Electronically submitted articles require author verification and will be noted as an email submission.

Submissions will be printed subject to considerations of legal issues, space, timeliness, tone and taste. Articles should not be more than 500 words. All rights are reserved related to the publication decision. Acceptance of any submission does not guarantee publication. Additionally, the Gavel does not endorse the opinions expressed in any editorials.

ATTENTION PENN COLLEGE STUDENTS: If you are using a PCT.edu email address, please provide an alternative address. Membership emails are being returned to the senders. Don't miss out on an important event. Send your email address to rebeccab@lepleylaw.com as soon as possible.

PARALEGAL PROFESSIONAL SUMMIT MEETING

their paralegal and gave their paralegals more and more responsibility. Slowly the paralegal profession evolved from a secretarial position to a trusted legal professional.

Colleges such as Pierce want to make sure that as the profession evolves their students are prepared to meet the challenges ahead of them. They were interested in ideas on how to best serve their students. Panelists suggested student mentoring programs and memberships in local paralegal associations. They looked at it like an investment in the student's future.

Ed Miller provided to the panel a list of ten attributes Pierce uses as an overview/perspective/guideline when speaking with students about the realities of preparing for a career as a paralegal. The list has been edited a number of times with input from members of the profession.

Ed Miller welcomed further input from the panel as to other essential attributes or ideas that made a successful paralegal.

The panel discussed how continuing education was a key component to success. A couple paralegals on the panel agreed that continuing education was essential, however, the burden to pay for their Continuing Legal Education (CLE) fell upon them. Suggestions were made that colleges should offer CLE credits to practicing paralegals. This would foster a stronger relationship between the educators and the professional community.

Also discussed was paralegal regulation. The moderator inquired as to whether the panel believed paralegal regulation was in Pennsylvania's near future. One paralegal felt that it was a long way off, however others believed it was right around the corner. The panel talked about neighboring states such as Ohio, New Jersey, Maryland and Delaware, which either had some form of regulation or were working on it. A representative from AAIP was certified under the Delaware Certified Paralegal Program as well as under the Paralegal Certification Program of AAIP. She believed that the Delaware voluntary certification program is successful and that those certified under the program have benefited at a professional level as well as a personal level.

A representative from IPMA expressed his opposition to regulation. He indicated he not see a need for it. He inquired as to how regulation would benefit paralegals. He suggested contacting other state certification programs to see what benefits have actually been derived from such regulation.

Overall, the general consensus was that certification was currently the best viable option for the Pennsylvania paralegal. Paralegals indicated that without a standard, anyone could call himself or herself a paralegal. One panelist indicated that in order to validate the profession, some type of credentialing was needed.

The educators expressed some of their concerns as well as their students concerns. They indicated that their students fear that if regulation is forthcoming, will they be able to get a job right out of college. Their students want to be prepared for the job market. Also, the educators want to make sure they are teaching what their students need to know out in the legal community.

All in all it was a valuable summit. It brought together educators, attorneys and paralegals to discuss the important issues facing today's paralegal.

Ten Attributes of a Successful Paralegal on page 7.
Minutes of the Summit Meeting on pages 10-13

TEN ATTRIBUTES OF A SUCCESSFUL PARALEGAL*

1. High Personal Standards and Positive Work Ethic
2. Self Confidence
 - Persistence
 - Assertiveness
 - Initiative
 - Self-Starter
3. Intellectual Curiosity
 - Dedication to continuing education and skill building
 - A “Need to Know”
4. Analytical Skills
 - Ability to identify the problem
 - Ability to collect, organize, review, evaluate and draw conclusions.
 - Ability to develop strategies
5. Organizational Skills
 - Systems orientation
 - Ability to conceptualize
 - Ability to prioritize
 - Time management skills
6. Detail Oriented
 - Passion for accuracy
 - Follow-through
7. Oral and Written Communications Skills
8. Interpersonal “People” Skills
9. Technology “Guru”
10. Common Sense and Good Judgment

* Authored by members of the profession.

