



PANO

Paralegal Association of Northwest Ohio

President's Message



2023

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One of the goals PANO set for the 2022-2023 year is developing a mentoring program for young and upcoming paralegals as they prepare for, and enter, the legal profession. PANO is currently collaborating with John Schlageter and professors at the University of Toledo to create a mentoring program that will be advantageous for everyone involved.

When I was in the Paralegal Program (many moons ago), a professor said to the class, "Find yourself a mentor and learn as much as possible from this person. A great mentor is the key to a successful career." I was extremely fortunate to have an incredible mentor, Linda, who taught me EVERYTHING about becoming a successful paralegal. From the inner workings of the law firm, to organizing exhibits, and everything in between, Linda taught it to me. I aspired to become like Linda – proficient, efficient, well organized, dependable, in-tune with the attorneys, someone the client(s) depended on and trusted, someone the court personnel knew was responsible, a true professional. I knew that if I could emulate "Linda Kelley" I would become the best paralegal possible. We worked together for the majority of my career in private practice, and I was constantly learning from her every day. Linda retired in 2021 after working over 40 years in the legal profession! It is my goal to be a "Linda Kelley" to young paralegals and to guide them to a successful career just as Linda did for me.

I encourage each of you to consider being a mentor to a young paralegal. We all have something to offer these young professionals that will be beneficial as they begin their journey in the legal field. In some way, you will make a difference!

Wishing you a happy Spring and April!

If you have a story about your mentor, please share with PANO!





Spotlight on:



Mentoring



I Want to be a Paralegal ... Now What?



Being a Paralegal

8 Mentoring Topics to Discuss as Mentor or Mentee



MEMBERS SHARE

Throughout my involvement with PANO, opportunities to mentor have occurred in a variety of formats — participating in a Resume Bootcamp, guest speaking in paralegal classes, and being interviewed as a class assignment. I believe one of the greatest things we can do is influence and provide guidance to those around us who are seeking. Being part of PANO has allowed me to do that and pass on my experiences to a younger generation.

~ Lisa Robison

I have been an official mentor twice since joining MPC. Both times I have found the experience rewarding as it feels good to help a new employee get acclimated with our company and systems. I get satisfaction out of seeing the new employee learn and figure things out on their own. At times I have learned things from them as well. I think a mentor gives the new employee a resource that is invaluable as that person has a wealth of knowledge to share. Having a jumping off point makes the new employee much more efficient and effective in their job which leads to a benefit for the company.

- Lisa Taylor

"Tell me and I forget. Teach me and I may remember. Involve me and I learn."

~ Benjamin Franklin



APRIL MEMBERSHIP MEETING

**TOPIC: Social Media—
Paralegals Ethical Pitfalls**

SPEAKER: Joy Belk, NCCP

DATE: April 25th

TIME: Noon—1 pm

LOCATION: Virtual—Teams Meeting



Reservations

RSVP: Lisa Robison (lirobison@mpcorp.com)

**N AFFILIATED
ASSOCIATION**

facebook

WEBSITE: www.panonet.org

Password: NWparalegal2020



Linked in



UPCOMING EVENTS



When: May 16th @ 6pm
Where: Sandpiper Cruise
on the Maumee River

Board Meetings

April 11, 2023 May 09, 2023



PHOTO CONTEST



Capture yourself & co-workers @ work
for a chance to WIN!

Best pic will receive a free PANO
membership for 2023-24

Send entries to: [Lisa Robison](#)



**Mentors needed for
Student Members
Interested -
Contact [Molly O](#)**

2023
**UPCOMING
LIVE WEBINARS**

CONTINUING LEGAL EDUCATION



WEBINAR RATES

1.0 HR

\$45 for NALA Members
\$65 for Nonmembers

1.5 HR

\$45 for NALA Members
\$65 for Nonmembers

2.0 HR

\$55 for NALA Members
\$75 for Nonmembers

Check This Out:



Video—click the above picture or below title

[What is Your
5 Year Plan](#)

[7 Way for Paralegals to
Become Indispensable](#)



New Members

Nicholas Benya - Associate
Heidi Hammond - Active



SPRING SURVEY

What are you most excited about this Spring Season?

Warm weather - Suzy

Good weather, cookouts,
and bloomin flowers

Molly

Return of Mudhens
baseball

Melissa

Complete my 100th half
marathon in Boise, ID for
my birthday weekend

- Heidi

Warmer temps & fresh
air

Lisa T

Soaking up the sun in the pool
and sunset nights on the boat

- Shannon

Big vacation out
west this spring
and warmer
weather

- Penney

Bike riding and kayaking
- Kassi

Spring flowers
& fresh air

- Loretta

Getting to play outside w my
15 month old grandson and
seeing the flowers - Kim

Planting

- Ronnie

Green grass

- Lisa R

Getting outside in the
sunshine, warmer
weather, and the
Sandpiper cruise!

