

# PERSPECTIVE

Volume 41, Issue 2

Fall Edition

## *PRESIDENT'S MESSAGE*

By Kerry A. Mackey, CP

**Happy Fall Ya'll!!** Well, it may be Fall but as I am writing this message the weather has been all over the place the last few days. 80 degrees one day then rain and cold weather the next! Regardless of the weather, I hope everyone is enjoying the weather and the beautiful fall colors on the trees. **PANJ** is in full swing of our 2023-2024 Term. I am thrilled about our upcoming guest speakers and topics that we have lined up for you.

We started our 2023-2024 Term at Berkeley College. Joe Chang, Esq. of Alsaidi Chang Hamdan, LLC was our sponsor and guest speaker for our September meeting. Mr. Chang gave us a presentation on subpoenas and you can read more about that in this Newsletter.

Last month the New Jersey Paralegal Convention was held in Somerset, New Jersey. I personally was unable to attend but heard GREAT things about it. I hope those who attended enjoyed themselves. We are looking forward to the conference next year!

I have taken into consideration the requests made about new topics and I am thrilled with our new guest speakers. I am still working on locating some new guest speakers for some of the recommend areas of law. If you have an area of law that you would like to learn more about, please email me at [info@njpara.org](mailto:info@njpara.org).

I would like to take an opportunity to mention that in the past **PANJ** had taken pride in offering our meetings at different locations throughout parts of New Jersey but unfortunately due to rising costs since the pandemic we have had to reevaluate our budget. In the future we may have more of our meetings at a select few spots in order to keep costs down for those that attend. BUT we are still looking for locations to hold future meetings. If you have a suggestion for a meeting location, please let us know!



**PANJ** is always looking for ways to improve and we want to hear from you. One of our members had a wonderful idea to have a sit-down discussion with other paralegals. He proposed getting together and being there for each other to network and ask questions about things like looking for a job, becoming a certified paralegal, or education options, etc. I would like to have a get together in the winter time to be able to meet up and be there to answer any questions you may have. We will be hosting webinars in the winter so this will be a great way to network. My hope is to have more events that will be all about networking and getting to know each other. Stay tuned for those details!

**PANJ** is always looking for new topics and presenters. If there is a topic that you like to learn more about, please email us!

The Association is open to suggestions for improvement. **PANJ** seeks to promote regulated high-level educational standards and uniform practice guidelines for paralegals throughout New Jersey. **PANJ** also provides helpful resources to new and experienced paralegals and promotes the education of the public for the advancement and improvement of the profession. If you have any suggestions on how we can improve our Association, please let us know! We want to hear from you. Please reach out to us and let us know what you think. You can email us at [Info@NJPara.org](mailto:Info@NJPara.org).

What are ways the Association can further serve its members and the paralegal profession? All suggestions are welcome! Send ideas and comments to [Info@NJPara.org](mailto:Info@NJPara.org).

*If you wish to contribute to upcoming editions of Perspective, please submit your pieces for review to [Info@NJPara.org](mailto:Info@NJPara.org).*

*If you know a vendor who may be interested in advertising their product/service in the Perspective or at an upcoming webinar meeting, have the vendor contact [Info@NJPara.org](mailto:Info@NJPara.org).*

DISCLAIMER: The *Perspective* is a newsletter designed to report news and/or opinions of interest to PANJ members. The opinions expressed herein are solely those of the author, not the *Perspective* Editor nor the PANJ Executive Board. Publication herein does not imply endorsement in any manner. No information contained herein is intended nor should it be construed as legal advice. All articles presented herein are with permission of the author. Inclusion and editing of material is at the sole discretion of the Editor.



**SAVE THE DATES!**

## **UPCOMING EDUCATIONAL MEETINGS**

[Wednesday, November 8, 2023](#)

Guest Speaker: Raquel Rivera, Esq. of  
Porzio, Bromberg & Newman, P.C.

Topic: Criminal Law

Location: Porzio, Bromberg & Newman, P.C.  
in Morristown, NJ

[Wednesday, December 6, 2023](#)

Guest Speaker: John A. Bermingham, Esq.

Topic: Ethics and Law

Location: Cisco Webex Webinar

[Thursday, January 11, 2023](#)

Guest Speaker: Marissa J. Moran, J.D. and Former  
Magistrate Judge Ron Hedges

Topic: General Artificial Intelligence Laws and Ethics

Location: Cisco Webex Webinar





STATE OF NEW JERSEY  
EXECUTIVE DEPARTMENT

*Proclamation*

WHEREAS, the State of New Jersey recognizes the many contributions of paralegals to the legal profession in the Garden State; and

WHEREAS, it is known that paralegals possess important legal skills and perform substantive legal tasks; and

WHEREAS, paralegals provide critical legal services to large and small companies, individuals and public entities throughout New Jersey;

NOW, THEREFORE, I, Philip D. Murphy, Governor of the State of New Jersey, do hereby proclaim:

OCTOBER 20, 2023  
AS  
PARALEGAL DAY

in New Jersey.

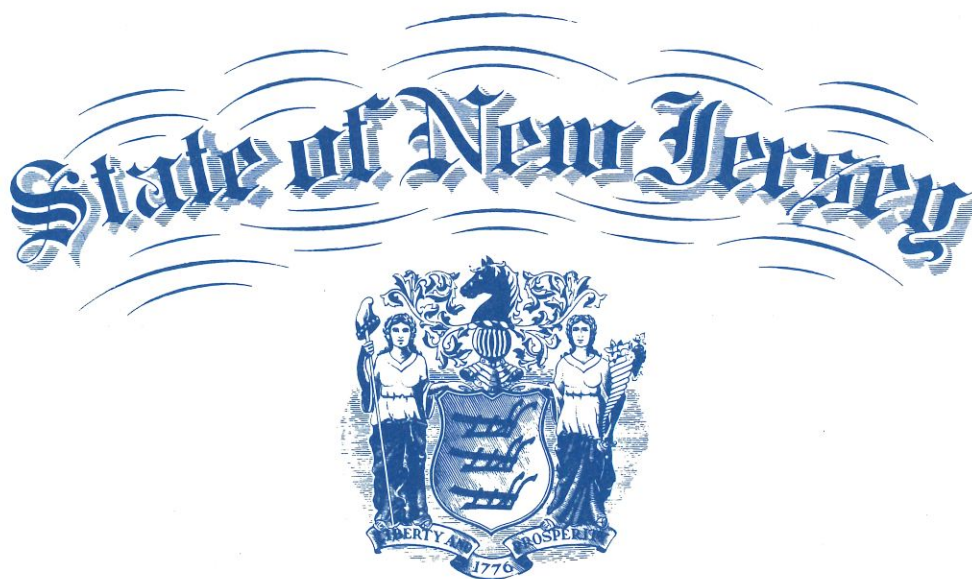
GIVEN, under my hand and the Great Seal of the State of New Jersey, this twenty-fifth day of September in the year two thousand twenty-three, the two hundred forty-eighth year of the Independence of the United States.



