



The Keystone Alliance of Paralegal Associations

presents its

2018 Education Summit: Professional Responsibility

Saturday, May 5, 2018

at Lehigh Carbon Community College's
Lisa Scheller and Wayne Woodman Community Services Center
4525 Education Park Drive, Schnecksville, PA 18078

Co-sponsored by



Lehigh Carbon
COMMUNITY COLLEGE

Available CLE credits:

*Up to 3.5 Substantive Credits
Up to 3.5 Ethics Credits*

Total Credits to be awarded: 5.5

*Breakout sessions for students
and job seekers*

Registration Fees:

*\$50 early bird registration fee
for Keystone Alliance members*

\$65 after early bird deadline

\$20 for students

\$85 for attorneys, non-members, and walk-ins

breakfast and lunch included

Also sponsored by:



**Keystone Alliance of Paralegal Associations
2018 Education Summit**

Saturday, May 5, 2018

**Lehigh Carbon Community College's
Lisa Scheller and Wayne Woodman Community Service Center
4525 Education Park Drive, Schnecksville, PA 18078**

AGENDA

- 8:00-8:45 Registration & Breakfast
- 8:45-9:00 Welcome & Introductions
Mary C. Galiardi – Keystone Alliance President
- 9:00-10:00 **Breakout Session I**
CLE Roundtable: Common Ethical Issues Facing the Family Law Paralegal
Jonathan T. Hoffman, Esquire (1-hour ethics)
Conflicts of Interest Concerns for Attorneys and their Firms - Third Party
Payees in Litigation
Adrian K. Cousens, Esquire (1-hour ethics)
Professional Responsibility for Paralegals in Debtor Bankruptcy Practice
Paul E. Trainor, Esquire (.5-hour substantive; .5-hour ethics)
Optional session for students and job seekers (no CLE credit)
Ask the Recruiter: Resume and Interview Tips and Tricks
Virginia Smith, Double Star, Inc.
- 10:00-10:15 BREAK
- 10:15-11:45 Membership Engagement Roundtable
Moderator: Diane Tallarita
Panelists: Robert S. Hrouda, RP, Mary C. Galiardi, Pa.C.P., Karen A. Sheriff,
Pa.C.P. and Pamela K. Transue, Pa.C.P. (1-hour substantive; .5-hour ethics)
- 11:45-1:00 LUNCH
CLE Presentation: Paralegal Regulation in the United States and Pennsylvania
Cases Dealing with Nonlawyer Representation
Robert S. Hrouda, RP (1-hour substantive)

- 1:00-2:00 Ethics Presentation: Ethical Issues Arising From Use of Support Staff
Thomas Wilkinson, Jr., Esquire and Victoria L. White, Esquire (1-hour ethics)
- 2:00-2:15 BREAK / Raffles
- 2:15-3:15 **Breakout Session II**
So You Want to Be a Freelance Paralegal
Diane Tallarita and Janice H. Frary, CRP
(.5-hour substantive; .5-hour ethics)
Best Practices for the Family Law Paralegal: Assist Your Attorney and Avoid UPL – You Can Do Both!
Megan K. Feehan, Esquire (.5-hour substantive; .5-hour ethics)
Evidentiary Issues for Paralegals
Kimberly G. Krupka, Esquire, Jennifer L. Weed, Esquire and Sarah Hart Charette, Esquire (1-hour substantive)
Optional session for students and job seekers (no CLE credit)
An Inside Look into the Paralegal Profession
Moderator: Cathy Wright, Pa.C.P.
Panelists: Tracey Barnes, RP[®], Pa.C.P., Harry Reichner, M.A. and Wendy Reczek, Pa.C.P.
- 3:15 Collect Evaluation Forms; Distribute Proof of Attendance

3 General Sessions

Membership Engagement Roundtable – 1 substantive and .5 ethics credits **Paralegal Regulation in the United States and Pennsylvania Cases Dealing with Nonlawyer** **Representation – 1 substantive credit** **Ethical Issues Arising From Use of Support Staff – 1 ethics credit**

Membership Engagement Roundtable

Members of the National Federation of Paralegal Associations, Keystone Alliance of Paralegal Associations, Central Pennsylvania Paralegal Association and Lehigh County Paralegal Association will discuss the challenges and benefits of member engagement at the local, state and national level. This discussion will explore certification opportunities and will discuss the ethical guidelines and obligations of each association and their members.

