



PERSPECTIVE

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Summer 2013

PRESIDENT'S MESSAGE

By JoAnne Haffeman

I hope you all have survived the blistering heat of the early summer and were able to keep cool and collected. I wish to share a couple of things with you.

In observance of PANJ's 30th Anniversary, the Executive Board decided to confer lifetime members on five of the founding members of the Association. The five members are Bill Beute, Patsy Seremi, Kent Strehle, Kathleen Commins and LynnSusan Wurzbarger. Bill and Patsy attended the June general membership meeting, where they were presented certificates memorializing the memberships. Bill and Patsy spoke about the early days of LAANJ, which became PANJ in 2007. They talked about what it was like for the paralegal in the "early days" and were pleased to know that the Association they had started was going strong and thriving. It was interesting to hear about the early struggles in the paralegal profession and gave me at least a sense that we have come a long. However, in my opinion, we still have a long way to go.

Also during the June Dinner Meeting, was the installation of the officers for the 2013-14 term. We welcome Carol Snyder to the Board. As you may know, Carol became chairman of the Job Bank earlier this year and has done a terrific job in getting that up and running. As noted in a previous newsletter, if you are looking for a job or have a job to post, you can email Carol at caroljsnyder96@gmail.com.

A final note on the June Dinner meeting: Those who attended the meeting found Judge Cohen's presentation to be very profound. I think that his focus on ethical and professional behavior and the importance of a good reputation hit home with a lot of people.

The day after the June dinner meeting the Executive Board met with a delegation of attorneys and paralegals from Japan. Personally, I really didn't know why they chose to speak to us but I was tickled pink that they did. Christine provides an excellent report on the meeting. I was very pleased that the delegation felt the meeting was very productive and helpful in their research. As a footnote, there was a follow-up question from one of the attorneys, which reinforced my belief that this was a very good event for both sides.

Although there was dismay that some of the daily activities of the paralegals included "maintenance responsibilities", I was also struck by the fact that the legal work they do is substantive. They will go to an accident site to inspect and take pictures. They will go the appropriate agency to research estate and real estate issues. But it was also startling to find out the number of attorneys in Japan versus the United States - there are approximately 30,000 attorneys in Japan, while there are more than 90,000 in New Jersey alone.

However, it was heartening to know that the Japan Federation of Bar Associations is actively involved in creating a strong paralegal profession and is committed to having this happen.

Finally, as you will note, the 2013 convention is fast approaching. The description of seminars and registration form are provided in this newsletter. I cannot emphasize enough the benefits you will derive from attending. The Convention Committee has worked hard to provide a program that appeal to both "newbies" and experienced paralegals. I hope to see you all there!



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National Association of Legal Assistants Affiliate



NALA News

by Kandi Moncelsi, ACP

While perusing the NALA website to find out about the Annual Convention held in July, the words: "QDROS for Dummies or the Insane" caught my eye. Now, anyone who is in the family law practice area knows that QDROS are complicated and can be very confusing, so I was intrigued and clicked my mouse on the link.

NALA has always provided continuing education, CLE preparation courses, etc. but I have never taken a good look at the offerings nor have I taken advantage of them. The specialty areas are interesting and at a cost of \$80 for NALA members, affordable. Besides the one on QDROS, there is a seminar on Section 529 Plans, Commercial Real Estate Closings, to name a few.

NALA also offers NALA Campus Live! Programs and Advanced Paralegal Certification Programs, which are web based seminars; NALA Campus Live! Recordings; Summer Institutes, which is an on-site program, as well as numerous publications such as "Facts & Findings."

NALA offers so many opportunities to expand your horizons that it seems incomprehensible to me that more New Jersey paralegals are not taking advantage of it.

Of course, the big educational event is the NALA annual convention. For 2014 the convention will take place in Charleston, South Carolina on July 23-25th. If you have the wherewithal to attend, I highly recommend you do so. It is a wonderful opportunity to meet with our peers from across the country!

And on that note, I hope that you will attend the Annual Statewide Paralegal Convention on October 25, 2013. We have a roster of seminars which we believe will be of interest to everyone, our exhibitors are our biggest supporters and, of course, the chance to network with our peers is priceless. I hope to see you there!



