



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS MAY, 2021 NEWSLETTER

President's Message

Leatha Kopech, PP, PLS

Dear TAALP Members:

Is anyone else amazed that it is already May 2021? Where has the time gone? This is our final CLE meeting this year before election of officers for 2021-2022. All active members will be receiving emails from our Nominating Committee chair, Sarah Connor, soon with a list of those eligible for nomination and election. I encourage everyone who is active and eligible to participate in this procedure, to please do so. If you are nominated for an office, I encourage you to accept the nomination. TAALP is blessed with an outstanding group of Board members this year; however, some are having to vacate their position because of the amount of time served, so we do need some NEW blood on our Board. If you are wondering what all this involves, we hold our monthly Board meeting typically on the first Monday of each month, on the rare occasion that the first Wednesday falls in the same week as the first Thursday, the board meeting is held the Wednesday of the prior week prior. There is not a lot of extra work to be done outside of the meetings, but if you are concerned what might be involved with regard to a particular office you might be interested in or nominated for, please, please contact the officer currently serving in that position or me. We are all listed on the last page of this newsletter and will be happy to visit with you about your concerns.

Our May meeting will be held on Wednesday, May 12, 2021 noon and will be held at The Jalapeno Tree. Our speaker will be Doug Ritcheson and his topic is "Post-Judgment Collections: Turning a Paper Judgment Into Cash." Melissa Wallace will send you the evite with an RSVP link closer to the meeting date. **THANK YOU DEPOSITION RESOURCES** for sponsoring our meeting this month!!

Remember half-price membership for new and renewing members for the remainder of our 2020-21 year (Jan. 1 – June 30). Be sure to share this with friends and co-workers, and invite them to join TAALP! At our June meeting, we will be holding our annual election of officers for 2021-2022 year, so if you are an active TAALP member, we need you there to vote. If you are unsure of your active status with TAALP, just contact Melissa Wallace, melissa.wallace@burtonoil.com. Information on the location of the meeting will be forwarded at a later date. We need your vote, so please mark your calendars for Thursday, June 10, 2021.

See you all at the June meeting!

Leatha Kopech

TAALP can help get your name out to our members!

For more information, email:
brandit@brownbaumannsmith.com

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!

**TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS
MINUTES OF MARCH 31, 2021 BOARD MEETING**

By: Laura Brownlow, Recording Secretary

The executive Board met at Prime 102 on Wednesday, March 31, 2021 for the April monthly board meeting. The following board members were present: Leatha Kopech, President; Melissa Wallace, First Vice President; Tina Knighton, Second Vice President; Brandi Turchi, Corresponding Secretary; Laura Brownlow, Recording Secretary; Lisa Betts, Treasurer; Carrie King, Executive Advisor; and Helen Koch, Parliamentarian. Those absent were: Jo Ruth Hancock, President-Elect.

Leatha Kopech called the meeting to order at 12:10pm.

LEATHA KOPECH, President:

Old Business:

- March meeting attendance: In Person – 18; Zoom – 15
- Half Price Membership – Now through June

New Business:

- * April Meeting – Evening Social Meeting – Location 1836 Kitchen.
- * April Meeting will be in-person only.
- * April Meeting Sponsorship – Lexitas/Epic Office Solutions
- * April Meeting Sponsor letters were sent.
- * April Meeting door prizes (gift cards)
- * Texas State Bar PD – Sustaining Member Renewal – Begins May 1

JO RUTH HANCOCK, President-Elect: Absent

MELISSA WALLACE, 1st Vice President:

- 2020-21 Renewal Membership total to date 99 regular members with 6 of those being vendor members as of March 11, 2021
- Evite for April 8, 2021 membership meeting – send evite Thursday, April 1, 2021 with a couple of reminders; RSVP Tuesday, April 6, 2021 by noon.
Location – 1836 Kitchen, 2467 Crow Rd., Tyler, Texas.
Menu – Select Menu.

TINA KNIGHTON, 2nd Vice President

April	<u>Matt Rowan – 2021 Changes to the Discovery Rules in Texas</u>
May	<u>Doug Ritcheson – TBD</u>
June	Elections

LAURA BROWNLOW, Recording Secretary:

- Board Meeting Minutes as recorded by Laura Brownlow

Laura Brownlow moved that the Minutes of the March, 2021, board meeting be approved, as reported in the Transcript. The motion was seconded, and it carried.

