



# Dauphin County Bar Association

**PRESIDENT'S MESSAGE**

**DECEMBER, 2017**

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Season's Greetings! Welcome to December, and with it busy times at the office to try to get projects done by the end of the year, as well as many holiday parties. I hope to be able to balance the yearend workload with time with family, and some fun times such as watching as many college football bowl games as possible. I hope that you too are able to find that sometimes elusive balance, and make time for your favorite acts of holiday cheer.

Activities at the Association are starting to wind down for the year. We have a few CLEs available during the week of December 11, if you're looking for some last minute credits. It's not too early to start looking ahead to 2018. Please make plans to join us (and bring a colleague) to the DCBA annual meeting on Wednesday, January 24, starting at 5:30 at the Hilton. Also, the President's Gala will be on Saturday, February 10 starting at 6:00 at the West Shore Country Club.

Happy Holidays, and best wishes for a safe and prosperous New Year!



## NEW PUBLIC ACCESS POLICY



On January 6, 2017, the Supreme Court adopted the Public Access Policy governing access statewide to appellate and trial court case records (both online and in the filing office). The effective date is **JANUARY 6, 2018**. This is fast approaching. The policy, explanatory report, new Dauphin County Local Rules and other policy related materials are posted at <http://www.pacourts.us/public-records/public-records-policies>. **It is very important that all attorneys and support staff are familiar with this policy because it effects how you prepare your documents for filing.** The policy is clear that the filing office and court administration are under no obligation to review the filing for compliance before accepting the documents for filing.

The Dauphin County Bar Association conducted a number of lunch and learn programs which have been well attended. The program held on October 20, 2017 was taped and the bar association will be replaying this program on the following dates:

**December 12 at 1:00 PM** - [Register here](#)

**December 14 at 8:30 AM** - [Register here](#)

in the **JURY ASSEMBLY room of the Dauphin County Courthouse**. This program included Andrea Tuominen, Esquire and David Price, Esquire from the AOPC who explained the policy and Edwin Schwartz, Esquire and Robert H. Davis, Jr., Esquire who discussed malpractice avoidance and ethical considerations. Please watch your emails for dates and times. **All attorneys and support staff are invited and encouraged to attend.**

