

PERSPECTIVE

Volume 35, Issue 4

Winter/Spring 2018

PRESIDENT'S MESSAGE

By Sarah M. Robinson

Happy New Year my fellow paralegals! The Paralegal Association of New Jersey is very excited about 2018. The website is undergoing major construction and the project will be finalized at the end of January/beginning of February. The website is being updated and revitalized. While the Association will still utilize Constant Contact to keep in touch and forward notice of dinner meetings, the *Perspective*, etc, the new website will direct members and nonmembers to an outside forum in order to access the Association's events. The forum will also include a "Members Only" Board to access the Job Bank and *Perspective*.

Members, in order to access the Job Bank and *Perspective*, you will need to register and create a username and password on the

Non-members, in order to access the Job Bank and *Perspective*, you will need to become a member. The application and membership process is explained on the Association's website www.njpara.org on the "Membership" page.

The new website and forum will include detailed instructions. If, however, you need a little extra assistance please contact me directly at paralegalsr@gmail.com. From there, we can correspond by email or set up a phone conference if necessary.

The next dinner meeting is on February 13, 2018 at The Kenilworth, 60 South 31st Street, Kenilworth, NJ. Catherine M. DeAppolonio,

SAVE THE DATE
OCTOBER 26, 2018
PARALEGAL COVENTION

forum. Once complete, please allow 5-7 days to process your registration. Once processed, access to the Job Bank and *Perspective* will be granted. Access will expire once your PANJ membership lapses.

Esq. is presenting a seminar entitled, "The Paralegal's Role in Tort and Civil Rights Claims against the Government and the Police." I personally find this topic very interesting. If you



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haven't already registered, please do so as soon as possible.

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While the website is down, you will be unable to register for the February dinner meeting online. If you or any of your colleagues wish to register for February's dinner meeting while the website is down, contact me directly at PARALEGALS@GMAIL.COM.

Please also mark your calendars and save the date for the **Annual New Jersey Paralegal Convention (NJPC)** on **October 26, 2018**. As the date grows closer, attendee and vendor information will be available at www.njparalegalconvention.com.

Several times in previous years, a seminar entitled "**A Day in the Life of a Paralegal**" was offered at the Convention and was well received by all who attended. Therefore, the seminar is being offered at this year's Convention and **NJPC is seeking panelists!!** The panelists will have approximately 15 minutes to describe their educational background, paralegal work experience/employment, legal field and typical day and why the panelist decided to become a paralegal. Once all panelists have spoken, the audience may ask the

panelists questions. It will be a loosely structured seminar focused on introducing students and working paralegals to "the paralegal life" and a paralegal's responsibilities in different legal settings. **If you are interested in being a panelist, please contact me at info@njpara.org.**

On December 2, 2017, I had the honor of participating on a panel of legal experts hosted by the Union County College Paralegal Studies Program for an event titled "Exploring Careers in the Legal Profession" chaired by the Director, Monica Schurtman, Esq. The panelists included Judge Lisa Miralles Walsh of the Union County Superior Court, Criminal Division, Special Victims Unit and former paralegal; Rudy Rodas, Esq., Attorney Advisor of the Social Security Administration and former paralegal; and Diane Kurz, paralegal, mediator and graduate of Union County College's Paralegal Studies Program.

Each panelist discussed their educational backgrounds, prior and present work experience and related professional activities. I was chosen to speak first and discussed a wide variety of topics- ABA and non-ABA approved paralegal educational programs; New Jersey's lack of regulation and registration of paralegals; NALA and the certification exam; LLLT's; PANJ and the need for continuing legal education; the

benefits of networking; and the many opportunities available in the legal field for paralegals to work for solo practitioners or law firms; in house legal departments; corporate entities; and even as independent contractors. I was able to set the stage and allow the other panelists to expand on my presentation. The information was well received and after all the presentations were finished, an open discussion ensued with the attendees. They were very receptive to the information and advice provided by all the panelists. Even the panelists themselves were enlightened as to the new developments in the paralegal profession. Applications for membership to PANJ and literature were provided to all of the attendees. PANJ also accepted invitation to present again at the College at a future event.

Finally, the featured article in this issue's *Perspective* is from Lorelei Staffing and discusses "Tools for Growth in Today's Changing Climate of Job Instability" which includes helpful tips for students, presently employed paralegals and paralegals who may be between jobs or seeking a better opportunity. Please feel free to contact Lorelei Staffing with any questions.

Until we meet again!

