



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS JANUARY, 2019 NEWSLETTER

President's Message *Jo Ruth Hancock, CP*

Dear TAALP Members:

Welcome to 2019! Time to learn to type & write a new year! The first half of this TAALP year has flown by, and we've had some pretty awesome speakers and CLE events to start off the first half of this year. We have five more months, including this month, of some really great meetings, speakers, topics and networking opportunities, and then elections in June.

Join us Thursday, January 10, 2018, for our noon meeting at the HUB, 304 E. Ferguson, Tyler, TX. Our speaker is Smith County Judge Nathaniel Moran and he will be speaking on "Interacting with the Court: A View from the Inside"

THANK YOU Deposition Resources for sponsoring our meeting this month!!

Here are some things coming up:

- *Half-price membership for new and renewing members for the remainder of our 2018-19 year (Jan. 1 – June 30)
- *April evening membership meeting and happy hour and membership social
- *Law Day

It's only six more months until election of next year's board, so if you are interested in serving, now is the time to start putting some serious thought to where you might be interested in serving next year. In looking ahead, active members, remember that in order to be nominated for an office and for active voting members, your active membership status must be in good standing. In order to ensure that you remain in good standing, you cannot miss attendance at one meeting (either regular or board) per month for three (3) consecutive months during any fiscal year. If a member misses attendance at one meeting (either regular or board) per month for three (3) consecutive months during any fiscal year, then the member will be placed on "associate" status, without refund of dues, for the remainder of the fiscal year in which the violation occurred or until the said member has attended one meeting (either regular or board) per month for two (2) consecutive months, at which time the member may be reinstated as an active member. So to paraphrase that, just make sure you don't miss attending meetings 3 months in a row! If you have, then please attend the two monthly meetings in a row before May 1st to reinstate your active status. If you have any questions or concerns about your attendance and current active status, please contact Lisa Betts, lisa@sscfirm.com, regarding your attendance/active status.

Don't forget, we have a very active Sunshine Committee chaired by **Cindy Kirby**. She is doing a fabulous job of reaching out to everyone on their birthday with a little extra special birthday treat! If you know of a member who is sick, facing surgery, death of a family member, or any other crisis, please let us know. We care! Cindy's email address is cindy@sscfirm.com.

See you Thursday!

Jo Ruth

TAALP can help get your name out to our members!

Just email me at:
melissa.wallace@burtonoil.com **for more information.**

Transcript Ad Rates (Per Month):

Business Card -	\$10.00
Quarter Page -	\$20.00
Half Page -	\$30.00
Full Page -	\$50.00

NOTICES:

The price of lunch is \$15.00 which covers an hour of CLE and a full course meal; salad, entrée, drink and dessert. Feel free to bring your own lunch with you should you chose not to eat the catered meal.

When responding to your evite, please note whether you will attend and whether or not you will eat so an accurate count can be provided to the caterer. If an RSVP is made with a notation that a meal will be paid for and you do not attend the meeting, you will still be responsible for the cost of that meal. Those with extenuating circumstances will be taken under advisement.

Thank you, and we look forward to seeing you at the next meeting!

THANK YOU to all the faithful TAALP members whose tremendous generosity helped the Toys For Tots mission by sending a message of hope and joy to Smith County's economically challenged children during this past holiday season.

A special thank you to Smith County Toys For Tots Coordinator Krysabelle Gilbert, a 20 year Marine Veteran - AND many thanks to ALL the volunteers who worked hard and made a joyful impact in these kids' lives. Krysabelle was gracious enough to give our Sunshine Committee Chairperson, Cindy Kirby, a tour of the Armory and show her how the program is organized and structured - it is a great deal of work and volunteering!!!

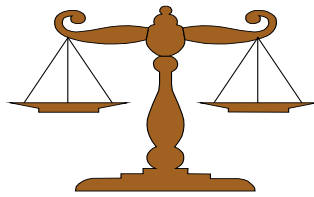




Join us for the next regular monthly meeting, Thursday, January 10th at noon at The Hub as the Honorable Nathaniel Moran, Smith County Judge, presents “Interacting with the Court: A View from the Inside.”