BRANDI TURCHI, Corresponding Secretary:

- Publish the newsletter by Wednesday, April 7, 2021. Deadline to get your information to Brandi is Friday, April 2, 2021, by 5:00 pm.
- April spotlight member: Jackie Kramer
- May spotlight member Gabby Ascencio

LISA BETTS, Treasurer:

- March 2021 Treasurer's Report

Lisa Betts moved that the Treasurer's Report for March 2021, be filed for audit. The motion was seconded, and it carried.

CARRIE KING, Executive Advisor:

- April Social – 1836 Kitchen – menu plans

HELEN KOCH, Parliamentarian:

Next Regular Meeting:

April 8, 2021 – 1836 Kitchen

Next Board Meeting:

May 5, 2021 – TBD

The meeting was adjourned at 12:30pm.

Laura Brownlow
Recording Secretary

Leatha Kopech, President

**TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS
MINUTES OF MAY 5, 2021 BOARD MEETING**

By: Leatha Kopech, President

The executive Board met at Texas Music City Grill on Wednesday, May 5, 2021 for the May monthly board meeting. The following board members were present: Leatha Kopech, President; Brandi Turchi, Corresponding Secretary; Laura Brownlow, Recording Secretary; Lisa Betts, Treasurer; and Helen Koch, Parliamentarian. Those absent were: Jo Ruth Hancock, President-Elect; Melissa Wallace, First Vice President; Tina Knighton, Second Vice President; and Carrie King, Executive Advisor;

Leatha Kopech called the meeting to order at 12:25pm.

LEATHA KOPECH, President

Old Business:

- April meeting attendance: 35
- Half Price Membership – Now through June
- Looking forward to 2021-22 year

New Business:

- Nominations for 2021-22 – Out by May 15th – Sarah Connor
- May Sponsorship – Deposition Resources
- Tx St. Bar PD Sustaining Membership – Renewed
- Discussion regarding ByLaws

JO RUTH HANCOCK, President-Elect - Absent

-

MELISSA WALLACE, 1st Vice President – Absent

- 20-2021 Renewal Membership total to date 99 members with of those being 6 vendor members as of May 5, 2021.
- Membership Roster – Active Members – Nominations & Elections – Need to send to Sarah Connor
- Evite for May 13, 2021 membership meeting - send evite on Friday, May 7, 2021. With reminders before meeting.

TINA KNIGHTON, 2nd Vice President – Absent

- May: Doug Ritcheson – Post-Judgment Collections: Turning a Paper Judgment into Cash
- June: Elections
- July:

LAURA BROWNLOW, Recording Secretary

Board Meeting Minutes for April Meeting – will be published in May Newsletter. Approved on next month's Agenda.

May minutes drafted no later than Thursday, May 6 @ 5:00 for sending to Brandi no later than 5:00 on Friday, May 7.

BRANDI TURCHI, Corresponding Secretary

- Publish the newsletter by Wednesday, May 12, 2021.
- May Spotlight Member: Gabby Ascencio
- June Spotlight Member: Marcia Wharen

LISA BETTS, Treasurer

- April 2021 Treasurer's Report

Lisa Betts moved that the Treasurer's Report for April 2021, be filed for audit. The motion was seconded, and it carried.

CARRIE KING, Executive Advisor – Absent

- Comments regarding April Social - The meeting at 1836 went very well and everyone enjoyed it. The service was good and they did work with us. It was a little more expensive than we normally do, but we did get donations and it really got people to come out. Maybe that will help turnout going forward.

HELEN KOCH: Parliamentarian

- Law Day – September 30 - Tentative

Next Regular Meeting:	May 13, 2021 – Jalapeno Tree
Next Board Meeting:	June 2, 2021 – TBD

The meeting was adjourned at 12:42 p.m.

