

PERSPECTIVE

Volume 40, Issue 3

Winter 2023 Edition

PRESIDENT'S MESSAGE

By Kerry A. Mackey, CP

HELLO my fellow paralegals!! **PANJ** started 2023 by having Michael Mirne, Esq. of Law Office of Michael D. Mirne, LLC appear as our guest speaker. Mr. Mirne gave us a presentation on Landlord Tenant Laws. The information that Mr. Mirne provided was very informative for anyone renting or looking to rent. Everyone loved his presentation. **PANJ** would love to have Mr. Mirne back as a presenter! You can read more about this presentation in this Newsletter.

On February 9, 2023, a few members of **PANJ** took part in the New Jersey State Bar Association's Networking Bowling Night. The State Bar held a bowling night at Bowlero in North Brunswick. We had a fun night of mingling with other State Bar members while bowling - - well trying to! Haha I am not the best bowler but we had a fun night!

PANJ hosted webinar on February 16, 2023. Kim Haduck, Senior Account Executive at Veritext gave us some insight into court reporting. I am not sure about you but I have always found a court reporter's job to be VERY interesting. Stenographers type on average around 225 words a minute!! We learned about the standards and best practices for court reporting as well as the past and future of court reporting.

Our next webinar will be held on March 21, 2023. Nicola Jackson from the National Notary Association is returning to give us more information on Notary Laws! Stay tuned for more details about exactly what will be discussed.

On April 20, 2023 **PANJ** is THRILLED that the Honorable Robert Jones will be our guest speaker to give us a presentation on Legal Writing. As paralegals it is very important to learn all about legal writing! This will be our first in-person dinner meeting for our term. We are looking for a location in



Middlesex County for this meeting. If you know of any location in the county that could work for us, please share the info with me!

As a reminder, if you cannot attend a webinar but want a copy of the recording, you can request it! Just register for the event and send me an email that you would like a copy of the recording and I will send it to you after the meeting takes place.

PANJ will be sending out notices regarding election for our Executive Board. The notices will be sent out towards the end of next month to all members of **PANJ**. If you are member, please keep an eye out for those emails. The notices will inform you where to send the executed election forms.

PANJ is always looking for help with our different committees. As a committee member you can help **PANJ** with different tasks such as researching new topics or finding new locations where we can host our in-person dinner meetings. If you have any interest in volunteering your time please reach out to me so we can chat!

We are working on some new topics that some of our members have suggested. As always, if there is a topic that you would like to learn more about please let me know. I will do the research and find a guest speaker to discuss the topic you are interested in learning more about.

Finally, 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.

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.

If you wish to contribute to upcoming editions of Perspective, please submit your pieces for review to 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.

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

[Tuesday, March 21, 2023](#)

Guest Speaker: Nicola Jackson of
The National Notary Association
Topic: New Notary Laws
Webinar via Cisco Webex

[Thursday, April 20, 2023](#)

Guest Speaker: Honorable Robert Jones
Topic: Legal Writing
Location: New Jersey Law Center - One Constitution
Square, New Brunswick, NJ 08901
In-person dinner meeting

[Wednesday, May 17, 2023](#)

Guest Speaker: Edward Purcell, Esq. of
Price, Meese, Shulman & D'Arminio, P.C.
Topic: Open Public Records Act
Location: TBD
In-person dinner meeting

EXECUTIVE BOARD & COMMITTEE DIRECTORY – 2022-2023 TERM

EXECUTIVE BOARD:

PRESIDENT

Kerry Mackey, CP
Info@NJPara.org

VICE PRESIDENT

Sarah M. Robinson

CORRESPONDING SECRETARY

Michelle Mando

RECORDING SECRETARY

Jennifer Ciaburri

TREASURER

Carol Snyder
TreasurerPANJ@NJPara.org

NALA LIAISON

Christine A. Principe, CP
NALALiaison@NJPara.org

TRUSTEES AT LARGE

Melissa Acosta
JoAnne Haffeman
Jennifer Negro
Jessica E. Resnick
Cynthia Richardson
Laurie Robinson
Jennifer Smith, ACP
Diane Wolfe, CP

COMMITTEES:

JOB BANK

Allison Long
JobBank@NJPara.org

MEMBERSHIP

JoAnne Haffeman, Chair
Melissa Acosta
Melissa Cannella
Membership@NJPara.org

PROGRAM PLANNING

Laurie Robinson
Matthew Triolo

SOCIAL MEDIA

Allison Long
Michelle Mando
SocialMedia@NJPara.org

NEWSLETTER

Jessica E. Resnick, Editor
Newsletter@NJPara.org

PUBLIC RELATIONS

Cynthia Richardson

ELECTION

Daizaida Crespo

HISTORIAN

Kandi Moncelsi, ACP

WEBSITE AND FORUM

Melissa Acosta

NJ STATE BAR ASSOCIATION SPECIAL PARALEGAL COMMITTEE

Melissa Acosta
Sandra C. Csaposs, CP
JoAnne Haffeman
Jennifer Negro
Kerry Mackey, CP
Jessica E. Resnick
Laurie Robinson
Sarah M. Robinson
Dorothy Secol, CLA
Jennifer Smith, ACP
Carol Snyder



For more
information
about the Board
go to
www.NJPara.org



Submission of Member Information to NALA

****Important Notice****

NALA requires that each affiliate provide to it a member roster which includes each member's name, address, email, phone number, employer name and employer phone number. If you have an objection to the information being provided to NALA, please send an email to affiliates@nala.org and Membership@njpara.org.

NALA Expo and Conference

This year's Expo and Conference is July 12 to 14, 2023 at the Westin Copley Place in Boston. Hotel information is available at NALA's website (<https://nala.org/education-5/nala-conference-expo-2023/>). Sessions' information has not yet been posted. It's so close- just a drive away! Without the cost of airfare this year, perhaps give some serious thought to going to this event. Earn your CLE credits, make new friends, and have fun in a wonderful city!

Gift Certificates

Don't forget to use the \$80 gift certificate that you receive as a dues-paying member of NALA. It can be used for CLE or even for your Expo and Conference registration!

NALA Opinion Survey

NALA sent out a survey to help them better serve us - their members. It takes about 5 minutes to complete. Let's help them out.

Student Membership

The \$5 student membership ends January 31, 2023.

Social Media

Stay connected with NALA through social media – Facebook, Instagram, LinkedIn, etc.

CP Exam

The Knowledge Exam is administered all year long at PSI testing centers. Check out their website for availability in your area: <https://www.psonline.com/closures>. If you're having difficulty finding a testing center, your workplace may be eligible. Contact NALA at testing@NALA.org.

The Skills Exam testing windows are February, April, July and October.

NALA Townhall Meeting/Membership Roster Submitted to NALA

On December 7, 2022, NALA conducted a townhall meeting for affiliates' liaisons and presidents. The townhall meetings are a great way for liaisons and presidents to interact directly with NALA's board to better serve all of our members and advance both associations. As an affiliate of NALA, PANJ submits mid-year and annual reports to NALA. The reports provide NALA with an overview of PANJ's activities, CLE, etc. throughout the year. As part of the annual report, PANJ is required to submit to NALA a membership roster, which contains the following information for each PANJ member:

- Name
- Email
- Address
- Phone Number
- Employer Name
- Employer Phone Number
- Member Type

If you have any questions or concerns about the submission of the information to NALA, please contact me.



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 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; 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

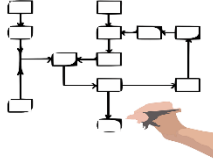
HUMAN RESOURCES

INFORMATION TECHNOLOGY

EXPLORE PARALEGAL AND OTHER STAFFING OPPORTUNITIES

FRIEDMANWILLIAMS.COM • GRANTMAXIE.COM

855-FW-HIRES



December 2022 General Membership Meeting Summary

Project Management for Legal Professionals

Ann Pearson of **Paralegal Bootcamp** joined PANJ in December to present “Project Management for Legal Professionals.”

