



PANO

Paralegal Association of Northwest Ohio

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President's Message

It's hard to believe we're heading into the holiday season with Thanksgiving right around the corner. As most of us can probably say, this year is going by too fast! The madness of shopping, cooking, scheduling holiday parties, etc. is upon us. We can mentally pause this madness and take a few minutes to remind ourselves that Thanksgiving provides an opportunity for us look back and reflect on what are grateful for, both personally and professionally.

American motivational writer William Arthur Ward states it best: "Gratitude can transform common days into thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings."

On behalf of the PANO board, we wish you and your family a wonderful Thanksgiving holiday!

Molly

Happy
Thanksgiving



November Membership Meeting



TOPIC: *Intellectual Property*

SPEAKER: Stephen Evans, Esq.

DATE: Tuesday, November 15th

TIME: 12-1 pm

LOCATION: Virtual Go-To Meeting

Reservations

Please email Lisa Robison, lirobison@marathonpetroleum.com,
by November 11th.



Find application links on PANO's website



Membership Meeting Dates

Virtual Meetings

November 15, 2022

January 24, 2023

February 28, 2023

March 28, 2023

April 25, 2023

Upcoming
Meeting
Dates

Board Meeting Dates

Virtual Go-To-Meeting

November 08, 2022

December 13, 2022

January 10, 2023

February 14, 2023

March 14, 2023

April 11, 2023

May 09, 2023

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WEBSITE: www.panonet.org

Password: NWparalegal2020



HOLIDAY PARTY

Thursday

Dec. 8th 2022

5:30 pm

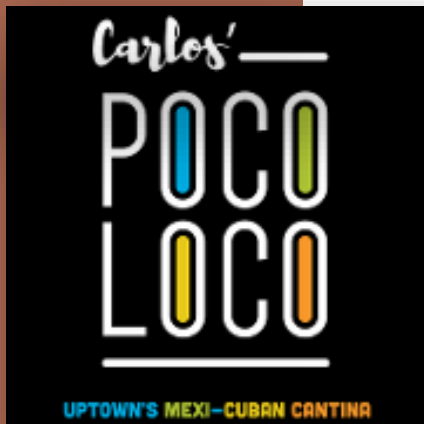


You are cordially invited to PANO's most popular event!

Join us for an evening of fun and excitement @ [Carlos Poco Loco](#)!
Featuring games, raffles, prizes, and buffet of Mexican and Cuban food

RVSP to [Lisa Robison](#) by December 2nd
Cost is \$25 - pay via Venmo (PANO_)

This year PANO is collecting monetary donations for [Rebekah's Haven](#).
Donations will be accepted at the
Holiday Party.



Dec. 08, 2022 @ 5:30pm

See previous flyer for more information!



MISSION STATEMENT

1. Promote the utilization of paralegals.
2. Provide continuing legal education & opportunities for professional development to paralegals
3. Address ethical and professional issues affecting the paralegal profession
4. Offer leadership, mentoring and networking opportunities



JOB OPPORTUNITIES

FEDERAL EMPLOYMENT POSITIONS

The United States Attorney's Office, Northern District of Ohio is recruiting for a Legal Administrative Specialist in the Financial Litigation Program of the Civil Division (Cleveland, OH)

We are looking at all sources to fill this position, therefore, we are advertising under both delegated examining (DE) and merit staffing (MS) procedures. See explanation below.

Cleveland:

Vacancy Announcement 23-OHN-11690264-DE

Posting open to all U.S. citizens.

Closes: November 3, 2022

DE: <https://www.usajobs.gov/job/684553100>

Vacancy Announcement 23-OHN-11690265-MS

Posting open to all current/former permanent competitive federal employees and special authorities

Closes: November 3, 2022

MS: <https://www.usajobs.gov/job/684552400>

[USAJobs.gov](https://www.usajobs.gov) - the one-stop source for Federal jobs and employment opportunities sponsored by the U.S. Office of Personnel Management. You can search for openings by location, keyword, or within a specific Department of Justice agency; post and create a resume; apply for Federal Government jobs; and receive automated job alerts.