  
Lt. GOVERNOR

  
GOVERNOR





THE SENATE AND GENERAL ASSEMBLY  
STATE HOUSE, TRENTON, N.J.

JOINT LEGISLATIVE RESOLUTION  
By Senate President SCUTARI, Assembly Speaker COUGHLIN,  
and All Members of the Legislature

**WHEREAS**, The Senate and General Assembly of the State of New Jersey are pleased to salute the Paralegal Association of New Jersey, a highly esteemed organization in the Garden State, as its members mark October 20, 2023, as Paralegal Day; and,

**WHEREAS**, This felicitous event will be celebrated during the Paralegal Association of New Jersey's Annual Convention, which will be held on October 20, 2023, at the Imperia in Somerset; and,

**WHEREAS**, Established as Legal Assistants Association of New Jersey Inc. in 1982, the Paralegal Association of New Jersey is especially commended for its dedication to provide networking opportunities, resources, seminars, and workshops, as well as for serving as a collective voice on issues that impact paralegal professionals; and,

**WHEREAS**, The Paralegal Association of New Jersey is further renowned for fostering a better understanding of the legal system within the community-at-large and for facilitating professionalism within its ranks; and,

**WHEREAS**, The strength and success of the State of New Jersey and the vitality of our American society depend, in great measure, upon exceptional enterprises, as exemplified by the Paralegal Association of New Jersey; and,

**WHEREAS**, It is both right and proper for this Legislature to pause in its deliberations to praise the Paralegal Association of New Jersey and affirm its importance to the people of this State; now, therefore,

*Be It Resolved by the Senate and General Assembly of the State of New Jersey:*

That this Legislature hereby honors the Paralegal Association of New Jersey, pays tribute to its tradition of outstanding service, and extends best wishes for a successful and productive convention; and,

*Be It Further Resolved*, That a duly authenticated copy of this resolution, signed by the Senate President and the Assembly Speaker and attested by the Senate Secretary and the Assembly Clerk, be transmitted to the Paralegal Association of New Jersey.

Attest:



Linda Metzger  
Secretary of the Senate



Dana M. Burley  
Clerk of the General Assembly

Nicholas P. Scutari  
President of the Senate

Craig J. Coughlin  
Speaker of the General Assembly

# **New Jersey Paralegal Convention:** **More beneficial in-person or virtual?**

**By: Melissa Lewis, CP**

This year, I attended the New Jersey Paralegal Convention (“NJPC”) at The Imperia in Somerset, NJ. Previously, I attended the NJPC virtually, but this was my first year attending the NJPC in-person. Not only was I curious how the in-person event would be held, but I was looking forward to it and am pleased to say, it did not disappoint. During the day, there were several seminars to select from, including but not limited to, Civil Litigation, Elder Law, and Paralegal Skillset and Alternative Careers. Additional information related to the seminars I personally attended can be found below. In addition to the wide range of seminars, there was also an extensive grouping of exhibitors, which was great networking.

## **Seminars**

My choices of seminar reflected not only on the type of law I work within but also included seminars that would help further myself as a paralegal, professionally and personally. I first attended, “Civil Litigation”. The speakers were Michael McMahon, Esq., a certified Trial Lawyer and Adjunct Professor at Brookdale Community College, and Michael Sullivan, Esq., an Associate Professor and Program Director of Legal Studies at Brookdale Community College. Civil Litigation is a practice performed at my law firm, Traub Lieberman Straus & Shrewsbury LLP (“TLSS”), and I thought attending this seminar may provide additional insight. Mr. McMahon and Mr. Sullivan broke down the intake and initial investigation of their Civil Litigation matters, focusing on the importance of asking the important questions and how paramount it is to perform post consultation research. Asking the right questions and doing the research can save your firm the time and trouble that may follow the matter presented by your prospective client. They also focused on proper communication with your client during all stages, which can prevent unnecessary headaches and reassure your client that you are doing the job they hired you to do.

The next seminar I attended was entitled, “Paralegal Skillset and Alternative Careers”, presented by Linda McDonald Carter, Esq., whom might I add has quite the portfolio. Ms. Carter is an Adjunct Instructor at Essex County College and serves on several committees, including, the Association of Black Women Lawyers in New Jersey and the American Bar Association. I found Ms. Carter’s presentation intriguing and informative. I was not aware of the many avenues a paralegal may take during their career, whether it is moving to another form of employment, such as investigations or legal staff recruiting or growth that may be found within your own firm such as a legal office manager. She also went over the toolbox paralegals have to better ourselves in our current careers that we may not realize could be applied. The seminar was engaging, and Ms. Carter’s personal stories showed the growth an individual can achieve if they just decide, “you know what, I am going for it”.

The third seminar I attended was “Legal Project Management”, presented by Jocelyn Hester. Ms. Hester is a PMP certified legal project manager at Johnson and Johnson and works with in-house counsel, external counsel and professional associates. I decided to attend Ms. Hester’s seminar in hopes of learning additional ways to manage my current caseload and if there was an alternative approach to managing legal matters. I am a stickler for organization, lists and notes, personally and at work. The process Ms. Hester provided for managing legal projects detailed a more efficient and manageable way. She really emphasized having your ducks in a row before jumping into the next part of your project. Oftentimes, I look too far ahead in a project since I’m an over-planner, while in most cases sticking to a step by step approach may make for more productive results.

“UPL/Ethics” was the final seminar I attended. The speaker was Carol Johnson, Esq. Ms. Johnson is the Secretary to several committees including the Advisory Committee on Paralegal Ethics. She went

over the Unauthorized Practice of Law. In my opinion, Ms. Johnson managed to capture everyone's attention. Ms. Johnson discussed professional experiences in the world of Ethics. She gave us case law that was easy to reference and broke down the process of the practice of law with the why and why not in simple terms.

Working in the legal field I find my friends and family often asking for legal advice and although I attempt to explain why I cannot assist, those inquiries still follow. Ms. Johnson discussed the topic and made it easier to comprehend why specific activities should not be performed by certain professionals, including paralegals, and that providing legal advice is simply applying facts to the law.

