



**TYLER AREA ASSOCIATION OF LEGAL  
PROFESSIONALS  
SEPTEMBER 2021 NEWSLETTER**

*President's Message*

Dear TAALP Members:

Hope you all had a FABULOUS Labor Day weekend. Seems like summer came a little late...these temperatures have been so HOT!! I'm excited to say that TAALP is growing fast this year. Thanks to all members who have already renewed. If you know someone who has not yet renewed or someone you think would benefit from and enjoy TAALP, please reach out to them and share a membership application.

Our meeting this month is **Thursday, September 9, 2021, at 12:00 p.m.** at The Jalapeno Tree. Lindsey Birdsong will be speaking on Texas Business Entities. The E-Vite has already been sent out so be sure to get your RSVP in. Lunch is \$15.00, which covers lunch and 1 hour of CLE. We want to say **THANK YOU** to **Lexitas** for sponsoring our meeting this month.

On a sad note, Law Day has once again been cancelled this year due to COVID. Praying that all our members and your families are staying safe and healthy.

As you know, the past two months we collected School Supplies for Tyler ISD. As always, you guys are AWESOME...A large amount of supplies and cash were donated. Thank you to all who contributed, your continued support in our community activities is a blessing to so many. Our Fall and Winter community service recipients will be announced soon.

Our Sunshine Committee chair person this year is **Candice Dillon**. She will keep up with the tradition of sending birthday cards and get well cards when needed. So, 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! Candice's email address [candice.dillon@lgbs.com](mailto:candice.dillon@lgbs.com).

THANK YOU members, vendors and sponsors who make our professional organization what it is. You are AMAZING!

Leatha Kopech

**TAALP can help get your name out to our members!**

**For more information, email:**

**[branditurchi@gmail.com](mailto:branditurchi@gmail.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!

**TAALP**  
**MINUTES OF SEPTEMBER 1, 2021 BOARD MEETING**  
**By: Gaye Boynton, Recording Secretary**

The Executive Board met at Prime 102 on September 1, 2021, for the monthly meeting. The following board members were present: Leatha Kopech, President; Lisa Betts, 1<sup>st</sup> Vice President Candace Dillon, 2<sup>nd</sup> Vice President; Tina Knighton, Treasurer; and Gaye Boynton, Recording Secretary,

Absent: Jo Ruth Hancock, President-Elect  
Brandi Turchi, Corresponding Secretary  
Carrie King, Executive Advisor.  
Helen Koch, Parliamentarian

Leatha Kopech called the meeting to order at 12:18 pm

**LEATHA KOPECH, President**

**Old Business:**

- 2021-22 Membership total to date 74
- August meeting attendance 33
- Texas Paralegal Day – October 23 - Clear Springs is reserved, will also contact Cantina Laredo & Manny's

**New Business:**

- September Sponsor - Lexitas
- Sponsorship/vendors – Lexitas, Deposition Resources, Mike Collins, BluBonnet have paid

**JO RUTH HANCOCK, President-Elect - ABSENT**

- Jalapeno Tree confirmed for September Meeting
- Ratified Bylaws have been submitted to NALA

**LISA BETTS, 1<sup>st</sup> Vice President**

- Membership Renewals - We have 74 renewals thus far
- Evite for September 9th membership meeting at noon - send evite after board meeting and send a couple of reminders. Location: Jalapeno Tree - Select Menu

**CANDICE DILLON, 2<sup>nd</sup> Vice President**

- September: Lindsey Birdsong: Texas Business Entities
- October: TBD
- Community Services: Salvation Army/East Texas Food Bank

**GAYE BOYNTON, Recording Secretary**

- Board Meeting Minutes

Gaye Boynton moved that the Minutes of the August, 2021, board meeting be approved, as reported in the Transcript. The motion was seconded and carried, the minutes were approved.