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JUNE 11, 2013 DINNER MEETING - Professionalism and Litigation: Do's And Don'ts In Trial Practice

By Christine Principe, CP

The Hon. R. Benjamin Cohen (Ret.), presented June's dinner meeting at the Renaissance Woodbridge, Iselin, NJ. Judge Cohen spoke on Professionalism and Litigation: Do's and Don'ts in Trial Practice.

In Judge Cohen's view, litigation is a team endeavor and the paralegal's role is critical in preparation. Whatever happens in the court room cannot be accomplished without a good deal of preparation by the team. It's important for each team member to know and understand each other's responsibilities.

The paralegal's role includes tasks to help the attorney present favorably which include being well prepared and making sure the work product is in its best form – neat and free of errors.

Judge Cohen stressed the importance of being on time for court. Always the last to arrive or otherwise late is an indication that the person does not care. If you will be late to court, be sure to notify the judge's staff.

Little things could be important when assisting an attorney in court. Anticipate what the attorney might need, be sure to have ample trial supplies and extra copies of documents. Be sure the attorney has the proper documents and that they are well organized.

Professional courtesy is important. If someone is speaking discourtesy to you, do not respond in kind, but, rather, reply in polite tones.

Courtesy and politeness go a long way. When speaking with a member of the judge's staff, it's as if you're speaking with the judge. Judges are people and the judge and his or her staff will often discuss their interaction with the attorneys and their staff.

Before placing a call to a judge's chambers, anticipate the questions you may be asked or the information you may need and be prepared. Always have the full case name and docket number.

It behooves a paralegal to understand that the art of persuasion is the essence of litigation. Attorneys must be able to be understood, be clear, organized and logical in their arguments. Their arguments must be authoritative, thorough and concise. In that regard the paralegal should know the case, understand the facts and legal theories. The paralegal will assist in keeping all critical documents organized and available for trial, mediation or arbitration, as the case may be.

Paralegals can be a big help with demonstrative evidence, preparing the exhibits and/or making suggestions to the attorney that the paralegal thinks may be helpful as evidence and/or use in opening and closing statements.

Reputation is the attorney's most valuable asset.

PANJ June 2013 General Membership Dinner Meeting





Friday, October 25, 2013
8:00 AM - 4:00 PM

Renaissance Woodbridge
(at the Metropark)
515 US Route 1 South
Iselin, New Jersey 08830

CLE credits are pending from
National Association of Legal Assistants (NALA)
and
National Federation of Paralegal Associations (NFPA)

DESCRIPTION OF EVENTS

Family Law Track:

Appeals - Bonnie Frost, Esquire

What is the role of the Appellate Court? When can you file an appeal? How do you do it? An appeal is not a second opportunity to re-argue the case, it is costly and takes months for a decision to be rendered. This seminar will provide insight into when and how to file an appeal.

How to Handle the Non-Dissolution Case - Cindy Cappell, Esquire

For the unmarried couple, orders for support, paternity and the like are handled by the non-dissolution section in the Family Part. Learn when this part of the Court is the appropriate venue, its procedures, etc.

DCP&P / Child Advocacy - Mary Coogan, Asst. Director of Advocates for Children of New Jersey (ACNJ)

Children have rights and need protection. The Division of Child Protection & Permanency is responsible for protecting our children and advocating for their needs. Ms. Coogan is experienced in addressing the issues facing New Jersey's children and families.

Litigation Track:

Court Rules & PreTrial Procedure - Anthony Bedwell, Esquire

Having a solid foundation is an important part of the trial experience. Interrogatories, document production and other discovery procedures are a large part of the paralegal's responsibilities.

"It's Time for Trial" - Lori Patrick, Esquire

We may not be able to present the case before the Court, but working in concert with the trial attorney is critical. Trial notebooks, witness preparation, exhibit preparation, the paralegal responsibilities continue.

Technology in the Courtroom - Paul Wittekind

Face it, it's the bells and whistles that capture our attention. Power point, video, the visual and sensory showcase of the trial bring it to life and make it real for the judge and jury.

Miscellaneous Track:

Immigration - Victoria Donaghue, Esquire and David Nachman, Esquire

Nuts and bolts of the immigration practice and a bit more. Learn the basics of immigration practice, immigrant and nonimmigrant visas, asylum, Immigration Reform and more.