The other seminars that were offered—but I was unable to attend—were CP/ACP Exam, Elder Law, Landlord/Tenant, Family Law, LGBTQ Terminology, and E-Discovery.

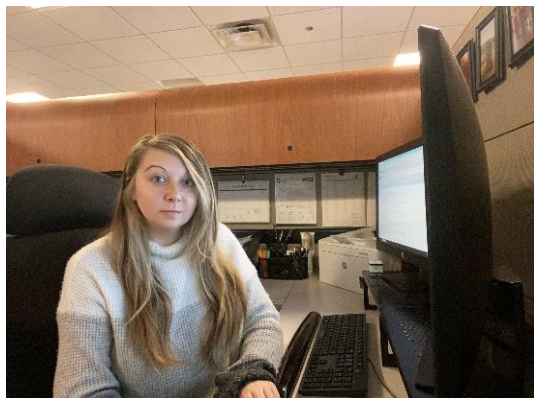
## Exhibitors

In addition to the seminars mentioned above, the NJPC had an abundance of exhibitors. That list of 28 exhibitors includes: Bond Wise Services LLC, Christina S. Walsh Breast Cancer Foundation, Compex Legal Services, DGR Legal, eForensix, Exam Works, IME Plus, Legally Yours Nurse Consulting and Robert Half.

Between the scheduled seminars, we were allotted breaks to visit the exhibitor booths to connect and network with them to see what their companies were all about. The NJPC even held prize drawings so the more you networked the more likely you were to win a prize and who doesn't like to win prizes? I found myself spending time at each booth really listening to what these companies had to say and how they market and carry out their business. I was able to connect with new exhibitors that could potentially be beneficial to TLSS such as record vendors and process servers. I also made sure to take every exhibitor's business package back to TLSS for potential future business. Not only did I connect with new exhibitors, but I was able to meet with companies that I personally have been working with for at least the last three years, including Exam Works, IME Plus and DGR Legal and I have to say it was great putting faces to names.

## Conclusion

To bring it back around, the question is, virtual or in-person? In-person gets my vote. Networking can help your growth personally and professionally as a paralegal and not only do you get to meet presenters and exhibitors, but you are able to really participate in the conversation. I look forward to attending the NJPC in-person next year, it's worth the investment for your paralegal career or that alternative career Ms. Carter was speaking about.



Just a little about me, my name is Melissa Lewis and I'm a litigation paralegal at Traub Lieberman Straus & Shrewsberry LLP in our Red Bank, NJ office. I've been a certified paralegal since 2016, can multitask with the best of them, and am a stickler for details. In my time out of the office, I'm an avid reader, dog-mom, and gardening/houseplant enthusiast—my office jokes and calls me the botanist. I also enjoy taking trips when I can, including to the magical place of Walt Disney World, which helps preoccupy my busy mind and keep my imagination going.



## EXECUTIVE BOARD & COMMITTEE DIRECTORY – 2023-2024 TERM

### **EXECUTIVE BOARD:**

#### **PRESIDENT**

Kerry A. Mackey, CP  
[Info@NJPara.org](mailto:Info@NJPara.org)

#### **VICE PRESIDENT**

Laurie A. Robinson

#### **CORRESPONDING SECRETARY**

Michelle Mando

#### **RECORDING SECRETARY**

Jennifer Ciaburri

#### **TREASURER**

Sarah M. Robinson  
[TreasurerPANJ@NJPara.org](mailto:TreasurerPANJ@NJPara.org)

#### **NALA LIAISON**

Christine A. Principe, CP  
[NALALiaison@NJPara.org](mailto:NALALiaison@NJPara.org)

#### **TRUSTEES AT LARGE**

JoAnne Haffeman  
Jennifer Negro  
Jessica E. Resnick  
Cynthia Richardson  
Jennifer Smith, ACP  
Diane H. Wolfe, ACP

### **COMMITTEES:**

#### **JOB BANK**

Allison Long  
[JobBank@NJPara.org](mailto:JobBank@NJPara.org)

#### **MEMBERSHIP**

JoAnne Haffeman, Chair  
Cynthia Richardson  
[Membership@NJPara.org](mailto:Membership@NJPara.org)

#### **PROGRAM PLANNING**

Laurie A. Robinson  
Matthew Triolo

#### **SOCIAL MEDIA**

Allison Long  
Michelle Mando  
[SocialMedia@NJPara.org](mailto:SocialMedia@NJPara.org)

#### **NEWSLETTER**

Jessica E. Resnick, Editor  
[Newsletter@NJPara.org](mailto:Newsletter@NJPara.org)

#### **PUBLIC RELATIONS**

Cynthia Richardson

#### **ELECTION**

Daizaida Crespo

#### **HISTORIAN**

Kandi Moncelsi, ACP

#### **WEBSITE AND FORUM**

Cynthia Richardson

### **NJ STATE BAR**

#### **ASSOCIATION SPECIAL PARALEGAL COMMITTEE**

Melissa Acosta  
Yolanda S. Barry  
JoAnne Haffeman  
Jennifer Negro  
Kerry A. Mackey, CP  
Kimberly Molinelli  
Allisya Ramos, ACP  
Deborah Regan, CP  
Jessica E. Resnick  
Laurie A. Robinson  
Dorothy Secol, CLA  
Jennifer Smith, ACP  
Kim L. Walters, ACP



For more  
information  
about the Board  
go to  
[www.NJPara.org](http://www.NJPara.org)

Thinking about advancing your career with a certification and continuing education? Want a chance to earn extra cash? Please note the changes to the CP exam below and complete NALA's census for a chance to win!

## CP® Exam

The three-hour Knowledge Exam is administered all year long. The Skills Exam is offered four times a year – February, April, July and October.

Studying for the CP® exam? NALA partnered with YouTuber Leanne The Lawyer for an on-demand webinar using the IRAC method. Register at: [ODWCPSKILLEXREV – Preparing for the CP Skills Exam Using the IRAC Method – NALA](#)

## CP® Exam Changes

Beginning in January 2024, non-NALA member's recertification fee will increase to \$175.00. Also beginning in January 2024, the Knowledge Exam will have a new Bankruptcy Section.

Eligibility requirements for the exam in the following categories have also been updated:

- Category 1 - student applicants can apply no earlier than 60 days before their expected graduation/program completion date.
- Category 3 - applicants with a high school diploma or equivalent now need only five years of experience as a paralegal in addition to the required 20 hours of substantive CLE.

Lastly, partner testing has been reinstated for 2024, allowing schools, workplaces, and military bases to offer the CP® Exam at their location.