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KEEPING UP WITH PANJ

September 2017 Dinner Meeting

Amanda Sexton of DGR – The Source for Legal Support returned to PANJ to kick off the 2017-2018 term with **Digital Process Service & Investigations: E-Service and Effective On-Line Research**. Social media and the internet is a part of everyday life. Amanda presented practical and useful tips when using social media and other internet resources to gather information concerning a person or business and provided a list of sources to begin your research. Priority Search Services, LLC, a search provider for municipal tax assessment, utility & flood searches, sponsored the meeting.

November 2017 Dinner Meeting

Jason Komninos, Esq. joined us for November's dinner meeting and presented **Post Conviction Relief in Municipal Court**. Jason gave a great introduction to this topic and provided information and case law as a starting point should a paralegal encounter a hiccup in a Municipal Court action. Jason is a solo practitioner and Vice Chair of the New Jersey State Bar Municipal Court Practice Section. November's meeting was sponsored by Abdelhadi & Associates, LLC, a general practice law firm located in Paterson, New Jersey, serving central and Northern New Jersey.

2017 Annual New Jersey Paralegal Convention

PANJ had a presence at the **New Jersey Paralegal Convention** this year, again hosting a table at this annual event. The Convention drew approximately 170 attendees and 26 sponsors. Sponsors included legal support services, schools, title companies, process servers, court reporters and everything in between. Attendees included students, practicing paralegals and paralegals in the job market. Tracks included litigation, miscellaneous and family law related topics. All-attendee sessions were Legal Writing and Ethics and Technology, both of which were useful to all attendees regardless of the track sessions they attended. PANJ is already looking forward to this year's Convention! **Save the Date OCTOBER 26, 2018.**

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*** CONGRATULATIONS! ***

THE FOLLOWING MEMBERS HAVE ACHIEVED CERTIFIED PARALEGAL STATUS:

Tracey Tagliente, CP
Roberta L. Matalon, CP
Allisya Ramos, CP

As a reminder, your NALA membership includes:

- ▶ Local and national discounts on products and services: Identity Guard, Office Max, Avis, Budget, Collette Guided Tours, and CruisesOnly. Check out the website for the latest.
- ▶ Several complimentary education courses -- The Science of Living in Balance, Managing Stress in a Turbulent World, and Using Coaching Skills to Improve Communication.
- ▶ An \$80 gift certificate. Use it on continuing education courses. It's an easy way to earn your CLE credits.
- ▶ A subscription to Facts & Findings. I find each issue very helpful and useful.

Consider attending the **2018 Conference & Expo** which is scheduled for July 11-13, 2018 in St. Louis, MO. It's a rewarding experience.

Don't forget the exam format which changed, effective January 2018. The exam's two sections are (1) Knowledge Exam which is available year-round consisting of multiple choices; and (2) Skills Exam which is available 4 times a year – February, April, July and October – consisting of a written assignment. NALA has a practice course available for purchase. More information about the exam is available at:

<https://www.nala.org/sites/default/files/files/users/The%20Certified%20Paralegal%20Program%202018.pdf>.

Christine A. Principe, CP is PANJ's NALA Liaison. Questions in connection with local NALA certification exam study groups should be directed to Christine at cprincipe@sillscummis.com.

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PARALEGAL ASSOCIATION
of
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FEBRUARY 2018 GENERAL MEMBERSHIP DINNER MEETING

**THE PARALEGAL ASSOCIATION OF NEW JERSEY,
IN CO-SPONSORSHIP WITH PETRO JERSEY INDUSTRIES,
IS PLEASED TO INVITE YOU TO ITS
FEBRUARY 2018 GENERAL MEMBERSHIP DINNER MEETING**

TOPIC: THE PARALEGAL'S ROLE IN TORT AND CIVIL RIGHTS
CLAIMS AGAINST THE GOVERNMENT AND POLICE

SPEAKER: CATHERINE M. DEAPPOLONIO, ESQ.

DATE: TUESDAY, FEBRUARY 13, 2018

TIME: 6:00 P.M. - REGISTRATION/CHECK IN/NETWORKING

PLACE: THE KENILWORTH
60 South 31st Street, Kenilworth, NJ 07033

COST: \$26 MEMBERS, \$31 NON-MEMBERS

Buffet Dinner, Dessert, Soda, Tea and Coffee

**RESERVATIONS MUST BE MADE IN ADVANCE
NO LATER THAN FRIDAY, FEBRUARY 9, 2018**

Reservations should be made by calling Sarah Robinson, 973-432-6554 or emailing (preferred method) paralegalsr@gmail.com Please provide your full name and telephone number.

