



The Gavel



Newsletter of the Lycoming County Paralegal Association

Message from the President

WELCOME MEMBERS! Last year proved to be a very exciting year for the LCPA. We participated in a variety of different events and fundraisers and plan to continue our great success in 2011.

With the introduction of CLE credits for our monthly Lunch & Learns, we saw an increase in attendance not only by paralegals but also by local attorneys. We plan to continue this throughout 2011 by bringing in speakers to discuss current legal issues. I strongly encourage all members to attend our monthly Lunch & Learns, as well as sharing the invitation with fellow coworkers. Also, if there is a topic you wish to learn more about or you know of someone qualified to present a topic, please do not hesitate to contact a board member.

In addition to the monthly Lunch & Learns, the LCPA was busy hosting a Social Networking Event for the local legal community, hosting a Breakfast with the Judges for an informative Q&A session, fundraising through a raffle of prizes donated by many local businesses, participating in the annual Law Day activities and continuing our work with the Lycoming-Clinton Joinder Board in supporting a local family in need during the holidays.

We have great things planned for this year as well, however I urge all members to get involved in 2011, as this is your Association. Please feel free to contact any board member with questions concerning how you can help with one of the committees or if you have new ideas for the LCPA.

- Rachael Lepley Joy, LCPA President

The Gavel would like to thank...

Amber Lowry, Shelby Weber, Stephanie Tempesco and Rebecca Buttorff for contributing articles to this issue of *The Gavel*.

The 2011 editor of *The Gavel* is Michele Frey.

If you have any submissions to *The Gavel*, please contact Michele at 323-3768 or by email MicheleF@lepleylaw.com

Reminder to all Pa.C.P paralegals:

Paralegal certification through the Keystone Alliance requires twelve hours of continuing education, two of which must be ethics credits, every two years.

Many LCPA members received their certification in 2009 and therefore are due for renewal this year.

For additional information about certification go to: www.keystoneparalegals.org

LCPA Raffle

The LCPA held a raffle to raise money for our general fund. Members sold tickets throughout November and the drawing was held December 14, 2010 at our annual meeting. The items raffled and winners are listed below:

Blue Ray DVD Player – Josie DeSousa
Silver & Alexandrite Necklace & Earrings Set – Amber Lowry
Little League Package – Tom Robbins
Longaberger Pantry Basket – Sandy Beamer
Longaberger Swoop Basket – Christian Frey
Avon Basket – Alice Force
Alabaster Gift Certificate – Wendy Woodring
Handmade Fall Table Runner – Ann Bowman
Buttorff's Hardware Gift Certificate – Gene Waldman

Welcome New LCPA Members

The LCPA welcomes two new members that joined the association in 2011:

Jamie Smith of Mitchell, Mitchell, Gallagher, Weber & Southard, PC

After earning her Bachelor's Degree from Pennsylvania College of Technology, paralegal studies program, in 1999, Jamie worked for McNerney, Page, Vanderlin and Hall before taking a leave from her professional career to raise a family. She has three children, is married and lives in Muncy. Jamie has been a paralegal at Mitchell, Mitchell, Gallagher, Weber & Southard, PC for more than five years.

Jason Lepley of Lepley, Engelman & Yaw, LLC

Son of Attorney George Lepley, Jason has been around his father's law firm for much of his life. Jason resides in Williamsport with his wife and daughter. He is expecting his second child in April. After receiving his Bachelor's Degree from Lock Haven University, Jason worked for Community Services Group, Inc. as a residential supervisor for two years. In 2010 Jason returned to Lepley, Engelman & Yaw, LLC. He works as a paralegal in the law firm's Family Law Department.

How to Correctly Cite Cases:

Many LCPA members are actively involved in the preparation of briefs, whether it be the research required or the actual composition, it is important to be knowledgeable about how cases are properly cited.

One important aspect to citing cases correctly is to know proper abbreviations:

Atlantic Reporter.....	A., A.2d
Superior Court.....	Pa. Super.
Commonwealth Court.....	Pa. Commw.
Pennsylvania District & County Reporters...	Pa. D.&C.
Pennsylvania Supreme Court.....	Pa.
US Supreme Court.....	U.S.

***Check your Bluebook for additional Pennsylvania abbreviations.**

When citing case law, remember to always list the case name (either underlined or italicized) followed by the reporter volume number, reporter abbreviation, page number and year of decision.