## NALA Census

If you already haven't done so, please update your NALA account profile and submit census date. You'll have a chance to win \$100 or \$500. Easy money!

## Webinars

Check out NALA's website for live and on-demand webinars. There's a topic sure to interest you: filing appeals, trial preparation, preparing bankruptcy schedules and statements, ethics, dealing with difficult clients, DEI.



*Christine A. Principe, is a Certified Paralegal. She has been a paralegal for 34 years assisting attorneys in a variety of practice areas including commercial litigation, mortgage and tax lien foreclosures, and estate administration. Currently, she is in the complex commercial litigation department at Sills Cummis & Gross, P.C. Christine is a PANJ Board Member and NALA Liaison. She is also a Board Member of NJ Paralegal Convention. Christine can be reached at: [NALALiaison@NJPara.org](mailto:NALALiaison@NJPara.org); [cprin1216paralegal@outlook.com](mailto:cprin1216paralegal@outlook.com).*



We are a premier full-service professional staffing firm bringing together motivated and highly qualified employees with top local and national businesses.

*\*Grant & Maxie is the legal division of Friedman Williams*

**FULL-TIME DIRECT HIRE / CONTRACT / TEMPORARY STAFFING**

PARALEGALS

ATTORNEYS

ACCOUNTING & FINANCE

ADMINISTRATIVE SUPPORT/ LEGAL ASSISTANTS

BUSINESS DEVELOPMENT & MARKETING

HUMAN RESOURCES

INFORMATION TECHNOLOGY

**EXPLORE PARALEGAL AND OTHER STAFFING OPPORTUNITIES**

**FRIEDMANWILLIAMS.COM • GRANTMAXIE.COM**

**855-FW-HIRES**





# YOUR GO-TO FOR PROCESS SERVICE

## NATIONAL & INTERNATIONAL PROCESS SERVICE

Service anywhere in the world. Our global network of experienced process servers can handle any service, anywhere.

## CUTTING-EDGE TECHNOLOGY

Custom made software designed to keep you updated, with email notifications and an online portal for easy access.

## UNLIMITED ATTEMPTS

Our knowledgeable and responsive team is always here to help, giving you confidence your services are in capable hands.

## FAST TURN-AROUND

Keep your cases moving forward with our one-of-a-kind workflow, designed to get your service completed as quickly as possible.

Since 1981, our award-winning team offers more than just process service - we provide peace of mind. Our fast turn-around, the latest in technology, and unparalleled support means you can rest easy knowing your services are in the best hands to keep your cases moving forward.



T: 973 403 1700 | [DGRLEGAL.COM](http://DGRLEGAL.COM) | [SERVICE@DGRLEGAL.COM](mailto:SERVICE@DGRLEGAL.COM)



[www.NJPara.org](http://www.NJPara.org)

## **FREELANCE & INDEPENDENT PARALEGALS**

### **MARKET YOUR BUSINESS TO PARALEGAL EMPLOYERS**

Law firms, corporations, agencies, business entities, and other paralegal employers who contact PANJ looking for desirable candidates scroll to the "Employers" section of the Job Bank page of [www.NJPara.org](http://www.NJPara.org) to access the Job Bank Posting Form.

For an annual fee of \$50, freelance, contract or independent paralegals can advertise their business with a weblink on the Job Bank page in the "**Freelance Paralegals for Hire!**" section across from the "Employers" section allowing paralegal employers immediate access to your web page, LinkedIn Page or whatever platform in which you advertise.

**[This offer is only open to PANJ Members.](#)**

If you wish to take advantage of this marketing opportunity, please email [Info@NJPara.org](mailto:Info@NJPara.org).

# **Petro Jersey Industries, Inc.**



## **Oil Tank Services, Removal, Investigation and Site Remediation**

**When The Seller is  
Property Rich and  
Cash Poor**



**Pay at Closing!  
1-800-707-2022**

**Fuel Tank Removal &  
Clean-Up 2-4 Weeks With  
State NFA Approval**

**PetroJerseyIndustries.com**



General Membership Meeting  
September 20, 2023  
**TOPIC: Introduction to Subpoenas**  
By: Diane H. Wolfe, ACP

**GUEST SPEAKER: Joe Chang, Esq. of Alsaidi Chang Hamdan, LLC**

*Mr. Joe Chang, Esq. is a lifelong resident of Passaic County and son of Cuban immigrants, Joseph graduated with a Bachelor's Degree from Rutgers University. From there he went on to Seton Hall University School of Law, where he received a Juris Doctorate degree in 2002. While in Law School, Joseph conducted legal research to the highly esteemed Property Professor Paula Franzese; his research included a vast array of Property Law issues that were destined for publication in a new Property Law Casebook to be used in Law Schools throughout the country. After graduation, Joseph spent the next several years representing a variety of clients in Personal Injury and Worker's Compensation cases. Joseph is fluent in Spanish and is admitted to practice law in New Jersey and New York. He is currently a court certified mediator, specializing in Foreclosure and Civil Mediation.*

Mr. Chang was very knowledgeable about the need for subpoenas. He provided a guideline of the who, what and why of subpoenas. He produced actual cases to illustrate why or why a subpoena was or was not relevant to Discovery. Below are some of informative facts taken from the handout that Mr. Chang provided:

**1. Why would a litigant need a subpoena?**

- A Subpoena is a legal document that commands a person or entity to testify as a witness at a specified time and place (deposition, trial or other hearings), and /or to produce documents or other tangible objects in a legal proceeding. Subpoenas are time-sensitive with court-imposed deadlines.

**2. Who can issue a Subpoena?**

- In New Jersey, Court Rule 1:9 governs the issuance of subpoenas. It can be issued by any attorney, a self-represented individual or service hired by any attorney.

**3. Notice of Subpoena:**

- When one prepares a subpoena, he or she must simultaneously serve it on the witness and all parties. The attorney must provide at least 10 days notice before the date of the deposition or date to produce documents.

**4. What are the different types of Subpoenas?**

- A Witness Subpoena is a court order requiring a person to appear in court on a certain date and testify as a witness, usually in a trial.
- A Subpoena Duces Tecum ('subpoena for production of evidence) is a court order requiring the person subpoenaed to **produce books, documents or other records** under his or her control at a specific time/place in a court hearing or a deposition. Oftentimes, compliance can be achieved by mailing, or sending records via e-mail,

or providing the records at a specified date without an in-person appearance if arranged in advance.