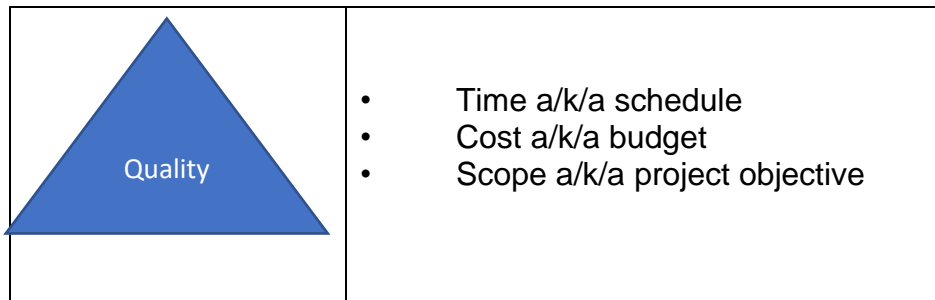
First, if you have not checked out Ann’s Paralegal Bootcamp, you must! I am a huge fan! Her website - Paralegal-BootCamp.com - is valuable and her weekly podcast – Paralegals on Fire! - is SO INFORMATIVE. I listen to the podcast on my way to work. A great part of Ann’s podcast: her actionable strategies at the end of each podcast. Her actionable strategies help you get the most out on the podcast and are important take-aways from the podcast. Check it out!

Now, on to the webinar. Ann shared the definition of project management: “the application of knowledge, skills, tools and techniques to project activities to meet project objectives.”

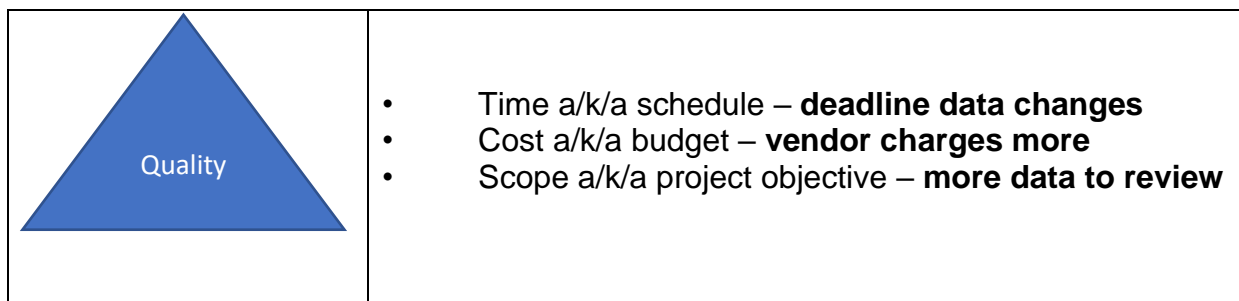
Ann took us through the steps of project management set forth below and touched on the components of each step:

- Initiating
- Planning
- Executing
- Monitoring & Controlling
- Closing

She spoke of the Triple Constraints for the quality (stakeholder's expectations) of each project. Visually, the project is a triangle. The quality (stakeholder's expectation) is in the center and each side is a component:



Ann gave examples the Triple Constraints and how they can change:



Ann moved on to the three steps to project planning and used the scenario of a trial for the project:

▶ Define the Scope – COMPLETE THE TRIAL AND WIN. What is the goal and what activities are needed for each phase. Think SMART deliverables – **S**pecific; **M**easurable, **A**chievable, **R**ealistic, **T**imeframe. The scope can be broken down to presenting exhibits, presenting witnesses, preparing motions, selecting jurors, etc.

▶ Estimate the Time – how long would it take to prep the witnesses, finalize the exhibits, etc. Make a chart or timelines as necessary.

▶ Make a Plan – create a standard operating procedure, checklist or visual plans.

It is always important to communicate the project status with the stakeholder/client by providing them with a summary of the activities, what has been completed, budget changes if any, and the like.

Lastly, after the project is completed, Ann recommended that a post project assessment be done to determine what went well that should continue in the future; what did not go well and should be abandoned in the future; and what should be different next time.

This webinar was just a glimpse into project management, but I personally thought it was very helpful.



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 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; cprin1216paralegal@outlook.com.



The Paralegal Association of New Jersey has donated **\$500.00** in memoriam of a friend of PANJ to the American Cancer Society. Go to <https://www.cancer.org/> to learn more about the organization's goal to end cancer.

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 800-948-7884 info@94truth.com

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





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 | SERVICE@DGRLEGAL.COM

January 17, 2023 Webinar

Landlord/Tenant Laws

Presented by Michael D. Mirne, CTA, Esq.

