President Message

Flowers are blooming and the smell of fresh cut grass is in the air which means Paralegal Day is right around the corner! I hope everyone had a wonderful Easter holiday and are getting a chance to enjoy this beautiful weather.

We are becoming more involved with the Toledo Bar Association Pro Bono Legal Services, especially in connection with the VA. The U.S. Attorney’s Office will be preparing wills for the VA and they are in need of volunteers to witness their signatures when they execute their wills. This event will be taking place in June with more details to come in the upcoming supplemental newsletter. Please contact me at furrie@hsm-law.net if you are interested in volunteering.

Lately, I have been hearing people say they are burnt out with various aspects of their life. This includes their careers, organizations, activities, or hobbies they used to enjoy. This is my fifth year as a PANO member and third year serving on the PANO board and I have not felt burnt out with PANO or attending events through PANO, nor has it crossed my mind that someone would feel this way. I have been working with a Paralegal regarding a case at my office for the last six months and realized that she was not a PANO member. I extended her an invitation to Paralegal Day and she informed me that she used to be a member of PANO. I then discovered that she used to be on the board and after a while she became “burnt out” and this caught me off guard. It was insightful talking to her and I think we both learned a lot about the past and present PANO. I am hoping to see her at Paralegal day and I hope that many of our members would reach out to us with questions about the future of PANO especially if they are feeling burnt out.

We are very lucky to have Secretary of State, Jon A. Husted, at Paralegal Day this year! Don’t forget to RSVP for Paralegal Day which will take place on May 15, 2017, at 12:00 p.m. by May 8th. I look forward to seeing everyone there.

Respectfully,

May Meeting
Social Media
Job Opportunities
Sustaining Members
Board Members

Upcoming Member Meetings:
- Paralegal Day Celebration
  Monday—May 15th
  RSVP by May 8th
- Annual Election Meeting
  Monday—June 19th

Location: Toledo Bar Association—2nd floor
PARALEGAL DAY
Come celebrate with us!

WHO: Paralegals (Members & Non-Members)
WHEN: May 15th @ Noon
WHERE: Toledo Bar Association, 2nd Floor

Festivities will include:

Special Guest Speaker –
• Ohio Secretary of State, Jon A. Husted
Complimentary Lunch –
• Tony Packo’s

Space is limited, RSVP today!

TO:
jgoss@snlaw.com
lfinn@snlaw.com

PANO
Paralegal Association of Northwest Ohio
WEBSITE: panonet.org

Password: LucasCounty
Visit the website for up-to-date job
Litigation Paralegal

The main responsibility of this paralegal is to oversee/maintain files of their assigned supervising attorney. This entails updating schedules, client contact, assistance in responding to discovery, deposition preparation, drafting simple legal documents and complying with court deadlines.

Requirements:
- Bachelor’s degree—any degree will suffice, you tell us why we need you!
- Exceptional writing, grammar and editing skills
- Ability to communicate complex legal matters to clients in an effective, concise manner
- Enjoys working within a fast-paced, ever changing environment
- Fast-leaner with a passion to expand their talents

Details:
- 40+ hours per week
- Paid parking in enclosed garage attached to the office
- 401(k), health insurance and paid vacation available after 90 day probation

Please apply by sending resume & cover letter/writing sample to: cboyk@charlesboyk-law.com
Include “LITIGATION PARALEGAL” in the subject of your email.

Paralegal

Law offices with tax and estate planning attorney owner is seeking paralegal / legal assistant for corporate, estate planning and/or probate practice areas. Experience with tax and accounting is a plus.

Salary and benefits commensurate with experience.

Litigation Paralegal
Kisling, Nestico & Redick, LLC is currently seeking an experienced Paralegal to join our rapidly growing team in Toledo, Ohio.

The ideal candidate is an ambitious self-starter who takes initiative to achieve team goals.