Please remember that if you make a reservation and cannot attend, you must notify us no later than Monday, February 12, 2018, by 12:00 p.m. or you will be held responsible for payment.

www.NJPara.org



SAVE THE DATES!

UPCOMING EDUCATIONAL DINNER MEETING SEMINARS

FEBRUARY 13, 2018

Catherine M. DeAppolonio, Esq.

"The Paralegal's Role in Tort & Civil Rights Claims Against the Government and Police"
The Kenilworth, Kenilworth

MARCH 13, 2018

DTI Global

"How to Effectively Prepare for and Manage Electronically Stored Data in Civil Litigation"
Sills, Cummis & Gross, P.C., Newark

APRIL 17, 2018

Chambers QDRO Consulting Services LLC

"QDRO's"

Courtyard Marriott, Lyndhurst

JUNE 12, 2018

Diane Fleming Averell, Esq. and William A. Kraus, Esq.

"Medical Malpractice"

Porzio, Bromberg & Newman, P.C., Morristown

THANK YOU Berkeley College for sponsoring the
January 2018 Dinner Meeting!

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October 26, 2018

Renaissance Woodbridge
(at the Metropark)
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www.njparalegalconvention.com

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TOOLS FOR GROWTH IN TODAY'S CHANGING CLIMATE OF JOB INSTABILITY

By Holly M. Cursi

Even though work is but one part of our lives, it is high on the ladder of importance and your time is valuable. Following are some tools to help you navigate the waters of employment and career advancement (while keeping your sanity).

IF YOU ARE OUT OF A JOB COMPLETELY & SEEKING EMPLOYMENT:

NETWORK, NETWORK, NETWORK!

- Take advantage of offerings and events within your field – such as professional associations like PANJ, town hall meetings and social events. Many local law firms host dinner events with speaking engagements at no cost, so check out some firms you are interested in working for.
- Stay active and up to date on social media, especially LinkedIn (always keep it professional); follow firms you like and utilize free resources available on sites such as Career Builder and Glassdoor.
- Check with former co-workers, colleagues and friends who have recently changed jobs and find what avenues worked for them: websites, recruiting firms, etc. **Treat every encounter (even conversation) as a possible future opportunity.**
- Be selective as to what you are applying for, especially at first because you never really know who is going to "bite". Don't waste your time on anything that is less than desirable. **Stay focused on what you really want.**
- **Use your time productively**, focus on and develop your strengths and refresh your skills (check out the NJ Unemployment office, public libraries and <http://www.njstatelib.org/> for more information).

IF YOU ARE CURRENTLY EMPLOYED BUT SEEKING BETTER OPPORTUNITY:

- **Work hard!** Don't give up on the job you already have; show initiative by asking for new responsibilities and opportunities to grow within the Company. It will show your dedication and commitment to the team. Always try to assist where needed - and show your added value to the Company.
- **Seek a mentor.** If you don't already have one, get one! Ideally, seek out someone whose career you admire and find out what they did to get there.

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- **Remember who you are and the image you project.** Always look the part (eye contact is essential).
- **Don't quit until you have secured employment.** There is no telling how long your search could last. Remember, you will have to explain all gaps in employment to a future employer (and/or recruiting company).
- **Leave on good terms.** Maintain strong relationships with past and current bosses, colleagues and professors.
- **Keep learning – the journey never ends!** Show initiative by staying updated on the ever-changing law and continue to polish your technical skills. Focus on and develop your strengths. Stay involved in other projects that you enjoy as well, such as reading for fun.
- **Always keep your resume fresh and up to date.** Update it often and immediately after you've taken a workshop or continuing education seminar (so you don't forget). Additionally, it may be time to eliminate some of your old job history (i.e. that summer gig at the Burrito Barn) or create different versions of your resume. Make sure to include your accomplishments and notable improvements within your existing role.
- **Stay positive!** Avoid the urge to gossip or talk poorly of your current employer - NO ONE LIKES A DEBBIE DOWNER! If you are unhappy in your current situation, use your energy towards meeting your goal! Negativity and complaining will only bring you down and de-rail you from your objective – finding a new job and/or bettering your career.
- **Use reputable staffing agencies, as closely related to your field as possible.** There are many perks to using a recruiting firm (such as Lorelei Staffing) for resume assistance and interview preparation tools, as well as benefitting from their established client relationships. Also remember to use reputable job search sites as well. Indeed and Zip Recruiter are industry favorites.
- Remember, you are marketing your own product - YOU! So be sure to stay on top of your game ALWAYS - your image presents itself before anything else; have your interview clothes pressed and ready to go.
- **Always maintain your word.** If you've recently met up with someone and offered your card, phone call or resume, follow through.