Example:

McConnell v. Gordon, 555 A.2d 700 (1998)

or

McConnell v. Gordon, 555 A.2d 700 (1998)

If a specific portion of a case is quoted in a brief, don't forget to put the page number.

Example:

In McConnell v. Gordon, 555 A.2d 700, 702 (1998) the court stated....

*** Never cite a page number in a Table of Authorities**

Another important citation is the use of "id." which is an abbreviation of the Latin word idem, and is used to refer to the authority cited immediately before.

Example:

The Court ruled that Plaintiff had no duty to take extraordinary precautions against a danger unknown and not obvious to him. Id. at 703

*** "Id" should be followed by a period and either italicized or underlined.**



Losing brief. Clearly.

The LCPA thanks all its members who contributed to making the holiday project a success. Below is a copy of the thank you acknowledgment that Lycoming-Clinton Joinder sent:



LYCOMING-CLINTON JOINDER
LYCOMING CHILDREN AND YOUTH SERVICES
LYCOMING-CLINTON MENTAL HEALTH/MENTAL RETARDATION SERVICES

*Sharwell Building
200 East Street
Williamsport, PA 17701
570-323-6467
Fax: 570-326-9471*

December 22, 2010

Ms. Rachael Lepley Yaw
Lycoming County Paralegal Association
c/o Lepley, Engleman & Yaw
1401 East Third Street
Williamsport, PA 17701

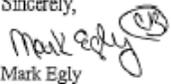
Dear Rachael:

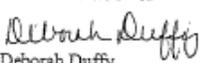
Please extend our heartfelt thanks to the members of the Lycoming County Paralegal Association who participated in "adopting" a family for the 2010 Christmas Gift Project. We also appreciate your efforts for coordinating this endeavor on our behalf. We understand from Ed Frame that your generosity to this needy family was amazing and greatly appreciated and he gave us a card from the family which we have enclosed. Through the generosity of many individuals, businesses, and organization, such as yours, the Lycoming-Clinton Joinder was able to provide Christmas gifts to over 600 children involved in services with Lycoming Children and Youth Services and/or the Lycoming-Clinton MH/MR Program. We're sure there will be many happy faces on Christmas morning!

Thank you again for your participation in the Christmas Gift Project. The generosity within our community was incredible! If you require any additional information, please do not hesitate to contact our Project Coordinator, Cathy Bennett, at 323-6467.

Best wishes for the New Year!

Sincerely,


Mark Egly
C&Y Administrator


Deborah Duffy
MH/MR Administrator

Below is a copy of the thank you note that the family who received our donation sent:

*We are very grateful for all
you have done for us this holiday
Season and once again
Thank You Very much*



Member News:

LCPA member Rebecca Buttorff was interviewed for the December 2010 edition of the Paralegal Mentor Newsletter. The LCPA is proud to have one of its long-time members recognized. The interview is reprinted below:

Thirteen Questions For...

Rebecca J. Buttorff, RP, Pa.C.P.

- 1. Where do you work and what is your job title?** I work for Douglas N. Engelman, Esq. at the law firm of [Lepley, Engelman & Yaw, LLC](#). in Williamsport, Pa. My job title is Senior Civil Litigation Paralegal.
 - 2. What prompted you to choose a paralegal career?** I had always been interested in law and law enforcement. At one time I had considered becoming a Pennsylvania State Trooper. I went back to college after all my children were in school. At that time I felt a paralegal career would be safer than law enforcement.
 - 3. What is your favorite part of your job?** I enjoy researching and writing. To me, it is fun to research an issue and creatively argue it in a persuasive way.
 - 4. What professional associations do you belong to?** I have been a member of the [Lycoming County Paralegal Association](#) (LCPA) for over sixteen years. During that time, I have served as President, Vice President, and Editor of the Gavel as well as chaired a number of committees.
- The LCPA is a member of the Keystone Alliance of Paralegal Associations. I served as the LCPA's Primary and Secondary Representative to the Keystone Alliance for a number of years. During that time, I served 2 terms as Chair of the Keystone Alliance, and sat on the Regulation Ad Hoc Committee. I am currently the Co-Chair of the Standing Committee on Paralegal Certification.
- I have also been a member of the National Federation of Paralegal Associations ([NFPA](#)) for over fifteen years. I am a member of the Pennsylvania College of Technology's Paralegal Advisory Board as well.
- 5. How has your membership benefited you?** I believe it is important to belong to professional associations on the local, state, and national levels. These memberships provide me with continuing legal education opportunities, allow me to network with other paralegals, participate in community service projects, and help me keep abreast of the trends in the profession. Through these associations, I have met many colleagues who have turned out to be lifelong friends.
 - 6. Do you have any professional certifications?** Yes. I have been a PACE - Registered Paralegal (RP®) since 2000. I also am a Pennsylvania Certified Paralegal (Pa.C.P) through the Keystone Alliance of Paralegal Associations.
 - 7. What has been the highlight of your career?** In 2007 the Keystone Alliance of Paralegal Associations established the Regulation Ad Hoc Committee and commissioned them to research the issue of regulation in Pa. I had the opportunity to be a member of that three person committee.