Written by Diane H. Wolfe, C.P.

Michael D. Mirne, CTA, Esq. of the Law Offices of Michael D. Mirne LLC which is located in Ocean Township, New Jersey, prepared a presentation for PANJ's January Webinar regarding Landlord/Tenant Laws. Mr. Mirne was very knowledgeable and presented the topic to make it easy to comprehend the aspects involved in Landlord/Tenant Laws.

To start, the Anti-Eviction Act (1974) states that tenants may only be evicted for a good cause. The Act applies to all residential tenants, except: (1) Seasonal Tenants (this means 125 days or less – See N.J.S.A.2A:42-10.17; (2) Tenants in owner-occupied houses with 2 or fewer rental units; (3) Certain Hotel Guests and (4) garage parking if it is a separate lease. The Anti-Eviction Act also protects tenants from being evicted for an invalid cause. Some causes considered invalid are:

1. Expiration of lease as residential leases renew automatically month-to-month;
2. A Tenant with a month-to-month lease after the expiration of their written lease;
3. A provision in a lease specifying a “move out” date, as they are not enforceable, and
4. A notice from a Tenant the he or she is vacating does not create the basis for eviction.

Most tenants are evicted on the grounds of non-payment of rent. There are three (3) main rules that govern the eviction of tenants based on non-payment of rent.

1. Acceptance of Rent - the tenant gets a chance to cure any time before the lock out or 3 days after the Notice of Eviction. If the tenant cures before judgment for possession, as per N.J.S.A.2A:42-9, 2A:18-55, by making a payment, a Dismissal must be entered. If the tenant cures after judgment, there are different rules for Notice cases.
2. There are no judgments for money.
3. The items that constitute rent must be legally permissible (See *Housing Authority and Urban Development Agency v. Vanessa Taylor*, 17,N.J. 580 (2002), and must be set forth in lease as “additional rent” (ie. utilities, taxes, etc.). In order to collect legal fees from the tenant, it must be spelled out in the lease and it must specify that the tenant may collect legal fees from the landlord.

A landlord may also evict a tenant on the grounds of “Habitability,” meaning the tenant has rendered the property unlivable. Two (2) methods are used for this defense. Method 1 is *Repair and Deduct* (Marini v. Ireland). How does the defect enable the habitability for the tenant, is the defect vital to the facility and was the landlord given advance notice and time to cure the problem. Method 2 is *Withhold and Post Rent with Court*. This method become known as the “*Marini Hearing*” though it is not based on the Marini case. *Marini Hearing may not be used for claims against the Landlord!!* Only defects or claims affecting Habitability will be considered. Damages to Tenant’s personal property are not considered, and any Habitability issued to the withholding of rent will not be basis for abatement.

Some other causes for eviction are Disorderly Conduct, Destruction to Premises, Breach of Landlord’s Rules, Failure to Pay Rent Increase, Failure to Accept Lease Changes, Habitual Late Payment, Personal Occupancy, Termination of employment and Criminal conduct.

Notices that are issued in Eviction cases must be specific as to allegations and must cite statute. A Notice to Cease is issued as a warning to the tenant. The Notice to Quit (demand for possession) must reiterate allegations of Cease and contain the further incidents. It should also include a Demand for Possession. When timing the notices, a “Month” means one (1) full month from the next day that the rent is due. Notices can be served by email and certified mail or personal delivery. The landlord cannot accept rent after the termination date of the Notice to Quit.

There are three (3) types of Post-Judgment Applications:

1. Request to have a Judgment set aside (pursuant to N.J. Court Rule 4:50-1) requires allegations of Fraud or other good cause.
2. Application for Orderly Removal (pursuant to N.J. Court Rule 6:6-6(b) seven (7) days maximum. No payment required.
3. Request for Hardship Stay, (pursuant to N.J.S.A. 42-10.1 (and 10.6)) requires six (6) month maximum that all rents to be paid and rents to remain current.

The CARES Act (Coronavirus Aid Relief and Economic Security Act) applies only to properties that were Federally funded or Federally subsidized. All evictions actions that were filed between March 27, 2020 and July 25, 2020 were required to contain a certification that the CARES Act was not applicable. The present interpretation of the CARES Act is tenants in Federally subsidized or funded housing must still receive a 30-day Notice to Vacate before the tenant can be removed.