Laura Brownlow, Recording Secretary

Leatha Kopech, President

EMPLOYMENT – MAY 2021

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

Position	Practice Areas/Job Description	Location
1. Assistant	Part-time Office assistant needed with flexible schedule. Pay is \$17.00/hr. Would prefer office experience	Tyler
2. Court Coordinator	Wood County, County Court is looking for a full-time Court Coordinator. Please see my email from 3-9-21 on how to apply	Quitman
3. Receptionist/Assistant	Wood County DA's office is looking for full-time Receptionist/Assistant. See my email from 3-19-21 on how to apply	Quitman
4. Legal Assistant	A Longview based criminal defense attorney is seeking a full-time Legal Assistant. The attorney handles state and federal criminal cases with some appeals. Experience in criminal preferred. Salary commensurate with experience plus discretionary bonuses. Employee paid insurance, optional Simple IRA with employer matching, and HSA contributions. Candidates will be kept confidential.	Longview
5.Receptionist, Immigration Legal Asst. & Immigration Paralegal	Due to the length of the job description, please see my email from 4/15/21.	Tyler
6. Medical Records Clerk	Full-time Medical Record Clerk for downtown office. 1-2 years of office clerical exp required; detailed oriented, highly organized, strong technical skills, and team player. Prior medical records exp is strongly preferred	Tyler
7. Runner/Office asst	<p>Small office in Tyler needs a full time runner (8 to 5). Other duties will include making deposits, filing, short correspondence, copying, keeping the office clean between the times our cleaning person comes in, ordering some supplies online, going to grocery store for supplies that we don't order online, handling the mail, keeping the restrooms stocked, keeping the copy machine loaded with paper, and anything asked to do. Must have own vehicle to use. Resumes should be emailed to Sarah Hays at sarah@gillenandgillen.com.</p> <p>Please do not call to inquire about the job, only send your resume via email to the address listed in the above paragraph.</p>	Tyler
8. Receptionist	Full-time Receptionist needed for Tyler law firm. Job Duties: greet clients as they come in for appointments, make new client files, answering phones and screening/transferring calls, maintains reception and maintains consultations rooms for meetings, scheduling appointments, receive payments (we use Clio for	Tyler

	scheduling and payments), handle incoming mail, share in office cleaning and upkeep duties (taking out the trash, vacuuming, and keeping the conference room in order, etc); Starting Pay: \$12-14/hour. Please email resumes to: kshipp@rossandshoalmire.com .	
9. Legal Assistant	A solo practice attorney in Mineola is looking for a full-time Legal Assistant/Paralegal. This job does require one year of law office experience preferably in Probate or Guardianship. The attorney also practices family law and CPS cases in Wood County. The candidate must also have exceptional organizational skills. Because of the size of the firm, she does not offer health insurance or other benefits.	Mineola

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

Amaya, Lia	Earls, Kristen	Langston, Denise	Taylor, Vickie
Ascencio, Gabriela	East Texas Crisis Center	Lexitas	Tekell, Amanda
Avery, Jacqueline	Epic Office Solutions	Liska, Rhonda	Theford, Kimberly
Berrum, Melissa	Evans, Karen S.	Luker, Kayla	Thomas, Deborah
Betts, Lisa	Field, Joanna	Mapes, Sarah	Toon, Kristine
Blair, Erin	Freeman, Tabitha	Marshall, Tracy	Torres, Magali
Boynton, Gaye	Godwin, Carol	Martin, Melissa	Turchi, Brandi
Brooks, Bonnie	Goley, Carol	Martinez, Marieliza	Vallery, Jo
Brotherton-Pyatt, Margaret	Hall, Carrie	May, Tamara	Velasco, Brenda
Brownlow, Laura	Hancock, Jo Ruth	Mayfield, Tammye	Vickers, Hailey
Buchanan, Ann	Hankins, Melanie	McLeod, Jacob	Wallace, Melissa
Carter, Kimberly	Harvey, Terri	McMillan, Jocelyn	Watson, Christy
Cash, Lanell	Hemphill, Carla	Mendell, Melissa	Wharen, Marcia
Clarkston, Paul	Henry, Sally	Miller, Susan	Wheeler, Connie
Collins Investigations	Hesse, Wendy	Pilcher, Laney	White, April
Connor, Sarah	Heyder, Brittany	Rakestraw, Macy	Wich, Jodi
Coplan, Patricia	Jackson, Laura	Rex, Renda	Wilgus, Melissa
Crawford, Melani	Johnson, JaKayla	Scirto, Hannah	Williams, Brandi
Crim, Nancy	Johnson, Sandy	Sepmoree, Tina	Williams, Cayce Della
Deck, Mary	Jones, Christine	Sherrill, Sharon	Wootton, Magen
Deposition Resources	Jones, Gabby	Shipp, Kelsey	
Dillon, Candice	Jones, Jordae	Shirley, Racheal	
Discovery Records	King, Carrie	Skeen, Barbara	
	Kirby, Cindy	Slayter, Linda	
	Knighton, Tina	Sparks, Rhonda	
	Koch, Helen	Starcher, Darcy	
	Kopech, Leatha	Starkey, Emily	
	Kramer, Jackie		

