

The TRANSCRIPT

Tyler Area Association of Legal Professionals

December 2022 Newsletter



President's Message

JO RUTH HANCOCK, CP

Dear TAALP Members:

It is totally crazy how fast this calendar year has flown by, and we are already almost a week into December and getting really close to Christmas! I love this time of the year and the Christmas holidays, but boy am I tired! It is so fast paced, and every year I think that this is the year I will be prepared ahead of time and sit back and enjoy the holidays, but so far, that has not worked out so well for me! I'm enjoying them nonetheless but not so much sitting back! Not only is Christmas a time of celebrating the birth of our Savior, which is the reason or the season, it is also a time to reflect on all the blessings we have, a time for getting together with friends, family, and loved ones, and a time for merriment and happiness for most. However, in spite of all our good fortune, we need to slow down long enough to remember those who are less fortunate, the ones who suffer from poor health, and the ones who spend Christmas alone. I challenge you, as you hurry through this Christmas season, to take time to notice the people around you and spread some Christmas cheer every chance you get. Donate to your favorite charity, pick someone from an Angel Christmas tree for your family to buy gifts for (you and your family will be the ones who truly receive the blessing), bake something and/or buy a cozy throw and take it to an elderly neighbor, family member, nursing home resident or shut-in at your church. In spite of all the things you have going on, slow down long enough to reflect on all things good in your life and count your blessings!

For our December meeting we will continue the recent tradition of playing the ornament exchange game. Please bring a wrapped ornament (\$10 limit) and participate in this fun event. Mark your calendar for December 8, 2022, at noon at the Jalapeno Tree for this fun and festive event. We love new folks, so please bring a guest with you! We want to say THANK YOU to Lexitas for sponsoring our meeting this month!

For our December Community Service project, we have selected three angels off the Christmas tree to provide Christmas for so that they have presents to open on Christmas morning. Please bring your cash or checkbook to our December meeting and donate to this cause.

The Executive Board is already looking ahead, and we have some exciting things planned for next year. Our January speaker is already lined up! We are also looking at a springtime full day CLE event.

Don't forget, we have a wonderful Sunshine Committee chaired by Hannah Scirto. She is doing a fabulous job of reaching out to everyone on their birthday with a little extra special birthday treat! 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! Hannah's email address is hannah@mackenzieclcp.com.

I sincerely wish each of you and your families a Very Merry and Blessed Christmas and a Happy and Safe New Year too!

See you Thursday!

Jo Ruth

President's Message

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Executive Board of Directors

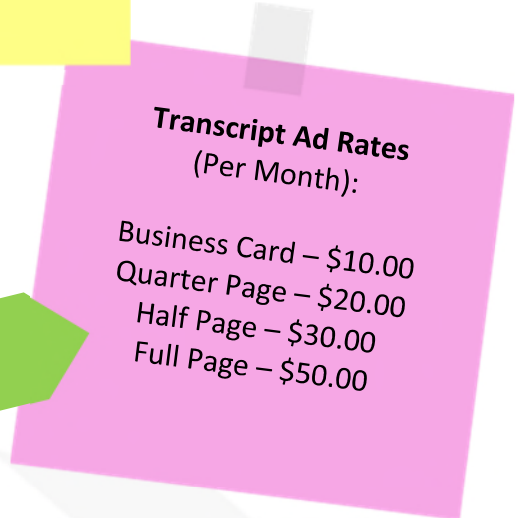
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NOTICES



December TAALP Membership Meeting
Thursday, December 8
at Noon

The Jalapeno Tree
see Evite to RSVP!



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 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!

MEETING MINUTES

TAALP
MINUTES OF NOVEMBER 30, 2022 BOARD MEETING
By: Brandi Turchi, Recording Secretary

The Executive Board met at Texas Music City Grill and Smokehouse on Wednesday, November 30, 2022 for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Gaye Boynton, President-Elect; Lisa Betts, 1st Vice President; Candice Dillon, 2nd Vice President; Brandi Turchi, Recording Secretary; Laura Jackson, Corresponding Secretary; Tina Knighton, Treasurer; and Leatha Kopech, Executive Advisor.

Absent – Carrie King, Parliamentarian

President - Jo Ruth called the meeting to order at 12:11 p.m.

JO RUTH HANCOCK, President

Old Business:

- November meeting attendance: 36

New Business:

- December Sponsorship – Lexitas
 - Our December meeting is confirmed for Jalapeno Tree.
 - CLE day event for the spring. Candy will email committee to begin planning.
 - December we will continue our annual tradition of the Christmas ornament gift exchange (\$10 limit).
 - Christmas community service events – Salvation Army Bell ringing – December 3rd. Collecting monetary donations for the Angel Tree at our December meeting.