- Marian

First bloom

- Tim

Outside walks in the park
and playing with the
grandkids

- Kristine

Boating

- Lori

Job Opportunities

Office Manager

SMALL MAUMEE ARROWHEAD PARK LAW FIRM SPECIALIZING IN ESTATE PLANNING, PROBATE, REAL ESTATE, TAXATION, & BUSINESS SUCCESSION PLANNING HAS A JOB OPPORTUNITY POSITION FOR AN OFFICE MANAGER. THE OPPORTUNITIES ARE ENDLESS, and we want someone who can handle responsibility and grow with the firm. Must....

- be persistent • be a team player with a good attitude • have bookkeeping experience and knowledge
- be able to use or learn QUICKBOOKS & TABS billing software
- be proficient in WORD & EXCEL • have excellent interpersonal & overall good communication skills
- be self-motivated • be able to multi-task • have excellent organizational skills • be able to work independent
- have excellent follow up skills

Paralegal experience is a **PLUS**.

Benefits & compensation/salary commensurate with experience and qualifications.

Interested and qualified candidates should respond via EMAIL, FAX or USMAIL to:

Connie (Frankart) Gross, CP—Office Manager

Weber & Sterling, LLC

1721 Indian Wood Circle, Ste 1

Maumee, Ohio 43537

Tel. (419) 893-7340 Fax. (419) 893-7146 EMAIL – cgross@ws-law.net

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

Truth About Lying
on a Resume





robison, curphey & o'connell

Litigation Paralegal

RCO Law is currently searching for a highly motivated, independent, and detail-oriented Litigation Paralegal to work within our Litigation Practice Group. Skills and attributes should include but not be limited to:

- Coordinating and tracking written discovery requests and responses;
- Managing, organizing, maintaining, and categorizing discovery documents, including medical records;
- Preparing medical record chronologies and deposition transcript indexes and summaries;
- Drafting routine litigation-related correspondence;
- Assisting with deposition preparation and attendance;
- Assisting with trial preparation and trial;
- Coordinating fact and expert witness discovery, including witness preparation and expert review;
- Maintaining court docket and other case management schedules, and tracking and updating related deadlines;
- Familiarity with local and regional court and administrative agency procedural rules, including e-filing documents in appropriate courts;

Job Requirements

- Candidate should possess a paralegal certification by the Ohio State Bar Association (or equivalent), with undergraduate degree preferred;
- Minimum of three years of law firm or similar experience strongly preferred;
- Strong organizational skills;
- Excellent written and oral communication skills, including interpersonal communications with co-workers, clients, opposing counsel, vendors, and court staff;
- Proficiency in Microsoft Office 365 and Adobe Acrobat applications;
- Strong attention to detail; self-starter; ability to manage and prioritize multiple tasks in a fast-paced environment; and enthusiasm for working as part of a team.
- US work authorization

Job Type

Full-time, but with flexibility.

Work Location

Primarily based out of the Firm's Toledo office, with potential for periodic remote work.

Compensation

Salary commensurate with experience and qualifications, and bonus potential; benefits include health care, paid time off, life insurance and 401k deferred compensation.

Interested and qualified candidates should respond to:

Angela G. Barchick, Firm Administrator, abarchick@rcolaw.com.



Sustaining Members

- ✘ **Boerger Investigative Services, LLC**
- ✘ **Brouse McDowell, LPA**
- ✘ **Eastman & Smith Ltd.**
- ✘ **Hylant**
- ✘ **Libbey Glass LLC**
- ✘ **Marathon Petroleum Corporation**
- ✘ **Marshall & Melhorn, LLC**
- ✘ **Medical Evaluators LLC**
- ✘ **Shumaker Loop & Kendrick, LLP**
- ✘ **Spengler Nathanson P.L.L.**
- ✘ **Stautzenberger College**
- ✘ **Weber & Sterling LLC**



Board Members

POSITION	NAME & ADDRESS	CONTACT INFO
<i>President</i>	Molly O'Connell, Marathon Petroleum Company 539 S. Main Street—Findlay, OH 45840	Phone: 419-421-3203 Email: MOConnell2@mpcorp.com
<i>Vice President NALA Liaison</i>	Lisa Foreman, Milberg Bryson Coleman Phillips Grossman PLLC	Phone: Email: lisa.foreman4116@gmail.com
<i>Secretary Membership</i>	Marian Buntain, Marathon Petroleum Company 539 S. Main Street—Findlay, OH 45840	Phone: 419-421-3345 Email: mabuntain@mpcorp.com
<i>Treasurer</i>	Dawn Kaucher, Eastman & Smith LTD. PO Box 10032—Toledo, OH 43699	Phone: 419-247-1764 Email: dmkaucher@eastmansmith.com
<i>Trustee at Large</i>	Angela Poole, Hylant 811 Madison Ave. — Toledo, OH 43604	Phone: 419-259-6067 Email: angela.poole@hylant.com
<i>Trustee at Large Newsletter / Website</i>	Lisa Robison, Marathon Petroleum Company LP 539 S. Main Street — Findlay, OH 45840	Phone: 419-421-2541 Email: lirobison@mpcorp.com
<i>Job Bank Coordinator</i>		Email: PANOLucasCnty2020@gmail.com

CALL FOR
BOARD
MEMBERS



HAPPY EASTER



PHOTO CONTEST

Entries