Moderator:

Diane Tallarita



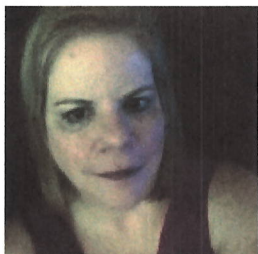
Diane Tallarita has served as a Professor and Coordinator of the ABA approved Paralegal Studies program at Lehigh Carbon Community College, Schnecksville, PA and Kutztown University, Kutztown, PA. She has been involved in paralegal education since 1990 and the paralegal profession since 1980. Diane has been the Coordinator of the program since its inception in 1995 and I developed the program and all of its options as well as shepherding the program through initial ABA approval and all subsequent reapprovals. She received a B.S. degree in Paralegal Studies from St. John's University, Queens, New York and a Master's in Public Administration from Kutztown University, Kutztown, PA.

Panelists:



Robert S. Hrouda, RP

Robert ("Bob") Hrouda is a former President of the Philadelphia Association of Paralegals, where he also served as a delegate to both the Keystone Alliance of Paralegal Associations and the National Federation of Paralegal Associations. In 2006, he received the Outstanding Local Leadership Award from the NFPA. Bob previously served on the Board of the National Federation of Paralegal Associations, Inc. ("NFPA") and as President, Vice President of Positions and Issues, Chair of Region Directors and Region IV Director. In May 2008, Bob passed the Paralegal Advanced Competency Exam designating him as a PACE Registered Paralegal ®. Prior to joining Hangley Aronchick, he was a paralegal at two prominent Philadelphia law firms where he worked in the areas of personal injury, litigation, labor law, aviation law, and family law. A 1992 graduate of Temple University, Robert received a Bachelor's of Business Administration in Law and Business.



Mary C. Galiardi, Pa.C.P.

Mary C. Galiardi is a litigation paralegal at Stock and Leader in York with a concentration on Family Law. She has over 20 years of experience in the legal profession and has been a paralegal since 2002. Mary earned her Paralegal Certificate from Penn State in 2002. Mary was involved in developing the Pennsylvania Certified Paralegal designation offered by the Keystone Alliance of Paralegal Associations and she received her Pennsylvania Certified Paralegal designation in 2008. Mary was been active in her local association for over ten years and has been part of the Keystone Alliance of Paralegal Associations since 2004 and is its current President.



Karen A. Sheriff, Pa.C.P.

Karen Sheriff is a litigation paralegal at Cognetti & Associates in Camp Hill. She is an accomplished paralegal with over 27 years of experience in the effective and efficient management of complex family law litigation matters. Karen earned both her A.S.B. in paralegal studies and her B.S. in legal studies from Central Penn College. She is the current President of the Central Pennsylvania Paralegal Association and its Secondary Representative to the Keystone Alliance of Paralegal Associations. Karen received her Pennsylvania Certified Paralegal designation from the Keystone Alliance of Paralegal Associations in 2012.



Pamela K. Transue, Pa.C.P.

Pamela (“Pam”) Transue is a litigation paralegal focusing on insurance defense at Gross McGinley, LLP in Allentown. Pam was named as Gross McGinley’s Head Paralegal in 2015. She has served as a member of the Steering Committee for the Lehigh County Paralegal Association since 2013 and is its Primary Delegate to the Keystone Alliance of Paralegal Associations. She received her Pennsylvania Certified Paralegal designation from the Keystone Alliance of Paralegal Associations in 2017. A former student of Lehigh Carbon Community College, Pam received her A.A.S. in Paralegal Studies in 2009.

Paralegal Regulation in the United States and Pennsylvania Cases Dealing with Nonlawyer Representation

By Robert S. Hrouda, RP

This presentation will focus on various current licensing programs across the United States, states studying various possible forms of regulation including licensing, communication with these states, certification and Limited License Legal Technicians, and will include Pennsylvania cases regarding nonlawyer practice with an update to *Harkness v. Unemployment Compensation Board* and cases relating to that decision.