Deb Freeman, Dauphin County Court Administration

**PLEASE READ:  
IMPORTANT  
MESSAGE**

<b>Dauphin County Prothonotary Filing Fees Effective: November 30, 2017</b>			
<b>TYPE OF FILING</b>	<b>2017</b>	<b>TYPE OF FILING</b>	<b>2017</b>
Custody Complaint	\$ 360.00	Judgment – Real Estate Bail	\$ 32.25
Divorce	\$ 337.00	Land use Appeal	\$ 202.00
Divorce w/ Custody	\$ 577.75	Letter of Attorney - Filing	\$ 60.50
Divorce – 1 Additional Count	\$ 421.25	Letter of Attorney – Revocation	\$ 3.75
Divorce – 2 Additional Counts	\$ 505.75	Mechanics Lien	\$ 32.25
Divorce – 3 Additional Counts	\$ 590.50	Municipal Lien – Government Filing	\$ 15.00
AOPC Custody Fee	\$ 8.00	Petition	\$ 202.00
Appointment of Master – Discovery Only	\$ 121.50	Petition – Government Filing	\$ 55.25
Appointment of Master – Pre-Decree	\$ 196.50	Petition for PFA – No Fee	\$ -
Appointment of Master – Post-Decree	\$ 121.50	Postponement	\$ 15.25
Appeal of Arbitration Award -		Recording	\$ 15.25
less than \$4,999.99 Controversy	\$ 400.00	Resume Prior Name	\$ 25.25
Appeal of Arbitration Award		Resume Prior Name -	
\$5,000.00 to \$9,999.99 in Controversy	\$ 500.00	Out of Decree	\$ 89.75
Appeal of Arbitration Award		Resume Prior Name – Surviving Spouse	\$ 76.00
\$10,000.00 to \$19,999.99 in Controversy	\$ 600.00	Release	\$ 15.25
Appeal of Arbitration Award		Release – IRS	\$ 10.00
\$20,000.00 to 34,999.99 in Controversy	\$ 700.00	Revival – Adverse Proceedings	\$ 49.25
Appeal of Arbitration Award		Revival – Amicable Proceedings	\$ 32.25
\$35,000.00 to 50,000.00	\$ 800.00	Revival – Continuance of Lien	\$ 27.25
Appeal -		Satisfaction	\$ 15.25
Superior/Commonwealth Court	\$ 83.00	Satisfaction – Commonwealth Liens	\$ 10.50
Appeal – MDJ	\$ 202.00	Subordination	\$ 15.25
Appeal – License Suspension	\$ 202.00	Suggestion – Government Filing	\$ 10.00
Assignment	\$ 15.25	Writ of Attachment	\$ 44.25
Building Agreements	\$ 34.25	Writ of Certiorari	\$ 202.00
Certificate of Readiness for Arbitration	\$ 44.25	Writ of Execution	\$ 44.25
Certificate of Readiness for Arbitration		Writ of Execution – Government Filing	\$ 10.00
Government Filing	\$ 10.00	Writ of Possession	\$ 44.25
Certified Copy of Lien -		Writ of Scire Facias	\$ 44.25
Government Filing	\$ 15.00	Writ of Seizure	\$ 44.25
Commonwealth Lien	\$ 15.00	Writ of Summons	\$ 202.00
Complaint	\$ 202.00	Writ of Summons – Government Filing	\$ 55.75
Compliant – Government Filing	\$ 55.75	1 Additional Count	\$ 84.25
Complaint with Confession		2 Additional Counts	\$ 168.50
of Judgment	\$ 72.25	3 Additional Counts	\$ 252.75
Complaint with Confession		<b>MISCELLANEOUS FEES</b>	
of Judgement – Government Filing	\$ 55.75	Acknowledgement	\$ 15.25
Custody Fee – Local Administrative Fee	\$ 150.00	Appeal Domestic Relations	\$ 83.00
Custody with AOPC fee	\$ 158.00	Certification – 1 <sup>st</sup> Page	\$ 7.50
Declaration of Taking	\$ 55.75	Certification – Each Additional Page	\$ 2.25
Deed Acknowledgments	\$ 15.25	Notary Signature Registration Fee	\$ 5.25
Discontinuance	\$ 15.25	Certified Coy of Lien	\$ 26.00
Dissolve Attachment	\$ 15.25	Deed Acknowledgement	\$ 15.25
Federal Tax Lien	\$ 15.00	Exemplified Record	\$ 30.75
Final Decree/Order	\$ 27.25	Name/Lien Search	\$ 15.25
Foreign Judgment	\$ 32.25	Passport	\$ 25.00
Judgment	\$ 27.25	Recording	\$ 15.25
Judgment – Clerk of Courts/Probation	\$ 32.25	Subpoenas	\$ 5.25
Judgment – MDJ	\$ 32.25	<b>Pursuant to “Right to Know Act”</b>	
Judgment – Note/Bond	\$ 32.25	Copies – Microfilm, copier or printer	\$ 0.25
Judgment – Government Filing	\$ 15.25		<b>(Revised: 11/30/2017)</b>

# YOUNG LAWYERS TRIVIA NIGHT PHOTOS



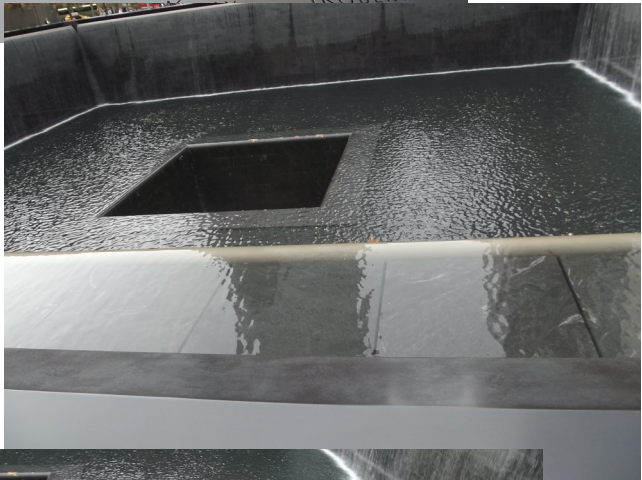
# SEASONS GREETINGS!

[CLICK HERE](#)  
[FOR SPECIAL GREETING](#)  
(be sure your sound is on)

**From the Dauphin County Bar Association**  
**Officers, Directors & Staff**



# NEW YORK CITY PHOTOS



## Survivor Tree

This Callery pear tree stands distinct from the hundreds of swamp white oak trees on the Memorial. It was discovered amidst the wreckage of the 9/11 attacks, its bark charred from fires at the site and many of its limbs reduced to stumps. Yet somehow, the tree, still bearing leaves, showed signs of life.

