



# Paralegal Pipeline

January 2010  
Volume 1, Issue 1

## President's Message

Happy New Year!

Well the Chester County Paralegal Association had a successful Silent Auction raising over \$12,000.00. We gave \$9,000 to Legal Aid of Southeastern PA in November at the Judges' Reception celebrating Pro Bono Week. The CCPA also gave \$500 to Chester County Domestic Violence Center and \$500 to Safe Harbor of Chester County.

With the money raised, we are able to have two \$500 scholarships for 2010 for Paralegal Students. If you know of someone who can use the money for Paralegal school, please have them contact the CCPA.

Our Holiday Party was very relaxing and the food was terrific!

We are in the process of planning a Fashion Show for the Spring so if you have any ideas, please contact me.

Our next paralegal meeting will be Wednesday, January 27, 2010 at the Chester County Bar Association at 5:30 P.M which will be our annual election.

If you should have any questions or comments, please do not hesitate to contact me at 610-840-0240 or [tcortese@macelree.com](mailto:tcortese@macelree.com).



## INSIDE THIS ISSUE

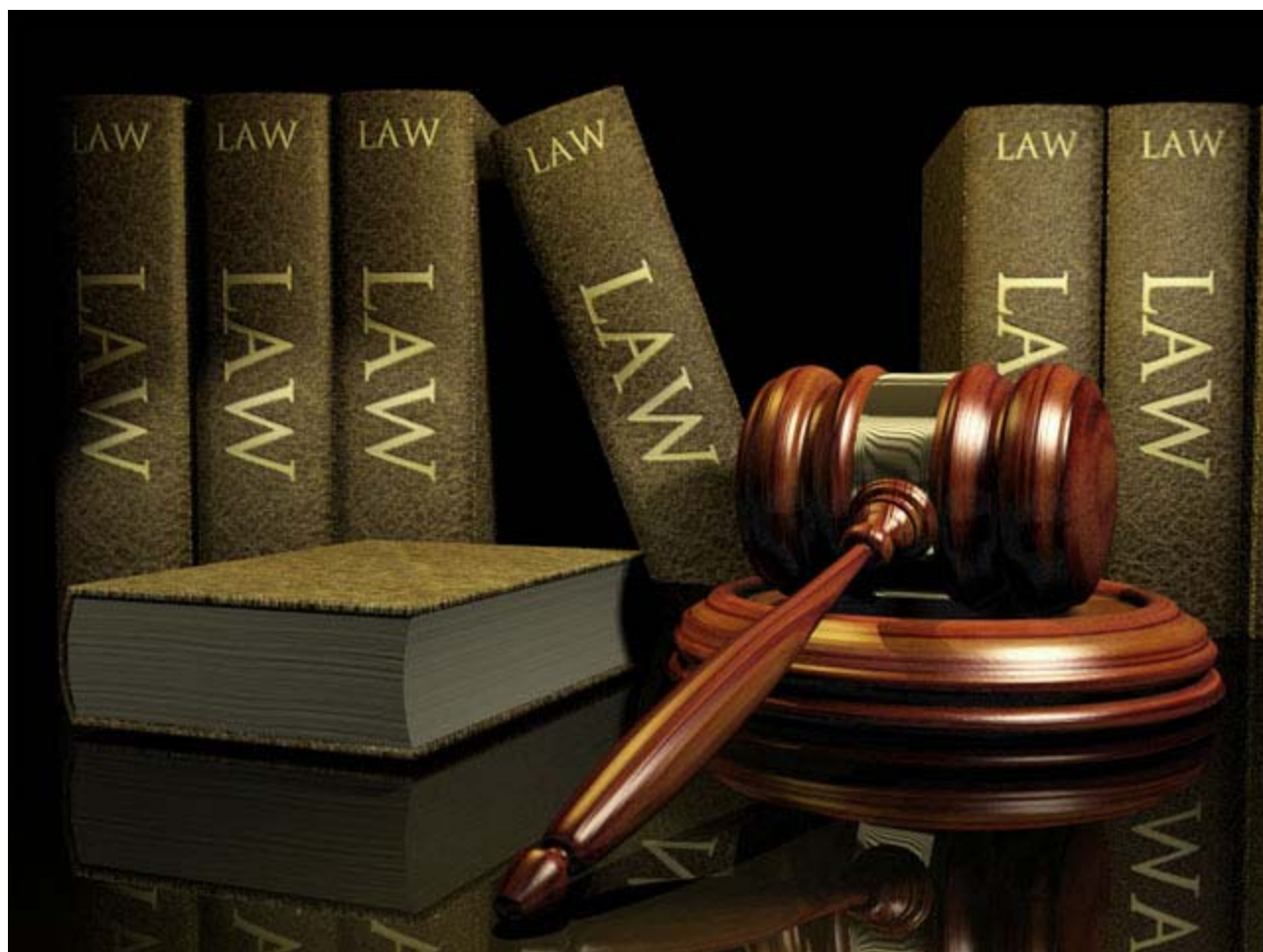
January Meeting Invitation ....	2
CLE Update .....	4