Robert S. Hrouda, RP

Robert (“Bob”) Hrouda is a former President of the Philadelphia Association of Paralegals, where he also served as a delegate to both the Keystone Alliance of Paralegal Associations and the National Federation of Paralegal Associations. In 2006, he received the Outstanding Local Leadership Award from the NFPA. Bob previously served on the Board of the National Federation of Paralegal Associations, Inc. (“NFPA”) and as President, Vice President of Positions and Issues, Chair of Region Directors and Region IV Director. In May 2008, Bob passed the Paralegal Advanced Competency Exam designating him as a PACE Registered Paralegal ®. Prior to joining Hangley Aronchick, he was a paralegal at two prominent Philadelphia law firms where he worked in the areas of personal injury, litigation, labor law, aviation law, and family law. A 1992 graduate of Temple University, Robert received a Bachelor’s of Business Administration in Law and Business.

Ethical Issues Arising From Use of Support Staff

By Thomas Wilkinson, Jr., Esquire and Victoria L. White, Esquire

This presentation will summarize the pertinent ethical obligations imposed on lawyers in connection with the supervision of non-lawyer staff and the corresponding obligations of paralegals to adhere to established ethical standards. We will also survey some recent instances of lawyer and paralegal discipline arising in the area.

Help us tailor this seminar to your specific needs. If you have a question or would like input on a situation you have encountered, please email Debbie Long at dalong@cozen.com. Debbie will share your input with us so that we can make this seminar more relevant and interactive for those in attendance.



Thomas Wilkinson, Jr., Esquire

Mr. Wilkinson is a member of Cozen O'Connor in its Philadelphia office, where he concentrates his practice in business litigation, complex insurance coverage and professional responsibility matters. He chairs the firm's Professional Responsibility Committee. He is a past President of the Pennsylvania Bar Association (PBA) and a past chair of the PBA Civil Litigation Section. Mr. Wilkinson served as Chair or Co-Chair of the PBA Legal Ethics and Professional Responsibility Committee from 1993-2004. Mr. Wilkinson is a past President of the Pennsylvania Bar Institute (PBI), the continuing legal education arm of the PBA. He is the co-editor of the Pennsylvania Ethics Handbook (5th ed. 2017) and co-author of its chapter on conflicts of interest. Mr. Wilkinson has for many years edited ethics opinion summaries for publication in *The Pennsylvania Lawyer* and *Pennsylvania Bar News*. He has served as a Lecturer in Law at Villanova Law School, teaching professional responsibility and has written and lectured extensively on various civil litigation and professional responsibility topics. Mr. Wilkinson served for six years as a Hearing Committee member for the Disciplinary Board of the Supreme Court of Pennsylvania. He is an appointed member of the ABA Standing Committee on Professionalism, and is the Section of Litigation liaison to the ABA CPR/SOC Professional Responsibility Committee. He has served as an expert witness in state and federal courts in matters concerning the governing standard of care and lawyer professional responsibility.



Victoria L. White, Esquire

Ms. White is currently Ethics Counsel to the Pennsylvania Bar Association. As Ethics Counsel, Ms. White responds to Ethics Hotline inquiries from PBA members who have questions concerning the impact of the provisions of the Pennsylvania Rules of Professional Conduct upon their own prospective conduct. Ms. White also assists the PBA's Legal Ethics and Professional Responsibility Committee, which issues written ethics opinions and reviews and recommends proposals for changes to the Pennsylvania Rules of Professional Conduct. She also serves as the Associate Editor of the *Pennsylvania Ethics Handbook*, a useful guide to the professional responsibility obligations of practicing Pennsylvania lawyers. In addition to staffing the Ethics Committee, Ms. White serves as the liaison between the PBA and the PBA Task Force on the Code of Judicial Conduct. Prior to joining the PBA, Ms. White served as Assistant Counsel for the Commonwealth of Pennsylvania State Ethics Commission, practiced for several years in the private sector, and was a staff attorney in the solicitor's office for a local municipality. Ms. White received her B.A. from Franklin & Marshall College and her J.D. from American University, Washington College of Law.

Breakout Session I

CLE Course Descriptions & Speakers

Choose from one of the following 3 workshops to earn CLE credit

OR: Choose workshop for students/job seekers (no CLE credit)

Conflicts of Interest Concerns for Attorneys and their Firms - Third Party Payees in Litigation (1 hour ethics)

In certain situations, the person or entity who is paying for and/or controlling litigation is not the named party to a suit. This occurs most commonly for attorneys who practice in the area of insurance and insurance defense. This can give rise to complex and difficult ethical issues for both the attorney and other professionals within their firm. Direct conflicts of interest, confidentiality problems, and the extent to which a third party seeks to control the litigation and its costs are common problems with which law firms must deal proactively. Keeping the Rules of Professional Conduct foremost in the representation of clients is a vital component of any firm dealing with such potential conflicts. This program deals with some of the common potential pitfalls and hazards for the lawyer and firm that can arise when a third party pays for litigation.

