



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

JUNE 2016 NEWSLETTER

President's Message
Jo Ruth Hancock, CP

Dear TAALP Members:

WELCOME summertime and sunshine! Finally sunny days ahead!

Another year has flown by, and it is time for me to say goodbye as your President! I can honestly say that I have been blessed these past two terms to have served with very dedicated, hard-working Board members who served on TAALP's board with a passion for building an already awesome organization into even a stronger and better one so that we can meet the needs of the legal professionals in our community. They truly made my job a lot easier! As we move forward into our new year starting in July, I have all the confidence that you will fully support and encourage our new President and Executive Board members just like you did me.

Our annual election of officers for 2016-2017 will be held at our regular June meeting at noon on Thursday, June 9, 2016, at the Coyote Sam's, Old Jacksonville Hwy., Tyler. We will not have a speaker this month. So everyone, whether you are eligible to vote or not, please come and support our leaders! You will also have some time to enjoy each other's company. Remember, we do need a quorum of members eligible to vote present for the elections. So if your name was on the list of members eligible to vote that was circulated by Sarah Connor, your attendance and participation in elections is VERY important. Thank you **Sunbelt/DepoTexas** for sponsoring our June meeting!

We had good attendance at our May annual membership social in spite of a little dreary weather that day. We missed those who could not make it! We had good food, some nice refreshing beverages, fun fellowship and some great door prizes!

Have a great month AND enjoy your summer!!!

Jo Ruth

NOTICE:

1. SCYLA is having an event: Wills for Heroes. The event will be held on Friday, June 17, 2016, from 1:00pm to 5:00pm at the HUB. They are looking for volunteer notaries to notarize multiple documents for multiple first responders: Will, Power of Attorney, and Medical Power of Attorney. SCYLA is wondering if you, individually, or TAALP might be willing to put forward some volunteer notaries or even volunteers as witnesses for the signing of the documents. SCYLA needs about 5-10 notaries present per hour of the event. The busiest time will be from 1-3 and then very slow after that. Also, SCYLA will put together a sample notary entry to pass around for each set of documents, so the notaries can either a) prepare their individual books with several sets of entries ahead of time, or b) have a guide to follow during the event. Jo Ruth has a sign-up sheet if you are interested, please contact her at joruth@sscfirm.com.
2. TAALP Membership application is attached to this newsletter.

Sunshine Notices:

Do you know of some news about our members that should be shared with our members?

Please send any submissions to Cindy Kirby

at cindy@sscfirm.com.

TAALP can help get your name out to our members.

**Just email me at:
brandi.williams@hotmail.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**

❖ MARK YOUR CALENDARS ❖

June 17, 2016

Volunteer notaries are needed for Wills for Heroes Will signing day at the Hubb on Friday, June 17th from 1-5 in appreciation for the services of our Police Officers and Fire Fighters. If you can spare any time, please do. There will be a signup sheet in the newsletter.

July 6, 2016

TAALP Board Meeting; location TBD

July 14, 2016

TAALP Membership Meeting; The Hubb

The Executive Board of TAALP would like to thank all following new members:

Liska, Rhonda

Mullins, Shelly

Professional Civil Process

The Executive Board would also like to thank all of our awesome returning members, as follows:

Arscott, Cristy	Express Personnel	Lennon, Molly	Taylor, Vickie
Baker, Emily	Finley, Gay	Lollar, Melinda	Tekell, Amanda
Barrett, Sheri	Flowers, Marilyn	Maxey, Kayla	Theford, Kimberly
Barrett, Sunshine	Foster, Codi	Maxwell, Emily	Thomas, Kristen
Barron, Jennifer	Gable, Amanda	May, Tamara	Toon, Kristine
Becker, Beverly	Galvan, Jasmin	Mayfield, Tammye	Tucker (Ortiz), Kim
Betts, Lisa	Gaddis, Chelsea	McCaa, Leslie R.	Verduzco, Jocelyn
Blubonnet Processing Service	Godwin, Carol	McGinnis, Lynn	Verner, Terri L.
Bonnie, Brooks	Goley, Carol	McIntyre, Ashley	Wallace, Mellissa
Brownlow, Laura	Gray, Melissa	McKinney, Patty	Waller, Jennifer
Bryan, Joy	Green, Cecilia J.	McLaughlin, Suzanne	Williams, Brandi
Buchanan, Ann	Hall, Carrie	McLen, Kerri	Wright, Strickland Janet
Burgess, Ginny	Hancock, Jo Ruth	Moore, Natashea Ellan	
Campbell, Kristi	Harris, Melissa	Molina, Rocio	
Cash, Lanell	Harvey, Terri	Morris, Mechele	
Clayton, Catherine	Hays, Sara	Moylan, Carla	
Colley, Lori	Hebron, Lucy	Murphy, Julie	
Connor, Sarah	Hembrough, Samantha	Neel, Lesley	
Coplan, Patricia	Hemphill, Carla	Oden, Rachel	
Crawford, Melani	Henry, Donna	Oliver, Susan	
Crim, Nancy	Henson, Kristen	Parker, Nancy	
Crutchfield, Charlotte	Hesse, Wendy	Penner, Amber	
Deck, Amanda	Hill, Keesia	Peters, Michael	
Deck, Mary	Hudson, Christine	Poire, Melissa	
Depoma, David	Hudson, June	Rhodes, Lora	
Deposition Resources	Hurst, Jessica	Robbins, Wanda Marie	
Sunblelt	Jackson, Laura	Roberts, Vicki	
Dickey, Lisa	Kay, Vicki	Robison, Rhonda	
Dieringer, Mary	Kim Tindall & Assoc.	Rogers, Kassi	
Dillon, Candice "Candy"	King, Carrie	Rowe, Renda	
Discovery Records	Kirby, Cindy	Retano, Rosario	
Dixon, Renee	Koch, Helen	Rongel, Maria	
Doffer, Teresa	Kopech, Leatha	Sherrill, Sharon	
Dow, Katie	Knighton, Tina	Skeen, Barbara	
Eargle, Kristen	KTS Quest	Smalley, Heather	
Espinosa, Debbie	Kuhn, Ann	Smith, Jennifer	
Evans, Karen	Lacy, Krystal	Sparks, Rhonda	
		Stewart, Clo	

TAALP
MINUTES OF June 1, 2016 BOARD MEETING
By: Ann Kuhn, Recording Secretary

The Executive Board met at JACK RYAN'S on Wednesday, June 1, 2016, for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Leatha Kopech, 1st Vice President; Chelsea Gaddis, 2nd Vice President; Ann Kuhn, Recording Secretary, Bonnie Brooks, Parliamentarian, Carrie King Executive Advisor.

Jo Ruth Hancock called the meeting to order at 12:10 p.m.

JO RUTH HANCOCK, President:

Jo Ruth presented the calendar of upcoming events, and they were discussed by the board members.

Old Business:

- 2015-2016 Renewal membership total to date – 139
- May meeting attendance - 32
- Average meeting attendance – 37
- TAALP Membership Social and SBOT PD social was enjoyed by everyone who attended.

New Business:

- Elections in June
- Volunteer notaries are needed for Wills for Heroes Will signing day at the Hub on Friday, June 17th from 1-5 in appreciation for the services of our Police Officers and Fire Fighters. Christina Davis is still seeking notaries. There will be a sign-up sheet in the newsletter.
- Membership; Renewal Applications for 2016-2017 included in this month's Newsletter.

CATHERINE CLAYTON, President-Elect: ABSENT

LEATHA KOPECH, 1st Vice President:

- Membership Renewals – 139 renewals to date. Membership is down 9 from last year. Last year's membership was 148. If you are interested in joining TAALP, please send in your application.
- Evite for meeting going out on June 2nd with a reminder on June 6th. Ordering from a select menu for lunch at Coyote Sam's.

CHELSEA GADDIS, 2nd Vice President:

- June: Elections
- July Speaker: Bobby Lamb – Electronic Filing in Federal Court

ANN KUHN, Recording Secretary:

- Moved that the Minutes of the May, 2016 board meeting be approved, as reported in the Transcript. Leatha Kopech seconded the motion and it carried.

BRANDI WILLIAMS, Corresponding Secretary: ABSENT

- June Spotlight Member: Renda Rowe

SUZANNE WIMBERLEY, Treasurer: ABSENT

CARRIE KING, Executive Advisor:

BONNIE BROOKS, CP, Parliamentarian

Next Regular Meeting: June 9, 2016 – Coyote Sam’s (Elections)

Next Board Meeting: July 6, 2016 – Location to be announced.

