



# UTILIZING YOUR PARALEGAL EFFECTIVELY

*Approved for 2 CLE Credits*

**Wednesday, March 14, 2012**

**10:00 a.m. – 12:00 p.m.**

**Location:** Chester County Bar Association, Lower Level

**15 W. Gay St.,  
West Chester, PA 19380**

**Attorney Fee:**

\$60 CCBA Members / \$75 Nonmembers

**Mail form & payment to:**

Chester County Bar Association  
15 W. Gay St., 2nd Floor, West Chester, PA

**Paralegal Fee:**

\$28 CCPA Members / \$36 Nonmembers

**Mail form & payment to:**

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



**Formal Education**

*What paralegal students are taught*

Presented by intellectual property paralegal Wendy Reczek, a 2008 graduate of Villanova University's ABA-approved paralegal program. Wendy is President of Chester County Paralegal Association (CCPA).

**In the Trenches**

*What paralegals can do and what they should not do*

Presented by generalist paralegal Lynn Rohr, the Executive Assistant to Counsel to the Board (SEPTA). Lynn is CCPA's primary representative to the Keystone Alliance of Paralegal Associations.

**Enhancing Profitability**

*Practical considerations for utilizing your paralegal*

Presented by securities and annuities paralegal Maureen O'Hara of ING U.S. Maureen is the Scholarship Chair of CCPA.

Name: \_\_\_\_\_

PA ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

CREDIT CARD #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Visa / MC / AXP (circle one)

Name / Billing Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Total to be charged \$ \_\_\_\_\_ OR Amount of Check \$ \_\_\_\_\_

**Make Checks payable to:** Chester County Bar Association **OR** Chester County Paralegal Association (respectively)