



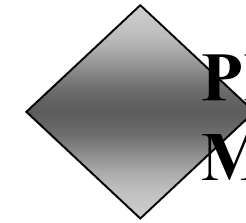
**Paralegal Association
Of New Jersey, Inc.**
PO Box 142
Caldwell, NJ 07006



Volume 31, Issue 1

PERSPECTIVE

Winter 2013



PRESIDENT'S MESSAGE

By JoAnne Haffeman

My fellow members – As per the Bylaws of the Paralegal Association of New Jersey, the Executive Board accepted with regrets the resignation of Jennifer Ciaburri as President in December 2012. As per the operation of the Bylaws, Vice President JoAnne Haffeman assumed the office and duties of President. As it was Jennifer's desire to remain involved in the Association, she was appointed to the Board as a Trustee-At-Large. We would like to thank Jennifer for her service as President and express our appreciation for her continued service on the Board.

In addition to the above, I would also like to share the following with you:

As some of you have noticed, the PANJ website, www.NJpara.org, now includes a page for the Job Bank. Members can either consult the Job Bank page for recent job listing or post a job listing at your law firm on the website. The login and password will be published in *Perspective*, starting with this issue. In addition, you may contact Carol Synder, who has graciously agreed to become chair of the Job Bank Committee, at caroljsnyder96@gmail.com to obtain the current login and password.

PANJ is in the process of putting together a study group for the CLA exam. The Board has received numerous requests for these study groups and we hope that this will address your inquiries.

If you are interested in participating, Please contact Jennifer Smith at 973-464-2449 or Jsmithparalegal@gmail.com. We hope that you will take advantage of this opportunity to gain an edge in taking the exam!

You will note the "Mark the Date" flyers for the following events:

- The Sixth Annual Networking Event sponsored by the New Jersey State Bar Association Special Committee on Paralegals. Come and enjoy free wine and good food while networking with your peers!
- The 2013 New Jersey Paralegal Convention, celebrating 20 years of providing education and networking opportunity for the paralegals in the State of the New Jersey, will be held on October 25, 2013. Start planning your attendance now!!

Also, there will be a raffle held at our monthly dinner meetings. The "prize" will be free movie tickets. Finally, the date for nominations for officers is approaching. Ballots will soon be mailed to our regular members. In addition to the offices listed on the ballot, there are numerous committees that you can participate in, such as well as Program Planning, Public Relations, and Ethics. Please give careful consideration to volunteering for one of these important roles.

Now that I've brought you up-to-date on the latest from PANJ, I hope to see you all our general dinner meetings!



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Paralegal Association of New Jersey, Inc.
PO Box 142, Caldwell, NJ 07006 • www.njpara.org

National Association of Legal Assistants Affiliate



by Kandi Moncelsi, ACP

For those who haven't had the opportunity to visit the NALA website, there are a number of noteworthy news items.

First, I just want to remind everyone that sitting for the CLA/CP exam is great way to show your commitment to your profession. Many of us here in New Jersey are among the CLA/CPs who has earned this designation. I won't deceive you and say it's a cakewalk, but for the seasoned paralegal it may not be quite as daunting as you imagine! If you are seriously considering sitting for it, however, a study group is being coordinated by Jennifer Smith, so by all means get in touch with her to get on board!!

When I first decided to go for the advanced paralegal certification (called specialty exam back in the day) there was only real estate and litigation to choose from. Today, you can achieve the advanced designation in contracts, discovery, social security disability, trial practice, ADR, business organization, trademarks, PI, land use, criminal litigation, commercial bankruptcy, and the most recently added one in Family law. The advance paralegal certification program is as diverse as our profession.

NALA's publication *Facts and Findings* is a treasure trove of information and helpful articles by paralegals. In the most recent issue alone there is an article on handling job stress, legal ethics and social media, setting up a freelance business, to name a few. Who better to pass on their experience and knowledge than our peers?

And finally, for those who have not yet had the opportunity to attend the national convention, I urge you to attend this year's convention in Portland, Oregon, if at all possible. The energy and pride you will feel in your profession will, as they say, be "priceless."