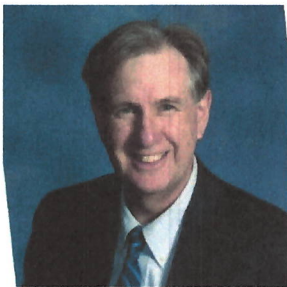


Adrian K. Cousens, Esquire

Adrian K. Cousens is an experienced litigator who represents individuals and companies in all phases of litigation before state and federal courts, as well as administrative agencies at the trial and appellate level, in Pennsylvania and New Jersey. His practice focuses on commercial litigation, employment litigation, and personal injury. Adrian has worked with small and large businesses in a cross-section of industries including logistics, construction, manufacturing, agriculture, hospitality, architecture and engineering, education, health services, security and real estate. Adrian also practices outside of the courtroom, partnering with his colleagues in counseling clients on litigation prevention.

Professional Responsibility for Paralegals in Debtor Bankruptcy Practice (.5 substantive, .5 ethics)

Maintaining a successful debtor bankruptcy practice requires expertise in various areas of the law, including litigation, corporate law and collections. In this course, we will discuss professional responsibility in the context of the debtor bankruptcy practice utilizing every day examples and some famous cases. The presentation will also cover routine ethics issues in representing debtors and creditors in a standard consumer bankruptcy case.



Paul E. Trainor, Esquire

Paul E. Trainor, Esquire is an attorney in private practice concentrating in consumer bankruptcy. Attorney Trainor has been practicing Bankruptcy Law in Pennsylvania since 1989. He is a graduate of the New England School of Law. Attorney Trainor is a Past President of the Bar Association of Lehigh County and member of the bar of the Supreme Court of the United States and several Federal District Courts. In addition to his legal practice, he serves as an Adjunct Professor at Northampton

Community College where he teaches courses on law such as Estates and Trusts, Business Law and Law for Emergency Services.

CLE Roundtable: Common Ethical Issues Facing the Family Law Paralegal (1 hour ethics)

This roundtable CLE will discuss ethical issues as they relate to the subject of Family Law. We will discuss the Pennsylvania Access Policy of the Unified Judicial System, ethical dilemmas in custody, support and divorce and best practices as they pertain to Family Law. This discussion will deal with commonly faced issues in the practice of Family Law and ways to avoid and properly handle ethical issues.



Jonathan T. Hoffman, Esquire

Mr. Hoffman is a Member of the Family Law Practice Group of Cozen O'Connor in the West Conshohocken office. Mr. Hoffman handles a wide range of domestic relations matters and is a frequent speaker and author on such topics as taxation and divorce, custody, divorce over fifty, retirement benefits, law practice management and the judicial interview of children in custody litigation. From 2010 through 2017 he has been recognized by *Pennsylvania Super Lawyers* magazine as a "Rising Star" and in 2013, he was named as a "Lawyer on the Fast Track" by the *Legal*

Intelligencer. He is a member of the Family Law Section of the Pennsylvania Bar Association, where he is a member of Council and has been selected to participate on the Programming, Rules, and Membership committees. Mr. Hoffman is active in the Montgomery County Bar Association, where he has served as an elected member of the Judiciary Committee, formerly chaired the Membership Committee, is Chair of the Family Law Section and past chair or co-chair of its Custody, Support, Equitable Distribution, Case Law and Toby Lynn Dickman Seminar Committees. Mr. Hoffman is admitted to practice in Pennsylvania, New Jersey and before the U.S. District Court for the Eastern District of Pennsylvania and the U.S. Court of Appeals for the Third Circuit. He received his B.A. from the University of Pittsburgh and his J.D. and LL.M in Taxation from the Villanova University School of Law.

Ask the Recruiter: Resume and Interview Tips and Tricks (no CLE credit)

Join this breakout session for a discussion on the job market, dos and don'ts of job applications, resume writing, and interview tips and tricks. This is a great opportunity to connect with a professional recruiter and pick her brain about ways to further your job search and help your resume stand out from the crowd.