## REMINDER

Our next general meeting is on **WEDNESDAY, JANUARY 27, 2009 AT 5:30PM - CHESCO BAR ASSOCIATION (15 WEST GAY STREET, WEST CHESTER)**. There is no fee for this meeting.

We will be holding elections for the 2010 officer positions at this meeting.

Please RSVP to Wendy Reczek ([wer2610@aol.com](mailto:wer2610@aol.com)) or me ([dbristol@macelree.com](mailto:dbristol@macelree.com)) by **MONDAY, JANUARY 25, 2009**. There will be pizza, salad and beverages!



**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS  
OF  
CHESTER COUNTY PARALEGAL ASSOCIATION**

MacElree Harvey, Ltd.  
17 West Miner Street  
West Chester PA 19382  
January 12, 2010  
Noon

The Meeting of the Board of Directors of the above captioned Association as held on the date, time and at the place set forth above.

There were present the following Members: Tina Cortese (President), Wendy Reczek (Vice-President), Don Bristol (Treasurer), Barbara Butler (Job Bank Chair), and Lisa Tarr (Villanova Advisory Chair).

The meeting was called to order by the President, Tina Cortese. Review of the previous month's Minutes were reviewed and approved. The following Committee Reports were given:

Membership: Membership renewals continue to come in.

Pro Bono: No activity in this Committee. Tina continues to attend the Pro Bono meetings at the Bar Association. This helps to maintain a strong relationship with the Bar.

Treasurer: Don Bristol distributed the monthly Treasurer's Reports via email; which was reviewed and approved. In reviewing the Report, the status of the Association's filing for 501 (c) (3) status was discussed. Tina will follow up with a tax attorney at MacElree Harvey to discuss moving forward on that point.

Fundraising: Kathy Cindric provided materials from Wings for Success in anticipation of the previously discuss fundraising ideas (fashion show). Tina will contact the membership about forming a committee for this venture. It is expected any fundraiser will be held in late-Spring. Tina will be making contact with Wings for Success to discuss the logistics of such fundraising.

Job Bank: Barbara Butler indicated only one (1) job bank posting has been received this year.

Newsletter: Suzie Marker will be finalizing the newsletter. It was decided several committee-related blurbs would be forwarded to Suzie for entry to the newsletter (fundraising, scholarship, etc.). Tina forwarded the nominee bios to Suzie as well.

Villanova Liaison: No activity in this Committee.

Keystone Alliance: Wendy Reczek indicated the next paralegal summit will be May 1, 2010 (Saturday) in Williamsport, and the next general meeting will be April 17, 2010 in Montgomery County. Recently KAPA voted to streamline/clarify the application and definitions for the certification process. The next Paralegal Today issue will be highlighting KAPA. Wendy also indicated that Bucks County is close to forming a paralegal association.

Website/Publicity: Don Bristol will be sending an email to the membership regarding the next general meeting (elections to be held). Don will also be updating the website by January 15 with the list of general meetings for 2010, addition of the scholarship committee, etc.

Scholarship: No activity in this Committee.