KEYSTONE ALLIANCE FALL MEETING REPORT

Continued From Page 1

A year ago, the Chair of the Alliance appointed a committee to study the regulation movement across the country, to gather the consensus of Pennsylvania paralegals about the subject, and to prepare a report and present its findings and recommendations to the Alliance. After a year of work, the committee members, one of which was our own Rebecca Buttorff, RP, presented, not only a complete representation of its finding – that the most appropriate form of regulation, and that which is most desired by Pennsylvania paralegals is a voluntary certification scheme of regulation - but also a complete “nuts and bolts” program, including qualifications, procedures, and credentials.

By unanimous vote, without amendment, the motion brought by Lycoming to endorse, adopt, support, and promote a voluntary certification program as the official policy of the Keystone Alliance and as the preferred form of regulation for Pennsylvania paralegals. The mechanics of how the program works, precisely what qualifications will be required, and access to the Alliance for credentialing are yet to be worked out, but the Chair called for a final working session on the completed package for early December.

So look for the opportunity to become a PACP – Pennsylvania Certified Paralegal.

The Alliance also undertook to loosen its by laws in order to expedite the conduct of business. Representatives to the Alliance represent, not themselves, but their respective local associations, and are always sensitive to that fact. Historically speaking, this sensitivity manifests itself as a severe constraint on the velocity of Alliance conduct, and many times results in deadlock in even the most nominal of matters. Issues would be presented at a meeting, and most representatives would be reluctant to cast a vote, either way, until gaining guidance from their locals. The meeting would adjourn for six months, at which time, the issue would again present, perhaps with a new tinge, tone, or timbre. Of course, representatives, always sensitive to their constituents, would again retire the issue for more specific guidance. The by laws were amended by unanimous vote to require all future motions on official Alliance policy or by laws to be presented by sixty-day advance written notification to all representatives. This change requires that locals send their representatives to Alliance meetings having advance authority to cast a dispositive vote on all such business. Additionally, the change allows any motion within the ordinary course of business to be brought to a vote without advance notice.

In other business:

- The Alliance formed a committee to take over the coordination and organization of the Pennsylvania Summit on the Regulation of Paralegals. The events have been previously handled by Pierce College with assistance of the Philadelphia Association of Paralegals. The goal of the Alliance is to conduct at least one Summit per year, with the first one taking place in the spring of 2008.
- The Alliance unveiled its official website.
- The Philadelphia Association of Paralegals (PAP) made an official statement relative to an editorial appearing in the most recent edition of *The Gavel*. PAP announced, among other things, that it was saddened by the content of the editorial, and requested each local association to print a forthcoming letter in each of their respective newsletters.
- Finally, Rebecca Buttorff, RP, President of LCPA was elected to the Chair of the Keystone Alliance. Her term is for one year, and she can seek a second and final term. Congratulations Rebecca on taking the helm for this very important year in the future of the Keystone Alliance and Pennsylvania Paralegals.

Cookbooks For Sale



"Dishes with Appeal"

The Lycoming County Paralegal Association cookbooks are still available. You can find them at Mel's Diner, Otto's Bookstore and Buttorffs' Hardware.

Cost: \$6.00

The proceeds from the cookbooks are helping to fund the Lycoming County Paralegal Association Scholarships.

Support the LCPA Scholarships by buying a cookbook.

Job Bank

Continued from page 4

The LCPA Job Bank is available for use only to LCPA members and members of the Lycoming County Bar Association. Advertisements placed by attorneys and law firms are free.

If you are interested in posting an available position or reviewing the resumes in the Job Bank, please do not hesitate to contact Michele Frey at Lepley, Engelman & Yaw (323-3768 or Michelef@lepleylaw.com).

Lawctoberfest

Continued from page 4

Lycoming Law Association.

We've been informed that the fundraiser was a big success!

The LCPA thanks the Young Lawyer's Division for including us on the guest list.

Submitted by Michele Frey

Job Bank Announcement

WANTED: A full-time legal secretary position is available at a local law firm. Compensation includes a benefit and retirement package. If you are interested in applying for the position, kindly submit your resume to Michele Frey c/o Lepley, Engelman, Yaw (140 East Third Street, Williamsport PA) or via email at michelef@lepleylaw.com.

All resumes will be forwarded to the law firm for consideration.

2007 Education Seminar

Continued from page 3

education, training or work experience, who is employed or retained by a lawyer, law office, governmental agency of other entity in a capacity or function which involves the performance under the intimate direction and supervision of an attorney, of specifically-delegated substantive legal work which for the most part requires a sufficient knowledge of legal concepts that, absent such assistant, the attorney would perform" is one definition that the UPL Committee espouses.