Virginia Smith

With over 4 years of experience in recruiting and candidate identification and research Virginia has experience reviewing a wide variety of industry resumes and conducting both in person and phone interviews. She has experience in executing recruitment initiatives to fill entry-level to director level positions in various industries such as Pharmaceuticals, GMS, Healthcare, Education, Banking, Finance, Human Resources, and Sales. During her career, Virginia has not only reviewed, but helped job seekers develop and optimize their resumes and online professional profiles. In addition, she has experience coaching public speakers and job seekers in presentation and interview prep. She has also organized, facilitated, and executed complex interview events ranging from 6 to 100 interviews.

Breakout Session II

CLE Course Descriptions & Speakers

Choose from one of the following 3 workshops to earn CLE credit

OR: Choose workshop for students/job seekers (no CLE credit)

So You Want to Be a Freelance Paralegal (.5 substantive, .5 ethics)

The landscape in the paralegal profession is changing. Gone are the days when a paralegal could only find employment in-house in a law office or corporate legal department. This presentation will explore the differences between a traditional paralegal, freelance paralegal, independent or legal technician and LLLT. We will discuss the application of the Pa. Rules of Professional Conduct and how paralegals are indirectly regulated and must comply with standards governing confidentiality, conflict of interest, supervision of non-lawyer assistants and unauthorized practice of law. This session will explore the business model of a freelance paralegal and discuss how to maintain ethics while working with multiple law offices.



Diane Tallarita

Diane Tallarita has served as a Professor and Coordinator of the ABA approved Paralegal Studies program at Lehigh Carbon Community College, Schnecksville, PA and Kutztown University, Kutztown, PA. She has been involved in paralegal education since 1990 and the paralegal profession since 1980. Diane has been the Coordinator of the program since its inception in 1995 and I developed the program and all of its options as well as shepherding the program through initial ABA approval and all subsequent reapprovals. She received a B.S. degree in Paralegal Studies from St. John's University, Queens, New York and a Master's in Public Administration from Kutztown University, Kutztown, PA.



Janice H. Frary, CRP

Janice H. Frary, CRP is a paralegal, administrative consultant and the owner of Virtual Paralegal and Administrative Services, LLC. Since 2008, she has been bridging the gap for attorneys and small business owners who find it cost-prohibitive to hire a full-time in-house assistant. She holds an A.A. in General Studies from Palm Beach State College and a B.A. in Criminology and Sociology from the University of Florida. In 2014, Janice received her CRP designation from the National Federation of Paralegal Associations. She is a member of the Montgomery County Paralegal Association, Keystone Alliance of Paralegal Associations and National Federation of Paralegal Associations. Mrs. Frary has been published in the National Paralegal Reporter.

Best Practices for the Family Law Paralegal: Assist Your Attorney and Avoid UPL – You Can Do Both! (.5 substantive, .5 ethics)

A family law paralegal must often engage in frequent and direct communications with clients. These clients can be challenging, vulnerable, and constantly demanding of legal advice. This session will address techniques and tips to best handle client communications without engaging in the unauthorized practice of law. This session will also address how to take the information gathered from the clients and use it to best assist family law attorneys with case management and case strategy.



Megan K. Feehan, Esquire

Megan K. Feehan is a partner in the family law practice group at Cozen O'Connor. Her practice focuses entirely on divorce, custody, support, and related family law issues. Prior to joining Cozen O'Connor, Ms. Feehan practiced family law in New Jersey and completed a one year clerkship at the Superior Court of New Jersey. Ms. Feehan earned her law degree from Drexel University Thomas R. Kline School of Law with honors. She received her undergraduate degree *magna cum laude* from Franklin & Marshall College, where she was a member of Phi Beta Kappa. Ms. Feehan is the recipient of both the Pro Bono Service Honors Award and the American Academy of Matrimonial Lawyers Eric D. Turner Award.

Evidentiary Issues for Paralegals (1 hour substantive)

Attorney Krupka will explore several evidentiary rules that affect the ability of witnesses to testify at trial. Included within her discussion is the learned treatise exception to hearsay and expert witness qualifications. In most cases, a way exists to present evidence to a jury so long as proper advance planning and foundation is provided. Attorney Weed will address the evidentiary privileges that effect the ability to introduce and/or preclude certain evidence at trial. She also will discuss the damages – and limitations on those damages – in personal injury cases. Included in her discussion are damages specific to medical malpractice cases. Attorney Charette will address the evidentiary rules concerning properly pursuing impeachment at trial. Her discussion will primarily focus on: impeachment based upon bias, interest, and motive; attacking general reputation for truthfulness; and, utilizing evidence of prior convictions (i.e. *crimen falsi*).