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December 4, 2012 Dinner Meeting - Ethical Considerations for Paralegals

By Christine Principe, CP

Lori Patrick, Esq. of Coughlin Duffy presented the monthly dinner meeting – Ethical Considerations for Paralegals. The meeting was very interactive with lots of questions, comments and input from those in attendance.

Ms. Patrick shared with the audience the utmost confidence she has in her paralegal and stated that when she gives her paralegal an assignment, she expects it to get done in accordance with the Rules of Court and Rules of Professional Conduct (RPCs). Ms. Patrick urged the audience to become familiar with both sets of rules. Since paralegal work is performed under the direction of attorney, paralegals must be cognizant of the Rules of the Professional Conduct. (On a side note, PANJ is an affiliate of NALA, which has its own Code of Ethics and Responsibility, pursuant to which PANJ members must abide.) While the New Jersey Office of Attorney Ethics only governs attorneys, unethical practices by paralegals may result in civil or even criminal penalties. The unauthorized practice of law is a fourth degree crime.

Ms. Patrick explained that paralegals are cloaked in the attorney-client privilege. Any communications the paralegal has with the client are subjected thereto. If paralegals are meeting with a client, Ms. Patrick urged the paralegals to be sure no one other than the client was present. Two examples were given: (1) spouses -- if the client's spouse were present, a waiver must be obtained; (2) adult parent/adult child -- do not except a waiver. It does not even matter if the parent is paying the retainer for the adult child client.

Ms. Patrick advised the paralegals to become fully familiar with their files to make sure the attorney does not get into trouble in any way, i.e., missed deadlines, failure to communicate with the client.

Ms. Patrick also discussed some of the RPCs. The negligence referred to in RPC 1.1 Competence, would include a pattern of mistakes and not just an isolated incidence. The competence component refers to paralegals as well. The attorney must determine that he or she can proceed on a particular matter in a competent manner. That does not mean that an attorney can bring in a paralegal experienced in a particular area of law to assist the attorney in that particular area of law which the attorney has no knowledge. The diligence referred to in RPC 1.3 pertains to the paralegals also and refers to keeping on top of the file, not letting it sit dormant for any length of time, keeping the client up-to-date, and being aware of deadlines.

As for signatures, a paralegal should never sign for a client (although an attorney can provide the client gave the attorney a power of attorney). A paralegal can only sign letters of an administrative nature and must include the word "paralegal" after their name. A paralegal may sign on an attorney's behalf provided the attorney gave permission and attorney's name is signed with the paralegal initials ("John Smith /jd").

October 19, 2012 NJ Paralegal Convention

By Christine Principe, CP

The New Jersey Paralegal Convention held on October 19, 2012, at the Renaissance in Iselin, New Jersey. The Convention was well attended and the exhibitor hall was filled with a variety of vendors useful to the legal profession.

The Convention provided working paralegals and paralegal students with a variety of continuing education opportunities and networking opportunities. The day was broken into four tracks – Family, Litigation, Miscellaneous and New Paralegal. Each track had three separate sessions and the fourth session was an all-attendee seminar for Legal Writing and Research. Sessions included motions, business entities, real estate closings, evidence, medical records, job search, guardianships, foreclosures, and criminal. Most seminars were presented by attorneys from various size firms throughout the state. Attorneys also hailed from the business, academia and medical fields. Additional presenters included practicing paralegals, a certified public accountant, a registered nurse and staffing agency personnel.

The Convention was approved for CLE credits by NALA, NFPA and by the Supreme Court of New Jersey Board on Continuing Legal Education.

Exhibitors in the vendor hall included Allied Neurology & Interventional Pain Practice, Berkeley College, Compunite Computers, Continental Corporate Services Corp., DepoLink Court Reporting, DGR – The Legal Source, DTI Group, East Softy, Fortune Title Agency, Guaranteed Subpoena Service, ION Weather, Jersey Shore Reporting, New Jersey Lawyers Service, Lexis/Nexis, Magna Legal Services, National Association of Legal Assistants, NJ State Bar Association, Parasec, Peirce College, PinWin Litigation Support, Stratos Legal Court Reporting, TD Bank, The Intelligence Group and TransPerfect Legal Solutions. Many of the exhibitors were also sponsors, including Jersey Shore Reporting who sponsored the tote bags. Gerald Zakim Associates generously sponsored the snack breaks.