Recovery workers transported the tree to a nursery in the Bronx to be cared for by the New York City Department of Parks & Recreation. With careful tending, the stumps of burned and gnarled bark gave growth to longer and smoother branches. Replanted at the 9/11 Memorial in December 2010, this Survivor Tree bursts into magnificent blossom each spring, embodying a living symbol of resilience.



### Große Kugelkaryatide (Great Spherical Caryatid), 1971 "The Sphere"

Artist: Fritz Koenig

Originally located on the plaza of the World Trade Center. Recovered from the rubble of WTC following the September 11, 2001 attack.

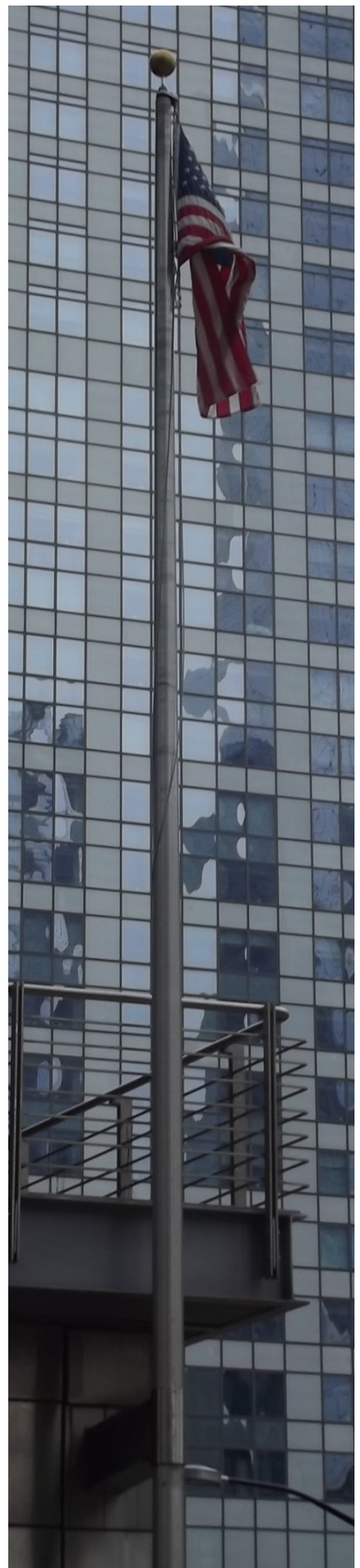
*Donated by the AXA Nordstern Art Insurance Corporation in memory of those who died on September 11th 2001, at the World Trade Center.*

LADDER CO. 10

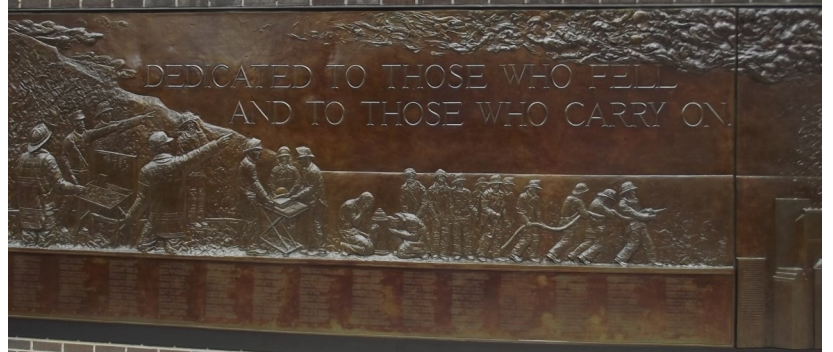


ENGINE CO. 10











## WE CARE ABOUT CHILDREN

See what inspires us...

to fund a Family Law Attorney who can provide legal support to local Dauphin County families living under the poverty level.

<https://www.dauphincountybarfoundation.org/video>

**DONATE NOW**



## EIGHTH ANNUAL EAGLE SCOUT RECOGNITION DINNER

Congratulations to **David M. Kleppinger**, Chairman of McNeese Wallace & Nurick who was honored on November 21, 2017 at the Eighth Annual Eagle Scout Recognition Dinner in Hershey.

He is pictured here with Gregory A. Smith, President of PSECU and Chair of the dinner.





Celebrating the 90<sup>th</sup> birthday of Major Tom Hargis a long time and respected employee in the Dauphin County Court family. Pictured here with his boss Judge Jeannine Turgeon.

MidPenn Legal Services Executive Director Rhodia D. Thomas (also DCBA Board of Director), Hermionne Cadet new attorney with MidPenn Legal Services and new DCBA member along with Elizabeth G. Simcox, at the Swearing In.