Kimberly G. Krupka

Kimberly G. Krupka is a focused litigator, representing individuals and businesses before Pennsylvania State and Federal courts, as well as administrative agencies and local municipalities. As a member of Gross McGinley's Medical Malpractice Defense group, she represents medical professionals and large hospitals and health networks in patient care matters and has extensive experience working with in-house Risk Managers and insurance personnel to efficiently investigate claims. Kimberly likewise routinely represents corporations and individuals in a comprehensive range of civil litigation issues, ranging from negligence actions to contractual employment disputes.



Jennifer L. Weed, Esquire

As a member of Gross McGinley's Medical Malpractice Defense Group, Jenny works alongside the firm's team of attorneys and para-professionals to provide thorough legal representation to our hospital, medical practice, and physician group clients. Attorney Weed practices complex commercial litigation in matters involving insurance defense, personal injury defense, medical malpractice defense, and product liability defense. She has represented pharmaceutical companies, hospitals and physicians, insurance companies, and automobile manufacturers. Jenny has filed amicus curiae briefs on behalf of the insurance industry and has argued several cases

before appellate courts of significant public interest to that industry.



Sarah Hart Charette

Sarah Hart Charette is an experienced Associate in Gross McGinley's Litigation Group. She has an extensive background in trial preparation and litigation as a member of the Medical Malpractice Defense and Criminal Defense teams at Gross McGinley, as well as her prior position as an Assistant District Attorney. Sarah's prior prosecutorial experience in the District Attorney's offices of Berks County and Lebanon County has uniquely prepared her to present a skillful and effective defense on behalf of her clients. Her achievements include: negotiating a plea of probation for a felony drug charge that carried a minimum sentence of significant incarceration,

reducing a misdemeanor of fleeing and eluding to a traffic citation, dismissing a felony gun charge, and reducing a felony drug charge to a misdemeanor. Sarah has also conducted numerous bench and jury trials in cases involving drugs, sexual assault, domestic violence, thefts, DUIs, and fleeing and eluding.

An Inside Look into the Paralegal Profession (no CLE Credit)

Paralegals are an integral part of a legal team and are vital to a law practice. But what is it that they do? This panel will take an inside look at the paralegal profession. What does the day of a paralegal look like?

Moderator:



Cathy Wright, Pa.C.P.

Cathy is a paralegal with the law firm of McNees Wallace & Nurick LLC, in Harrisburg, PA. She is a certified PA paralegal (Pa.C.P.) and is a member of the Central Pennsylvania Paralegal Association (CPPA). She is the primary representative for CPPA to the Keystone Alliance of Paralegal Associations and is secretary of the Keystone Alliance. She has worked as a paralegal for 25 years.

Panelists:



Tracey Barnes, RP®, Pa.C.P.

Tracey is an Estates Administration and Estate Planning Paralegal at the law firm of Dischell, Bartle & Dooley, PC. She attended Penn State University, completing the Paralegal Certificate Program in the summer of 1992 and took the Paralegal Advanced Competency Exam, receiving her RP (PACE Registered Paralegal) credential in 2000. In 2008, she received her Pa.C.P. certification through the Keystone Alliance of Paralegal Associations and is currently its Credentialing Chair. She has been a member of the Montgomery County Paralegal Association since its inception in 1999 and has been a Board Member, Secretary, Treasurer and President. In 2017, she was appointed as the CLE-Associations Co-Coordinator for the National Federation of Paralegal Associations (NFPA).