C.L.E: Wendy Reczek stated that the missing inserts from November 2009's seminar were received and being distributed to the attendees by the Bar. Wendy will be booking the 2010 general meetings with the Bar (3/25, 5/27, 9/23, 11/18).

Old Business: The next general membership meeting is January 27, 2010 (Wednesday), at which meeting the elections for officers for 2010 will occur.

New Business: Our monetary donations were sent to Safe Harbor and Domestic Violence (\$500.00 to each charity, per consensus of membership/board). Catherine Marrone received and the board reviewed thank you notes from the adopted family for the gift cards and gifts.

There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, it was adjourned.

## **The Nominees are...**

### **For President: Tina Cortese**

Tina has worked in the legal field since 1986, and believes it is important to raise awareness of the Paralegal field not only in the Association but in the public eye as to their capabilities in assisting in the legal community.

Tina graduated from Peirce Junior College (now known as Peirce College) with an Associate's degree as a Legal Office Assistant and then went to Widener University to receive a Paralegal Certificate. She went back to school and received a Bachelor's Degree from West Chester University.

Having been a member of the Chester County Paralegal Association since 2002, Tina believes it is very important to network and attend continuing education courses that are offered through the Association as well as the Chester County Bar Association. Tina believes having participated in the CLE, Fundraising and Pro Bono Committees over the years, has given her tremendous experience in working with many great friends.

### **For Vice President: Anne Marie Romani**

Ann Marie Romani was born, raised and educated in Chester County Pennsylvania. Ann Marie is currently enrolled at Widener University in Delaware where she will receive her Bachelor's Degree in Paralegal Studies in August. Having worked in the legal field in Chester County for 13 years, she has experience commercial litigation as well as family law. She is currently a Paralegal in the litigation department of MacElree Harvey

### **For Treasurer: Donald P. Bristol**

Don's career as a paralegal began as unexpectedly with a 2-day temporary secretarial "temp" job that ultimately led to his promotion as an estates paralegal with the firm MacElree Harvey, Ltd. in West Chester. Prior to that, Don obtained his bachelor's degree in piano performance and master's degree in piano pedagogy from West Chester University. He obtained his paralegal certificate from Villanova University in 2008. As a paralegal, he's actively involved with a large roster of estate administration cases, most importantly the detailed management of estate assets in their various forms. As a pianist, Don teaches at a private studio in West Chester and regularly performs chamber-music recitals in the area. Don served as Treasurer, Website Coordinator and Publicity Chair for CCPA in 2009.

Don is the proud oldest brother of 10 children, and his family is based in Phoenixville. He lives in Exton.

### **For Secretary: Susan Biela**

Susan has been a paralegal for over 10 years. She is presently employed at MacElree Harvey as an Estates Paralegal.

Susan has an Associates Degree from West Chester University and graduated cum laude from The PJA School. She began her career as a legal secretary for a small firm in Ardmore, which shaped her interest in continuing her education in the legal field. She is married and has two daughters. In her spare time she loves spending time with her family and reading.

# CLE Update

On Monday, Nov. 16th, CCPA held a CLE seminar in conjunction with the Chester County Bar Association. Our speakers were Kathryn Meloni, Esq. and Amanda Konyk, Esq., both of whom teach in Villanova University's Paralegal Program. We are pleased to report that the seminar was a great success and well-attended, with nearly 20 paralegals and 10 attorneys present. We look forward to our 2010 CLE seminar, which we anticipate will be held later in the fall.



A secretary, a paralegal and a partner in a city law firm are walking through a park on their way to lunch when they find an antique oil lamp. They rub it and a Genie comes out in a puff of smoke. The Genie says, "I usually only grant three wishes, so I'll give each of you just one."

"Me first! Me first!" says the secretary. "I want to be in the Bahamas, driving a speedboat, without a care in the world." Poof! She's gone.

"Me next! Me next!" says the paralegal. "I want to be in Hawaii, relaxing on the beach with my personal masseuse, an endless supply of pina colodas and the love of my life." Poof! He's gone.

"You're next," the Genie says to the partner.

The partner says, "I want those two back in the office after lunch."