He offered information as to what conduct was permitted by paralegals, and what conduct constituted unauthorized

Continued to page 14

**Minutes
Paralegal Profession Summit Meeting**

**Host: Peirce College
1420 Pine Street, Philadelphia, PA**

Conference Room 69

**October 6, 2007
10:00 a.m. - 1:10 p.m.**

Present:

Diane Budman (Montgomery County Paralegal Association)
Rebecca Buttorff (Lycoming County Paralegal Association)
Valerie Dolan (Keystone Alliance/PAP)
Patricia Fisher (Chester Co. Paralegal Association)
Christine Flynn (Community College of Philadelphia)
Karen Garcia (Montgomery Co. Paralegal Association)
Cindy Geib (Lancaster Area Paralegal Association)
Gary Melhuish (IPMA)
Edwin Miller (Peirce College)
Barbara Nield (Philadelphia Association of Paralegals)
Susan Patterson (Pittsburgh Paralegal Association)
Wesley R. Payne (Invitee per Andrew F. Susko, Esquire, President, PA Bar Association)
Carol Sherman (Peirce College)
Diane Tallarita (Lehigh Carbon Community College)
Barbara Wallace (American Alliance of Paralegals, Inc.)

I. Welcome

Ed Miller welcomed those present. He noted and posed the following issues and questions:

1. Importance of understanding and knowing the expectations in the industry.
2. What is the direction of the profession?
3. What guidelines should be utilized as we prepare the next generation of paralegal students.
4. Importance of educators and the industry staying connected.

II. Paralegal Education Perspective - Curriculum Overview

Mr. Miller discussed the ten successful attributes of a paralegal. Barbara Nield suggested the "ability to adapt" and "be flexible" are also important paralegal attributes. Others suggested the importance of networking and joining professional associations.

Mr. Miller also provided an overview of the ABA approval guidelines for paralegal programs and discussed the structure for building the curriculum for a paralegal degree program.

III. Historical Perspective and Changes in the Paralegal Profession

There was a consensus that the paralegal of today is performing more duties and has more responsibilities than the paralegal of ten or more years ago. Larger firms are demanding that paralegals earn a bachelor's degree from an accredited ABA approved school. While some smaller firms are still willing to hire associate degree or even high school graduates, those firms often do not have the time to train such persons. This lack of training means that work is not performed effectively and efficiently. As such, attorneys and the public may negatively perceive the profession.

An increasing number of firms appear to be recognizing the value of paralegals, but there is still a great deal of work to be done in terms of educating attorneys. If attorneys understand that paralegals can do many attorney oriented functions (researching, preparing witnesses, assisting during trial, etc.), attorneys can concentrate on other tasks and the client can save money. Many felt that each paralegal should take the initiative and individually educate their supervising attorney. Paralegals may need to do new tasks to prove their value and to gain a higher profile role at the firm.

Most paralegals perceive their position as a career rather than a job. Yet do those who only see their position as a job, hinder advancement for career-oriented paralegals?

Many paralegals that have an A.S. or a B.S. are frustrated when employees at law firm assume the title of paralegal, but have no education or experience. It does not help that many attorneys permit secretaries and receptionist to use the title "paralegal."

The expectations when hiring a paralegal are high. Attorneys assume that a paralegal can perform the basic tasks. Significantly, there is rarely such a similar expectation when hiring a new attorney. The only expectation for a new attorney is that he or she can think like an attorney. This is why the practical application focus when educating paralegals is so essential. Paralegals have to be prepared for the workforce. They cannot always expect good training and/or a mentor.

IV. Regulation

Would a stronger approach with regulation solve the problem of the public and attorneys' failure to recognize and understand the value of the paralegal profession?

The New Jersey initiative to regulate the profession is still stalled in the court system.

Delaware has voluntary certification (experience and education are examined - no test). Paralegals must take CLE to maintain certification. If more attorneys see paralegals certified, the attorneys may require that future paralegals obtain certification. It may become standard.

Maryland and New York are both examining regulation.

In Philadelphia, most members want regulation, but there is not a consensus as to how this should be accomplished and to what extent. Most agree that requiring CLE is important to maintain the integrity of the profession.