The purpose of our committee was to research paralegal regulation and to make a recommendation to the Keystone Alliance as to whether or not the PA paralegal wanted to be regulated and if so, what form of regulation would best serve Pennsylvania paralegals. The Committee presented to the Keystone Alliance a framework for the Pennsylvania Certified Paralegal credentialing program.

In April 2008, while I was Chair of the Keystone Alliance, the members of the Alliance ratified the Pennsylvania Certified Paralegal credentialing program. This certification program established by the Keystone Alliance was a significant advancement for paralegal in Pennsylvania. I feel very fortunate to have been closely involved in this process.

8. What do you see as hot trends in the paralegal industry? Paralegals throughout the United States are recognizing the importance of regulation. I believe we will continue to see programs such as the Keystone Alliance's Pa.C.P. credentialing program being established in other states.

9. Have you dipped your toes in the social media waters? I have a Facebook page and enjoy keeping connected with family and friends. I also manage the Keystone Alliance of Paralegal Associations' Facebook page. Facebook is a great way for me to keep connected with other paralegals and paralegal organizations.

10. If someone contemplating a paralegal career asked you for career advice, what would your answer be? I would start by asking the person five questions.

- 1) Are you detail oriented?
- 2) Are you organized?
- 3) Are you able to manage your time well?
- 4) Do you have good writing and oral communication skills? and
- 5) Are you able to work in stressful situations?

I strongly believe that in order to be an exceptional paralegal, you must be organized, detail oriented, know how to manage time, and have good writing and oral communication skills as well as be able to handle stress.

If the person's response was "yes" to these questions, I would recommend the individual look carefully at paralegal programs and preferably seek out an American Bar Association approved paralegal educational program.

11. Is there a quote that inspires you? "Unless you try to do something beyond what you have already mastered, you will never grow."

12. You've enjoyed a successful paralegal career. To what single event or person do you attribute that success? At the start of my paralegal career, I was fortunate to have a wonderful attorney to learn from and to provide guidance. After fourteen years, I still work for Douglas Engelman, Esq. He and his law firm have supported and encouraged my participation in professional organizations and attendance at continuing legal education events. He has played a significant role in the success of my career.

13. What is the most important step a paralegal can take to keep his or her career interesting? Every opportunity you have you should attend continuing legal educational seminars and lunch and learns even if they aren't in your area of practice. You will be amazed at what you might take from the event. CLE events are a great opportunity to network as well.

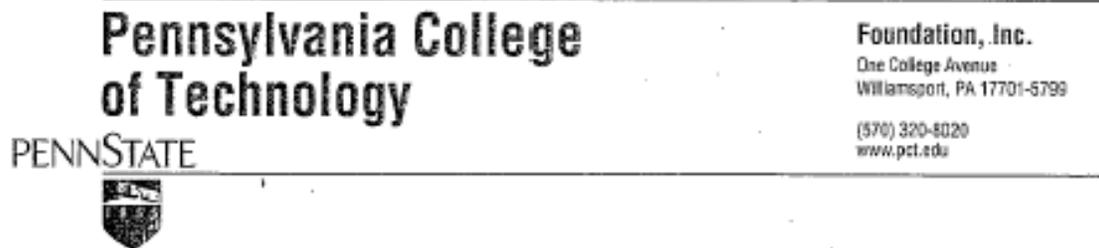
Bonus...just for fun fact: I tend to be a risk taker. I believe that if you do not take risks in life you will never grow. I have always encouraged my children and others to do things that may be outside their comfort zone as well. If we don't try new things, we will never be able to master anything new. My risk taking exceeds my professional career. A few years ago I challenged myself further. I went skydiving! It was awesome. So, the next time you find yourself outside your comfort zone, don't be afraid to jump!