Tara Newman  
1215 Webster Street  
Philadelphia, PA 19147

Chester County Paralegal Association  
P.O. Box 295  
West Chester, PA 19381-0295

Dear Chester County Paralegal Association,

I am writing to thank you again for accepting me as the first recipient of your scholarship and to give you an update as to what I have accomplished since the acceptance dinner in May. In January I had started applying to every possible internship or student position at a law firm, looking for a place that would give me experience in the field. Not too long after the dinner I received a phone call to schedule an interview at the United States Attorney's office.

I interviewed in front of a panel of men and woman for only fifteen minutes. I thought I blew it due to how short the interview was. At the end of that same week I received another phone call saying I had been chosen for one of the student positions available in the office. I went through, what seemed like, a long and nerve-wracking security clearance and in July started working as a court runner for the criminal division of the United States Attorney's office.

I have learned so much since I have started with them and I am almost done with the certificate program at Peirce. I am scheduled to graduate in June of 2010. Thank you again for the scholarship. It has truly helped me financially get through school and built my confidence.

I hope you all have a good end of the year and wish you happy holidays.

Sincerely,

Tara Newman



# THE COUNTY OF CHESTER



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P.O. Box 2747  
West Chester, PA 19380-0990  
610-344-5800  
[www.chesco.org/cyf/](http://www.chesco.org/cyf/)

January 5, 2010

Catherine Marrone  
Chester County Paralegal Association  
17 Minor St.  
West Chester, Pa. 19382

Thank you again for the generous donation of holiday gifts. Enclosed are the THANK YOU notes from the families that benefited from your office's generosity.

On behalf of the Chester County Department of Children, Youth and Families, THANK YOU again for your generosity. It is so nice to know that there are people who really care and want to reach out and help Chester County's needy families in this very concrete way during the Holiday Season.

Very truly yours,

Keith Hayes  
Executive Director

Suzanne Thompson  
Barb Nagle  
Holiday Committee Co-Chair

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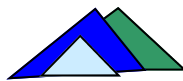
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# Safe Harbor

OF GREATER WEST CHESTER, INC. • 20 NORTH MATLACK STREET • WEST CHESTER, PA 19380  
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January 13, 2010

Chester County Paralegal Association  
ATTN Ms. Tina Cortese  
P.O. Box 295  
West Chester, PA 19380

Dear Tina:


Thank you for your recent gift of \$500.00 to Safe Harbor of GWC. Your gift was received on 12/23/2009. We are so grateful for your thoughtfulness and hope you know how much it means to us and the residents we serve that we have your continued support.

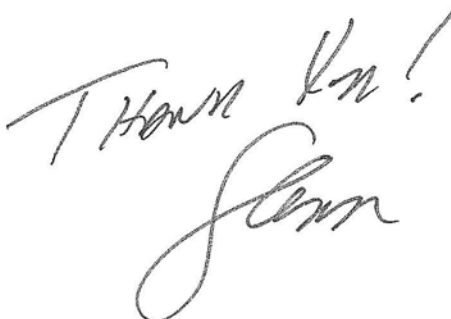
Your donation will help us outfit the new shelter, offset the costs of us operating the shelter, as well as provide basic needs such as shelter, food and counseling.

We wish to acknowledge that you received no goods or services in regard to this donation. Safe Harbor is a 501 (c) (3) organization and your donation is deductible to the extent of the federal law.

Happy New Year and thank you again for your generosity!

Warmest regards,

  
Glenn L. Fricke  
Executive Director

  
Tina Cortese

## PARALEGAL PIPELINE

*The Paralegal Pipeline* is a bi-monthly publication of the Chester County Paralegal Association. Anyone wishing to write a column, letter to the editor, or offer any ideas of a topic, please contact Suzie A. Marker at 610-738-8850 or [smarker@gmail.com](mailto:smarker@gmail.com). All ideas are welcomed and encouraged. The Committee reserves the right to edit for space and grammar. Every precaution is taken to ensure the accuracy of articles published. The Chester County Paralegal Association cannot accept responsibility for the correctness of the information supplied

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**[http://  
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### **Paralegal Pipeline**

The Chester County Paralegal  
Association

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