

# The TRANSCRIPT

Tyler Area Association of Legal Professionals

September 2022 Newsletter



## President's Message

Jo Ruth Hancock, CP

Dear TAALP Members:

Finally, after this long hot summer, the cooler temps and rains have been very welcomed! The excitement of fall is in the air, football, and the approach of cooler days and nights are here, and I know many of you are excited about the change the season brings. Just like the excitement of the season change, we are excited about the growth TAALP is already experiencing this year. I appreciate the willingness of everyone to serve in different capacities and on many of our committees. If you have not already submitted your membership renewal, please do so soon in order to continue receiving the newsletter and invites for the meetings. Also, if you have not already volunteered to serve on a committee, we have a place for you, so please let me know where you would like to serve. We need you!

Our September noon meeting is **Thursday, September 8, 2022, at 12:00 p.m.** at The Jalapeno Tree. Our speaker is Ed Marshall, and he will be speaking about All Things Intellectual Property Law. Lunch is \$15.00. You will receive 1 hour of CLE credit approved by NALA and TBLS. We want to say **THANK YOU** to **Deposition Resources** for sponsoring our meeting this month.

Be sure to mark your calendar for our upcoming Joint Luncheon! This is the legal highlight of the year where the entire legal community comes together to honor the area judges. It is scheduled for **November 1, 2022**, at Hollytree with **guest speaker Honorable K. Nicole Mitchell** from the Eastern District of Texas. Invitations will be mailed to each of you, so be sure to get a head count for your firm and get your rsvp's turned in as soon as you receive the invitation.

Our **School Supply Drive** was a huge success thanks to you! Look for news that will be forthcoming regarding Thanksgiving and Christmas community service events you will have the opportunity to participate in. Candy Dillon is doing an awesome job of spearheading this committee. If you have an interest you would like us to look into with regard to a community service project, please let Candy know, and she will check it out. You can email **Candy Dillon** at [Candice.dillon@lgbs.com](mailto:Candice.dillon@lgbs.com).

Our Sunshine Committee chaired by **Hannah Scirto** this year. 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@mackenzieclep.com](mailto:hannah@mackenzieclep.com)

*Once again, I want to take the opportunity to THANK YOU members, vendors and sponsors who make our professional organization what it is. You are AWESOME!*

See you Thursday!

Jo Ruth

President's Message

1

Notices

2

Board Meeting Minutes

3

Community Service

5

Employment

6

Membership

9

Committees

10

Sponsors/Vendors

12

Birthdays

15

Thank You

16

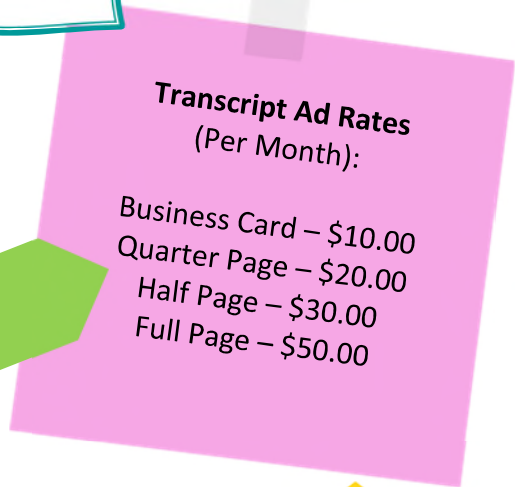
Time Management Tips

17

Executive Board of Directors

18

# NOTICES



## 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 AUGUST 31, 2022 BOARD MEETING**  
**By: Brandi Turchi, Recording Secretary**

The Executive Board met at Texas Music City Grill and Smokehouse on Wednesday, August 3, 2022 for the monthly meeting. The following board members were present: Gaye Boynton, President-Elect; Lisa Betts, 1<sup>st</sup> Vice President; Candace Dillon, 2<sup>nd</sup> Vice President; Brandi Turchi, Recording Secretary; Laura Jackson, Corresponding Secretary; Carrie King, Parliamentarian and Leatha Kopech, Executive Advisor.

President-Elect Gaye Boynton called the meeting to order at 12:11 p.m.

**GAYE BOYNTON on behalf of JO RUTH HANCOCK, President - ABSENT**

**Old Business:**

- August meeting attendance: 29
- Tx St. Bar PD Sustaining Membership – Need to update our info.