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



Process Service Surveillance Witness Locate

Michael J. Collins
Private Investigator

COLLINS
INVESTIGATIONS

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

BLUBONNET PROCESS SERVER
*Serving Tyler-Smith County & Longview-Gregg County
& surrounding areas in East Texas*

Pamela "Blu" Daniels
903-372-2818
blondefilly@wb4me.com

SCH4241
Member TPSA, NAPPS and TAALP



May Birthdays

Melanie Hankins 5/7
Laura Jackson 5/10
Jordae Jones 5/21
Lanell Cash 5/28
April White 5/31

Happy Mother's Day



HAPPY
MOTHER'S
Day!

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!





Hello everyone! My name is Gabriela Ascencio but I go by Gabby. I am beyond thrilled to have been selected as this month's TAALP Spotlight Member!

I am a graduate of formerly named John Tyler High School, class of 2014. After graduating, I immediately began working at a private firm that dealt with Probate, Family Law, and Litigation. I was there until the beginning of 2018, which is when I chose to venture out. So began my journey with Southside Bank.

My first position with the bank was of the title "Relationship Banker", but because of my previous work, predominantly with law, I knew that that was my desired profession. After being granted an opportunity to follow my heart, and continue working for Southside, I now serve as the bank's Bankruptcy/Civil Litigation Clerk.

I enjoy volunteering and supporting our community. When I originally took a step back from law, I wanted to immerse myself into something that would be meaningful, in addition to making an impact, so I became a CASA for Kids of East Texas. I have now been an advocate for about two years! I also volunteer as a Catechist Aid at my church (The Cathedral of the Immaculate Conception) here in Tyler. Occasionally I participate in Junior Achievement volunteering on behalf of the bank as well. For me, there is no better reward than to be able to help others.

Spending time with my family and friends is what I love the most. My hobbies consist of working out, reading, shopping, enjoying fine foods, and going on adventures.

I have a husband named Jerry, and together we have two children; Mason (Age 9, a second grader at All Saints Episcopal School) and a baby girl on the way.

As I continue my growth into future endeavors, I felt that becoming a part of TAALP would be a significant step for me to take. I have an admiration for words and the power that they hold, and I am so excited to be able to implement the riches of this organization into my career.





TAALP EXECUTIVE BOARD OF DIRECTORS 2020-2021

President

LEATHA KOPECH, PP, PLS
J. Scott Killough, PC
4660 Kinsey Drive
Tyler, Texas 75703
903-561-8280
llkopech@gmail.com

Second Vice President

TINA KNIGHTON, CP
Court Administrator/Probate Auditor
200 East Ferguson, Suite 100
Tyler, Texas 75702
903-590-4611
tknighton@smith-county.com

Corresponding Secretary

BRANDI TURCHI, CP
Brown, Bauman & Smith, PC
400 E. 5th St.
Tyler, Texas 75701
903-521-2820
brandit@brownbaumansmith.com

President-Elect

JO RUTH HANCOCK, CP
Wilson, Robertson & Cornelius, P.C.
Mailing: 909 ESE Loop 323, Suite 400
Tyler, Texas 75701
(903) 509-5016 Direct
(903) 509-5000 Main
(903) 509-5091 Facsimile
jhancock@wilsonlaw.com

Executive Advisor

CARRIE KING, CP, TBLS
Fish & Richardson, PC
1717 Main Street, Suite 5000
Dallas, Texas 75201
214-760-6109
cking@fr.com

Treasurer

LISA BETTS
Starr, Schoenbrun & Comte, PLLC
110 North College Avenue, Suite 1700
Tyler, Texas 75702
903-535-0200
lisa@sscfirm.com

First Vice President

MELISSA WALLACE, CP
Burton Oil Service Operations, LLC
102 North College Avenue, Suite 1023
Tyler, Texas 75702
903-360-0628
melissa.wallace@burtonoil.com

Recording Secretary

LAURA BROWNLOW
Flowers Davis, PLLC
1021 ESE Loop 323, Suite 200
Tyler, Texas 75701
903-534-8063
brownlow_laura@yahoo.com

Parliamentarian

HELEN KOCH
Brown, Bauman & Smith, PC
400 E. 5th St.
Tyler, Texas 75701
903-530-8582
helenk@brownbaumansmith.com

Find us on:  and at www.taalp.com