The Convention is a great opportunity for paralegals to learn a little bit more about the fields they are in or fields in which they have an interest. The day is filled with networking opportunities for paralegals to advance their careers or paralegal students to find avenues to enter the field.

The next Convention will be held on October 25, 2013, at the Renaissance in Iselin, New Jersey. Remember to save the date and see you there!

ATTENTION PANJ MEMBERS!

Election time is here again!

**Keep an eye out for your nomination materials.
Nominate a friend, yourself, anyone you feel would
make a good addition to the PANJ Executive Board.**

For further information, contact JoAnne Haffeman at 732-356-8993 or johaff@gmail.com

The User ID for the Job Bank Page is: jobbank

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SAVE THE DATE!

October 25, 2013

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2011 - 2012 TERM



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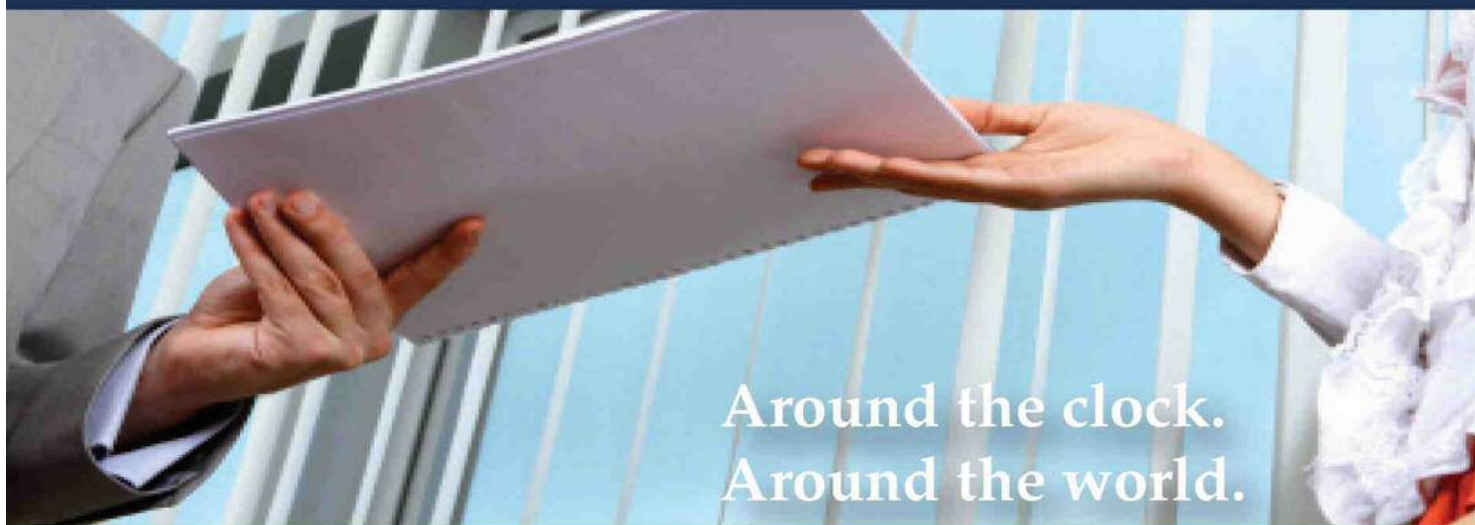
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SIXTH ANNUAL PARALEGAL NETWORKING EVENT SPONSORED BY THE NEW JERSEY STATE BAR SPECIAL COMMITTEE ON PARALEGALS