Elder Law - Peggy Sheahan Knee, Esquire

Something for both the client and for us, preparation of Wills, Trusts, probate procedures, contested Wills, Living Wills, health care directives, all designed to prepare us for the inevitable.

Intellectual Property - Robert E. West, Esquire

Ever wondered what's involved in securing patent protection? After quickly discussing Intellectual property on a basic level, we will take a deeper dive into patent practice by tracing a patent application, including its constituent parts (specification, claims etc.) , and prosecution from filing through issuance. Learn more about the legal requirements for patentability of inventions, the challenges involved with prosecution of patent applications before the U.S. Patent Office and the factors which can influence the outcome.

The Basics:

Ethics - Maria Defilippis, Esquire

There are many gray areas. Knowing when not to cross the line is important for both the paralegal and the firm. Take what you learn in this seminar back to the firm and share it with your attorney!

Legal Writing and Research - Peter King, Esquire

One of our most requested seminars! Writing and research are integral parts of our professional lives, whether it be complaints, briefs, motions, agreements or simply a letter. No matter how experienced you may be, you can never have too many lessons in these areas.

Paralegal 101 - Tips & Tidbits for One and All - Mathew Laskowski, Bankruptcy Paralegal @ Porzio Bromberg & Newman

Grace Kelly, CP, Family Law Paralegal @ Donohue, Hagan, Klein & Weinberg, LLC

Sarah Robinson, General Paralegal @ John McDermott, Esquire

Linda Gerber, Personnel Manager @ Einhorn Harris Ascher Barbarito & Frost, PC

Our panel of experienced paralegals will share those important parts of the paralegal responsibility, such as where to file pleadings, time frames, etc. as well as tips on finding the perfect paralegal position. Our diverse panel will also share their experiences in their respective positions, pros and cons of working in different size firms and practice areas. Have questions for the panel? Post them at our website before 10/15/2013 and find out the answers in the seminar!!

Session IV - All Attendees

"Where Did My Day Go and How Will I Bill It?" - Kathy Seeley, Paralegal Manager @ Lowenstein Sandler

Managing and billing our time is important and sometimes one of the most difficult things a paralegal has to contend with. Hear from an experienced paralegal how to prioritize and work most efficiently as well as obtain tips on billing practices.



REGISTRATION FORM
Pre-Registration through October 19, 2013

October 25, 2013
8:00 AM - 4:00 PM
Renaissance Woodbridge
515 US Route 1 South
Iselin, New Jersey

Registration fee:
Paralegals/Students: \$65.00
Attorneys/Others: \$85.00
At door \$10 additional fee

DISCOUNT FOR GROUPS OF 6 OR MORE - MUST ALL REGISTER & PAY SIMULTANEOUSLY!
Contact Jennifer Smith for further information

Please supply information for each registrant (attach duplicate forms for multiple registrants)
All of the following information is required. Please print clearly or type.

NAME **WORK PHONE**

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HOME PHONE **E-MAIL**

FIRM / EMPLOYER / SCHOOL NAME

FIRM / EMPLOYER / SCHOOL ADDRESS

MEAL CHOICE: **CHICKEN** **FISH**

Place an "X" on the line to the left of the program for each session that you would like to attend.
Paypal Registration: Please insert topic # for each session you would like to attend.
PLEASE SELECT ONLY ONE SEMINAR FROM EACH SESSION!!!

SESSION I	SESSION II	SESSION III	SESSION IV
<input type="checkbox"/> Appeals	<input type="checkbox"/> Non Dissolution	<input type="checkbox"/> OCP&P/Child Advocacy	Time Management / Billing
<input type="checkbox"/> PreTrial	<input type="checkbox"/> It's Time for Trial	<input type="checkbox"/> IT in the Courtroom	(All attendee seminar)
<input type="checkbox"/> Immigration	<input type="checkbox"/> Elder Law	<input type="checkbox"/> Intellectual Property	
<input type="checkbox"/> Ethics	<input type="checkbox"/> Legal Writing/Research	<input type="checkbox"/> Paralegal 101	

Need more information?

Kandi Mencelsi, ACP
973) 476-2526
email: KMENCELSI@GMAIL.COM
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Register and pay by credit card on our website!