INTERVIEW TIPS

- **Be yourself!** Remember, they need you too!
- Always prepare by researching the Firm/Company to which you are applying. Bring a hard copy resume – SPECIFIC TO THE JOB FOR WHICH YOU ARE APPLYING. Additionally,

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if you have a job description, mirror your resume to match the skills they are seeking (again, be prepared to explain any employment gaps, it's fine if you have a "story", just be prepared to explain it).

- Always look your very best - your image speaks before you do. A firm handshake and eye contact are a must, but **avoid handshake extremes**.
- Be prepared for "tricky" interview questions, i.e. Why are you leaving? Good answers include – "I've been interested in working for your Company for years", "I would love to expand upon my existing skills and have plateaued at XYZ".
- Send a thank you note to ALL interviewers and don't be afraid to follow up if you haven't heard anything in a few weeks, you deserve a response. If you aren't offered the position, keep your spirits up, sometimes things happen for a reason!

In closing, it is always important to maintain balance in your life. If you are nervous or worried about your employment situation, you may be neglecting your physical and emotional health. Always schedule in some down-time for activities you enjoy (such as yoga, walking or meditation) to help unwind your mind and de-stress.

Be well~

"Face each day as a dance; step back and watch. You will see that life naturally perfects itself."

Parents Tao Ta Ching



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PARALEGAL ASSOCIATION OF NEW JERSEY
SEASON PASS BENEFIT PROGRAM

EFFECTIVE 11/1/17

As a current Member of PANJ, you may prepay for a block of dinner meetings in advance to take advantage of a discounted price!

_____ Seven (7) Dinner meetings \$150 (Retail Value of approximately \$175)

_____ Five (5) Dinner meetings \$100 (Retail Value of approximately \$125)

_____ Three (3) Dinner meetings \$60 (Retail Value of approximately \$75)

Member Name: _____

Payment Date: _____

Payment for this benefit can only be accepted by check.

The Member can provide payment at any time prior to the desired discounted dinner meetings. Following receipt of the payment, it will be applied to future dinner meetings.

While registration to future dinner meetings will be paid for in advance, the Member will still be required to preregister for each event to allow PANJ to obtain an accurate head count for catering purposes.

The Participant's membership must remain current.

Please feel free to email any questions regarding the program to info@NJPara.org.

THE SEASON PASS DOES NOT INCLUDE REGISTRATION TO THE ANNUAL NEW JERSEY PARALEGAL
CONVENTION GENERALLY HELD IN OCTOBER.

www.NJPara.org

(For office use only) Discounted Dinner Meetings Attended by Member:

Date: Date: Date: Date: Date: Date: Date:



PARALEGAL ASSOCIATION OF NEW JERSEY
NEW MEMBER REFERRAL BENEFIT PROGRAM

EFFECTIVE 10/1/17

As a current member of PANJ ("Current Member"), invite a fellow paralegal who is not already a member to join you in attending a dinner meeting. (Member & Nonmember fees applicable.) If within 30 days thereafter the nonmember paralegal becomes a member of PANJ ("New Member") and pays the applicable membership fee, both the Current Member and New Member may enjoy attendance at one future dinner meeting for free! (Once requirements of program are met, Current Member and New Member may apply respective free attendance benefit at either the same future dinner meeting or separately. Consequently, completed form must be submitted by Current Member and New Member, respectively, at time of attendance of free seminar.)

Current Member Name: _____

New Member Name: _____

REQUIREMENT #1

Dual Attendance Seminar by Current Member and New Member (payment of Member & Nonmember Fees)

Date: _____ Topic: _____ Speaker: _____

REQUIREMENT #2

New Member Membership Application Submission Date: _____

(For Office Use Only: New Member Application Date Accepted _____ Date Payment Processed: _____)

MEMBER BENEFIT

Current Member Free Seminar:

Date: _____ Topic: _____ Speaker: _____

New Member Free Seminar:

Date: _____ Topic: _____ Speaker: _____

Please feel free to email any questions regarding the program to info@NJPara.org.

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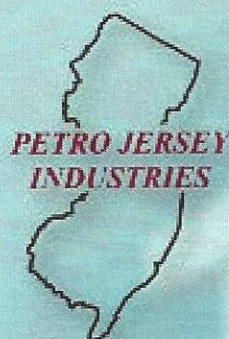
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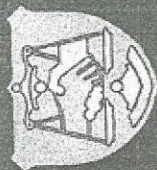


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