- A Deposition Subpoena is a court order requiring a person who is not a party to a lawsuit to provide copies of business records and/or **appear at a deposition to answer questions** asked by one party in a lawsuit. A *Deposition Subpoena* differs from the *Subpoena Duces Tecum* in that the documents and testimony requested are part of the “discovery process” before trial and may not be used in an actual court hearing.

5. **What if I have no records to produce as described in the Subpoena?**

- A named individual (responder) is only obligated to produce documents which exist and are already under his/her custody and control. You are not required to create documents that do not exist or to procure documents not in your or your department’s possession of control. Subpoenas may attach an “Affidavit of No Records” that can be completed by the custodian if in fact no responsive records exist under the custodian’s control.

6. **Can I negotiate the scope of records to be released in response to a subpoena?**

- It is possible to negotiate the scope of records to be released in response to a subpoena. Oftentimes the party issuing a subpoena (requestor) is on a “fishing expedition”. The requestor may have no interest in spending time reviewing numerous documents, and having a conversation with the requestor may result in less information wanted than the initial request.

7. **What are the penalties if you ignore a subpoena, or don’t comply?**

- Failure to respond to a subpoena is punishable as contempt by either the court or agency issuing. Generally, a hearing is held where the party charged with noncompliance has an opportunity to explain its side of the story, the court will determine the appropriateness of withholding any documents under a claim of privilege and will determine the appropriate punishment.

8. **When should I object to a subpoena and on what grounds?**

- Request is overly broad and/or ambiguous.
- Waste time on a lawyer’s fishing expedition.
- The right to demand a specific request for precisely what information is needed.
- If it calls for the disclosure of confidential, proprietary or sensitive information.

9. **What is a Motion to Quash a subpoena?**

- A motion to quash a subpoena is a request to the Court to stop or prevent the witness from being forced to appear, produce documents, or answer questions. The motion can be made if compliance is burdensome or will cause an undue invasion of privacy. An “in camera” court inspection may be requested, meaning the court will inspect the documents and determine what if any may be produced.

10. **Who resolved Objections?**

- The Court where compliance is required has jurisdiction to resolve objections.



**DIANE H. WOLFE, ACP:**

Ms. Wolfe graduated from Monmouth College (a/k/a Monmouth University) with a Bachelor of Sciences in Accounting. Ms. Wolfe is an Advanced Certified Paralegal through the National Association of Legal Assistants (NALA). Ms. Wolfe is a Trustee-At-Large with the Paralegal Association of New Jersey and Treasurer of the New Jersey Paralegal Convention.

---

If you wish to contribute to upcoming editions of *Perspective*, please submit your pieces for review to [Info@NJPara.org](mailto:Info@NJPara.org) and [Newsletter@NJPara.org](mailto:Newsletter@NJPara.org).

If you know a vendor who may be interested in advertising their product/service in the *Perspective* or at an upcoming dinner meeting, have the vendor contact [Info@NJPara.org](mailto:Info@NJPara.org).

If you would like to recommend a PANJ member to be featured in the next Member Spotlight, submit the member's name to [Info@NJPara.org](mailto:Info@NJPara.org).

If your firm is willing to participate and is equipped to host an upcoming dinner meeting, please contact [Info@NJPara.org](mailto:Info@NJPara.org).



**THE PARALEGAL ASSOCIATION OF NEW JERSEY  
WELCOMES THE FOLLOWING NEW MEMBERS!**

*Javaíria Burton*

*Karen Ledesma Cabrera*

*Angie M. Castillo*

*Christina Davidesko*

*Louis J. Esposito*

*J&K Investigative Services, Inc.*

*Sussy E. Morehouse*

*Julianne Peccarelli*

**WE LOOK FORWARD TO SEEING YOU AT AN  
UPCOMING EVENT!**

# What can a Private Investigator do for YOUR client?

**PLENTY!**

## Bank & Asset Searches ✓

- Bank Balances
- Opening & Closing Dates
- Bank Activity

## Proof of Cohabitation ✓

- 7 days surveillance

## Infidelity Surveillance ✓

- Video/Photos of the Affair

## Unlisted Phone Number ✓

## Child Custody Surveillance ✓

- Child Care Evaluation by Surveillance
- Document who is around the Child

## Background Investigations ✓

- Criminal, Sexual Abuse
- Judgements & Liens
- Hidden Camera Video

# ALL STATE INVESTIGATIONS

[www.allstateinvestigation.com](http://www.allstateinvestigation.com) 800-948-7884 [info@94truth.com](mailto:info@94truth.com)

Featured on: Oprah, The Today Show, 20/20, Inside Edition, CNN, BBC, Good Morning Australia,  
and many others



## Member Spotlight



Louis James Esposito  
*Prison Unit Secretary*  
*FCI Fort Dix Federal Bureau of Prisons*  
[louisjesposito@gmail.com](mailto:louisjesposito@gmail.com)

### **How long have you been a member of PANJ?**

I was just accepted in September.

### **Why did you decide to join the Association?**

I feel that joining PANJ is a great opportunity for networking with other legal professionals. The affiliate honors are also very valuable to have as a paralegal.

### **What do you enjoy most about the Association?**

I enjoy the educational resources that are offered by the Association. Legal work is so extensive that you can never truly learn enough.

### **What is a typical day as a paralegal like for you?**

My day at the office consists of managing criminal case files, typing up furlough applications, reading court documents, validating central intelligence correspondence, building financial estimates for incarcerate releases, analyzing criminal investigation reports and tracking down any relevant correspondence for my case management team.

### **What's a helpful tip for someone in our industry?**

Whatever you do in legal work, be as versatile as possible. Become a jack of all trades in terms of legal knowledge. Also, any extra workplace collateral duties and/or certifications are always great for your professional resume.

### **What is the most important skill you have developed in your career?**

I would say adaptability. The ability to cross-reference really helps me solve any correspondence problem that comes up. Most legal administrative issues can be solved by utilizing at least two completely different resources. It could be within an archived database or a physical case file. There are just so many different types of legal documents that are intentionally repetitious. This certainly benefits paralegals in charge of analyzing court documents for vital information. I try to utilize all the resources available to me when I can't find the answer I need.

### **Why did you get into the legal field?**

I honestly fell into the legal field. Five years ago, I never thought I would pursue accreditation to become a paralegal. After I spent some time studying English in college, I joined the U.S. Navy. After I left the Navy, I was offered a job as a corrections officer. Then a bit of time later, the prison's legal department had a job opening for a legal administrative "prison unit" secretary. I was lucky enough to get the job. I would work during the day and then take online postsecondary legal classes in the evenings.