Pro Bono Lawyer **Nathaniel L. Foote** at a recently installed Sprocket Mural Works mural. Holmes was one of the pro bono attorneys handling the real estate easement contracts that were needed for each of the 10 mural locations for this fall's Mural Fest.

# DECEMBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 12:00 Noon Nominating Committee Meeting	5 12:00 Noon Budget & Finance Committee Meeting	6	7	8 9:00am Compliance Ses- sion Crown Plaza  <a href="#">More Information</a> Register <a href="#">here</a>	9
10	11 12 NOON "Year End Tax Planning"  <a href="#">More information</a> Register <a href="#">here</a>  Lipsitt Inn of Court	12 1:00PM Be Prepared: The New Public Access Policy ..... VIDEO PRESENTATION DAUPHIN COUNTY COURTHOUSE JURY ASSEMBLY ROOM  More Information Register here	13 9:00am Custody Clinic  "Highly Automat- ed Vehicles in Pa..." <a href="#">More information</a> Register <a href="#">here</a>  Family Law Section Holiday Party	14 8:30AM Be Prepared: The New Public Access Policy ..... VIDEO PRESENTATION DAUPHIN COUNTY COURTHOUSE JURY ASSEMBLY ROOM  <a href="#">More Information</a> Register <a href="#">here</a>	15	16
17	18	19	20 9:00am Custody Clinic  12:00 Noon Family Law Subcommittee	21 12:00 Noon Medical Cannabis Meeting  4:30PM DCBA Board of Directors Meeting	22 DCBA Closed	23
24 Christmas Eve   Christmas Eve	25 Merry Christmas  	26 Kwanzaa  	27	28	29	30
31 New Year's Eve  						

# JANUARY 2018

SUN	MON	TUE	WED	THU	FRI	SAT
	1 	2	3	4	5	6
7	8	9 8:30AM Public Service Committee Mtg McNees  12 NOON Mobile Devices: Don't Let Good Reception be Game Over CLE  <a href="#">More information</a> <a href="#">Register here</a>	10	11	12	13
14	15 DCBA Closed Martin Luther King Day 	16	17 12:00 Noon Family Law Subcommittee	18 5:30PM Young Lawyer Annual Meeting  <a href="#">More Infor- mation</a>	19	20
21	22	23 12Noon CLE Bankruptcy and Divorce - When Worlds Collide <a href="#">More information</a>  Register <a href="#">here</a>	24 5:30PM DCBA Annual Meeting Hilton Harrisburg  <a href="#">More information</a>  Register <a href="#">here</a>	25	26	27
28	29	30 "GOVERNMENT LAW CLE- Pennsylvania's Office of State Inspector Gen- eral: Learn About the Recent Legislation, Changes  <a href="#">More information</a>  Register <a href="#">here</a>	31			

## MEMBER UPDATES



**Gladys M. Brown**, Pennsylvania Public Utility Commission Chair, was named the 2017 PBA Government Lawyer of the Year. This award honors a government lawyer who has made a significant singular contribution or has dedicated his or her career to outstanding service to the profession for the benefit of the public or a government entity. Congratulations Gladys!



**Tara A. Burns** has joined the firm of Bybel Rutledge LLP as an associate attorney. Her contact information is



**Debra P. Furlas** is now working with Judge Simpson in the Commonwealth Court. Her new contact information is: 601 Commonwealth Avenue, Harrisburg, PA 17106; Phone: 717-255-1637 and email [debra.furlas@pacourts.us](mailto:debra.furlas@pacourts.us).



**Lauren E. Hokamp** is now the Executive Director of Susquehanna Conference of the United Methodist Church. Her new mailing address is 303 Mulberry Drive, Mechanicsburg, PA 17050; Phone: 717-766-5775; Fax: 717-766-7696 and Email: [lhokamp@susumc.org](mailto:lhokamp@susumc.org).



**Matthew Krupp** was elected to Dauphin County Prothonotary on November 7th, 2017. Krupp is a Partner at DeSantis Krupp, LLC and a 2008 graduate of Widener University - Commonwealth Law School.

**Linda J. Randby** is now with PHEAA, 1200 North 7th Street, Harrisburg, PA 17102; phone: 717-720-2000; fax: 717-720-3911 and email: [lrandy@pheaa.gov](mailto:lrandy@pheaa.gov). (no photo available)

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## PRO BONO SUPERHERO: PATRICK J. DANIELS

It's not easy to raise a teenager these days. Parents watch, sometimes helplessly, as their children must pass through a field of virtual land mines that can blow up at any time. From online bullying to sexual harassment, parents struggle to help their children get through unscathed or at least to get through.