The following are changes in the Eviction Proceedings from before Pandemic to the after pandemic:

Before Pandemic- File Summons and Complaints with Court and wait for Court date.

Court Date will be within a few weeks of filing.

After Pandemic- File Summons & Complaints, Case Information statement, Lease (and certification), Registration Statement and CARES Act Notice with Court.

Attend Case management/Settlement Conference.

Review tenant's Case Information Statement and submit additional evidence.

Appear for trial and hope your case gets reached.

Because of the additional proceedings in the eviction process after the Pandemic, this has caused a tremendous backlog in the Courts if and when you obtain a final Court date.

Thank you to Michael Mirne, Esq. for taking time out of his busy schedule to be a presenter for PANJ. This is an area of law that I had very little knowledge but, you explained in a way that made it easier to understand.



I am a certified paralegal in the Collections department of Einhorn, Barbarito, Frost and Botwinick law firm in Denville, New Jersey where I have been employed since 2017. I was hired to work in the Estates and Trust department and had the opportunity to move to the Collections department of the firm in 2021. I have been in the paralegal since 2007, where I worked for the Law Offices of Thomas Wolfe, Metuchen, New Jersey. Elder Law, Estate Planning and Real Estate were the practice areas of that firm. I have a Bachelor of Science degree in Accounting from Monmouth College (n/k/a Monmouth University) of Long Branch, New Jersey and became a Certified Paralegal through NALA in 2021. I am a Trustee for PANJ and Treasurer for the NJ Paralegal Convention. dwolfe@einhornlawyers.com