### **What should every paralegal have on their nightstand to wind down from a long day?**

I recommend a sound machine. There is nothing more calming than ambient sounds while you're relaxing in bed. My personal favorite is the sound of a fireplace.



# INDUSTRY'S FASTEST PUBLIC RECORD SEARCHES

FROM A FAMILY-OWNED & OPERATED BUSINESS

State Capital understands the importance of obtaining fast and reliable results—your attorney's decisions and reputation depend on it. Our 100% automated system the Capitalizer™ eliminates human error, without ever deviating from actual court records, to provide you with accurate reports, anytime, anywhere.

**Headquartered in Trenton, NJ, we're a fourth-generation family-owned business known for clean, consistent results and friendly customer service.**

## THE CAPITALIZER™



### SEARCH

Enter your query into our proprietary Capitalizer™ Search Engine



### DATA

A rules-based search of the Capitalizer™ Database is executed



### REPORTS

Your Capitalizer™ Report is delivered in real time  
24x7x365

JUDGMENT & CHILD SUPPORT SEARCHES | UCC SEARCHES | CORPORATE REPORTS | FORECLOSURE SUPPORT

Since 1925, State Capital has been a leading local provider of public records information services, helping legal professionals make decisions with confidence.



Get started with CAPITALIZER™ today for any and all of your public records searches needs.  
1.800.876.8994 | [statecapital.net](http://statecapital.net) |  | State Capital, PO Box 1477, Trenton, NJ 08607



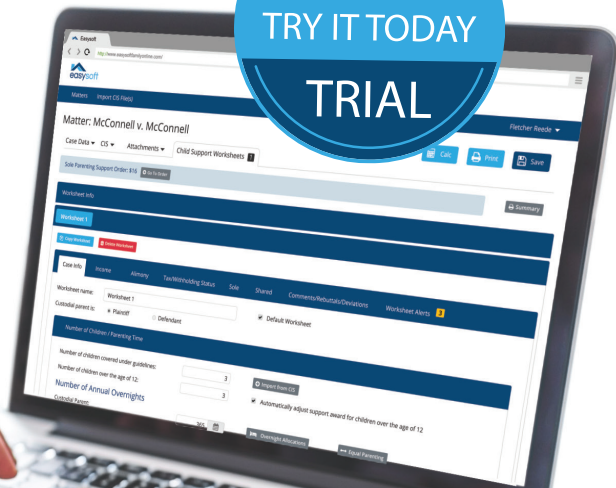


## We make working from home easy for paralegals!

Easysoft Family Law Software, featuring CIS and Child Support Worksheets is newly revised and updated to help paralegals automate tasks, produce important documents, and compare worksheets with the flexibility to work anytime, anywhere.

### Easysoft Family Law Software includes:

- ✔ Case Information Statement
- ✔ Child Support Worksheets
- ✔ Worksheet Comparisons
- ✔ Historical Expenditures
- ✔ Assets and Liabilities Distribution
- ✔ Easy online access anywhere
- ✔ Live chat support



Working from home? We have special discounts

# **START YOUR FREE TRIAL TODAY!**

1-800-905-7638 | [www.easyssoft-usa.com](http://www.easyssoft-usa.com) | [sales@easyssoft-usa.com](mailto:sales@easyssoft-usa.com)



# THE NEW JERSEY ACADEMY OF MEDIATORS & ARBITRATORS

A CHAPTER OF THE NATIONAL ACADEMY OF DISTINGUISHED NEUTRALS (WWW.NADN.ORG)

## MEMO TO ALL NEW JERSEY LITIGATION STAFF

### Available Dates Calendars Now Online For New Jersey's Top-Rated Neutrals\*

NAME	BASED IN	PROFILE ONLINE AT	PHONE	DATES <sup>†</sup>
Robert E. Bartkus	Florham Park	<a href="http://www.njmediators.org/robert-bartkus">www.njmediators.org/robert-bartkus</a>	(973) 635-6300	<input checked="" type="checkbox"/>
Hon. Raymond A. Batten	Haddonfield	<a href="http://www.njmediators.org/raymond-batten">www.njmediators.org/raymond-batten</a>	(856) 795-2121	<input type="checkbox"/>
Maureen Binetti	Woodbridge	<a href="http://www.njmediators.org/maureen-binetti">www.njmediators.org/maureen-binetti</a>	(732) 855-6034	<input type="checkbox"/>
Steven J. Blumenthal	Mount Laurel	<a href="http://www.njmediators.org/steven-blumenthal">www.njmediators.org/steven-blumenthal</a>	(856) 581-4134	<input checked="" type="checkbox"/>
Hon. Peter F. Boggia	Clifton	<a href="http://www.njmediators.org/peter-boggia">www.njmediators.org/peter-boggia</a>	(973) 470-0800	<input checked="" type="checkbox"/>
Hon. John M. Boyle	Westfield	<a href="http://www.njmediators.org/john-boyle">www.njmediators.org/john-boyle</a>	(908) 233-6800	<input checked="" type="checkbox"/>
Jennifer L. Brandt	Mountainside	<a href="http://www.njmediators.org/jennifer-brandt">www.njmediators.org/jennifer-brandt</a>	(973) 912-9292	<input checked="" type="checkbox"/>
Hon. Thomas Cavanagh, Jr.	Tinton Falls	<a href="http://www.njmediators.org/thomas-cavanagh">www.njmediators.org/thomas-cavanagh</a>	(732) 733-6200	<input checked="" type="checkbox"/>
Theo Cheng	Princeton Jct.	<a href="http://www.njmediators.org/theo-cheng">www.njmediators.org/theo-cheng</a>	(917) 459-3669	<input checked="" type="checkbox"/>
Hon. Benjamin Cohen	Somerset	<a href="http://www.njmediators.org/benjamin-cohen">www.njmediators.org/benjamin-cohen</a>	(908) 333-6208	<input checked="" type="checkbox"/>
Hon. Harriet E. Derman	Metuchen	<a href="http://www.njmediators.org/harriet-derman">www.njmediators.org/harriet-derman</a>	(732) 261-0501	<input type="checkbox"/>
N. Janine Dickey	Bridgewater	<a href="http://www.njmediators.org/janine-dickey">www.njmediators.org/janine-dickey</a>	(908) 295-7900	<input type="checkbox"/>
Hon. Peter E. Doyne	Hackensack	<a href="http://www.njmediators.org/peter-doyne">www.njmediators.org/peter-doyne</a>	(201) 489-9110	<input type="checkbox"/>
Neal Eiseman	Roseland	<a href="http://www.njmediators.org/neal-eiseman">www.njmediators.org/neal-eiseman</a>	(201) 612-4444	<input type="checkbox"/>
Hon. Mark B. Epstein	New Brunswick	<a href="http://www.njmediators.org/mark-epstein">www.njmediators.org/mark-epstein</a>	(732) 545-4717	<input type="checkbox"/>
Dennis A. Estis	Iselin	<a href="http://www.njmediators.org/dennis-estis">www.njmediators.org/dennis-estis</a>	(732) 476-2512	<input checked="" type="checkbox"/>
Felicia T. Farber	Wayne	<a href="http://www.njmediators.org/felicia-farber">www.njmediators.org/felicia-farber</a>	(973) 868-2219	<input checked="" type="checkbox"/>
Cataldo F. Fazio	East Rutherford	<a href="http://www.njmediators.org/cataldo-fazio">www.njmediators.org/cataldo-fazio</a>	(201) 223-9000	<input type="checkbox"/>