Too often disadvantaged parents cannot afford the help needed and the children suffer. Sometimes that help involves a lawyer like you.

Attorney **Patrick J. Daniels** is not an adolescence development professional or a family law expert. Like many of you, Patrick is a mild-mannered lawyer who wants to do use his legal training to help those in need. Moreover, Patrick was willing to try something new to make that happen which makes him a Pro Bono Superhero. Here's how.

Jean is a healthy, active 13 year-old girl. To help make ends meet, Jean and her mother Sally live with Sally's unemployed mother and Sally works part-time at an Assisted Living facility for \$13 an hour. Sally often works the night shift. Having faced her own problems as a young adult, Sally is committed to giving her daughter a better life.

While Sally never prevented Jean's father Bill from visiting Jean, Bill has been in and out of jail for most of Jean's life. The last time Bill saw Jean was three years ago when Jean was 10!

Like an unexpected Trick or Treat joke before Halloween, Sally was surprised when Bill filed a custody complaint. Afraid of what might happen, Sally brought the complaint to MidPenn Legal Services. After MidPenn gathered more information, Sally attended "Clinic Part 2" to help Sally better understand the custody process and her options.

On her "Preparation Sheet", Sally explained what she cared most about was the "safety and well-being of my 13 year-old daughter." Due to Bill's criminal history and drug use, Sally wanted to make sure that Bill started with supervised visits for Jean's safety.

Sally was realistic and cooperative as she worked with the pro bono attorneys at the Clinic Part 2. She did not want to prevent Bill from seeing Jean. She just wanted Jean to be safe.

After Sally attended the court-ordered Custody Seminar in mid-November, she met with Attorney Patrick Daniels at MidPenn's offices. Daniels agreed to assist Sally at the conference.

Years ago, Patrick Daniels took his first pro bono custody case with seasoned family law attorney **Mark Siliker** as part of our Pro Bono Custody Mentor Program. Now, Patrick (who has taken many of these cases over the years) knew that

1. MidPenn's malpractice insurance would cover him,
2. He did not have to assist Sally if he felt her expectations were unreasonable,
3. He can turn to Mark for questions or advice,
4. He could withdraw after the conference, and
5. If the matter did not settle at conference, we would schedule a pro bono mediation before the trial.

The Conference was right after Thanksgiving. Even though Bill was the one to file, he did not bother to show up. On the phone, Bill claimed that the reason he had not seen Jean for so long was that Sally would not let him. Bill demanded unsupervised visits.

However, Patrick noted Bill's frequent incarceration as the actual reason for his absence and argued that Bill was a safety risk to his daughter due to his drug use and criminal behavior. Patrick also pointed out that because Bill interacts with drug dealers, drug users and other criminals, he may expose his daughter to dangerous situations.

Patrick helped Sally negotiate a custody order which begins with Bill only receiving supervised visitation once a week at the YWCA. By having visitations at the YWCA, Bill will no longer be able to falsely accuse the mother of preventing him from seeing his daughter and Sally will know her daughter is safe.

Patrick did not protect Jean from all the teenager's trials and tribulations. However, he did help Jean and her mother safely negotiate visits with her dad.

Jean is not the only disadvantaged teenager out there. If you might be interested in giving the Custody Mentorship Program, please contact Sandy Ballard at 717-232-7536 ext. 7 or [Sandy@DCBA-PA.org](mailto:Sandy@DCBA-PA.org).

Sandy Ballard, DCBA Pro Bono Coordinator



SCANLON ADR SERVICES



Civil Trial Judge-Mediator-Attorney

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The Honorable  
Stephen P. Linebaugh (Ret.)

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### 45+ Years Experience

- Professionally Trained Mediator – National Judicial College 2008 & 2017
- 20 years as Common Pleas Trial Judge
  - Civil Trial Judge since 2003
  - 100+ civil jury trials in Central PA
  - 100+ civil non-jury trials
  - Experienced in professional negligence trials
- 26 years practicing law in Central PA

THE HONORABLE STEPHEN P. LINEBAUGH (RET.)  
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Dover, PA 17315  
717.668.7788

Suite 707, 310 Grant Street  
Pittsburgh, PA 15219  
412.281.8908

[slinebaugh@scanadr.com](mailto:slinebaugh@scanadr.com)

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# PA CLE MOBILE

IT IS NOW FAST, EASY AND FREE TO MANAGE CLE COMPLIANCE ON YOUR IOS DEVICE.



