

Paralegal Pipeline

Chester County Paralegal Association

Summer 2010

Inside this issue:

President's Message	1
Review of the Minutes from June 2010 Board Meeting	2
Fundraising Activities	2
Resume Writing Tips!	3
Paralegal Proclamation	3
2010 Paralegal Summit	3
Upcoming Events	4
Corporate Member Spotlight	5

President's Message

Summer has arrived with a heat wave! Hope you are all enjoying your summer.

Well the Fashion Show was a lot of fun and Wings for Success received a ton of clothes donations which has helped immensely. If anyone has any ideas for a project or would like to spearhead one, please let me know.

Please spread the word that the Chester County Paralegal Association is offering two \$500 scholarships. We are spreading the word by forwarding to area schools and universities and will now be forwarding to area law firms so please contact us if you have any additional ideas.

Our next paralegal meeting will be Thursday, September 23, 2010 at the Chester County Bar Association at 5:30 P.M.

Do not miss the Paralegal Day Celebration at Spence Café, 29 East Gay Street, West Chester on Wednesday, July 28th at 5:30 P.M.

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

CCPA – In the Community

CCPA has always been an active force in the legal community through pro bono volunteering, fundraising efforts for local charities, etc. 2010 has been no exception! See in this issue of the *Paralegal Pipeline* the ways CCPA has touched the community as a positive force for good!

What is the CCPA?

CCPA was formed in 1992 with the objective and purpose of promoting and maintaining high standards and ethics in the paralegal profession by providing a forum for the exchange of information about the profession, enhancing the role of paralegals in the legal community, and

encouraging the continuing education of paralegals.

The CCPA currently has over 85 members, hosts educational membership meetings, holds fundraisers to benefit local charities, and has the following active

committees: continuing legal education, fund raising, job bank, membership, national/state affairs, newsletter, scholarship, legal studies advisory, parliamentarian, pro bono, publicity, and website.

June 2010 Board Meeting Review

The June 8, 2010 CCPA Board Meeting was held at noon at MacElree Harvey. Among the Committee Reports, points of interest were:

Fundraising - Claudia Bowen has offered to chair the Silent Auction in the Fall.

Job Bank – Barb Butler continues to receive and circulate new postings.

KAPA – there has been some confusion regarding CLE credits awarded by KAPA to

Pa.C.P.s who attended the Paralegal Summit in May. KAPA's credentialing committee is working on clarifying.

CLE – planning underway for another CLE Seminar in the Fall.

Scholarship – 2 applicants for this year's scholarship. Future scholarships will be limited to the Delaware Valley Area (one applicant was from Florida).

Under old business, the Board is investigating setting up a committee to work on filing for 501(c)(3) status. For new business, Susan Biela, Secretary, will be review CCPA's *Policy and Procedures Manual* and review the By-laws in anticipation of the end-of-year elections. The Board Agreed to not have an August meeting.

Fundraising Updates – Wings for Success Fashion Show

What turned out to be a fun night and a great success, CCPA held a fashion show fundraiser on May 5, 2010 to benefit *Wings For Success*, a local non-profit organization of women who volunteer their time, skills and love to bring lasting confidence to women facing the challenge of securing sustainable income. Wings provides work appropriate clothing through a fun and nurturing experience that not only prepares each woman for her interview and workplace but also gives her hope and confidence in her

future. Serving southeastern Pennsylvania, Wings has helped more than 5500 women tackle this often overlooked barrier to becoming self sufficient.

Local paralegals and attorneys showcased various business attire and accessories from local shops. In addition to the donation of a substantial amount of new or gently-used clothing for *Wings*, CCPA raised and presented to *Wings* a check for \$1,025.00.



"The good of the people is the chief law."
- Cicero

More Fundraising Updates

- CCPA was a sponsor of the 2010 Trial Run, a 5K Run/Walk in downtown West Chester with proceeds benefiting Legal Aid of Southeastern Pennsylvania.

- The Fundraising Committee is ramping up for CCPA's annual silent auction fundraiser this Fall. Claudia Bowen will be spearheading the event this year. The first brainstorming meeting will be held July 22 at Gawthrop Greenwood in

West Chester (17 E. Gay Street). Claudia can be reached at cbowen@gawthrop.com or 610-696-8225. Last year was a great success thanks to the dedicated help of the Committee. Any and all help is needed and appreciated!

Resume Writing Tips (submitted by Suzie Marker)

When drafting a resume, the paralegal needs to focus on specific aspects of her abilities. He or she should highlight the skills and qualifications that relate exclusively to the field of law. Entry level applicants will want to place their educational background in the beginning of a resume, while those with a long work history should place the attention of their resume on experience rather than education.

Please, please, please spell and grammar check your resume several times. Check for errors on a hard copy of your resume as well. Have a second set of eyes check- you can never check too many times for mistakes. As a paralegal, proofreading is imperative. Do not send a potential employer a blunder riddled resume!

A paralegal needs to have a strong knowledge of the legal system and how it operates. When constructing your work experience you need to be very specific about the tasks that you have learned and use keywords when describing them. Include the most important duties you have been given. A resume that includes interviewing clients and drafting legal documents is more impressive than one that only includes maintaining the calendars and answering telephones.