THE NEW JERSEY ACADEMY OF MEDIATORS & ARBITRATORS

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

Available Dates & Bios Online For New Jersey's Top-Rated Neutrals

NAME	BASED IN	PROFILE ONLINE AT	PHONE	DATES [†]	NAME	BASED IN	PROFILE ONLINE AT	PHONE	DATES [†]
Robert E. Bartkus	Florham Park	www.njmediators.org/robert-bartkus	(973) 635-6300	<input checked="" type="checkbox"/>	Hon. Michael Brooke Fisher	Avalon	www.njmediators.org/michael-fisher	(856) 332-7741	<input type="checkbox"/>
Hon. Raymond A. Batten	Haddonfield	www.njmediators.org/raymond-batten	(856) 795-2121	<input type="checkbox"/>	Angela Foster	N. Brunswick	www.njmediators.org/angela-foster	(732) 821-9363	<input type="checkbox"/>
Maureen Binetti	Woodbridge	www.njmediators.org/maureen-binetti	(732) 855-6034	<input type="checkbox"/>	Sheryl Mintz Goski	Florham Park	www.njmediators.org/sheryl-goski	(973) 520-8520	<input checked="" type="checkbox"/>
Steven J. Blumenthal	Mount Laurel	www.njmediators.org/steven-blumenthal	(856) 581-4134	<input checked="" type="checkbox"/>	Laura A. Kaster	Princeton	www.njmediators.org/laura-kaster	(609) 921-0095	<input checked="" type="checkbox"/>
Hon. Peter F. Boggia	Clifton	www.njmediators.org/peter-boggia	(973) 470-0800	<input checked="" type="checkbox"/>	Hon. John Keefe	Red Bank	www.njmediators.org/john-keefe	(732) 224-9400	<input type="checkbox"/>
Hon. John M. Boyle	Westfield	www.njmediators.org/john-boyle	(908) 233-6800	<input checked="" type="checkbox"/>	Hon. Donald Kessler	Roseland	www.njmediators.org/donald-kessler	(973) 577-1872	<input type="checkbox"/>
Jennifer L. Brandt	Mountainside	www.njmediators.org/jennifer-brandt	(973) 912-9292	<input checked="" type="checkbox"/>	Hon. Virginia Long	Lawrenceville	www.njmediators.org/virginia-long	(609) 895-3335	<input type="checkbox"/>
Hon. Thomas Cavanagh, Jr.	Tinton Falls	www.njmediators.org/thomas-cavanagh	(732) 733-6200	<input checked="" type="checkbox"/>	Robert E. Margulies	Jersey City	www.njmediators.org/robert-margulies	(201) 333-0400	<input checked="" type="checkbox"/>
Theo Cheng	Princeton Jct.	www.njmediators.org/theo-cheng	(917) 459-3669	<input checked="" type="checkbox"/>	Suzanne M. McSorley	Lawrenceville	www.njmediators.org/suzanne-mcsorley	(609) 987-6663	<input checked="" type="checkbox"/>
Hon. Benjamin Cohen	Somerset	www.njmediators.org/benjamin-cohen	(908) 333-6208	<input checked="" type="checkbox"/>	Peter L. Michaelson	Rumson	www.njmediators.org/peter-michaelson	(732) 758-6500	<input type="checkbox"/>
Hon. Harriet E. Derman	Metuchen	www.njmediators.org/harriet-derman	(732) 261-0501	<input type="checkbox"/>	F. Peter Phillips	Montclair	www.njmediators.org/peter-phillips	(973) 509-9667	<input checked="" type="checkbox"/>
N. Janine Dickey	Bridgewater	www.njmediators.org/janine-dickey	(908) 295-7900	<input type="checkbox"/>	Terri Reicher	Wayne	www.njmediators.org/terri-reicher	(973) 865-1069	<input checked="" type="checkbox"/>
Hon. Peter E. Doyne	Hackensack	www.njmediators.org/peter-doyne	(201) 489-9110	<input type="checkbox"/>	Hon. Marguerite Simon	Hackensack	www.njmediators.org/marguerite-simon	(973) 379-4200	<input checked="" type="checkbox"/>
Neal Eiseman	Roseland	www.njmediators.org/neal-eiseman	(201) 612-4444	<input type="checkbox"/>	Andrew Smith	Somerville	www.njmediators.org/andrew-smith	(908) 246-9766	<input checked="" type="checkbox"/>
Hon. Mark B. Epstein	New Brunswick	www.njmediators.org/mark-epstein	(732) 545-4717	<input type="checkbox"/>	Richard H. Steen	Princeton	www.njmediators.org/richard-steen	(609) 895-0071	<input checked="" type="checkbox"/>
Dennis A. Estis	Iselin	www.njmediators.org/dennis-estis	(732) 476-2512	<input checked="" type="checkbox"/>	Hon. Barbara Wecker	Newark	www.njmediators.org/barbara-wecker	(973) 643-3700	<input type="checkbox"/>
Felicia T. Farber	Wayne	www.njmediators.org/felicia-farber	(973) 868-2219	<input checked="" type="checkbox"/>	Hon. Deanne Wilson	Mendham	www.njmediators.org/deanne-wilson	(908) 879-2013	<input checked="" type="checkbox"/>
Cataldo F. Fazio	East Rutherford	www.njmediators.org/cataldo-fazio	(201) 223-9000	<input type="checkbox"/>					

Attention Litigators & Staff: Save HOURS of scheduling phone tag for your preferred neutrals, FREE at

www.NJMediators.org

The National Academy of Distinguished Neutrals (NADN) 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. NADN is a proud sponsor of the national plaintiff (AAJ) and defense (DRI) bar associations. To access our free National database of over 1000 ADR professionals, visit www.NADN.org/directory and select your preferred state. For more information about the NJ Chapter, please visit www.NJMediators.org/about

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



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 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.

Overview of Surrogate and Probate

By: Kenny Passaro

We are given an overview of the role of surrogate and the probate process. What we see in the movies is not what happens in real life. What really happens is they just come in and explain what happens to the participants. There are surrogate court clerks in twenty-one counties. They are elected with limited jurisdiction. They handle estate administrations, probate proceedings, trust funds for minors, process distribution of property for deceased. During probate they gather information such as name on bank account and real estate assets. In nonprobative, it is of joint survivorship where ownership passes directly outside of probate such as real estate, bank accounts, life insurance, small estates of less than \$50,000. Not all courts require same information. Each county is different and has forms for information that is required and how the distribution of assets is handled.