Rebecca Buttorff

The LCPA funds an annual scholarship at Pennsylvania College of Technology. The scholarship is named in honor of the late LCPA member Maxine Stiffler. The scholarship is awarded to a student enrolled in the paralegal studies program at the college. If you are interested in assisting the LCPA with fundraising to finance the scholarship please contact any board member.

Below is a letter received by the LCPA from the Executive Director of the Pennsylvania College Foundation:



February 17, 2011

Ms. Pam Toseki
Lycoming County Paralegal Association
PO Box 991
Williamsport, PA 17701

Dear Ms. Toseki,

You are helping students succeed! Your recent gift of \$250 to Pennsylvania College of Technology will make the challenge of financing an education a little easier to overcome.

Your gift in support of the 2010/11 Maxine Stiffler/Lycoming County Paralegal Scholarship award at Penn College is especially important as we strive to give as many students as possible the opportunity to obtain the kind of education that is required to succeed in today's workforce.

On behalf of the students you are helping, it is my pleasure to thank you for your loyal support of the Penn College Annual Fund.

Sincerely,

A handwritten signature in cursive script that reads "Robert C. Dietrich".

Robert C. Dietrich
Executive Director
Penn College Foundation

Lunch and Learn Information

“Community Services Officer & Public Information Officer”

Host: Trooper Michael Knight

On January 19th we enjoyed a very informative Lunch and Learn presented by Trooper Michael Knight, Community Information Officer with the Pennsylvania State Police.

Trooper Knight shared a powerpoint presentation on PSP, or Problem Specific Policing, describing how the State Police look to prevent accidents by reviewing data on past incidents and then addressing problem areas. The example he shared was concerning a 3.9 mile stretch of Route 220 where there had been five fatal accidents in 2004 and how the State Police worked with PennDot and Woodward Township to change the highway layout.

“Estate Planning: When should I begin to plan?”

Andrea Pulizzi, Esquire

On February 23rd we held a Lunch & Learn presented by Attorney Andrea Pulizzi of Malee Law Firm. Attorney Pulizzi spoke about the importance of estate planning for all ages. In addition to discussing the creation of an estate plan for young people, Attorney Pulizzi spoke about the high cost of nursing home care and the importance of timely Medicare planning. She explained the different types of documents utilized in estate planning and the crucial role each plays in developing an effective estate plan.

Upcoming Lunch and Learns:

March – Melody L. Protasio, Esquire
Topic: Family Law

April – Ronald C. Travis, Esquire
Topic: Criminal Justice Act

All speakers, topics and dates are subject to change.

The LCPA asks all its members to provide input on lunch and learn topics and speakers.
If you know of any potential speakers, please contact any board member.

COUNTY	PROTHONOTARY PHONE NO.
BRADFORD	570.265.1705
CENTRE	814.355.6796
CLINTON	570.893.4007
COLUMBIA	570.389.5614
LYCOMING	570.327.2251
NORTHUMBERLAND	570.988.4151
SNYDER	570.837.4202
SULLIVAN	570.946.7351
TIOGA	570.724.9281
UNION	570.524.8751

2011 LCPA Board Of Directors

Rachael Lepley Joy, President
 Ken Try, Vice President
 Pam Toseki, Treasurer
 Amber Lowery, Secretary
 Janice Koziol, Director
 Stephanie Tempesco, Director
 Michele Frey, Director

All members are encouraged to join a committee. Please contact any board member if you are interested in joining a committee.

Committees: Membership, NFPA, Continuing Education, Job Bank, Service Project, Finance, Newsletter, and Keystone Alliance.

Reminder:

LCPA Membership Applications are due. If you have not renewed your membership please do so promptly.

All questions regarding membership should be directed to Ken Try at McNerney Page.

Legal Laughs:

Lawyer: "Judge, I wish to appeal my client's case on the basis of newly discovered evidence."

Judge: "And what is the nature of the new evidence?"

Lawyer: "Judge, I discovered that my client still has five hundred dollars left."