There is no clear consensus in other Pennsylvania counties about regulation v. certification.

IMPA does not favor regulation. It stresses education.

The lack of one unifying voice may make it difficult to move forward in terms of education and regulation. NALA and NFPA have different positions. Moreover, in Pennsylvania, there are only eight paralegal associations, but there are 67 counties in Pennsylvania.

Mr. Miller discussed the outreach and networking opportunities that the American Association for Paralegal Education (AAfPE) provides for paralegal educators.

V. Strategies for Educating Public

The public and attorneys should have clearer understanding of a paralegal's training, rigorous education, and capabilities.

Unfortunately, local bar associations are not always welcoming. As such, educating bar leaders is essential.

VI. Recommendations

1. CLE for paralegals. Can/Should paralegal education programs offer one or two day seminars (refresher/update courses) for practicing paralegals?
2. Mentoring is important for the continued growth of the profession. Paralegals should be encouraged to join associations for purposes of mentoring.
3. Attorneys need to be educated that it is important for paralegals to join professional associations and for paralegals to take CLE.
4. More attorneys should attend our meetings, particularly representatives from the bar associations.
5. Suggestion of video conferencing for future meeting so that others can attend from a distance.
6. Suggestion of meeting at a more central location.
7. Next meeting we will discuss technology and its impact on the profession.

practice of law. One area of danger he discussed was client contact. He stated that when dealing with clients, the paralegals role is purely a fact-finding role. One attendee asked Mr. Hoffmeyer if it would be considered UPL for a paralegal to merely relay legal information from the attorney to the client. Mr. Hoffmeyer cautioned the group. He stated that the information provided to the paralegal might be interpreted differently by the paralegal and ultimately; misinformation could be passed on to the client. The misinformation, if relied upon by the client could result in a malpractice situation. Additionally, he stated that once the information would be presented to the client, more than likely the client would ask questions that the paralegal would want to answer. This also could result in UPL.

He indicated that ultimately the lawyer is liable by the Supreme Court of Pennsylvania for the misconduct of a paralegal as well as civilly liable for any losses resulting from his or her paralegal's negligence or misconduct. However, he did point out that the paralegal might be civilly liable for a loss suffered by a client as a direct result of his or her misconduct or negligence. He strongly cautioned paralegals in the audience that if were aware of

what they were doing or what they were asked to do was UPL, they should stop or they could be held personally liable.

Mr. Hoffmeyer discussed specific areas of law where UPL occurs including estates, real estate, zoning and accounting. He provided examples of how to avoid malpractice.

He further discussed his own practice and the staff structure within his office. He indicated that he does not have "paralegals." He has "Support Professionals." His "Support Professionals" have a strong legal educational background and are trained by him. He indicated that proper training is the key. At his office regular meetings are held with all office personnel to discuss ethical issues and unauthorized practice of law. He stated that UPL could occur not only with the office paralegal, but also with any law office personnel. He cautioned of this danger.

Attorney Hoffmeyer's ethic's presentation provided beneficial information to both paralegals and attorneys in attendance.

The LCPA was fortunate to have Mr. Hoffmeyer as this year's speaker.



Lycoming County
Law Association's
Young Lawyers
Division

Angel Tree Project

The Lycoming County
Paralegal Association encourages its
members to support this worthy cause.

LCPA General Meeting

The General Meeting of the LCPA will be held December 19, 2007 at 12:00 p.m. at the law office of Lepley, Engelman & Yaw. Officers and Board Members will be elected at this time.

Please plan to attend this important meeting.