GAYE BOYNTON, President-Elect

- Gaye moved that the updates to our bylaws to include NALA recommendations be approved. The motion was seconded, and it carried.

LISA BETTS, 1ST Vice President

- 22-2023 Renewal Membership total to date 76 members and 7 vendors.
- Send Evite for December 8, 2022, membership meeting at noon (Deadline to RSVP Tuesday, December 6th at noon) - send evite on Thursday, December 1, 2022. Location: Jalapeno Tree. We will order from select menu. Send reminder Evite Monday, December 5th. Include the Dec. community service info and remind them to bring check or cash.

CANDICE DILLON, 2nd Vice President

- December: No speaker – Christmas party ornament exchange
- January: Kacie Czaplá – tax issues in divorce

BRANDI TURCHI, Recording Secretary

- Board Meeting Minutes for November Meeting

Brandi moved that the Minutes of the November 2022, board meeting be approved, as reported in the Transcript. The motion was seconded, and it carried.

LAURA JACKSON, Corresponding Secretary

- Publish the newsletter by Tuesday, December 6, 2022. Deadline to get your information to Laura is Friday, December 2nd by 5:00 pm.

TINA KNIGHTON, Treasurer

- November 2022 Treasurer's Report

Tina moved that the Treasurer's Report for November 2022 be filed for audit. The motion was seconded, and it carried.

LEATHA KOPECH, Executive Advisor

CARRIE KING, Parliamentarian

Next Regular Meeting: December 8, 2022 – Jalapeno Tree

Next Board Meeting: January 4, 2023 – TBD

END TIME: 12:42

Brandi Turchi, Recording Secretary

Jo Ruth Hancock, President

COMMUNITY SERVICE



Ho! Ho! Ho!

The Salvation Army Bell Ringing at Hobby Lobby this past Saturday was a success. All that were able to participate had a great time!



We will be taking monetary donations for a few of the Nursing Home Angel Tree individuals. Please bring cash or checks (made payable to TAAEP) to the December meeting. We are NOT taking individual items – just monetary donations.

Thank you to everyone who participated in our canned food drive and collection of money for canned food for the month of November!



If you have ideas or suggestions for our service projects, please contact Candy Dillon at candince.dillon@lgbs.com.

NALA FOR STUDENTS

Don't Miss Out – This offer is still available!

Attention Paralegal Studies Students! NALA is temporarily offering a one-year Student Membership. This is a great opportunity for students interested in the paralegal field. This will also give you an idea of what NALA has to offer while you are a student and after you complete your initial education. This is a big discount off the standard student rate.

For more information and to join, visit nala.org.

EMPLOYMENT

OCTOBER 2022

Contact: Lisa Betts
TAALP Job Bank Coordinator

903.534.0200 or
lisa@sscfirm.com

Position	Practice Areas/Job Description	Location
1. Receptionist	<p>CIVIL LAW FIRM FULL TIME (8:00-4:30 M-F) H.S. GRADUATE – MUST BE PUNCTUAL AND DEPENDABLE HEALTH INSURANCE AND 401K (AFTER 1 YEAR OF EMPLOYMENT) OPPORTUNITY FOR ADVANCEMENT</p> <p>Please send resumes directly to Jodi Wich at: jwich@boydlawtexas.com</p>	Tyler
2. Paralegal	<p>Family law Paralegal needed for a small law firm in downtown Tyler. Experience in family law preferred.</p> <p>Our firm is seeking an enthusiastic and multi-talented Paralegal to join our team. The ideal candidate for this position will have excellent written and verbal communication skills, including the ability to create clear and concise emails and documents. Prior legal experience is required, as the Paralegal is responsible for drafting pleadings, creating intricate spreadsheets, organizing contracts and managing case files. Experience in family law, misdemeanor criminal, and estate law is a plus. Our organization places value on personal integrity, work products and achievements, and we are seeking candidates that can perform well under pressure in a fast-paced environment.</p> <p>Experience: Legal Assistant: 2 years (Preferred)</p>	Tyler
3. Legal Secretary	<p>The ideal candidate has prior experience as a Legal Secretary in a busy personal injury litigation practice and is able to perform full secretarial and administrative duties for up to two litigators.</p> <p>Duties: Prepares pre-suit demands and coordinates obtaining medical and billing records of client; prepares pleadings and discovery, including word processing, proof-reading and redlining work for accuracy and format; handles court filings, including e-filing, under supervision of attorneys; performs administrative tasks related to intake of new matters; maintains electronic and physical</p>	Tyler