**New Business:**

- September Sponsorship – Lexitas
- Gaye Boynton’s findings on location for October evening meeting (Oct 13) was discussed. Leatha Kopech will order Nothing Bundt Cakes in celebration of Texas Paralegal Day (Oct. 23) for October 13<sup>th</sup> meeting.

**GAYE BOYNTON, President-Elect**

- NALA Liaison meeting update
- Location for Membership Social discussed
- Final Budget was reviewed

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

- 2022-2023 Renewal Membership total to date 64 members and 7 vendors.
- Evite for September 8, 2022, membership meeting at noon (Deadline to RSVP Tuesday, September 6<sup>th</sup> at noon) - send evite on Thursday, September 1, 2022. Location: Jalapeno Tree, Menus will be sent prior to those attending. Orders will need to be returned by 3:00 p.m. Wednesday to Jo Ruth & Jo Ruth will send them to restaurant prior to meeting so orders can be ready upon arrival. Reminder E-Vite no later Tuesday, September 6<sup>th</sup>, at noon.
- Send reminder email to members who have not renewed and advise that as of August, they were removed from the E-Vite and newsletter subscription.

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

- September: Ed Marshall: Patent Prosecution
- October: Express Employment: Bridging the Generational Gap

**BRANDI TURCHI, Recording Secretary**

- Board Meeting Minutes for July Meeting
- Brandi moved that the Minutes of the August 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, September 6, 2022. Deadline to get your information to Laura is Friday, September 2<sup>nd</sup> by 5:00 pm.
- Discussed advertiser for newsletter

**GAYE BOYNTON on behalf of TINA KNIGHTON, Treasurer - Absent**

- August 2022 Treasurer's Report

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

**LEATHA KOPECH, Executive Advisor**

**CARRIE KING, Parliamentarian**

**SARAH CONNER, Joint Luncheon Chair**

- Joint Luncheon Update: To be held on November 1, 2022. Honorable Nicole Mitchell will be keynote speaker. Committee should meet as soon as possible.

**Next Regular Meeting: September 8, 2022 – Jalapeno Tree**

**Next Board Meeting: October 5, 2022 – TBD**

**END TIME: 12:52**

---

**Brandi Turchi, Recording Secretary**

---

**Jo Ruth Hancock, President**

# COMMUNITY SERVICE

## SCHOOL SUPPLY DRIVE

The School Supply Drive was a great success!

Thank you to everyone for participating in donating supplies and/or funds.

9<sup>th</sup> Annual  
#School is Cool



## UPCOMING COMMUNITY SERVICE OPPORTUNITIES

Watch for information to be shared soon about our Thanksgiving community service event or project and Christmas community service event or project you will have the opportunity to participate in.



If you have ideas or suggestions for our service projects, please contact Candy Dillon at [candince.dillon@lgbs.com](mailto:candince.dillon@lgbs.com).

# EMPLOYMENT

SEPTEMBER 2022

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. 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 <a href="mailto:info@hommelfirm.com">info@hommelfirm.com</a> .  | Tyler    |
| 3. Receptionist        | <b>CIVIL LAW FIRM</b><br><b>FULL TIME (8:00-4:30 M-F)</b><br><b>H.S. GRADUATE – MUST BE PUNCTUAL AND DEPENDABLE</b><br><b>HEALTH INSURANCE AND 401K (AFTER 1 YEAR OF EMPLOYMENT)</b><br><b>OPPORTUNITY FOR ADVANCEMENT</b><br><br>Please send resumes directly to Jodi Wich at: <a href="mailto:jwich@boydlawtexas.com">jwich@boydlawtexas.com</a>   | Tyler    |
| 4. Paralegal           | Family law Paralegal needed for a small law firm in downtown Tyler. Experience in family law preferred.<br><br>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 | Tyler    |