July Regular Meeting: July 14, 2016 – The Hub

There being no further business, Jo Ruth adjourned the meeting at 12:40

JO RUTH HANCOCK, President

ANN KUHN, Recording Secretary



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Jury Research

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mikecollins@sprintmail.com



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TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



2016-2017 APPLICATION FOR MEMBERSHIP AND/OR RENEWAL

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):

\$50.00 ACTIVE

\$40.00 ASSOCIATE

\$25.00 GOVERNMENT / COURTHOUSE

(ACTIVE/ ASSOCIATE)

\$25.00 STUDENT (ASSOCIATE)

SUSTAINING/VENDOR

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

P O 8613

TYLER TEXAS 75711

****The membership period runs from July 1, 2016 to June 30, 2017. ****

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.



JUNE

Kristine Toon	3
Suzanne Wimberley	5
Karen Evans	8
Kristi Campbell	12
Tamara May	13
Sharon Sherrill	15
Kerri McLen	19
Sarah Hayes	26
Rhonda Robison	27

TAALP
would like to extend a

BIG "THANK YOU"

to DAIRY QUEEN and
BRIAN KELLY,
General Manager,

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

Be Sure To Frequent Your Local
DAIRY QUEEN!

TAALP would like to extend a
BIG "THANK YOU"

to Andy's Frozen Custard
for donating the nice TREATS
members are finding in their
birthday cards!!

Be Sure To Frequent Your Local
Andy's Frozen Custard!

SPOTLIGHT TAALP MEMBER

Renda Rowe, GRI



I began my career as a paralegal in 1993 after graduating from the Legal Assistant program of TJC and have worked for various attorneys in the Henderson and Tyler areas with the last ten years in the Land Department of Luminant Mining Company. With mining near completion, it has opened yet a new door with the Rusk County Clerk's Office in Henderson.

Additionally, I serve as a Broker Associate with Century 21 Heritage Realty in Henderson. Although there are sometimes challenges, I find it rewarding helping first time buyers through the process of purchasing a home.

However, my greatest joy lies with my family. Having 3 sons, 3 daughters-in-love, 4 grandsons and a granddaughter arriving in August makes for a loud but HAPPY home!

EMPLOYMENT - JUNE/JULY 2016

Contact: Nancy Crim, CP
TAALP Job Bank Coordinator
(903) 561-1600 or
nancy@icklaw.com

<u>Position</u>	<u>Practice Areas</u>	<u>Location</u>
Runner/File Clerk	Full-time position; Must have own transportation; Bilingual a plus. Please send resumes to Kristine Toon at Kristine@bain-files.com	Tyler
Legal Assistant	Business Transactions, Contracts, Civil/ Municipal & Estate Planning Federal and State efilng experience Heavy use of Microsoft Word	Tyler
Legal Assistant	Family Law; Minimum 5 yrs experience required	Tyler
Legal Assistant	Business law, family law and dispute resolution Contact: Genghis@healylaw.com	Tyler
Legal Assistant and Legal Secretary	Family Law and Probate Send resumes to: info@moranlawfirmtyler.com	Tyler

Legal Assistant	Civil Litigation/Personal Injury	Tyler
Legal Assistant	Litigation/Insurance defense Summarizing records & schedules	Tyler
Runner/File Clerk	Part-time position Hours: Mon-Friday, 4 hours per day Self-motivated, detail-oriented; must have your own transportation Contact: Crystal Lafitte crystal@rllawfirm.net; (903) 535-2900	Tyler
Legal Assistant	General Civil Practice, including Family Law, Bankruptcy and Business Law	Tyler
Paralegal	Legal Department-CHRISTUS Trinity Mother Frances Health System Paralegal certification and 1-3 yrs experience desired but will consider equivalent education/experience Contact: Melissa Andrews (903) 606-5137 Melissa.Andrews@tmfhc.org	Tyler
Administrative Land/Legal Assistant	Vernon E. Faulconer, Inc. 3-5 years' advanced administrative experience preferably with legal experience in the oil and gas industry. For	Tyler

consideration, please fax or email resume
to Attn: Human Resources, (903) 581-2111,
or careers@vefinc.com.

**** PLEASE NOTE: If you are interested in positions that are located outside of Tyler, please let Nancy know that you want your resume submitted for those positions specifically.**

2015-2016 TAALP EXECUTIVE BOARD OF DIRECTORS



**TAALP EXECUTIVE BOARD OF DIRECTORS
2015-2016**



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Calendar listings and seminars should not be considered an endorsement of any such program or seminar.

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

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