	<p>files; maintains docket of cases; coordinates meetings and appointments and maintains attorney calendars; communicates verbally and in writing with clients, court personnel, vendors, experts, co-counsel and opposing counsel as instructed by supervising attorneys; answers phones and handles incoming and outgoing mail and faxes;</p> <p>Skills: Advanced word processing/computer skills utilizing a variety of software programs including MS Word, Excel, Outlook, PowerPoint, and Adobe. Proficient in electronic filing in state and federal courts. Excellent written and verbal communication skills, including grammar, spelling and punctuation. Strong phone etiquette, attention to detail and follow through skills are required. Must be highly organized and able to successfully multi-task and meet deadlines. Strong customer service, ability to be flexible and work effectively as part of a team is required.</p> <p>Pay and Benefits: Competitive pay; vacation days (1 week to start but flexible depending on circumstances); health insurance offered with payment of one-half of employee's individual premium, sick days, standard holidays.</p>	
4. Legal Assistant	Full-time legal assistant needed with 3 years prior ex in personal injury and insurance def litigation. Salary negotiable, benefits include health insurance and bonuses	Tyler
5. Legal Assistant	Litigation Firm is looking for an experienced legal assistant to handle all aspects of litigation from filing Answers, to responding to discovery, summarizing medical records, scheduling depositions, etc. We would prefer 5 yrs experience, but would be willing to train the right candidate. Salary depends upon experience, benefits offered.	Tyler
6. Paralegal	Primarily family law. See job description from my 11/4/22 email	Tyler
7.Paralegal/Legal Secretary	<p>I am looking to hire a paralegal/legal secretary who has a focus on/talent for digital marketing to work in conjunction with a marketing firm to monitor digital content. This person would also need to answer phones, calendar, and efile. Candidate needs to live in East Texas - Tyler/Henderson/Palestine area. While some aspects of this job can be remotely handled, the phone answering will be a portion of the job and that mostly requires a presence in the office.</p> <p>We are hoping for this candidate to be someone to grow into a more permanent position with the firm in charge of digital content and paralegal duties. Pay commensurate on experience. Anonymous at the moment due to privacy issues.</p>	Surrounding Tyler area

MEMBERSHIP

2022 – 2023 TAALP Members

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

Allison, DeeAnna	Dusek, Jackie	Kirby, Cindy	Scirto, Hannah
Anderson, Glenda	Earls, Kristen	Knighton, Tina	Sepmoree, Tina
Betts, Lisa	Faught, Kristy	Koch, Helen	Sherrill, Sharon
Blair, Erin E.	Foster, Ashley	Kopecch, Leatha	Shipp, Kelsey
Blubonnet Process Service	Godwin, Carol	Lexitas	Shirley, Racheal
Boynton, Gaye	Green, Cecilia J	Liska, Rhonda	Skeen, Barbara
Brooks, Bonnie	Grissom, Janice	Liston, Lisa	Skinner, Peggy
Brown, Lindsay	Hancock, Jo Ruth	Locke, Angie	Slyater, Linda
Buchanan, Ann	Harvey, Terri	Luker, Kayla	Sparks, Rhonda
Carter, Kimberly	Hemphill, Carla	Marshall, Tracy	Spencer, Renda
Cash, Lanell	Henry, Donna	Martinez, Marieliza	Taylor, Vickie
Clarkston, Paul	Henry & Peters	Martinez, Marilu	Tekell, Amanda
Clayton, Catherine	Hesse, Wendy	May, Tamara	Trevino, Jorge
Collins Investigations	Hurst, Jessica	Orellana, Victoria	Turchi, Brandi
Connor, Sarah	Jackson, Laura	Parker, Nancy	Vallery, Jo
Coplan, Patricia	Jones, Christine	Pilcher, Laney	Vickers, Hailey
Crawford, Melani	Jones, Gabby	Presley, Payton	Wheeler, Connie
Crim, Nancy	Kelly Litigation Support Services	Rakestraw, Macy	Wich, Jodi
Deposition Resources	King, Carrie	Rongel, Maria	Wilgus, Melissa
Dillon, Candice			Williams, Brandi
Discovery Records, Inc.			Williams, Carlie
Donabo de Ford, Jessica			Wootton, Magen

The 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; and
- ★ To support and carry out the programs, purposes, aims and goals of the National Association of Legal Assistants, Inc.