The presentation of information is complete and accurate as have friends who experienced the probate process and as a notary each court and bank have its own requirements. All the forms must be completed properly, or process is held up. The speaker was knowledgeable and able to answer all kinds of questions. I watched online and the webinar is very informative and helpful for those interested in this field or just have questions about the process. The handouts that were provided guided us through what he was going through presently, and the additional forms gave examples of the differences between the courts. Especially helpful to me is the one from Passaic County, as that is the county I reside in. I found the presentation of materials and his approach to be especially helpful to navigating the information presented. This is a good primer for those interested in surrogacy. It will prepare those who are interested in what is required and their actual duties. What happens in the movies is not what happens in real life is what I also heard from a friend of mine in another court related field so what he stated is very true. It always helps to get information from someone who has firsthand experience. The speaker's years of experience are in full display as he explains the procedures and processes involved.



My name is Kenny and I am currently studying to complete the CP exam to become the first certified paralegal notary in the history of my family. I went from homeless to employed full-time for a nonprofit and notary public in five years. I am currently seeking out like-minded people to start a nonprofit to provide immigration and criminal defense services for women who were involved in domestic violence while helping to raise literacy levels of those seeking immigration services and provide online materials imparting the knowledge, I have amassed about how everything effects the body from the foods we eat (I am strict vegetarian) to what we put on and, in our bodies, and even what we use to clean with. I am holistic and plant-based. I am an active member at my church, including a member of the evangelism team and the community through my job. I believe that our job is to serve the community. I live, work and go to church in Paterson. I believe in total mind, body and spirit approach to life that what we give is what we receive.

Estate Planning Holiday Tips

By: Melissa Acosta

Many of us are scrambling making our holiday task lists and trying to get together with all of our family and friends for the holiday season which can be a very busy and overwhelming time of the year. We may even forget that a new year is almost upon us. As we enter this new year, we may need some changes and could also use some helpful new tips. Here are some helpful holiday estate planning “clean-up” tips to keep in mind as we enter the new year:

1. Provide a List of your Current Assets To Your Estate Planning Attorney- It is important to keep an asset list updated with any major changes in your assets that may occur throughout the calendar year. You should e-mail a copy of this list to your estate planning attorney and your CPA.
2. Ensure all of your beneficiary designation forms are all up to date. From time to time, the beneficiaries on the file may require changes due to death, marriage, divorce or perhaps if a minor attains the age of 18. It is important that we all update the forms so that the correct person inherits the asset.
3. Update your Estate Planning Documents: Review your Will, Power of Attorney and Medical Directive and confirm they do not need any updating prior to your travels. If any of these documents need to be updated, contact your estate planning attorney immediately and schedule an appointment.
4. Provide your professionals with each other’s contact information: It is important for your accountant, estate planning attorney and financial advisors (if any) to have each other’s contact information. This is the most efficient way to service you as a client.

5. Safe Deposit Box Access- If your original Last Will and Testament is maintained in a bank safe deposit box, you may want to ensure that you do not travel with the safe deposit box key and that the key is maintained in a safe place.

6. NJ Unclaimed Funds- Sometimes funds or assets are escheated to the state. Whether these were accounts we were not aware of that were very old or a refund that was never claimed, we should take a second and check the NJ Unclaimed Fund Website. There may be some funds in your name you may not be aware of and you can start the new year with some extra funds.

We hope these tips help you bring in the new year on a more “organized” note. Cheers to a happy and healthy holiday season for all. Happy New Year!

Melissa Acosta is the owner of Melissa Acosta Freelance Paralegal Services LLC (www.njfreelanceparalegal.com). A freelance paralegal company that services the tri-state area in the areas of Trust and estates, personal injury, litigation, employment law and immigration. Melissa has been a board member of PANJ and currently serves as a Trustee -at-Large. She is also a member of the NJSBA Paralegal Committee. Her true passion is serving as Trustee of the Christina S. Walsh Breast Cancer Foundation, a foundation that helps breast cancer patients, which is a cause that is near and dear to her heart. In her spare time, Melissa enjoys spending time with her chow chow dog Lady and traveling with her husband!





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 | sales@easyssoft-usa.com

**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 - www.served.com

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

Yolanda S. Barry

Jackson Evangelista

Liza Falato

Julie Merrill

Camille Starks

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



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 |  | State Capital, PO Box 1477, Trenton, NJ 08607