## DCBA HAS PARTNERED WITH DATAMOTION TO BRING MEMBERS SECUREMAIL ENCRYPTED EMAIL



DCBA has negotiated a special rate on our members' behalf for [DataMotion](#) SecureMail.

If you are like most professional practices then you handle clients' sensitive personal information every day. Due to industry regulations and privacy reasons this information cannot be sent through regular email. The American Bar Association published an article in September that stated, "...attorneys have duties to take competent and reasonable measures to safeguard information relating to clients..." [[read more](#)].

To help conform to ABA rules, DataMotion [SecureMail](#) provides you with an easy to use tool that automatically encrypts your sensitive information to help keep you in compliance.

It can also help you reduce costs associated with couriers, faxes, etc. as it provides proof of delivery.

[Click to learn](#) best practice tips you can use to protect your outbound communications and your Firm's reputation.

For pricing and more information about DataMotion SecureMail [click here](#).

Andrea Raglione - DataMotion



## Advertise with us!

Business Card Ad: ( 3 1/2" x 2")	\$25 per month
Half Page Ad: (4 1/2 " x 5 1/2")	\$50 per month
Full Page Ad: (8 1/2" x 11")	\$75 per month

## PRO BONO RECOGNITION

The following participants provided pro bono service during the months of November by accepting new clients, making a financial contribution to MidPenn Legal Services, participating in one of our pro bono programs, or conducting one of our family law clinics:

### Attorneys

Alexandra M. Ableitner  
Jennifer Bush Archer  
Matthew R. Clayberger  
Patrick J. Daniels  
John Andrew Davidson  
James DeCinti  
Aaron T. Domoto  
Thomas P. Gacki  
Ashley Rebecca Griffith  
Yvonne M. Husic  
Jacqueline A. Kelly  
Steven R. Krone  
Richard C. Lengler  
Doreen A. McCall  
Alexis Moncman Miloszewski  
Christal A. Pike-Nase  
George W. Porter  
Mary Catherine Scott  
Mark Silliker  
Erol Gokhan Tolay  
Jill M. Wineka  
Theresa Shade Wix

### Paralegals

Rose Merrick

### Students

Kristy Darby  
Dylan Devenyi  
Sarah Stigerwalt

## PRO BONO PERFORMANCE

In 2017, our Pro Bono Program has:  
Assisted 771 clients  
(based on new cases & clinics)  
Donated 3,695 hours of  
legal services  
(based on closed cases & Clinics)  
Valued at \$554,190  
Conducted 22 Pro Se Clinics

Additionally, our Lawyer Referral Program has fielded 764 calls including 39 clients who qualified for Modest Means Panel. Thanks to all those who helped maintain this tradition of community service.

*Thank  
You*



## EMPLOYMENT OPPORTUNITIES

**LEGAL/ADMINISTRATIVE ASSISTANT:** Harrisburg Law Firm is seeking a legal/administrative assistant with strong typing and computer skills. Experience in Microsoft Office and Word Perfect required. Law office experience, paralegal training and/or experience and knowledge of court filings (electronic and in person) is preferred. Litigation and Family Law experience would be advantageous. Duties include general administrative support, file management, dictation, time entries/billing, answering phones and interaction with courts, government agencies and clients. Competitive salary and benefits. **Please send cover letter, salary requirement and resume to Dauphin County**

**Reporter, Attn: Box A, 213 North Front Street, Harrisburg, PA 17101.**

**PART-TIME ATTORNEYS:** Dauphin County Court is seeking resumes for part-time attorneys to represent alleged incapacitated persons in guardianship proceedings. The attorney would be responsible for meeting with the alleged incapacitated person and representing them in the guardianship hearing before the judge. Please send a cover letter and resume to Judge Lewis at [ckiner@dauphinc.org](mailto:ckiner@dauphinc.org).