**BRANDI TURCHI: Corresponding Secretary - ABSENT**

- Publish the newsletter by Wednesday, September 8<sup>th</sup>. Deadline to get your information to Brandi is Friday, September 3, 2021, by 5:00 pm.
- September spotlight member: Kayla Luker

**TINA KNIGHTON, Treasurer**

- August 2021 Treasurer's Report

Tina Knighton moved that the Treasurer's Report for August, 2021, be filed for audit. The motion was seconded and it carried.

**CARRIE KING, Executive Advisor - ABSENT**

- Status - Sound system and smaller screen have been purchased

**Next Regular Meeting: September 9, 2021 – Jalapeno Tree – Select Menu**  
**Next Board Meeting: October 6, 2021 – Tx Music City Grill**

**The meeting concluded at 12:49 pm.**

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**Gaye Boynton, Recording Secretary**  
**Presented by Helen Koch**

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**Leatha Kopech, President**

## EMPLOYMENT – SEPTEMBER 2021

*Contact: Lisa Betts  
TAALP Job Bank Coordinator  
903.534.0200 or [lisa@sscfirm.com](mailto:lisa@sscfirm.com)*

Position	Practice Areas/Job Description	Location
1.Receptionist, Immigration Legal Asst. & Immigration Paralegal	Due to the length of the job description, please see my email from 4/15/21.	Tyler
2. Paralegal	Full time paralegal need for a small law firm located in downtown Tyler. Family law experience preferred but will consider any experience	Tyler
3. Legal Secretary/Assistant	We are looking for a skilled Legal Secretary/Assistant with a minimum of 1 year of experience in civil litigation law. Experience should include multi-line phone management, calendaring case deadlines, electronic organization/filing. This individual shall possess the ability to work independently in a fast-paced environment, in addition to working well within a team. We require strong organizational and writing skills as well as the ability to manage a high volume of work. Salary depends on experience. Performance based bonuses.	Tyler
4. Legal Assistant	Legal Assistant needed for family, criminal, and probate practice. Must have experience drafting pleadings, discovery, and trial attendance. Please see full description in my 8-3-21 email	Tyler
5. Clerk	We are looking for a clerk to perform daily clerical duties which include answering multi-line phones, filing and organizing physical and electronic documents, preparing and organizing legal documents, calendaring appointments and deadlines, scanning and photocopying, and assisting in office upkeep. This individual shall possess the ability to work independently in a fast-paced environment, in addition to working well within a team. We require strong organizational and writing skills as well as the ability to manage a high volume of work. Hourly rate based on experience. This position can be filled in Tyler office and is a full-time position. Email Cheryl Kuester at <a href="mailto:ckuester@tlawfirm.com">ckuester@tlawfirm.com</a>	Tyler
6. Administrative Legal Asst.	Full-time administrative legal assistant needed for downtown Tyler solo practice law office. Law office is a general practice, including bankruptcy, civil lawsuits, probate, and estates. Must be familiar with efile.txcourts.gov and PACER, as well as software programs for billing, calendaring,	Tyler

	and word processing. Hours are 8:30 a.m. to 5:00 p.m., Monday – Friday.”	
7. Legal Assistant/Paralegal	Full-time Legal Assistant/Paralegal with at least 2 years experience. We offer salary, benefits, 401k, vacation/sick leave, etc. We are primarily a civil insurance defense firm. This is not an entry-level position. We currently have 10 attorneys on staff.	Tyler
8. Legal Assistant	Full-time legal assistant needed for Jacksonville law office. Law office is personal injury practice. Willing to train. Hours are 8:00 a.m. to 5:00 p.m., Monday – Friday	Jacksonville
9. Legal Assistant/Paralegal	Insurance Defendant Legal Assistant needed; please see email 9-1-21 with full job description	Tyler
10. Legal Assistant	A sole practitioner with this position being the only legal assistant. My areas of practice include probate, estate planning, guardianship, real estate, construction, business law, a limited litigation practice and mediations. The hours are 8:30 to 5:00 Monday thru Thursday and 8:30 to noon on Friday. The office is closed for lunch between noon and 1:00. Experience is required. Salary and benefits are based on qualifications.	Tyler
11. Legal Assistant	A law firm located downtown is looking for the following: 3-8 years of experience. Would be nice if their experience is personal injury on the plaintiff side. It will be doing Medical Malpractice on the plaintiff's side.	Tyler

