

The TRANSCRIPT

Tyler Area Association of Legal Professionals

July 2022 Newsletter



President's Message

Jo Ruth Hancock, CP

Dear TAALP Members:

Welcome to July and to our new TAALP year, 2022-2023. I am humbled and honored that you have chosen me again for the task of leading TAALP for the next 12 months as President. Leatha Kopech did an amazing job of serving as President these past two years, and I have big footsteps to fill. Thank you, Leatha, for the amazing job you did. I hope I can continue to serve TAALP again this year in a way that promotes continued growth and professionalism. In order to achieve continued growth and increase our membership, we need EVERY MEMBER to take an active part in making that happen. I encourage each of you to ask your co-workers and legal professional friends throughout the community to join TAALP. At least invite them to one meeting! This is our membership renewal month, so if you have not already renewed your membership, now is the time to do so. Be sure to complete the application included in this newsletter, and mail it back to us as soon as possible. We are off to a good start already. As of the time of writing, we have 30 renewal/new membership applications already submitted for this year.

I am excited that I have the privilege of working with a tremendous team of officers on our 2022-23 Executive Board: President-Elect – Gaye Boynton, CP; First VP – Lisa Betts; Second VP – Candy Dillon, CP; Recording Secretary – Brandi Turchi, CP; Corresponding Secretary – Laura Jackson, CP; Treasurer – Tina Knighton, CP; Executive Advisor – Leatha Kopech, PP, PLS; and Parliamentarian – Carrie King, CP, TBLC... I will be introducing them to you at our first meeting, Thursday, July 14, 2022, at noon at Jalapeno Tree. Please join us! We look forward to getting to know each of you better this year, and I hope that you will take a minute to introduce yourselves to us at the meeting. We already have a great list of committee volunteers, so be sure to volunteer to help and let us put your talents to work for our organization!

Our first membership meeting is Thursday, July 14, 2022, at noon at Jalapeno Tree. Jason McMurray will be speaking to us about E-Discovery. Lunch is \$15.00, which covers lunch and 1 hour of CLE approved by NALA and TBLS. Try to bring either a check or correct cash if you can. We want to say THANK YOU to Deposition Resources for sponsoring our room this month.

We will once again be participating in a school supply drive supporting our local schools. Our AWESOME returning Community Service Chairperson, Candy Dillon, is making arrangements for the collection of money and/or school supplies. We will get you a list as soon as we can, but if you want to go ahead and bring supplies to this meeting, bring basic supplies, or just donate cash/check and we will do the shopping for you once we have a list. We will be collecting those supplies and/or your cash donations at the meeting Thursday and throughout the month of July through our August regular meeting. We will make our final collection at our August meeting. If you have any questions on what to bring, please email Candy at candince.dillon@lgbs.com, or just bring cash, and we will do the shopping for you!

See you Thursday!

Jo Ruth

President's Message

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NOTICES

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

For more information, send
email to Laura Jackson:
ljackson@wilsonlawfirm.com

**Transcript Ad Rates
(Per Month):**

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

JULY

Time to renew
TAALP
membership!



For July and August Meetings – please consider donating basic school supplies or a check/cash for the purchase of school supplies. Candy Dillon, our Community Service Chairperson, will be taking donations and making delivery of all donations and purchased supplies, candince.dillon@lgbs.com.

Monthly Lunch

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 invite, 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!

MEETING MINUTES

TAALP
MINUTES OF JUNE 8, 2022 BOARD MEETING
By: Brandi Turchi, Recording Secretary

The Executive Board met at Texas Music City Grill and Smokehouse on Friday, June 8, 2022 for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Gaye Boynton, President-Elect; Lisa Betts, 1st Vice President; Tina Knighton, Treasurer; Brandi Turchi, Recording Secretary; and Leatha Kopech, Executive Advisor.

Absent: Candace Dillon, 2nd Vice President; Laura Jackson, Recording Secretary; and Carrie King, Parliamentarian;

President Jo Ruth called the meeting to order at 12:16 p.m.

JO RUTH HANCOCK, President

Old Business:

- June meeting attendance: 27
- Tx St. Bar PD Sustaining Membership – Need to update our info.

New Business:

- July Sponsorship – Deposition Resources
- Annual school supply drive – Candice Dillon to orchestrate and Lisa Betts to include notice of school supply drive in Evite.