2007 MEMBER DIRECTORY

Last Name	First Name	Email Address	Area of Practice	Employer
Bowman	Ann			Law Office of Patricia L. Bowman, Esq.
Boyd	Ronca	RoncaBoyd@yahoo.com	Penn College of Technology - Student	Penn College of Technology - Student
Buttorff	Rebecca	Rebeccab@lepleylaw.com	Personal Injury, Civil Litigation	Lepley, Engelman & Yaw
Davies	Stephanie	jskbest@verizon.net	Penn College of Technology - Student	Penn College of Technology - Student
DePasqua	Phillip	pdepasqua@mpvh.com	Litigation Paralegal	McNerney, Page, Vanderlin & Hall
DeSousa	Josiane	Josieds@hotmail.com	Penn College of Technology - Student	Penn College of Technology - Student
Doane	Jennifer	jend@lepleylaw.com	Penn College of Technology - Student	Penn College of Technology - Student
Eberlin	Shana Jo		Lock Haven University - Student	Lock Haven University - Student
Force	Alice	aforce@mpvhlaw.com	Estate Administration	McNerney, Page, Vanderlin & Hall
Forsyth	Susan		Domestic/ Family Law	
Frey	Michele	Michelef@lepleylaw.com	Estate Planning, Estate Administration, Civil Actions	Lepley, Engelman & Yaw
Hovestien	Rebecca	hovreb42@pct.edu	Penn College of Technology - Student	Penn College of Technology - Student
Jacob	Edwin "Hank"	Hjacob@mmdlawoffice.com	Civil Litigation	Self-Employed / Marks, McLaughlin & Dennehy
Jones	Sue	Sajones4@comcast.net	Divorce, Custody, Adoption	Miele & Rymysza
Joy	Rachael	RachaelJ@lepleylaw.com	Criminal Defense	Lepley, Engelman & Yaw
Koziol	Janice	Jkoziol@mpvhlaw.com	Domestic Relations	McNerney, Page, Vanderlin & Hall
Mallery	Christie		Criminal Defense, Family Law	Schemery & Zicoello
McCoy	Cathy	Langdonlaw75@altel.net	Real Estate, Title Searches	Law Office of J. Howard Langdon, Esq.
Price	Janet	Jprice@mcclaw.com	Estate Administration	McCormick Law Firm
Quigley	Diane	Dquigley@greevy.com	Civil Litigation	Greevy & Associates
Rice	Rhonda	Rrice@mcclaw.com	Real Estate, Estates, Bankruptcy, Civil Litigation	McCormick Law Firm
Roles	George	GeoRoles@comcast.net	Trial Preparation, Legal Research	Law Office of W. Jeffrey Yates, Esq.
Rooney	Melissa	Melissa@cbatty.com	Domestic / Family Law	Elion, Wayne, Grieco, Carlucci, Shipman & Irwin
Severson	Sharon		Domestic / Family Law	
Shaffer	Tamara	PCTcollegemom@comcast.net	Penn College of Technology - Student	Penn College of Technology - Student

2007 MEMBER DIRECTORY

Small	Kristy	Kristy734@comcast.net	Penn College of Technology - Student	Penn College of Technology - Student
Toseki	Pam	Ptosekie@comcast.net	Bankruptcy, Federal Criminal Defense, Estates	Miele & Rymsza
Treese	Lynne	ltreese@elionwayne.com	Civil Litigation, Trial Preparation	Elion, Wayne, Grieco, Carlucci, Shipman & Irwin
Thomas	Gordon	thogor50@pct.edu	Penn College of Technology Student	Pennsylvania College of Technology - Student
Try	Kenneth	Ktry@mpvhlaw.com	Real Estate	McNerney, Page, Vanderlin & Hall
Weber	Shelby	Shelby699@comcast.net	Estate Administration	Casale & Bonner
Wyant	Stephanie	Stephanie@maleelawfirm.com	Estate Administration, Estate Planning	Malee Law Firm
Young	Charm	cyoung@mcclaw.com	Real Estate, Refinancing, Real Property	McCormick Law Firm
Sustaining Member				
Pennsylvania College of Technology		Kderr@pct.edu	Contact: Prof. Kevin Derr	

LCPA Board Of Directors

Rebecca J. Buttorff, RP
President
George Roles
Treasurer
Sue Jones
Secretary
Pam Toseki
Director
Michele Frey
Director
Janice Koziol
Director
Stephanie Wyant
Director

Committee Chairs

Membership

Michele Frey,
Janice Koziol

Bar Liaison

Janice Koziol

Continuing Education

George Roles
Stephanie Wyant
Janice Koziol

Newsletter Editor

Rebecca Buttorff, RP

Job Bank

Michele Frey

Finance

George Roles

Service Project

Michele Frey
Pam Toseki
Sue Jones

Pro Bono

Stephanie Wyant

Keystone Alliance

Rebecca Buttorff, RP - Chair
George Roles

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