TAALP had a fun December meeting/luncheon last Thursday, December 13th at noon at the Tyler Chamber of Commerce. We played Christmas music in the background while enjoying our time together AND we held our first ever ornament exchange game and it was quite entertaining! Thank you Lexitas for sponsoring the meeting!





TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS **LEGAL PROFESSIONAL OF THE YEAR AWARD** 2019 SOLICITATION OF NOMINATIONS

All nominations must be submitted in accordance with the following guidelines:

1. Nominations must be made in narrative form, explaining why the nominee should be chosen as the 2019 Tyler Legal Professional of the Year, and shall not be more than three typewritten pages in length. **All nominees must be TAALP members.**
2. Selection of the 2019 Tyler Legal Professional of the Year shall be made by a volunteer selection committee comprised of at least three legal professionals (who are not current TAALP members), and is based upon the nominees' professional experience, professional development and community involvement.
3. Nominations received after February 15, 2019 will not be considered. Self-nomination is encouraged. Prior recipients are not eligible.
4. The recipient of the 2019 Legal Professional of the Year Award will be announced at the Law Day Luncheon.

PRIOR RECIPIENTS OF LEGAL PROFESSIONAL OF THE YEAR AWARD

<u>Year</u>	<u>Recipient</u>	<u>Firm</u>
1997	Melinda Lollar	Richard Grainger Law Office
1998	Rhonda Shamburger	Wes Volberding Law Office
1999	Rosa Ferguson	Becky Dempsey(District Clerk)
2000	Sarah Connor	Wilson Law Firm
2001	Sheri Barrett	Wilson Law Firm
2002	Sharon Sherrill	Ireland, Carroll & Kelley Law Firm
2003	Lynda Barron	Trey Yarbrough Law Office
2004	Lynn McGinnis	Judge Becky Dempsey
2005	Nancy Crim	Ireland, Carroll & Kelley Law Firm
2006	Virginia Burgess	Bain-Files Law Firm
2007	Dana Martinez-Jones	Flowers Davis Law Firm
2008	Carrie King	Flowers Davis Law Firm
2009	Debbie Magee	Bain-Files Law Firm
2010	Barbara Calcote Skeen	U.S. Attorney's Office
2011	Alice Zillmer	Bain-Files Law Firm
2012	Sandy Johnson	Michael K. Hogan Law Office
2013	Bonnie Brooks	Gillen & Anderson
2014	Twyla Fields	J. Bennett White, P.C.
2015	Suzanne Wimberley	U.S. Attorney's Office
2016	Jan Seal	Ron Vickery
2017	Jo Ruth Hancock	Starr Schoenbrun Comte McGuire, PLLC
2018	Ann Kuhn	Wilson, Robertson & Cornelius, PC

RETURN ALL NOMINATIONS ON OR BEFORE FEBRUARY 15, 2019

TO: Barbara Skeen, CP

c/o Mewbourne Oil Company

3620 Old Bullard Road, Tyler, TX 75701

(903) 534-7643 email bskeen@mewbourne.com

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Amy MacKenzie, PhD, RN
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Process Service Surveillance Witness Locate

Michael J. Collins
Private Investigator

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110 N. College Ave
Suite 1504
Tyler, TX 75702
Lic. No. A08864

903-526-1411
FAX 903-526-6453
mikecollins@sprintmail.com

Background Searches Jury Research Interviews

mikecollins@sprintmail.com

EMPLOYMENT – January, 2019

*Contact: Lisa Betts
TAALP Job Bank Coordinator
903.534.0200 or lisa@sscfirm.com*

Position	Practice Areas/Job Description	Location
1. File Clerk/Runner	Full-time file clerk; knowledge of legal field required.	Tyler
2. Receptionist/Office Mgr.	Full-time receptionist/office manager for Wood County is available. Please follow the link in order to apply: www.mywoodcounty.com under the employment tab	Quitman
3. Court Coordinator	Full-time Court Coordinator for Wood County is available. Please follow the link in order to apply: www.mywoodcounty.com and go under the employment tab.	Quitman
4. Receptionist	Temporary receptionist position for a local Tyler law firm. Position could be part or full-time on an hourly basis. Would begin around end of March and last through mid-to-end of May. Duties include: answering the business telephone, greeting clients, and filing.	Tyler

NOTE: Job postings are for TAALP members. If you share with a friend/co-worker, please advise them that they have to be a member in order for the job bank to be shared or their resume forwarded.