**ASSISTANT COUNTY SOLICITOR: COUNTY OF LANCASTER, PENNSYLVANIA:** Will work closely with the County Solicitor, Board of Commissioners, department heads, and other County officials; the Assistant Solicitor will be responsible to provide and/or supervise a full range of legal services relating to County operations under the direction of the County Solicitor. Qualified candidates will have a JD Degree from an accredited law school, admission to the Pennsylvania Bar (or able to promptly obtain such admission through waiver of bar examination), and two or more years of relevant legal experience. For a detailed job description and application, refer to [www.co.lancaster.pa.us](http://www.co.lancaster.pa.us)

**MEDICAL MALPRACTICE PARALEGAL:** Camp Hill office of large multi-state law firm is seeking a full-time medical malpractice paralegal to support busy attorney. Minimum of five (5) years of litigation experience required with medical knowledge. Job duties may include: Procuring, indexing, analyzing and summarizing medical records and depositions; Scheduling depositions and meetings; Drafting and answering discovery; Drafting pleadings; General investigative work; Medical and legal research; Assisting with trial preparation; Manage files and documents; Perform additional duties as required. The ideal candidate will be highly organized, a self-starter and possess excellent organizational, decision-making and communication skills. Candidate must be proficient in Word (including spreadsheet preparation), Outlook and West Law. Competitive salary and benefits. Send cover letter, resume and past employer references to [agayman@margolisedelstein.com](mailto:agayman@margolisedelstein.com).

**ATTORNEY – WALTERS & GALLOWAY, PLLC:** Walters & Galloway, PLLC is expanding its practice and is seeking an attorney who is interested in working in a general practice firm and engaging with the downtown Mechanicsburg community. The ideal candidate should have up to 3-years of experience and be interested in various legal practice areas. Candidates must be licensed to practice law in Pennsylvania and be committed to providing premium legal services to our clients. Interested applicants should send cover letter, resume, and references to [nora@waltersgalloway.com](mailto:nora@waltersgalloway.com).

**FILE CLERK/RECEPTIONIST:** Camp Hill office of large multi-state law firm is seeking a part-time file clerk/receptionist to work approximately 25-28 hours per week. Job duties include greeting clients, answering phones, filing and ordering supplies for office. Candidate must be familiar with use of basic office equipment, computer literate and proficient in Microsoft Word and Outlook. Competitive salary and benefits. Send cover letter and resume to [agayman@margolisedelstein.com](mailto:agayman@margolisedelstein.com).

**LEGAL ASSISTANT – WALTERS & GALLOWAY, PLLC:** Downtown Mechanicsburg law firm is seeking a full-time legal assistant to support various legal practice areas. Responsibilities and qualifications include a knowledge, understanding, and compliance of real estate settlement practices and estate administration procedures; the ability to remain organized and multi-task in a fast-paced environment; be accountable for all decisions, actions, and directives with respect to job responsibilities; and follow up in a timely manner to ensure customer satisfaction. Applicants should have proficient personal computer skills, including Microsoft Office and Excel; be able to answer telephones and greet clients as they enter the office; have excellent interpersonal, written and oral communication skills; can adapt to a flexible schedule and work in a team fostered environment; can maintain the highest level of confidentiality. Interested candidates should e-mail their cover letter and resume to [nora@waltersgalloway.com](mailto:nora@waltersgalloway.com).

**LEGAL SECRETARY – CAMP HILL, PA:** The law firm of Margolis Edelstein seeks a full-time Legal Secretary with 3-5 years of experience in Insurance Defense to join its Camp Hill, PA office. Job Description: Perform secretarial and clerical duties including,; Maintain attorney diary system; Open mail for attorney; Answer telephone, giving non-legal information when possible, refer call to attorney and take messages; Scan documents into document management system; Occasionally prepare correspondence on own initiative for approval of lawyer and prepare legal documents as required; Maintain files, assisting with filing or request file clerk assistance; Schedule depositions and various other meetings and appointments; In emergency may have to deliver or collect documents for attorney at courthouse, other law offices, etc.; Make travel arrangements and hotel reservations for attorney; Perform additional duties as required. Minimum Requirements: Must have 3-5 years of experience in Insurance Defense. Candidate must have proven track record of organization skills, possess excellent typing skills, possess a keen eye for detail, and have the ability to prioritize, multitask, and work in a team environment; Must be proficient in Microsoft Office Suite and Outlook; Must be able to communicate with clients and co-workers effectively and efficiently. Firm offers a sound future, competitive salary, and an excellent benefits package. Qualified candidates should submit cover letter and resume to [agayman@margolisedelstein.com](mailto:agayman@margolisedelstein.com) for consideration.

**JUDICIAL LAW CLERK:** Dauphin County Court seeks applications for the position of judicial law clerk. Law clerks provide legal research and writing support for judges, attend court conferences, hearings and trials and review advance sheets. Juris Doctor degree, plus admission to Pennsylvania Bar is required. This is a full time position. Please send resume and cover letter to Deborah Freeman at [dfreeman@dauphinc.org](mailto:dfreeman@dauphinc.org).