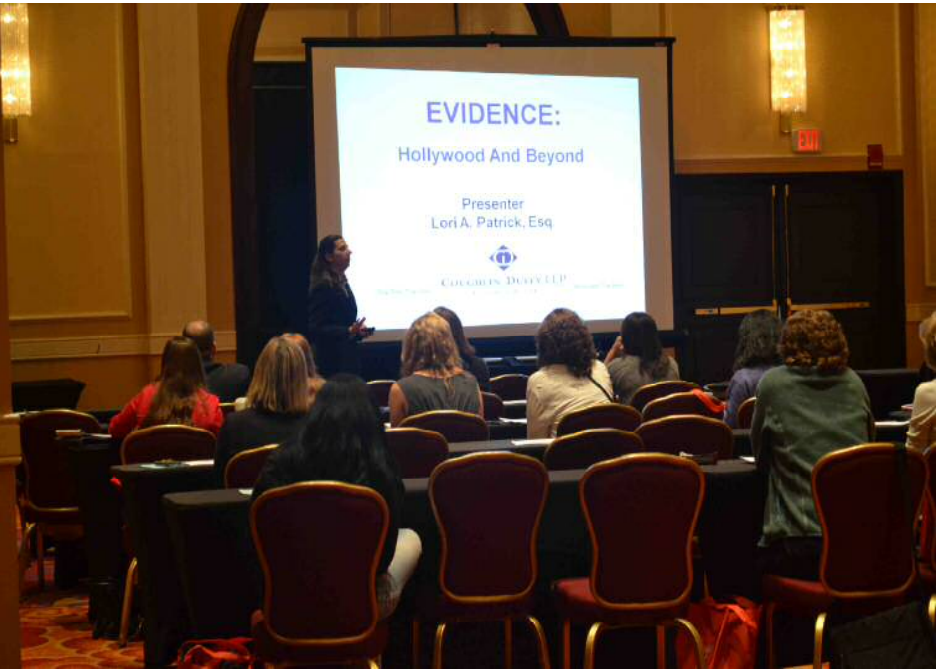
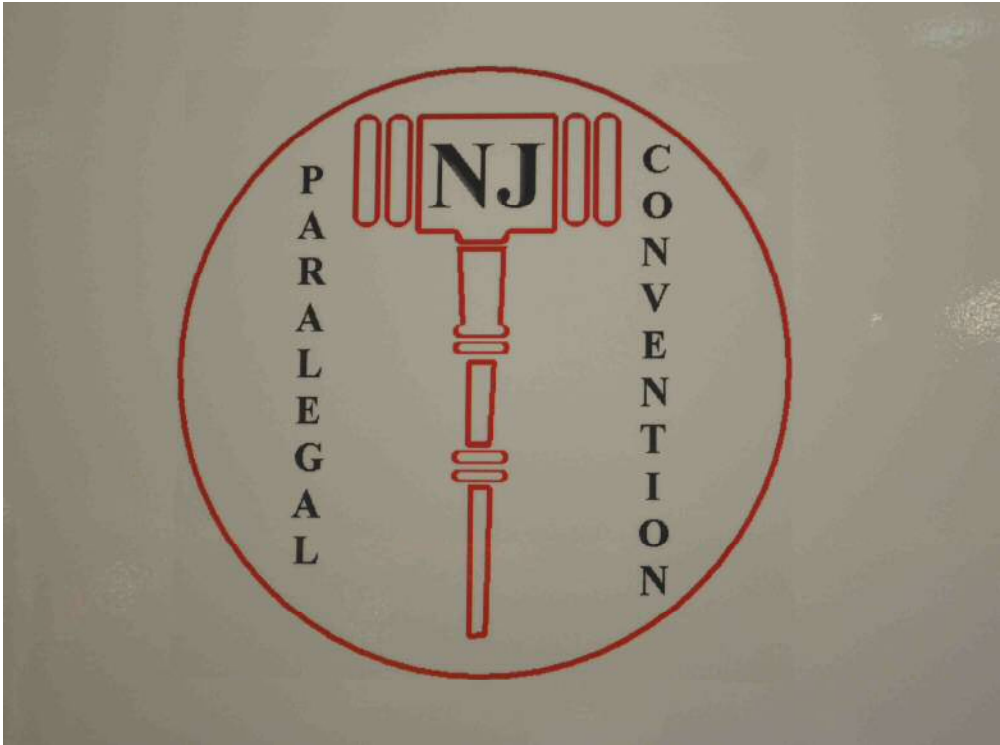
When: Thursday, April 11, 2013

Where: New Jersey Law Center,
New Brunswick, NJ

Time: 6:00 – 8:00 p.m.

**Free and Open to all New Jersey
Paralegals!**

Sights from the 2012 New Jersey Paralegal Convention



See What You Missed - See you on October 25th!!