



## TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS AUGUST, 2021 NEWSLETTER

### *President's Message*

Dear TAALP Members:

We are off to an awesome start with renewals and new memberships for the 2021-22 year!!! If you have not already submitted your membership renewal, please do so soon as August will be the last month you will receive notice regarding our meetings and receive the newsletter. You don't want to miss out on all the good things happening this year. Be sure to invite your co-workers and colleagues to join TAALP as well. Let's make TAALP bigger and better than ever this year!!!

I also encourage you to volunteer to be a committee chair or member. A list of Committees is available on page two of our Membership Application. This is a great way to be involved in TAALP. We are looking forward to an exciting year ahead and want you to be a part of it.

This month we continue summer community service event. You should have received an email from me letting you know that our recipient is School is Cool, the information in this newsletter. Please remember to bring a few school supplies to the meeting on September 1<sup>st</sup>. Last month you were very generous with your donations, let's keep that going this month.

Join us for our monthly meeting **Thursday, September 1, 2021, at noon** at The Jalapeno Tree. James Huggler regarding the *Legislative Update for Criminal Law: What Changes were made and what were not made by the Continuing 2021 Legislative Year*. The cost of lunch is \$15.00, if you choose to eat. The E-Vite went out already so be sure to RSVP and let us know if you plan to eat or not eat. You will receive 1 hour of CLE approved by NALA and TBLS. We want to say **THANK YOU** to **Deposition Resources** for sponsoring our meeting this month. Remember, bring a guest with you, and be sure you RSVP for your guest too!!!

Once again this year we will celebrate YOU!!! In October we will have a fun-filled evening meeting to honor you and celebrate Texas Paralegal Day. Mark your calendars for October 14<sup>th</sup>. Location and more information will be forthcoming.

Candice Dillon has once again volunteered to be our Sunshine Committee chair. 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 is [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 AWESOME!

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 AUGUST 4, 2021 BOARD MEETING**  
**By: Gaye Boynton, Recording Secretary**

The Executive Board met at Texas Music City Grill on Wednesday, August 4, 2021, for the monthly meeting. The following board members were present: Leatha Kopech, President; Jo Ruth Hancock, President-Elect; Candace Dillon, 2<sup>nd</sup> Vice President; Brandi Turchi, Corresponding Secretary; Tina Knighton, Treasurer; Gaye Boynton, Recording Secretary, and Carrie King, Executive Advisor.

Absent: Lisa Betts, 1<sup>st</sup> Vice President  
Helen Koch, Parliamentarian

Leatha Kopech called the meeting to order at 12:13 pm

**LEATHA KOPECH, President**

**Old Business:**

- 2021-22 Membership total to date 55
- July meeting attendance 37
- Texas Paralegal Day, October 23 – Location and Speaker/Topic
- Thanksgiving/Christmas Project

**New Business:**

- August Sponsor - Deposition Resources
- Bank Signature Card has been updated
- School Supply Drive – to continue in August, Information provided by Candice will be in the News Letter; email will also be sent to all members
- Sponsorship/vendor discussion
- Membership Renewals - Application with several reminders have been sent
- Budget meeting to be scheduled

**JO RUTH HANCOCK, President-Elect**

- Jalapeno Tree confirmed for August Meeting
- Amended Bylaws to be submitted to NALA

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

- Membership - We have 55 renewals/new members to date. Reminders to be sent to non-renewals
- Evite for August 12<sup>th</sup> 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**

- August Speaker: James Huggler; Topic: Legislative Update for Criminal Law: What Changes were made and what were not made by the Continuing 2021 Legislative Year
- September Speaker: Lindsey Birdsong: Texas Business Entities

- Report of response to potential speaker poll and topics of interest

**GAYE BOYNTON, Recording Secretary**

- Board Meeting Minutes
- Signing of minutes

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

**BRANDI TURCHI: Corresponding Secretary**

- Publish the newsletter by Wednesday, August 11th. Deadline to provide your information to Brandi is Friday, August 6, 2021, by 5:00 pm.
- August spotlight member: Melissa Wilgus
- September spotlight member: Kayla Luker
- TJC Paralegal Program co-liaisons: Brandi Turchi and Barbara Skeen
- To follow up with newsletter advertisers

**TINA KNIGHTON, Treasurer**

- July 2021 Treasurer's Report

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

**CARRIE KING, Executive Advisor**

- Status - Sound system and smaller screen
- Revised and Ratified Bylaws
- Website update

**Next Regular Meeting: August 12, 2021 – Jalapeno Tree – Select Menu**

**Next Board Meeting: September 1, 2021 - TBD**

**The meeting concluded at 12:58 pm.**

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

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**Leatha Kopech, President**

## EMPLOYMENT – AUGUST 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 Assistant	A solo attorney practicing in downtown Tyler is looking for a full-time Legal Assistant. The hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Experience in personal injury or estate planning is a plus. Familiar with Word is required and e-filing experience is a plus. The candidate would also be well organized. He would prefer some experience in a law firm, but will consider all resumes. Currently there are no benefits offered, but will be a salary position with two discretionary bonuses per year.	Tyler
4. 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
5. Administrative Assistant	Administrative Assistant position for family, criminal, and probate firm. Please see email from 7-30-21 with full description.	Tyler

6. Office Assistant	<p>Carrifee Reporting Needs an office assistant. Duties include routine clerical and administrative functions, such as scheduling depositions, assigning depositions to reporters, drafting correspondence, maintaining electronic and paper files, etc. Looking for person with excellent grammar and punctuation skills, good people skills, and a positive attitude.</p> <p>Flexible work hours and days. At least 20 to 25 hours per week.</p> <p>Please call Denise at 903.596.7714 at the office, or cell phone 903.539.9611. Or call Leah Childs at 903.279.8622.</p> <p>Or email a resume to <a href="mailto:denise@carrifeereporting.com">denise@carrifeereporting.com</a></p>	Tyler
7. Legal Assistant	<p>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</p>	Tyler
8. Clerk	<p>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></p>	Tyler

**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	Thedford, 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	Slyater, 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**

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Background Searches

Jury Research

Interviews

[mikecollins@sprintmail.com](mailto:mikecollins@sprintmail.com)



## August Birthdays

Melissa Mendell 1<sup>st</sup>  
Linda Slayter 2<sup>nd</sup>  
Nancy Crim 3<sup>rd</sup>  
Melissa Wilgus 6<sup>th</sup>  
Magali Torres 7<sup>th</sup>  
Karen Beck 8<sup>th</sup>  
Margaret Brotherton-Pyatt 11<sup>th</sup>  
Gabriela Asencio 21<sup>st</sup>  
Rhonda Liska 21<sup>st</sup>  
Jackie Kramer 25<sup>th</sup>  
Magen Wootton 31<sup>st</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:*

*Melissa Wilgus*



“Hello everyone! My name is Melissa Wilgus, and I am very honored to have been asked to be TAALP’s Spotlight Member this month! I’ve been a legal assistant for the Smith County District Attorney’s office for just over 11 years, working in both the misdemeanor and felony criminal divisions. I greatly enjoy the work, and although I did not begin my career with a degree, I did go back to school and received my Associates in Paralegal Studies from Tyler Junior College in 2013.

Outside of work, I enjoy reading, crafting, traveling, and spending time with friends and family. I’ve been a member of TAALP for a year now, and have enjoyed the fellowship and being a part of such a wonderful group of professionals. Thank you, and looking forward to another great year!”





## TAALP EXECUTIVE BOARD OF DIRECTORS 2021-2022

### President

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### Recording Secretary

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### Parliamentarian

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