NAME	BASED IN	PROFILE ONLINE AT	PHONE	DATES <sup>†</sup>
Hon. Michael Brooke Fisher	Avalon	<a href="http://www.njmediators.org/michael-fisher">www.njmediators.org/michael-fisher</a>	(856) 332-7741	<input type="checkbox"/>
Angela Foster	N. Brunswick	<a href="http://www.njmediators.org/angela-foster">www.njmediators.org/angela-foster</a>	(732) 821-9363	<input type="checkbox"/>
Sheryl Mintz Goski	Florham Park	<a href="http://www.njmediators.org/sheryl-goski">www.njmediators.org/sheryl-goski</a>	(908) 334-8552	<input checked="" type="checkbox"/>
Laura A. Kaster	Princeton	<a href="http://www.njmediators.org/laura-kaster">www.njmediators.org/laura-kaster</a>	(609) 921-0095	<input checked="" type="checkbox"/>
Hon. John Keefe	Red Bank	<a href="http://www.njmediators.org/john-keefe">www.njmediators.org/john-keefe</a>	(732) 855-6009	<input type="checkbox"/>
Hon. Donald Kessler	Roseland	<a href="http://www.njmediators.org/donald-kessler">www.njmediators.org/donald-kessler</a>	(973) 577-1872	<input type="checkbox"/>
Hon. Marie Lihotz	Voorhees	<a href="http://www.njmediators.org/marie-lihotz">www.njmediators.org/marie-lihotz</a>	(856) 857-2795	<input checked="" type="checkbox"/>
Robert E. Margulies	Jersey City	<a href="http://www.njmediators.org/robert-margulies">www.njmediators.org/robert-margulies</a>	(201) 333-0400	<input checked="" type="checkbox"/>
Hon. Eugene McCaffrey	Mullica Hill	<a href="http://www.njmediators.org/eugene-mccaffrey">www.njmediators.org/eugene-mccaffrey</a>	(609)-642-9194	<input checked="" type="checkbox"/>
Suzanne M. McSorley	Lawrenceville	<a href="http://www.njmediators.org/suzanne-mcsorley">www.njmediators.org/suzanne-mcsorley</a>	(609) 987-6663	<input checked="" type="checkbox"/>
Peter L. Michaelson	Rumson	<a href="http://www.njmediators.org/peter-michaelson">www.njmediators.org/peter-michaelson</a>	(732) 758-6500	<input type="checkbox"/>
F. Peter Phillips	Montclair	<a href="http://www.njmediators.org/peter-phillips">www.njmediators.org/peter-phillips</a>	(973) 509-9667	<input checked="" type="checkbox"/>
Terri Reicher	Wayne	<a href="http://www.njmediators.org/terri-reicher">www.njmediators.org/terri-reicher</a>	(973) 865-1069	<input checked="" type="checkbox"/>
Hon. Marguerite Simon	Hackensack	<a href="http://www.njmediators.org/marguerite-simon">www.njmediators.org/marguerite-simon</a>	(973) 379-4200	<input checked="" type="checkbox"/>
Richard H. Steen	Princeton	<a href="http://www.njmediators.org/richard-steen">www.njmediators.org/richard-steen</a>	(609) 895-0071	<input checked="" type="checkbox"/>
Hon. Nick Stroumtsos	Roseland	<a href="http://www.njmediators.org/nick-stroumtsos">www.njmediators.org/nick-stroumtsos</a>	(973) 795-1271	<input checked="" type="checkbox"/>
Hon. Barbara Wecker	Newark	<a href="http://www.njmediators.org/barbara-wecker">www.njmediators.org/barbara-wecker</a>	(973) 643-3700	<input type="checkbox"/>
Hon. Deanne Wilson	Mendham	<a href="http://www.njmediators.org/deanne-wilson">www.njmediators.org/deanne-wilson</a>	(908) 879-2013	<input checked="" type="checkbox"/>

Save HOURS of scheduling phone tag - instantly check which mediators are available on your preferred dates at

**www.NJMediators.org**

\* The National Academy of Distinguished Neutrals is an association of attorney mediators and arbitrators who have substantial experience in the resolution of commercial and civil disputes. All members have been recognized for their accomplishments through the Academy's peer nomination system and extensive attorney-client review process.

Membership is by invitation-only and is limited to individuals who devote a substantial percentage of their professional efforts to ADR practice.

To access our FREE National database of 1000+ ADR attorneys, visit [www.NADN.org/directory](http://www.NADN.org/directory) and select preferred state.

For more information about the NJ Academy, please visit [www.NJMediators.org/about](http://www.NJMediators.org/about)

# Paralegals Worry: Will We Lose Our Jobs to Artificial Intelligence?

By Sharon Nelson, John Simek & Michael Maschke

***Advice from Sensei Enterprises' Sharon Nelson, John Simek and Mike Maschke — and ChatGPT— on what paralegals could do to guard against losing their jobs to AI.***

## Straight from the Horse's Mouth

ChatGPT, by far the artificial intelligence most used by lawyers and paralegals at this juncture, does not like to talk about AI taking peoples' jobs. It's like pulling teeth just to get it to talk about the possibility. If you bear down hard enough, you'll get mealy mouth language like "The impact of AI on the legal profession is a topic of ongoing discussion." Push harder, and it will admit that AI has the potential to automate some tasks traditionally performed by the 350,000 paralegals and legal assistants in the U.S.

Paralegals conduct legal research, draft documents, do contract analysis and perform administrative tasks. AI can handle such tasks, faster and (in general) more accurately.

ChatGPT loves the word "nuanced" — we've seen many references to the "nuanced" tasks of lawyers and paralegals when we ask if AI can replace them.