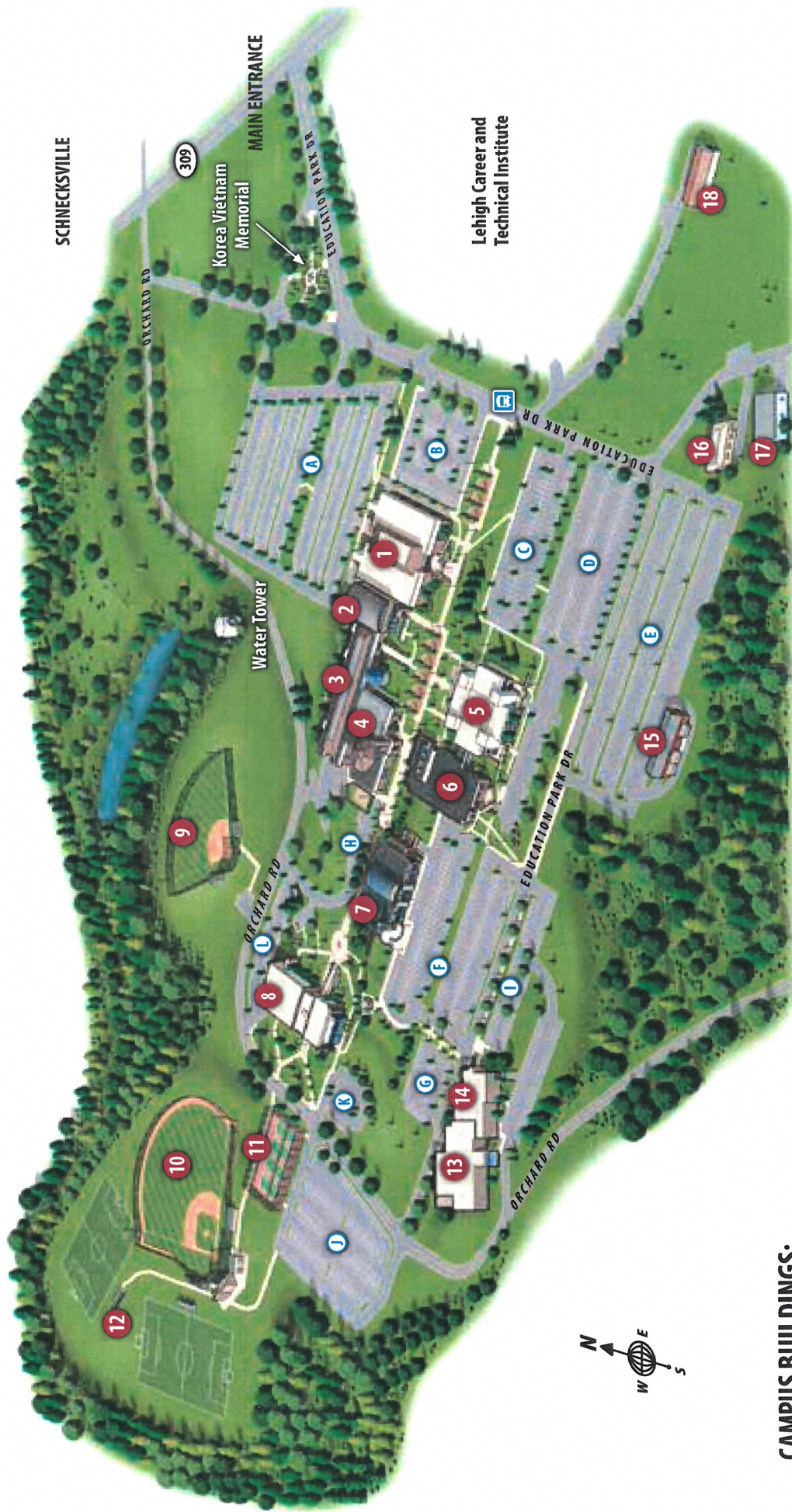
Harry Reichner, M.A.

Harry is a paralegal at the firm of Cozen O'Connor, located in Philadelphia, Pennsylvania. He focuses on real estate, finance, corporate, and transactional matters for clients ranging from individuals to start-up businesses, privately held companies and publicly traded, multi-national corporations. He received both his Bachelor of Arts in German and his Master of Arts in Central and Eastern European Studies and Economics from LaSalle University in Philadelphia, Pennsylvania. He serves as President of the Philadelphia Association of Paralegals and serves as Treasurer of the Keystone Alliance of Paralegal Associations.



Wendy Reczek, Pa.C.P.

Wendy is an in-house Intellectual Property paralegal for a global corporation in suburban Philadelphia. She is the former chair of the Keystone Alliance of Paralegal Associations, the Chester County Paralegal Association, and the IP Committee for the Philadelphia Association of Paralegals. Wendy graduated from and has taught at Villanova University's post-baccalaureate paralegal program, received her baccalaureate degree from Pennsylvania State University, and is a member of Phi Beta Kappa.