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



2018-2019 APPLICATION FOR MEMBERSHIP AND/OR RENEWAL

1/2 PRICE MEMBERSHIP 1/1/19 – 6/30/19

*****PRICES BELOW ARE THE HALF PRICE FEE...DO NOT HALF
THE FEES REFLECTED!**

*****Please see attached Membership Definitions for further details*****

TYPE OF MEMBERSHIP (Check One):

- ☐ RENEWAL
☐ NEW MEMBER

CHECK HERE IF APPLICABLE:

- ☐ NAME/EMAIL/ADDRESS CHANGE

MEMBERSHIP RATES (Check One):

- ☐ \$25.00 ACTIVE – ½ Price
☐ \$20.00 ASSOCIATE – ½ Price
☐ \$12.50 GOVERNMENT / COURTHOUSE
ACTIVE/ ☐ ASSOCIATE)
☐ \$12.50 STUDENT (ASSOCIATE) ID req – ½
Price

NAME: _____

SPECIALTY AREA (if any): _____

EMPLOYER: _____

POSITION: _____ HOW LONG: _____

BUSINESS ADDRESS: _____

CITY & ZIP CODE: _____

BUSINESS PHONE: _____ FAX: _____

HOME ADDRESS: _____

CITY & ZIP CODE: _____

HOME/CELL PHONE: _____

DATE OF BIRTH: _____ EMAIL ADDRESS: _____
(Month/Day)

I PREFER TO RECEIVE MAIL AT: ☐ HOME ☐ WORK

LEGAL TRAINING: _____

PROFESSIONAL DESIGNATION(S): _____
(i.e., CLA, CP, CLAS, PLS, CPS, TBLS)

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT I MEET THE REQUIREMENTS FOR THE CATEGORY OF MEMBERSHIP FOR WHICH I AM APPLYING (see Bylaws). I AGREE TO BE BOUND BY THE BYLAWS AND CODE OF ETHICS AS ADOPTED BY THE TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS (TAALP).

DATE: _____ SIGNATURE: _____

COMMITTEES

THE REAL WORK OF THE ASSOCIATION IS PERFORMED THROUGH ITS COMMITTEES.
ON WHICH COMMITTEES WOULD YOU BE WILLING TO SERVE?

- | | |
|---|---|
| <input type="checkbox"/> MEMBERSHIP | <input type="checkbox"/> SCHOLARSHIP |
| <input type="checkbox"/> NEWSLETTER | <input type="checkbox"/> COMMUNITY SERVICES |
| <input type="checkbox"/> EMPLOYMENT | <input type="checkbox"/> LAW DAY |
| <input type="checkbox"/> JOINT LUNCHEON | <input type="checkbox"/> FINANCE |
| <input type="checkbox"/> WAYS & MEANS | <input type="checkbox"/> AUDIT |
| <input type="checkbox"/> HANDBOOK | <input type="checkbox"/> PROCEDURES MANUAL |
| <input type="checkbox"/> NOMINATIONS | <input type="checkbox"/> HISTORY |
| <input type="checkbox"/> PROFESSIONAL ETHICS | |
| <input type="checkbox"/> LONG RANGE PLANNING/ BYLAWS & STANDING RULES | |
| <input type="checkbox"/> LEGAL PROFESSIONAL OF THE YEAR | |
| <input type="checkbox"/> PROFESSIONAL DEVELOPMENT & CLE | |

PLEASE MAIL YOUR APPLICATION WITH PAYMENT OF ANNUAL DUES TO:

(PLEASE MAKE YOUR CHECK PAYABLE TO TAALP)

