



PANO

Paralegal Association of Northwest Ohio

President's Message

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The hectic holiday season is fast approaching and with it the countdown to Black Friday and Christmas begins! This upcoming holiday season also gives us the perfect opportunity to participate in Thanksgiving and not just the consumption of turkey.

Webster defines Thanksgiving as: “the act or occasion of giving or expressing gratitude.” I have always been taught that thanksgiving or gratitude is not just an act but also an **attitude**. No matter what circumstance you may be facing, there is something or someone to be grateful for. Whether it is your health, family, friends, freedom, or even your employment . . . we are all truly blessed in this country!

So this holiday season, I hope everyone is able to pause long enough between the turkey and the shopping to truly reflect and cultivate an attitude of gratitude even if the turkey is burnt, Target is out of the #1 item this year or an unexpected family member shows up for dinner !

Have a wonderful THANKSGIVING!!

Lisa

GRATITUDE: MAKE IT A DAILY PRACTICE

Spread the gratitude every day by using these prompts.



MONDAY | Get excited for the week!

What are 3 things you're excited for this week?

TUESDAY | Don't take life for granted.

What do you want to make sure you do NOT take for granted today?

WEDNESDAY | Share the love.

What made you laugh, smile, or feel loved today? How will you make others laugh, smile, or feel loved?

THURSDAY | Express your gratitude.

Who haven't you properly thanked for helping you? Send them a short message to show your gratitude.

FRIDAY | Hunt the good stuff.

What are 5 things that happened this week that you're grateful for?

SATURDAY | Appreciate the moment.

What should you notice, savor, and appreciate right now?

SUNDAY | Pay it forward.

What's an experience, lesson, gift, or talent that helps you feel blessed? How can you pay it forward?

Add "HPRC" to your SEARCH for evidence-based health and performance tools.



November Membership Meeting



- * *TOPIC: Estate Planning*
- * *SPEAKER: Holly Dye*
- * *DATE: Tuesday, November 19th*
- * *TIME: 12-1 pm*
- * *LOCATION: Virtual Teams Meeting*

Reservations

Please email Lisa Robison, lirobison@marathonpetroleum.com,
by November 15th.



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

Membership Meeting Dates

Virtual Meetings

November 19, 2024

January 28, 2025

February 25, 2025

March 25, 2025

April 22, 2025



Board Meeting Dates

Virtual Meetings

November 05, 2024

December 03, 2024

January 07, 2025

March 04, 2025

April 01, 2025

May 06, 2025



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RSVP by Nov. 22 to [Lisa R.](#)

Dec. 05, 2024
Drinks & Apps—5:30pm
Order Dinner—6:30pm



Holiday gathering this year is informal & dinner is on your own.

The February Can Food Drive is the PANO charity event



JOB OPPORTUNITIES

Business and Wealth Preservation Paralegal

RCO Law is currently searching for a Paralegal to support our Business and Wealth Preservation Practice Groups.

Skills and attributes should include but not be limited to:

- Drafting routine legal transactional, real estate and estate planning documents for review by supervising attorney
- Preparation of probate forms in various regional courts in NW Ohio and SE Michigan for review by supervising attorney
- Perform UCC searches
- Recording of deeds and other legal documents
- Assist with due diligence to include review of contracts, title commitments and surveys, and coordinate and implement closings
- Direct client interface, including keeping clients informed and escalating concerns as appropriate
- Drafting routine correspondence
- Assist with trust administration and related document preparation for review by supervising attorney
- Familiarity with local, regional and state-level administrative agency procedural rules, including e-filing documents in appropriate agencies

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 in areas of estate planning, probate, real estate and business transactions, with familiarity with Michigan probate courts strongly preferred;
- Strong organizational skills, excellent written and oral communication skills;
- 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;

Work Location:

- Primarily based out of the Firm's Toledo office but limited travel to the Firm's Waterville and Findlay offices, 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

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

[Indeed.com](#)



Articles



Episode 136: Paralegal Communication Mistakes to Avoid



As New Powers for Paralegals Approach, Lawmakers Have Questions

Spotlight

PANO Member

I know you have heard this before but here it is again ...

Over the past few years, PANO has been dwindling and roster numbers are down..

So we need your help!

Please spread the word about our organization to your co-workers and anyone you know in the legal field. 😊



help us grow

WHY PANO?

- ⇒ Monthly CLEs on various legal topics
- ⇒ Connection to peers within the legal field
- ⇒ Hosted events that promote camaraderie
- ⇒ Access to monthly newsletter & job bank

We

need

you



Thank You

Sustaining Members

- ✧ Boerger Investigative Services, LLC
- ✧ Eastman & Smith Ltd.
- ✧ Hylant
- ✧ Marathon Petroleum Corporation
- ✧ Marshall & Melhorn, LLC
- ✧ Medical Evaluators LLC
- ✧ Shumaker Loop & Kendrick, LLP
- ✧ Stautzenberger College



2024-25 Board

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President 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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H A P P Y
Thanksgiving