CAMPUS BUILDINGS:

1. Student Services Center
2. Student Union
3. Science Hall
4. Fowler Education Center
5. Academic Resource Center
6. Technology Center
7. Lisa Scheller-Wayne Woodman Community Services Center
8. Berrier Hall
9. Softball Field

10. Baseball Field
11. Tennis Courts
12. Soccer Fields
13. Rothrock Library
14. Alumni Center
15. Construction/HVAC
16. WXLV Broadcast/Recording Studios
17. Maintenance Building
18. Vet Tech Barn

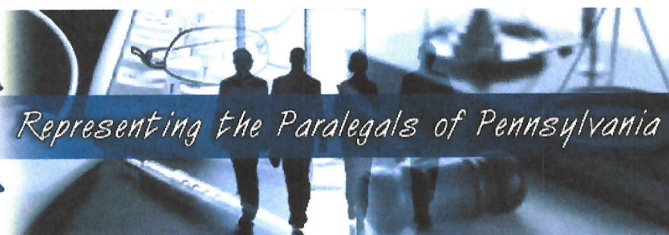
-  Bus Stop
-  Parking Lots
- 

Handicap accessibility is available in all parking lots and most building entrances throughout campus.



Lehigh Carbon
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2018 Education Summit**

Saturday, May 5, 2018 - 8:00 a.m. to 3:30 p.m.

**Lehigh Carbon Community College's
Lisa Scheller and Wayne Woodman Community Service Center
4525 Education Park Drive, Schnecksville, PA 18078**

REGISTRATION FORM

Name of Registrant: _____
please print clearly

Company/Firm: _____

Address: _____

Phone: _____ E-mail: _____

Certification(s) *(check all that apply)*:

☐ Pa.C.P. ☐ RP ☐ CRP ☐ CLA ☐ CP ☐ ACP ☐ PA Attorney ☐ Other: _____
.....

Please choose one seminar for each of the two sessions below.

Morning Breakout Session

mark: 1= first choice; 2= second choice

_____ CLE Roundtable: Common Ethical Issues Facing the Family Law Paralegal
Jonathan T. Hoffman, Esquire (1-hour ethics)

_____ Conflicts of Interest Concerns for Attorneys and their Firms - Third Party Payees
in Litigation
Adrian K. Cousens, Esquire (1-hour ethics)

_____ Professional Responsibility for Paralegals in Debtor Bankruptcy Practice
Paul E. Trainor, Esquire (.5-hour substantive; .5-hour ethics)

_____ **Optional session for students and job seekers (no CLE credit)**
Ask the Recruiter: Resume and Interview Tips and Tricks
Virginia Smith, Double Star, Inc.

Afternoon Breakout Session

mark: 1= first choice; 2= second choice

- _____ So You Want to Be a Freelance Paralegal
Diane Tallarita and Janice H. Frary, CRP (.5-hour substantive; .5-hour ethics)
- _____ Best Practices for the Family Law Paralegal: Assist Your Attorney and Avoid UPL – You Can Do Both!
Megan K. Feehan, Esquire (.5-hour substantive; .5-hour ethics)
- _____ Evidentiary Issues for Paralegals
Kimberly G. Krupka, Esquire, Jennifer L. Weed, Esquire and Sarah Hart Charette, Esquire (1-hour substantive)
- _____ ***Optional session for students and job seekers (no CLE credit)***
An Inside Look into the Paralegal Profession
Moderator: Cathy Wright, Pa.C.P.
Panelists: Tracey Barnes, RP[®], Pa.C.P., Harry Reichner, M.A. and Wendy Reczek, Pa.C.P.

Seminar Fees

Fee includes breakfast and lunch

Member of a Keystone Alliance Paralegal Association

What local paralegal association do you belong to? _____
(must be provided so that we may confirm your membership with your local association to qualify for discount)

- ☐ \$50.00 early bird registration by April 21, 2018
- ☐ \$65.00 after April 21, 2018
- ☐ \$85.00 walk-ins

- ☐ Attorney/Non-member - \$85.00
- ☐ Student - \$20.00

Registration Deadline: April 30, 2018

Cancellation Policy: *Cancellations received by April 30, 2018 will be refunded less a \$15.00 processing fee. No refunds after April 30, 2018.*

Please make check payable to "Keystone Alliance" and mail to:

*PA Summit
c/o Harry A. Reichner, M.A., Registrar
Cozen O'Connor
One Liberty Place
1650 Market Street, Suite 2800
Philadelphia, PA 19103*