TAALP 1ST VICE PRESIDENT
LISA BETTS

110 N. COLLEGE AVE. SUITE 1700
TYLER TEXAS 75702

****The membership period runs from July 1, 2018 to June 30, 2019. ****

MEMBERSHIP

Membership levels are as follows:

➤ **Active Membership**

- (1) Any individual who has been engaged as a legal secretary, law office administrator, legal assistant, stenographer, typist or clerk in any law office or any person employed in the Court, the trust department of banks or trust companies, or in any public or private institution or office directly engaged in work of a legal nature, including, the public offices of the US Government, states, cities, counties or municipalities for a period of more than 1 year;
- (2) Any individual who has successfully completed a curriculum or full course of studies from an ABA approved or institutionally accredited school or a curriculum or full course of studies specifically prescribed for training as a legal professional from a non-ABA approved non-institutionally accredited school; or
- (3) Any individual who has successfully completed the voluntary certification examination given by NALA, who shall prove that certification or certification renewal by providing documentation of the same to the membership committee and is entitled to the use of the designation “CLA” or “CP”; or
- (4) Any individual who has successfully completed the voluntary certification examination given by the Professional Legal Secretary Association who shall prove that certification or certification renewal by providing documentation of the same to the membership committee and is entitled to the use of the designation “PLS”; or
- (5) Any individual who has been a member in good standing of any organized legal professional association for a period of one (1) year or more.

➤ **Associate Membership**

- (1) Any educator, judge, attorney or a university or college student in good standing who has interest in the legal profession.
- (2) Any individual who has been engaged as a legal secretary, law office administrator, legal assistant, stenographer, typist or clerk in any law office or any person employed in the Court, the trust department of banks or trust companies, or in any public or private institution or office directly engaged in work of a legal nature, including, the public offices of the US Government, states, cities, counties or municipalities for a period of less than 1 year; or
- (3) Any individual who is employed in some type of legal capacity and who is interested in supporting the profession but who may not otherwise qualify at present as an active member or may elect to join as an Associate rather than an Active member.








➤ **Sustaining Membership**

Will be granted to any individual, firm or organization who has rendered some special or distinguished service to this Association and who is not a member of this Association or who subscribes to the goals of this Association and shares the common interest of promoting the legal professional and in addition contributes annually to the Association an amount equal to or in excess of the current annual active membership dues.






The Executive Board of TAALP would like to thank all of the following for your membership:

Aaron, Liz Anderson,	Dillon, Candice	Jobe, Bailly	Rex, Renda
Katrina	Discovery Records	Johnson, Brittany	Rivers, Amy
Baker, Michele	Dixon, Renee	Johnson, Javan	Robison, Rhonda
Barron, Jennifer Bass,	Dunn, Becky	Johnson, Sandy	Rowe, Krystal
Nancy	Earls, Kristen	King, Carrie	Sepmoree, Tina
Beasterfield, Elizabeth	Eichelberger, Carla	Kirby, Cindy	Sherrill, Sharon
Beck, Karen	Evans, Karen S.	Kirby, Hailey	Shoemaker, Sarah
Betts, Lisa	Fidler, Kerri	Knighton, Tina	Skeen, Barbara
Black, Alexandra	Finley, Gaye	Koch, Helen	Smith, Jennifer
Blubonnet Process Service	Flowers, Marilyn	Kopech, Leatha	Snowden, Kim
Brooks, Bonnie	Forbey, Lauren	Kuhn, Ann	Sosa, Yecenia
Brotherton-Pyatt, Margaret	Franklin, Katrina	Lexitas	Sparks, Rhonda
Brownlow, Laura	Freeman, Tabitha	Liska, Rhonda	Starcher, Darcy
Buchanan, Ann	Fulkerson, Chris	Liston, Lisa	Stewart, Clothilda
Burgess, Ginny	Godwin, Carol	Lollar, Melinda	Taylor, Vickie
Chavez, Karina	Goley, Carol	Marshall, Tracy	Tekell, Amanda
Clarkston, Penny	Hall, Carrie	Martin, Kara	Thomas, Deborah
Collins Investigations	Hancock, Jo Ruth	May, Tamara	Toon, Kristine
Connor, Sarah	Hanks, Julie	Mayfield, Tammye	Turchi, Brandi
Coplan, Patricia	Harvey, Terri	Murphy, Julie	Walker, Aryn
Crawford, Melani	Hays, Sarah	Newman, Kristen	Wallace, Melissa
Crim, Nancy	Hemphill, Carla	Nichols, James	Ward, Dana
Deck, Mary	Hesse, Wendy	Parker, Nancy	Watson, Christy
Deposition Resources	Holmes, Cayce	Power, Kerri	White, April
	Jackson, Laura		Wimberley, Suzanne