GAYE BOYNTON, President-Elect

- Updated NALA with current Liaison information

LISA BETTS, 1ST Vice President

- 22-2023 Renewal Membership total to date 35 members and 1 vendor.
- Evite for July 14, 2022, membership meeting at noon (Deadline to RSVP Tuesday, July 12 at noon) - send evite on Thursday, July 7, 2022. Location: Jalapeno Tree, Menus will be sent prior to those attending in person. Orders will need to be returned to Jo Ruth prior to the meeting. Jo Ruth will send to restaurant prior to meeting so orders can be ready upon arrival. Reminder E-Vite no later Monday, July 11th, at noon.

JO RUTH on Behalf of CANDICE DILLON, 2nd Vice President

- July: Jason McMurray – E-Discovery

BRANDI TURCHI, Recording Secretary

- Board Meeting Minutes for June Meeting
- Brandi moved that the Minutes of the June 2022, board meeting be approved, as reported in the Transcript. The motion was seconded, and it carried.
- Brandi moved that the Minutes of the June 2022 elections be approved. The motion was seconded, and it carried.

JO RUTH on Behalf of - LAURA JACKSON, Corresponding Secretary

- Publish the newsletter by Tuesday, July 12, 2022. Deadline to get your information to Laura is Friday, July 8th by 5:00 pm.

TINA KNIGHTON, Treasurer

- Working on CD Funds
- Schedule Budget Meeting. Tina to circulate proposed budget to everyone's attention for review, then everyone to submit their budget needs to Tina by July 20th. Meeting details TBD.
- June 2022 Treasurer's Report
- Tina moved that the Treasurer's Report for June 2022, be filed for audit. The motion was seconded, and it carried.

LEATHA KOPECH, Executive Advisor

ABSENT - CARRIE KING, Parliamentarian

Next Regular Meeting: July 14, 2022 – Jalapeno Tree
Next Board Meeting: August 3, 2022 – TBD

END TIME: 12:40

Brandi Turchi, Recording Secretary

Jo Ruth Hancock, President

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



2022-2023 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) ID
required

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 400
TYLER TEXAS 75702

****The membership period runs from July 1, 2022 to June 30, 2023. ****

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.

EMPLOYMENT

JULY 2022

Contact: Lisa Betts
TAALP Job Bank Coordinator

903.534.0200 or
lisa@sscfirm.com

Position	Practice Areas/Job Description	Location
1. Paralegal	A Longview law firm with an office in downtown Tyler is needing a full-time Paralegal for its Plaintiff personal injury practice. Must have at least 3-5 years of Paralegal experience. Requirements include; self-starter, trustworthy, be able to draft pleadings, discovery, complete the service process on a lawsuit, and be able to work independently. Benefits offered are: medical, dental, vision, retirement, and life insurance with a competitive pay. Any travel expenses and overtime are paid by firm.	Tyler
2. In-take Specialists	We are looking for someone to handle our intake process. This position involves constant monitoring of our firm's intakes and reaching out to potential clients via email/text/phone to get information and set up appointments. It is a busy position. Spanish language proficiency is a plus, but not an absolute requirement. Compensation will be based upon background and experience. We do offer health insurance and the firm covers 50% of the premium for the employee. Please have candidates email their resume to info@hommelfirm.com .	Tyler
3. Paralegal	Part-time (20-25 hours) Paralegal needed for estate planning firm; 3 plus years in legal field; proficient in Microsoft Office, strong oral and written communication skills; please email: Sherry@tomjbrownlaw.com	Tyler

MEMBERSHIP

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

Baker, Michele	Earls, Kristen	Kopech, Leatha	Sherrill, Sharon
Beck, Karen	Ferguson, Rachel	Kramer, Jackie	Shipp, Kelsey
Bedlington, Sally	Field, Joanna	Lexitas	Shirley, Racheal
Betts, Lisa	Godwin, Carol	Liska, Rhonda	Skeen, Barbara
Blair, Erin E.	Green, Cecilia J	Liston, Lisa	Skinner, Peggy
Blubonnet Process Service	Grissom, Janice	Luker, Kayla	Slayter, Linda
Boynnton, Gaye	Hall, Carrie	Marshall, Tracy	Snowden, Kim
Brooks, Bonnie	Hancock, Jo Ruth	Martin, Melissa	Sparks, Rhonda
Brotherton-Pyatt, Margaret	Harvey, Terri	Martinez, Marieliza	Speerly, Amanda
Buchanan, Ann	Hemphill, Carla	May, Tamara	Spencer, Ashley
Burns, Katherine	Henry, Donna	Mayfield, Tammye	Stewart, Clothilda
Carter, Kimberly	Hesse, Wendy	McKnight, Tiffanie	Taylor, Vickie
Cash, Lanell	Heyder, Brittany	Mendell, Melissa	Tekell, Amanda
Clarkston, Paul	Jackson, Laura	Parker, Nancy	Theford, Kimberly
Clayton, Catherine	Johnson, Jakayla	Penn, Ofelia	Toon, Kristine
Collins Investigations	Johnson, Tallulah	Pilcher, Laney	Turchi, Brandi
Connor, Sarah	Jones, Christine	Pulpan, Colleen	Vallery, Jo
Coplan, Patricia	Jones, Gabby	Rakestraw, Macy	Vickers, Hailey
Crawford, Melani	Kinard, Griselda	Reynolds, Kylista	Wade, Kelly
Crim, Nancy	King, Carrie	Rex, Renda	Webb, Stacey
Deposition Resources	Kirby, Cindy	Rongel, Maria	Wheeler, Connie
Dillon, Candice	Knighton, Tina	Scirto, Hannah	Wilgus, Melissa
Discovery Records, Inc.	Koch, Helen	Sepmoree, Tina	Williams, Brandi
Donabo de Ford, Jessica			Wootton, Magen
Dowdy, Alicia			