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Registration Questions?

Jennifer Smith
(973) 464-2449
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If paying by check:

Make check payable to "NJ Paralegal Convention" and mail it to:
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123 Omaha Avenue
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Coupons must be presented at the time of registration. No coupons will be accepted once fees are processed. No credits or refunds for discount coupons will be issued.
There will be a \$25.00 return check fee plus administrative charge for each returned check.
Refunds less \$25 administration fee will be granted until October 13, 2013. No refunds after October 13, 2013

Please call the Renaissance Woodbridge for hotel accommodations. Mention your attendance at the NJ Paralegal Convention for special room rates.
Reservations must be made by September 18, 2013 to insure availability

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PANJ Meeting with Japanese Delegation

By Christine Principe, CP

On June 12, 2013, the Executive Board of the Paralegal Association of New Jersey met with a delegation of legal professionals from Japan at the Hampton Inn, Secaucus, New Jersey. The delegation was comprised of a law professor, two attorneys who are members of Japan Federation of Bar Associations ("JFBA") and eight "clerical staff in legal business" (legal assistants).

In 2008, the JFBA established a Competency Certification Program for the clerical staff. The JFBA provides education opportunities and administers an examination to certify clerical staff's competency. Those persons who passed the examination formed the Japan Association of Legal Assistants and Paralegals ("JALAP"). The delegation is investigating ways to improve the Certification Program and build a cooperative relationship between the JFBA and JALAP. Additionally, the delegation wants to find ways to improve attorney/staff relationship, improve the staff's knowledge through learning, improve networking so staff is not working in isolation and ensure staff have recognition for their work in which they have pride in.

The delegation contacted PANJ to discuss how PANJ was formed and how it currently manages the Association.

Not long into a planned two-hour meeting, the delegation requested another hour to cover the wide variety of topics it was seeking to discuss. The wide range of issues discussed included the background of PANJ's formation and its history, the activities PANJ provides, the manner in which PANJ funds its activities, the various memberships and its costs, the benefits of membership in PANJ and PANJ's interaction with the Bar Association.

JALAP, much like PANJ, was formed to promote the paralegal profession, share information and educate each other, working towards a national standard of the paralegal's position. There are approximately 3,000 Japanese paralegals to the approximately 30,000 Japanese attorneys.

The members of the Executive Board gave insight to the delegation of their daily responsibilities, which varies greatly depending on each member's employment environment, i.e. independent contractor, solo law offices, corporations and mid- and large-sized law firms.

The roles of a Japanese and New Jersey paralegal are similar in that both meet with clients, research, prepare necessary documents and forms for attorneys' review and gather a wide variety of information to assist the attorneys.

The Japanese delegation explained that in Japan, a Japanese legal assistant is secretary, paralegal and everything else. The "everything else" includes arriving at the office early in the morning before the attorney, cleaning the office, wiping tables, emptying garbage cans, getting the attorney tea, answering phones, scheduling appointments. By way of example, Satoshi Tsukamoto, Legal Assistant, explained that if a potential client called on a probate matter, she would discuss the matter with the client, set the appointment, gather and complete necessary forms for the attorney's review, travel to the land records' office to obtain any and all information relative to the decedent's land ownership, contact banks, etc. This would usually be done in the same day.

The Japanese delegation was very appreciative of the time and insight the Board members provided to them and were encouraged to contact the Board if they had any other questions or needed any further assistance.



The **PANJ** Executive Board with the delegation from JFBA and JALAP



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Amendment to Court Rules – The Following Amendment to the Rules Governing The Courts Of The State Of New York:

1:4-1. Caption: Name and Addresses of Party and Attorney; Format

(b) Format; Addresses. At the top of the first page of each paper filed, a blank space of approximately 3 inches shall be reserved for notations of receipt and filing by the clerk. Above the caption at the left-hand margin of the first sheet of every paper to be filed there shall be printed or typed the name and the New Jersey attorney identification number of the attorney filing the paper, office address and telephone number or, if a party is appearing *pro se*, the name of such party, residence address and telephone number. No paper shall bear an attorney's post office box number in lieu of a street address. An attorney or *pro se* party shall advise the court and all other parties of a change of address or telephone number



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