[Paralegal Jobs, Employment in Toledo, OH |](#)



OHIO STATE BAR
ASSOCIATION

Prepare now...As paralegals we know how to be prepared.

It's time to invest and prioritize yourself and prepare now for the 2023 OSBA Paralegal Certification Exam by reviewing the requirements, click [here](#) to review the standards and eligibility requirements. There are also CLE requirements which you can earn through PACO including Ethics and Professionalism credits which are coming in PACO's Programming throughout 2022-2023. Join now...Support knowledge sharing within a *free* study group environment which can hold you accountable for your preparations for the exam! Deepen your knowledge and skills through a collaborative approach and join the study group by emailing Randi Daniels at randi.daniels@fmglaw.com. This study group is open to any paralegals in Ohio who are interested in becoming an *OSBA Certified Paralegal*.



LITIGATION PARALEGAL

The Litigation Paralegal is responsible for all legal support services of the Firm, specifically within the Litigation practice group. This person will report jointly to their assigned legal personnel and to the Director of Operations and act under his or her direction. This position requires regular attendance and is considered a non-exempt employee under the provisions of the Fair Labor Standards Act and, as such, is entitled to payment for overtime worked.

JOB DESCRIPTION:

- Manage all details of cases before, during, and after trial by coordinating and optimizing resources needed.
- Legal research, writing, fact checking, preparation of legal documents, and court filings.
- Conduct client interviews and maintain general contact with client.
- Conduct legal research utilizing Lexis, Westlaw, CD-ROM services, Internet services and library materials, and factual research.
- Summarize depositions, interrogatories and testimony.
- Attends depositions and contested judicial and administrative hearings to take notes, consult with attorneys, and prepare deposition and hearing summaries.
- Organizes litigation material and oversees maintenance of complex, multi-volume files necessary for expeditious retrieval of voluminous discovery documents; monitors various court orders, discovery schedules and multi-party agreements to ensure compliance.
- Reviews legislative history of state statutes for use by attorneys in the drafting of legal memoranda, court pleadings and responses to client inquiries.
- Performs other related duties as assigned.

REQUIREMENTS:

- Paralegal certification and/or four-year degree strongly preferred.
- Minimum of 5 years' experience in practicing business Litigation law.
- Strong technical aptitude with advanced capabilities in Office 365 platform, specifically Excel, Power Point, and Word, billing systems, and document management systems.
- Perform at least 1400 hours of billable work per year.
- Proficient in legal research, including the use of Lexis, Westlaw, Internet services and library materials, and factual research.
- Detail-oriented with ability to efficiently meet deadlines.
- Team player with ability to work independently, prioritize and multi-task.
- Strong administrative and organizational skills, creativity, and initiative.
- Excellent oral and written communication skills and able to interact effectively with staff, attorneys, clients, courts, and other professionals required
- Undergoes a minimum of 5-10 hours of continuing legal education per calendar year.

Brouse McDowell is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: Brouse is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Brouse are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Compensation and Benefits:

In addition to base compensation, Brouse McDowell offers an array of attractive benefits:

- 401k Plan with employer contribution
- Profit Sharing Plan Contribution
- Paid Holidays and Paid Time Off
- Paid Indoor Parking
- Medical and Dental Insurance
- Other Insurance (i.e. long-term disability, life and accidental death and dismemberment)
- Healthcare spending and reimbursement accounts, including HSA and FSA
- Other amenities, including comprehensive training in the latest technology and accelerated opportunities to take on more challenging assignments

To apply, visit: [Staff Positions | Brouse McDowell | Ohio Law Firm](#)

Articles

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7 Ways to Save Money During a Recession

Highlights from 2022 Legal Trends Report



FL Official Faked Being a Paralegal to Visit Lover Detained

In the
NEWS



Spotlights

Lisa Foreman—PANO Vice President



1. How long have you been a paralegal and why did you choose this career?

I have been a paralegal since 2016 and I chose it because I love seeking new information/knowledge and no two days are generally the same

2. If you could go back in time, would you choose a different career?

The only thing I would change is getting into this career at an earlier age.