Responsibilities include:
- Obtaining, reviewing, and organizing medical records
- Preparing, calculating, and maintaining damage summaries including medical expenses, lost wages, and property damage
- Logging daily mail
- Preparing and forwarding demand packages to insurance carriers and defense counsel (Litigation)
- Communicating and corresponding with clients regarding case status and details
- Preparing cost check requests directed to bookkeeping, maintaining check records, and mailing to vendors
- Preparing disbursement summaries and check requests

Requirements, Skills/Qualifications:
- BA/BS and/or paralegal certificate required
- 1 year of experience as a Paralegal preferred, but not required
- Articulate, organized team player with excellent grammar and writing skills
- Professional demeanor, positive attitude, & ability to multi-task in a fast-paced environment
- Solid organizational and interpersonal communication skills
- Strong attention to detail and ability to meet deadlines
- Must be highly proficient in MS Office
- Working knowledge of Needles Case Management software is a plus

Benefits:
A competitive compensation, health insurance, paid time off, flex time and 401k with company match.

https://www.indeed.com/cmp/Kisling,-Nestico-&-Redick/jobs/Paralegal-e5b59de4312c06ce?q=Legal+Assistant

Contract Paralegal
Litigation experience is mandatory.
Responsibilities will include: file management; research; drafting; communication with clients, courts and counsel; compliance with deadlines and follow-through. Attention to detail is a must.
An ability to work independently on complex litigation and multi-task is necessary.
Rate will be hourly with guaranteed minimum number of hours weekly.
For more details visit: https://www.indeed.com/cmp/Law-Firm---Sylvania,-Ohio/jobs/Litigation-Paralegal-7786c3cfc30c1ed5?q=Legal+Assistant
Paralegal

In return for your expertise, you’ll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow.

Be part of the team leading the nation in healthcare.

The paralegal is responsible for preparing and filing licensure and certification documents for operating companies or licensed practitioners including credentialing with all health plans and otherwise assisting with regulatory compliance.

**Responsibilities:**

- Facilitates the smooth transition of acquisitions, divestitures, moves, closings and start-ups as it relates to credentialing, licensing and certifications.
- Prepare files and complex licensure, certification, credentialing and other regulatory applications and renewals, communicating and following up with regulatory authorities or health plans required.
- Assists with reimbursement matters and coordinates with the managed care team.
- Supervises licensing and certification activities by the operating units to ensure accurate and timely information and timely information is provided to health plans and state and federal agencies.
- Maintains accurate logs or electronic files of regulatory information for the company to access.
- Utilizes supplies and equipment properly and without waste.
- Thinks and acts calmly and logically to meet unusual occurrences of the job without being thrown off stride.
- Such other duties as may be assigned from time to time.

**Requirements:**

- Associate Degree in legal assisting/paralegal studies and certification
- One to three years prior legal experience with experience in managed care preferred
- Knowledge of computers including word processing, spreadsheets and databases
- Good writing skills are important as well as general communication skills.

Boerger Investigative Services, LLC
Eastman & Smith Ltd.
Connelly & Collier LLP
Heban, Sommer & Murphree, LLC
Kisling, Nestico & Redick
Thacker Robinson & Zinz
# 2016-17 Board Members

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<thead>
<tr>
<th>POSITION</th>
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PROMOTE YOURSELF ---WITH CERTIFICATION!!

- You deserve to have the extra letters CLA or CP behind your name.
- SAVE THE NEXT DATE - - IT’S NEVER TOO LATE to learn more.
- Start studying for the next NALA exam.
- Why bother? What will this do for you? Well take the exam and find out!!

IT’S EXAM TIME!

Are you ready to take the exam to become a Certified Paralegal and show the world that you are capable of providing superior services to firms and corporations?

NALA
THE PARALEGAL ASSOCIATION

We offer month-long testing windows so that you can choose the best time to take your exam. All examinees must submit an application in order to test.

January 1-31
Application deadline: December 1
Late application deadline: December 10
(+$25 late fee)

May 1-31
Application deadline: April 1
Late application deadline: April 10
(+$25 late fee)

September 1-30
Application deadline: August 1
Late application deadline: August 10
(+$25 late fee)

Visit www.nala.org to learn more about the CP Exam!