**FULL-TIME WORKERS' COMPENSATION ATTORNEY:** Law Office of Nathaniel M. Holmes LLC is a small, defense oriented workers' compensation firm centrally located in Harrisburg, PA. The firm represents employers, insurers and third-party administrators in workers' compensation matters throughout PA. Qualifications/ Requirements: • Seeking recent graduate licensed to practice in PA • No experience necessary; will train but prior workers' compensation classwork or experience preferred • Must be a team player and willing to perform duties that may not be considered typical attorney duties • Strong interest in a litigation practice • Strong legal research skills • Strong brief writing skills • Must be aggressive and not afraid to think outside of the box • Excellent computer/typing skills; Mac experience preferred • Excellent verbal and written communication skills • Excellent work ethic • Excellent time manager • Able to work independently and remotely • Able to work in a paperless environment • Have valid driver's license and reliable transportation • Willing to travel throughout PA. Law Office of Nathaniel M. Holmes LLC, PO Box 4128, Harrisburg, PA 17111, 717-576-4384, [nate@nateholmeslaw.com](mailto:nate@nateholmeslaw.com).

**ATTORNEY:** Daley Zucker Meilton & Miner, LLC, is seeking an attorney for its expanding estate planning/elder law practice located in Lemoyne, PA. Candidate must have a minimum of three years experience in estate planning/elder law. Great working environment with excellent benefits package. Please email cover letter and resume with salary requirements to [ppatton@daleyzucker.com](mailto:ppatton@daleyzucker.com). All inquiries will be kept confidential.

**PARALEGAL:** Daley Zucker Meilton & Miner, LLC, is seeing an estate paralegal for its expanding estate planning/elder law practice located in Lemoyne, PA. Knowledge with Lackner 6 in 1 program a plus. Must be people-oriented with excellent organizational skills, a positive attitude and friendly personality. Great working environment with excellent benefits package. Please provide cover letter and resume with salary requirements to [ppatton@daleyzucker.com](mailto:ppatton@daleyzucker.com). All inquiries will be kept confidential.

**Who Ya  
Gonna  
Call?** 

## **WHO DO I CALL AT THE BAR ASSOCIATION?**



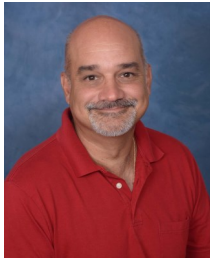
Ever wonder who you should call at the Bar Association for something, well here is the breakdown.



If you need information regarding facility rentals, dues questions/dues invoicing, membership or any other general office information, please contact our Office Manager **Kendra at Option #3**. You may also contact Kendra at [Kendra@dcba-pa.org](mailto:Kendra@dcba-pa.org).



If you would like information regarding Continuing Legal Education, Event Registration, publication in the monthly Newsletter or the Dauphin County Reporter, please contact **Bridgette at Option #4**. You may also contact her at [bridgette@dcba-pa.org](mailto:bridgette@dcba-pa.org).



If you have a question about an invoice/statement you received (cream color paper), please contact **Mike at Option #5**. Mike can also be reached at [mike-dcba-pa.org](mailto:mike-dcba-pa.org).



To speak the Executive Director about any other situation, please contact **Liz at Option #6**. You may also contact Liz at [liz@dcba-pa.org](mailto:liz@dcba-pa.org)



If you have a question regarding Public Service or the Lawyer Referral, please contact **Sandy at Option #7**. Sandy can also be reached at [sandy@dcba-pa.org](mailto:sandy@dcba-pa.org).

Dauphin County Bar Association  
213 North Front Street  
Harrisburg, PA 17101  
Phone: 717-232-7536  
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[www.dcba-pa.org](http://www.dcba-pa.org)

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And Twitter: <https://twitter.com/DauphinCoBar>

**January Newsletter Deadline:  
Monday, December 18, 2017**

If you would like an event or member update advertised in our next newsletter, please submit it NO LATER THAN MONDAY, DECEMBER 18, 2017 to [bridgette@dcba-pa.org](mailto:bridgette@dcba-pa.org). (Newsletter set up and designed by Bridgette)

The purposes of the Dauphin County Bar Association are to advance the science of jurisprudence, to promote the administration of justice, to encourage a thorough legal education, to promote continuing legal education, to uphold the honor and dignity of the Bar, to encourage the fulfillment of the obligations of the profession among its members to the courts and to society, to promote programs to provide effective, affordable legal services to all segments of society, to cultivate cordial intercourse among the members of the Association and to perpetuate the history of the profession and the memory of its members and such kindred purposes as the Association may from time to time determine.”

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