We have concluded that part of ChatGPT's training includes soft-pedaling any discussion of taking away jobs.

All the same, it is true that paralegals do perform complex, nuanced jobs that call for judgment, critical thinking and people skills. They interview witnesses, work with clients and help with trial preparation.

## Outfoxing the AI

So for the paralegals out there, here's our advice: Know the enemy. Know what it cannot do and focus your energies there. Become the enemy's standard-bearer. Be better at using AI than anyone around you.

Make sure you are mindful of cybersecurity — use AI but with great care to keep your law firm and confidential client data protected. You'll be bulletproof.

Spend time figuring out what AI will work for your firm. Prove its usefulness and be the go-to person who knows about "prompt engineering."

Some of you are reading that term and wondering what “prompt engineering” is.

Trust us. It is another avenue to a secure future. Those questions that lawyers ask ChatGPT are “prompts.” The AI will deliver more accurate and relevant responses the better the prompts are. You don’t need to understand the “engineering” part of the equation. You just need to know the prompts, or questions, that will elicit the most useful and accurate responses — and be more likely to avoid the AI randomly “making stuff up.”

Think about it. Two lawyers have been sanctioned for submitting a brief that contained “made-up” cases. And they didn’t validate those cases through authoritative sources. Paralegals who understand AI can cut back on AI hallucinations both through good prompts and exacting validations.

Yes, it’s a whole new world — and a new way of thinking.

## **What Else Can Paralegals Do?**

Remarkably, many lawyers have not kept up with AI developments. Many did not know that confidential information submitted to ChatGPT would be retained and potentially used to train AI. OpenAI, the creator of ChatGPT, introduced in April a way to opt out of having your history kept, but many lawyers didn’t know about or make use of that development.

Once again, being the go-to person who keeps on top of AI developments can be very valuable.

Maybe you haven’t been the person who normally sought out tasks that require human judgment, working empathetically with clients, interviewing witnesses, trial preparation and so on. This is the time to focus on things AI cannot do; therein lies job security. Maybe you’ll be required to learn new skills, but that’s great if it leads you to a place AI cannot go.

## **Advice from ChatGPT**

We waited until we had composed the suggestions above before directly asking ChatGPT what paralegals could do to prepare for the possibility of losing jobs to AI. You’ll see below that we got most of the advice above right. Here’s the advice from ChatGPT:

**“Stay updated on AI and legal technology.”**

This can help you identify opportunities for skill development.

**“Focus on developing unique human skills.”**

Focus on things technology can’t do including critical thinking, problem-solving, emotional intelligence and interpersonal communication.

**“Upskill and embrace technology.”**



Know the AI tools that lawyers use and become proficient in their use. This will make you an invaluable asset in a law firm.

### **“Specialize in complex tasks.”**

This might mean working with [litigation support](#), regulatory compliance, intellectual property or other areas where human expertise is invaluable.

### **“Cultivate client relationships and communication skills.”**

Work on empathy and client guidance. You can be so much more to a client than AI — understand what the client needs, explain legal concepts as simply as possible and build trust with the firm’s clients.

### **“Pursue continuous learning.”**

This is key advice. The legal industry is evolving rapidly, and you must evolve too. Acquire new skills that will make you more adaptable to changes in the practice of law. Learn from professional conferences, workshops, webinars. Pursue certifications!

### **“Explore new opportunities.”**

If you are working for a law firm today, consider working for legal-related companies where your skills, developed from the advice above, may make you valuable. Legal technology consulting? Legal project management? Legal risk analysis? There may be more opportunities than you ever imagined outside of a law firm.

Instead of worrying about what you cannot control, shift your energies to what you can control. Embrace the future you create for yourself.

***Sharon D. Nelson** is a practicing attorney and Sensei Enterprises, Inc. president. She is a past president of the Virginia State Bar, the Fairfax Bar Association and the Fairfax Law Foundation. She is a co-author of 18 books published by the ABA. [snelson@senseient.com](mailto:snelson@senseient.com)*

***John W. Simek** is vice president of Sensei Enterprises. He is a Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH) and a nationally known expert in digital forensics. He and Sharon provide legal technology, cybersecurity and digital forensics services from their Fairfax, Virginia, firm. [jsimek@senseient.com](mailto:jsimek@senseient.com)*

***Michael C. Maschke** is the CEO/Director of Cybersecurity and Digital Forensics of Sensei Enterprises. He is an EnCase Certified Examiner, a Certified Computer Examiner, a Certified Ethical Hacker and an AccessData Certified Examiner. He is also a Certified Information Systems Security Professional. [mmaschke@senseient.com](mailto:mmaschke@senseient.com)*

Reprinted with permission from [AttorneyatWork.com](http://AttorneyatWork.com). Subscribe for free at <http://www.attorneyatwork.com/subscribe/>

**DOCUMENTED AND  
INDISPUTABLE  
SERVES AND NO SERVES**

**"PEOPLE LIE, CAMERAS DON'T"®**

**"We Have The Evidence"**

**GUARANTEED**  
**Subpoena Service, Inc.**

**1-800-PROCESS  
or 908.687.0056**



**WE USE  
BODY CAMS**

Reasonably Priced Where Available

**(FAX) 800.236.2092 - [info@served.com](mailto:info@served.com) - [www.served.com](http://www.served.com)**

# When You Need:

- Social Media Searches
- Scene/Vehicle Photos
- Motor Vehicle Searches
- Asset Searches
- Surveillance
- Process/Courier Services
- Background Checks
- Employee Terminations
- Pre-Employment Searches
- Witness Statements
- Litigation Support
- Product Liability Investigations
- Record Searches/Procurement
- Mobile Notary *(In some locations)*
- Skip Tracing
- Insurance Investigations
- Medical Malpractice Investigations
- *And Much More!*

## You Need...



# HARRIS INVESTIGATIONS

Corporate Office: P.O. Box 304, Lansdale, PA 19446

**LARGE ENOUGH TO SERVE, YET SMALL ENOUGH TO CARE**

Covering PA, DE, NJ, IN, MD, MI, OH & WV

**Servicing Attorneys, Businesses,  
Insurance Carriers & Individuals serving  
all of DE, IN, NJ, MD, MI, OH, PA & WV**

*Harris Investigations, LLC is a Women-Owned Business*

**[www.HarrisInvestigations.net](http://www.HarrisInvestigations.net)**

**(888) 484-9827    [HarrisInvestigationsllc@yahoo.com](mailto:HarrisInvestigationsllc@yahoo.com)**