3. How do you relax after work? I love to read or watch TV.

4. Name 3 things on your bucket list. I don't have one

5. What is one of your pet peeves? When people are scrolling through their phone while you are trying to talk to them

6. What TV show are you currently obsessed with? House of Dragons

7. What is your favorite fall activity? Sitting around a bonfire, either with friends or by myself reading a book

8. What is your favorite Thanksgiving dish? My mom's green bean casserole

9. What piece of advice would you give a new paralegal? Don't be afraid to ask questions or admit when you need help.

10. What are you most excited about in relation to PANO? The holiday party and the opportunity to get to know everyone face to face.

1. How long have you been a paralegal and why did you choose this career?

I have been a paralegal for 5 years. I am a detail-oriented person and am finding that kind personality does well in this profession

2. If you could go back in time, would you choose a different career?

At this time in my life, no. I have had several careers before this one. I have liked them all and would not change a thing. I am finding that parts of each career has prepared me for the next one.

3. How do you relax after work? I am a musician so in my after-hours, I like to play music and sing. I also like to sew, make jewelry, and do crafts. I do woodworking and I like to make and restore old furniture

4. Name 3 things on your bucket list. Finish my Master's Degree and see 50 years of marriage with my wonderful husband (we are at 34 years right now)!

5. What is one of your pet peeves? I am currently reading a book called "Extravagant Grace." I am working on being more grace filled and not letting things irritate me. I need grace everyday so I need to extend grace everyday to others.

6. What TV show are you currently obsessed with? I don't have one. I love to read and am in 3 Bible studies, that is what I am obsessed with.

7. What is your favorite fall activity? Baking and reading

8. What is your favorite Thanksgiving dish? Current favorite is pecan pie pumpkin cheesecake, I made a few weeks ago. I also like anything w sweet potatoes in it.

9. What piece of advice would you give a new paralegal? Don't be afraid to ask a lot of questions and really listen to the answers, details are very important.

10. What are you most excited about in relation to PANO? I am excited about finding ways to grow the PANO community and to get others involved. There are a lot of areas of paralegals to be involved in the community through University activities (acting as advisors to students and working with mock trial and other activities in the law dept) and social justice organizations.



*Marian
Buntain
PANO
Secretary*



Thank You

Sustaining Members

- ✧ **Boerger Investigative Services, LLC**
- ✧ **Brouse McDowell, LPA**
- ✧ **Eastman & Smith Ltd.**
- ✧ **Heban, Murphree & Lewandowski, LLC**
- ✧ **Hylant**
- ✧ **Libbey Glass LLC**
- ✧ **Marshall & Melhorn, LLC**
- ✧ **Marathon Petroleum Corporation**
- ✧ **Medical Evaluators LLC**
- ✧ **Shumaker Loop & Kendrick, LLP**
- ✧ **Stautzenberger College**
- ✧ **Turley, Peppel & Christen LLC**
- ✧ **Weber & Sterling LLC**

2022-23 Board

POSITION	NAME & ADDRESS	CONTACT INFO
President	Molly O'Connell, Marathon Petroleum Company 539 S. Main Street—Findlay, OH 45840	Phone: 419-421-3203 Email: MOConnell2@mpcorp.com
Vice President NALA Liaison	Lisa Foreman, Milberg Bryson Coleman Phillips Grossman PLLC	Phone: Email: lisa.foreman4116@gmail.com
Secretary Membership	Marian Buntain, Marathon Petroleum Company 539 S. Main Street—Findlay, OH 45840	Phone: 419-421-3345 Email: mabuntain@mpcorp.com
Treasurer	Dawn Kaucher, Eastman & Smith LTD. PO Box 10032—Toledo, OH 43699	Phone: 419-247-1764 Email: dmkaucher@eastmansmith.com
Asst. Treasurer	Kelly White,	Phone: Email: kellyjo1719@gmail.com
Trustee at Large	Angela Poole, Hylant 811 Madison Ave. — Toledo, OH 43604	Phone: 419-259-6067 Email: angela.poole@hylant.com
Trustee at Large Newsletter / Website	Lisa Robison, Marathon Petroleum Company LP 539 S. Main Street — Findlay, OH 45840	Phone: 419-421-2541 Email: lirobison@mpcorp.com
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