The benefits of membership in TAALP include:

- ★ 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

COMMITTEES

2022 – 2023 TAALP Committee Volunteers

COMMITTEE <i>brief description of committee</i>	VOLUNTEERS
MEMBERSHIP <i>review applications for membership or renewal, and to verify that they comply with criteria as defined in the Association Bylaws; maintain historical record of attendance at Association meetings</i>	Lisa Betts, Chairperson Laney Pilcher Macy Rakestraw Carlie Williams
NEWSLETTER <i>publish and distribute the newsletter to all members of the Association</i>	Laura Jackson, Chairperson Brandi Turchi Macy Rakestraw Hailey Vickers
EMPLOYMENT <i>maintain a confidential listing of members seeking positions as well as maintain a listing of positions available in the legal profession and to assist the potential employers in finding responsible legal professionals from within the Association to fill said positions</i>	Lisa Betts Hailey Vickers Macy Rakestraw
JOINT LUNCHEON <i>coordinate activities associated with the Annual Joint Luncheon sponsored by the Association in conjunction with other local legal organizations to honor area Judges</i>	Sarah Connor Ann Buchanan Maria Rongel Brandi Turchi Hannah Scirto Hailey Vickers Macy Rakestraw Catherine Clayton
WAYS & MEANS <i>consider and propose income-producing projects to the Executive Board</i>	
HANDBOOK <i>compile and maintain a book containing the membership roster, Bylaws, Code of Ethics Association, Standing Rules, and such other information as might be directed by the Executive Board</i>	Ann Buchanan
NOMINATIONS <i>ensure that all steps and requirements are followed for nominations and elections for each elected office of the Association</i>	Hannah Scirto Ann Buchanan Brandi Turchi
PROFESSIONAL ETHICS <i>promulgate, revise, and interpret the Code of Ethics and Professional Responsibilities of the Association</i>	Brandi Turchi
LONG RANGE PLANNING / BYLAWS & STANDING RULES	Ann Buchanan
LEGAL PROFESSIONAL OF THE YEAR <i>coordinate criteria and qualifications of the Legal Professional of the Year award, secure recommendations for recipients of the award from the membership, and obtain a volunteer selection committee</i>	Barbara Skeen Hannah Scirto Laney Pilcher Hailey Vickers

COMMITTEE <i>brief description of committee</i>	VOLUNTEERS
PROFESSIONAL DEVELOPMENT & CLE <i>develop programs, seminars, and materials relating to continuing education for legal professionals, working closely with other committees and local Bar Associations</i>	Candy Dillon Hannah Scirto Jo Ruth Hancock Maria Rongel Catherine Clayton Brandi Turchi
SCHOLARSHIP <i>solicit and receive applications for scholarship awards to be presented by the Association</i>	Barbara Skeen Kristen Earls Laney Pilcher Macy Rakestraw Payton Presley
COMMUNITY SERVICES <i>coordinate service projects and aid recognized organizations</i>	Candy Dillon Hannah Scirto CJ Green Kelsey Shipp Hailey Vickers Macy Rakestraw Lindsay Brown Carlie Williams DeeAnna Allison
LAW DAY <i>propose, coordinate, and carry out activities to promote Law Day in conjunction with other local legal organizations</i>	Helen Koch Hannah Scirto Kelsey Shipp Laney Pilcher Candy Dillon Maria Rongel Brandi Turchi Hailey Vickers Macy Rakestraw Ashley Foster Kristy Faught Jodi Wich Victoria Orellana Jessica Hurst Lindsay Brown DeeAnna Allison
FINANCE <i>prepare proposed budget for the upcoming year</i>	Tina Knighton, Chairperson
AUDIT <i>audit the financial records of the Association at the close of each fiscal year</i>	
PROCEDURES MANUAL <i>compile and maintain a manual containing job descriptions, step-by-step responsibilities for each officer and committee chairman</i>	
HISTORY	Brandi Turchi, Chairperson Tracy Marshall



HAPPY HOLIDAYS

HAPPY HOLIDAYS

to You and Your Family this Season and
Best Wishes for a Bright New Year!

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BIRTHDAYS



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!**



DECEMBER MEETING

TAALP SOCIAL

For our December meeting, we will have our Christmas story ornament exchange again this year. If you wish to participate in the ornament exchange, bring a wrapped or gift bagged ornament (\$10.00 limit).

Don't forget our December Community Service project. We are providing Christmas for Christmas Tree Angels from a nursing home and will use the monetary donations provided by our TAALP members for this project.

Mark your calendar for December 8th at noon at the Jalapeno Tree for this fun and festive event.



FUN HOLIDAYS

If you happened to get bored this month and are looking for something to do, here are a few *other* random, different, obscure holidays that you might be interested in.

December 7	Letter Writing Day	This holiday is meant to encourage you to do something more personal than send a text or email – to handwrite letters to friends and family.
December 9	Christmas Card Day	This is the day that Christmas cards need to be mailed to make it to their destination by Christmas.
December 12	Gingerbread House Day	Build a gingerbread house or just eat gingerbread.
December 16	National Ugly Christmas Sweater Day	Wear your ugly Christmas Sweater or make one to wear; have a themed party and contest for best/worst.
December 28	National Card Playing Day	Get your family or a group together and play some card games or learn some new card games.

Who knows? One or more of these could lead to a new family tradition!



TAALP EXECUTIVE BOARD OF DIRECTORS 2022-2023

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