Our purpose of TAALP is:

-  To establish good fellowship among association members, national and state legal associations, and members of the legal community.
-  To encourage a high order of ethical and professional attainment.
-  To advance high standards of integrity and professionalism for legal professionals to the end that the public and the legal profession may be better served.
-  To further education among members of the legal profession.
-  To cooperate with state and local bar associations.
-  To further the interests of legal support staff and professionals through this Association.
-  To support and carry out the programs, purposes, aims and goals of the National Association of Legal Assistants, Inc.

The benefits you will have with TAALP are:

-  CLE approved programs and seminars
-  Discounts to TAALP seminars
-  Access to job bank
-  Subscription to monthly newsletter - The Transcript
-  Great network to other legal professionals

2018-2019 TAALP COMMITTEE VOLUNTEERS

COMMITTEE	VOLUNTEERS
MEMBERSHIP	Lisa Betts – Chairman Christine Hudson Susan Miller Tabitha Freeman Aryn Walker Lauren Forbey Alexandra Black
NEWSLETTER	Melissa Wallace – Chairman Susan Miller Brandi Turchi
EMPLOYMENT	Lisa Betts – Chairman Tabitha Freeman Carla Eichelberger
JOINT LUNCHEON	Tabitha Freeman Ann Buchanan Bonnie Brooks Sandy Johnson Sarah Connor - Chairman Brandi Turchi Laura Brownlow
WAYS & MEANS	
HANDBOOK	
NOMINATIONS	Sandy Johnson Sarah Connor
PROFESSIONAL ETHICS	Brandi Turchi Penny Clarkston
LONG RANGE PLANNING/BYLAWS & STANDING RULES	Ann Buchanan Sarah Connor
LEGAL PROFESSIONAL OF THE YEAR	Sandy Johnson Aryn Walker Barbara Skeen – Chairman
PROFESSIONAL DEVELOPMENT & CLE	Carrie King - Chairman Jo Ruth Hancock – Chairman

	Penny Clarkston Tracy Marshall Leatha Kopech
SCHOLARSHIP	Sandy Johnson Barbara Skeen – Chairman
COMMUNITY SERVICE	Cindy Kirby – Chairman Cayce Holmes Lauren Forbey Katrina Franklin Sarah Hays
LAW DAY	Ann Buchanan Sandy Johnson Helen Koch – chairman Brandi Turchi Cayce Holmes Laura Brownlow Lauren Forbey Kristen Earls Alexandra Black
FINANCE	Carrie King
AUDIT	
PROCEDURES MANUEL	
HISTORY	
SUNSHINE	Cindy Kirby
ANY/ALL	Tina Sepmoree

TAALP
MINUTES OF JANUARY 3, 2019 BOARD MEETING
By: Helen G. Koch, Recording Secretary

The Executive Board met at JACK RYAN'S on Wednesday, January 3, 2019, for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Leatha Kopech, President-Elect; Lisa Betts, 1st Vice President; Carrie King, Treasurer; Helen G. Koch, Recording Secretary; Melissa Wallace, Corresponding Secretary; Bonnie Brooks, Parliamentarian, and Ann Kuhn, Executive Advisor.

Absent was Penny Clarkston, 2nd Vice President.