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

Baker, Michele	Earls, Kristen	Lexitas	Taylor, Vickie
Beck, Karen	Field, Joanna	Liska, Rhonda	Tekell, Amanda
Bedlington, Sally	Green, Cecila	Luker, Kayla	Thedford, Kimberly
Betts, Lisa	Hall, Carrie	Marshall, Tracy	Toon, Kristine
Blair, Erin	Hancock, Jo Ruth	Martin, Melissa	Turchi, Brandi
Blubonnet Process Service	Harvey, Terri	Martinez, Marieliza	Vallery, Jo
Boynton, Gaye	Hemphill, Carla	May, Tamara	Wheeler, Connie
Brooks, Bonnie	Hesse, Wendy	Mayfield, Tammye	Wilgus, Melissa
Brotherton-Pyatt, Margaret	Heyder, Brittany	Mendell, Melissa	Williams, Brandi
Buchanan, Ann	Jackson, Laura	Parker, Nancy	Wootton, Magen
Carter, Kimberly	Jones, Christine	Penn, Ofelia	
Cash, Lanell	Jones, Gabby	Pilcher, Laney	
Clarkston, Paul	Kinard, Griselda	Rakestraw, Macy	
Clayton, Catherine	King, Carrie	Rex, Renda	
Collins Investigations	Knighton, Tina	Scirto, Hannah	
Connor, Sarah	Koch, Helen	Sepmoree, Tina	
Coplan, Patricia	Kopech, Leatha	Sherrill, Sharon	
Crawford, Melani	Kramer, Jackie	Shipp, Kelsey	
Crim, Nancy		Shirley, Racheal	
Deposition Resources		Skeen, Barbara	
Dillon, Candice		Slayter, Linda	
Discovery Records		Sparks, Rhonda	
		Spencer, Ashley	
		Stewart, Clothilda	

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



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## Happy Birthday:

September Birthdays
Ann Buchanan 3 <sup>rd</sup> Renda Rex 4 <sup>th</sup> Wendy Hesse 5 <sup>th</sup> Melissa Martin 10 <sup>th</sup> Kimberly Thedford 11 <sup>th</sup> Brandi Williams 12 <sup>th</sup> Barbara Skeen 18 <sup>th</sup>

**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!**





# Spotlight Member:

## Kayla Luker



Hello everyone! My name is Kayla Luker, and I am so excited that I was chosen as this month's TAALP Spotlight Member!

I graduated from Stephen F. Austin State University in 2014 with a Bachelor of Business Administration (BBA). I also earned an associate degree in General Business from Angelina College in 2016.



After graduating from college and sending my daughter off to kindergarten, I began my career by working in the business office for a large dermatology practice. I worked with health insurance claims, pre-authorizations, and benefits. After working there for several years I decided that I wanted to branch out and try something different since my business degree covered numerous different areas of study. I took a variety of law classes throughout my college years and really enjoyed all of them, so I decided to transition into the legal field. I started working for the Smith County District Attorney's office as a legal assistant at the beginning of 2019, and I have been here for a little over two and a half years now. I have significantly expanded my legal knowledge since taking this position, and I truly enjoy the work that I do in this office.

I have a husband named Eric, and we have one daughter named Vanessa. She is 11 years old, and she definitely keeps me busy and on my toes at all times! Our family pets consist of a Chihuahua named Zoey, and a Bengal cat named Leo. In my free time I enjoy spending time with my family, cooking, reading, bowling, and attending concerts.





## TAALP EXECUTIVE BOARD OF DIRECTORS 2021-2022

### **President**

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