There are several associations to which paralegals can belong. There are national affiliations such as the National Federation of Paralegal Associations. There are also local associations like the Chester County Paralegal Association. Placing these associations prominently on your resume indicates that you have achieved some objectively measurable expertise or that you have met qualification standards that your competitors for the open position may not. Do not bury any affiliations in a section that contains other information, but rather set it off by itself so that it stands out even if you only belong to one.

Governor Proclaims 2010 Paralegal Day

On June 10, 2010, Pennsylvania Governor Edward G. Rendell issued a Proclamation naming July 26-30, 2010 PARALEGAL WEEK, and July 30, 2010 PARALEGAL DAY throughout the Commonwealth.

Follow this link to a copy of the Proclamation at CCPA's website: [Governor's Proclamation](#)

CCPA will be celebrating 2010 Paralegal Day with a happy hour for members at Spence Café in West Chester on Wednesday, July 28th from 5:30 – 7:00 p.m.



2010 Paralegal Summit

The [Keystone Alliance of Paralegal Associations](#) held its annual Summit on the Paralegal Profession on May 1, 2010 at the Pennsylvania College of Technology. There were 65 paralegals, attorneys and educators in attendance, with Villanova University's paralegal professor, Meryl Rosen Friedman, Esq., serving as moderator.

Upcoming Events

General Meetings: Meetings of the Chester County Paralegal Association generally held at 5:30 p.m. in the lower level of the Chester County Bar Association Building, located at 15 West Gay Street, West Chester, PA.

Board Meetings: 2nd Tuesday of each month at 12:00 noon.

July 22	Silent Auction Fundraising Meeting
July 26 – 30	Paralegal Week (Pennsylvania)
July 28	Paralegal Day Happy Hour
July 30	Paralegal Day (Pennsylvania)
September 14	Board Meeting
September 23	General Meeting
October 12	Board Meeting
November 9	Board Meeting
November 18	General Meeting
December 14	Board Meeting

Board of Directors

Officers:

President: [Tina Cortese](#)
 Vice-President: [Anne Marie Romani](#)
 Treasurer: [Don Bristol](#)
 Secretary: [Susan Biela](#)

Committee Chairs:

Fundraising: [Claudia Bowen](#)
 Job Bank: [Barbara Butler](#)
 KAPA: [Wendy Reczek](#)
 Membership: [Kathy Cindric](#)
 Newsletter: [Suzie Marker](#)
 Parliamentarian: [Stevi Richards](#)
 Pro Bono: [Tina Cortese](#)
 Publicity/Website: [Don Bristol](#)
 Scholarship: [Maureen O'Hara](#)
 Villanova Liaison: [Lisa Tarr](#)

CCPA
 PO Box 295
 West Chester, PA 19381
www.chescoparalegal.org

The Paralegal Pipeline is a 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 Marker at 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.



Moderate

	8				7	
5		9		7		8
	1		5	3		9
		3			9	
	5			6		4
		1			7	
	3		2		8	6
8		6		4		3
	2					5

Hard

	2			1		4	
	9					8	
1		7				5	6
			4		9		
9		6		7		4	2
			8		5		
8		1				3	9
	7						6
	3			8			2

www.sudukopuzzles.org

Corporate Member Spotlight



Clark Process Services, a Division of Clark Capital Review was established in 1999. We are located in Chester County Pennsylvania, an ideal location to service all of Southeast PA and the State of Delaware promptly. We also offer nationwide service through our network of National Association of Professional Process Servers.

The owner of CPS, Clark Faggioli is a Licensed Realtor in Pennsylvania & Delaware as well as a Pennsylvania State Constable. This foundation of education and experience provides a broad base of tools for all Law Firms to choose from. Mr. Faggioli has never been a traditional Realtor, looking for his next commission. He has however; assisted clients as large as Bank of America and clients as far away as California Highway Patrol in locate lost funds in PA Courts, County and Federal. Mr. Faggioli also has extensive Estate experience in locating lost heirs to close and Estate and assist in Estate Liquidation. His most memorable case was tracking and locating a long haul trucker that thought the Law Firm was chasing him for past due bills. When in actuality it was for a large settlement due to him from an Estate.

CPS uses the very latest technology which enables us to be more responsive and efficient to your legal service needs than the average process server company. Each vehicle is equipped with a laptop and printer and wireless connection to receive your orders while in the field. Same day service is our specialty and our goal on every service.

Our Mission Statement is to provide quick and accurate service to all our clients and help solve problems in the field. From serving difficult parties, to locating persons of interest, and assist in Real Estate settlements. We strive to be a valuable asset in the field for your Firm.

Our Contact information can be found on our website www.clarkproserv.com

**Would you like to advertise IN THE
PIPELINE?**

Published 3-4 times a year

Rates:

Members- \$10/issue

Nonmembers- \$25/issue

Sustaining members are offered FREE ads!

You supply the copy in Word or Publisher format.

Contact Suzie for more information

610.310.2086 or smarker@gmail.com