Jo Ruth Hancock called the meeting to Order at 12:14 pm

JO RUTH HANCOCK, President:

Old Business:

- 2018-19 Renewal Membership total to date 98
- December meeting attendance 28

New Business:

-

LEATHA KOPECH, President-Elect:

LISA BETTS, 1st Vice President:

- Membership Renewals/Outreach
- Evite for January meeting - send evite after board meeting and send reminder the following Monday.

PENNY CLARKSTON, 2nd Vice President: - ABSENT

- January Speaker: Smith County Judge Nathaniel Moran will be speaking on "Interacting with the Court: A View from the Inside"

HELEN KOCH, Recording Secretary

- Board Meeting Minutes

Helen Koch moved that the Minutes of the December, 2018, board meeting be approved, as reported in the Transcript. The motion was seconded by Melissa Wallace, and it carried.

MELISSA WALLACE, Corresponding Secretary:

- Publish the newsletter by Wednesday, January 9, 2019. **Deadline** to get your information to Melissa is **Friday, January 4, 2019, by 5:00 pm.**
- January spotlight member: Lisa Betts

CARRIE KING, Treasurer:

- Treasurer's Report

Carrie King moved that the Treasurer's Report for December, 2018, be approved and filed for audit. The motion was seconded by Helen Koch, and it carried.

ANN KUHN, Executive Advisor:

BONNIE BROOKS, Parliamentarian:

Next Regular Meeting: January 10, 2019 - The Hub
Next Board Meeting: February 6, 2019 - Jack Ryan's

Meeting adjourned 12:28 pm.



JANUARY BIRTHDAYS		FEBRUARY BIRTHDAYS	
Gaye Finley Boynton	5	Patricia Coplan	2
Carrie Hall	7	Julie Hanks	3
Deborah Thomas	7	Cindy Kirby	3
Jennifer Barron	11	Carla Hemphill	7
Becky Dunn	11	David Martin	13
Melinda Lollar	11	Rhonda Sparks	14
Sarah Shoemaker	14	Tammye Mayfield	15
Laura Brownlow	20	Terri Harvey	25
Jo Ruth Hancock	22		
Yesenia Sosa	24		
Carol Goley	25		
Tracey Marshall	29		

CONGRATULATIONS to TAALP's very own, Penny Clarkston, as she was recently sworn in as Smith County's District Clerk!!!



SPOTLIGHT MEMBER

Lisa Betts



I am honored to be chosen as the TAALP Spotlight member of the month.

To give you a little background about myself, I graduated from Paul H. Pewitt High School, Naples, Texas, in 1997. After attending the local community college for a semester, I decided I wanted to move to the big city of Tyler. Take my word for it, Tyler was huge compared to the 800 population of Naples. While attending TJC, I started working for Potter Minton as a file clerk. I guess that is where my interest in the legal field started.

I graduated from Tyler Junior College with my Associates Degree of Applied Science - Paralegal in 2002 and began working for Kent Good Anderson & Bush as a legal secretary. In November 2007, I started working for Starr Schoenbrun & Comte for Faye Comte as the Paralegal in our family law practice. On most days, I really enjoy my work, and I am so thankful I work for a great firm.

I am currently the 1st Vice President and enjoy my role in TAALP. I have also enjoyed running the TAALP job bank and helping others find a career in the legal field.

I have been married to Cody Betts for almost fifteen years, and we have two wonderful children. Ryan is almost a teenager and attends Lindale Junior High. Ryan keeps us busy with baseball, football, and basketball. Kaylee is almost eight years old and attends Velma Penny Elementary School in Lindale. Kaylee is also very active in sports and gymnastics. If I am not at the office, you can catch me on the baseball and softball fields.

TAALP
would like to extend a

BIG "THANK YOU"

to DAIRY QUEEN OF TYLER,

for donating the nice TREATS
members are finding in their
birthday cards!!

Be Sure To Frequent Your Local
DAIRY QUEEN!



TAALP EXECUTIVE BOARD OF DIRECTORS 2018-2019

President

JO RUTH HANCOCK, CP
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Find us on:  and at www.taalp.com