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

SPONSORS/VENDORS

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

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BIRTHDAYS



Donna Henry 5th
Vickie Taylor 5th
Marieliza Martinez 6th

Helen Koch 23rd

Ofelia Penn 9th
Ashley Spencer 16th
Kristen Earls 18th

THANK YOU

*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!**

**Thank
You!**

JUST A REMINDER

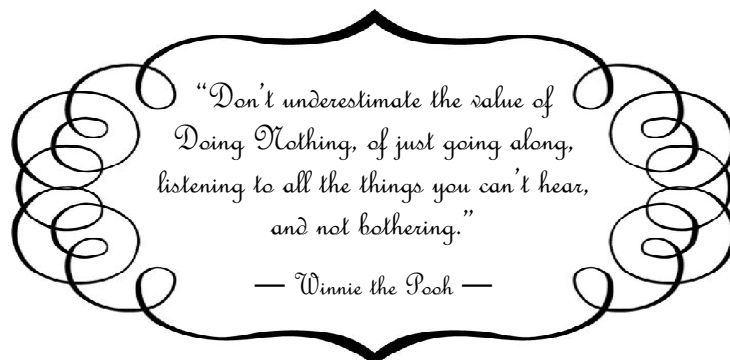
The workday of a legal assistant is typically fast paced. And what is the average workday? For some, it may be 7.5 or 8 hours. For others, or for special circumstances such as trial prep and trial, it can be longer. There are few days that are hum drum boring. Most of the time, we are so busy that by the time we look up to check the time, half the morning is gone. Being a legal assistant is interesting and exciting. Very seldom are any two days alike. Something new is always on the horizon, and this requires flexibility and planning. Legal assistants hold a unique position in the legal landscape. We support our attorney (or attorneys), are the face of the firm/attorney to the clients in keeping them informed on their matter, making arrangements with vendors, contacting court clerks, and keeping in touch with experts and witnesses, just to scratch the surface. As a legal assistant, we balance all of these demands in stride. However, some days just do not necessarily go as planned, or the days start to build up before we realize it. In no time, can begin to feel stress. Stress must be dealt with before it damages our health, our personal relationships, and our professional relationships.

This is really nothing we have not heard before. It is only a reminder. A reminder to take time for ourselves when we begin to feel stress. For us to keep on top of everything, we must take care of ourselves also.

There are a number of options for stress relief to fit just about any sort of situation:

- Take deep breaths
- Stretching at your desk
- Step away from your desk for a brief break – take a short walk or grab a snack/drink
- Eat lunch away from your desk
- Get plenty of sleep
- Prayer
- Meditation
- Take time to recharge
- Take a vacation day
- Read a good book
- Cultivate a hobby
- Focus on relationships outside of work
- Exercise
- Listen to music
- Massage or spa visit
- Manicure/pedicure

This list is not exhaustive by any means. It is just some starting points. Ultimately, each of us must find what works best for us in various situations. Thankfully, I have never been on an airplane that lost cabin pressure and had the oxygen masks drop from the ceiling. Yet every time I fly, I receive the same instructions from the flight attendants about how, if the masks are deployed, to first put my oxygen mask on, and *then* attend to anyone else next to me. We must remember to take care of ourselves if we want to excel in our personal and professional efforts.





TAALP EXECUTIVE BOARD OF DIRECTORS 2022-2023

President

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Find us on:  and at www.taalp.com