|                                |   |         |
|--------------------------------|---|---------|
|                                | <p>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>  |         |
| 5. Legal Assistant             | <p>Legal Assistant needed for a small law firm in downtown Lindale. Our firm has a primary area of practice in commercial litigation, with an emphasis on business financial collections, creditor bankruptcy cases, Deceptive Trade Practice matters, foreclosures, financial institution litigation, and general civil litigation. Our firm regularly handles business formations, business transactions, asset sales, estate planning, probates, and related matters.</p> <p>Our firm is seeking an enthusiastic, competent, full-time Legal Assistant who works well under pressure. 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 Legal Assistant is responsible for drafting pleadings, creating spreadsheets, and managing case files. We offer a happy, harmonious office atmosphere while at the same time being fast-paced.</p> <p>Benefits include Paid Time Off, Holiday Pay, Vacation, and Health Insurance. Hours are Monday through Thursday from 8:30 a.m. to 5:00 p.m. and Friday from 8:30 a.m. to 2:00 p.m., with lunch from noon to 1:00 p.m.</p> <p>Compensation commensurate with experience.</p> <p>Experience: Legal Assistant: 2 years (Preferred)</p> | Lindale |
| 6. Asst Director of Operations | <p>Family Law, Criminal Law &amp; Estate Planning Assistant Director of Operations</p> <p>Rapidly Growing Tyler-based Family Law, Criminal Law &amp; Estate Planning Firm seeks Assistant Director of Operations. This position is suited for someone who has:</p> <ul style="list-style-type: none"> <li>• Excellent leadership skills along with a team-oriented attitude,</li> <li>• Unquestioned integrity and results driven, and;</li> <li>• Excellent problem-solving skills.</li> </ul> <p>The Assistant Director of Operations will be a key point of leadership to all staff members and work closely with the Director of Operations on firm-wide strategy, systems development, and retaining an all-star team. The Assistant Director of Operations will be involved in all phases of administration, personnel, finances, facilities, technology, and security, and will be responsible for assisting in planning, organizing, directing, and controlling the day-to-day operations of the Firm.</p>  | Tyler   |

|  |   |  |
|--|---|--|
|  | <p><b>Qualifications:</b><br/><b>An ideal candidate will have:</b></p> <ul style="list-style-type: none"><li>• Five years of law office experience.</li><li>• Experience in E-filing for the law office is a plus.</li><li>• Facility management experience preferred.</li><li>• Systems management and process refinement to ensure matters are handled appropriately so that client needs are met, legal ethical requirements are met, and clients receive excellent service.</li><li>• Employee engagement and leadership preferred, but not required.</li></ul> <p><b>Please send resume, salary requirement and concise paragraph(s) stating why this position is best suited for you.</b></p> |  |
|--|---|--|



# MEMBERSHIP

## 2022 – 2023 TAALP Members

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

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

### 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


| <b>COMMITTEE</b><br><i>brief description of committee</i>   | <b>VOLUNTEERS</b>   |
|---|---|
| <b>MEMBERSHIP</b><br><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<br>Laney Pilcher<br>Macy Rakestraw  |
| <b>NEWSLETTER</b><br><i>publish and distribute the newsletter to all members of the Association</i>   | Laura Jackson, Chairperson<br>Brandi Turchi<br>Macy Rakestraw   |
| <b>EMPLOYMENT</b><br><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<br>Hailey Vickers<br>Macy Rakestraw  |
| <b>JOINT LUNCHEON</b><br><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<br>Ann Buchanan<br>Maria Rongel<br>Brandi Turchi<br>Hannah Scirto<br>Hailey Vickers<br>Macy Rakestraw<br>Catherine Clayton |
| <b>WAYS &amp; MEANS</b><br><i>consider and propose income-producing projects to the Executive Board</i>   |   |
| <b>HANDBOOK</b><br><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  |
| <b>NOMINATIONS</b><br><i>ensure that all steps and requirements are followed for nominations and elections for each elected office of the Association</i>   | Hannah Scirto<br>Ann Buchanan<br>Brandi Turchi  |
| <b>PROFESSIONAL ETHICS</b><br><i>promulgate, revise, and interpret the Code of Ethics and Professional Responsibilities of the Association</i>  | Brandi Turchi   |
| <b>LONG RANGE PLANNING / BYLAWS &amp; STANDING RULES</b>  | Ann Buchanan  |
| <b>LEGAL PROFESSIONAL OF THE YEAR</b><br><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<br>Hannah Scirto<br>Laney Pilcher<br>Hailey Vickers   |

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

# SPONSORS/VENDORS

Process Service      Surveillance      Witness Locate

**Michael J. Collins**  
Private Investigator

**COLLINS**  
INVESTIGATIONS 

110 North College Ave. Ste 1002  
Tyler, Texas 75702  
Lic. No. A08864

OFFICE: 903-526-1411  
mike@collinsinv.com

Background Searches      Jury Research      Interviews

**KTS**   
**LITIGATION**  
**SUPPORT SERVICES**

**SERVING EAST TEXAS SINCE 2002**

[www.KTSLitigationSupport.com](http://www.KTSLitigationSupport.com)  
Phone: 903.533.9559  
 Like us on Facebook

---

**THE LITIGATION SUPPORT SOLUTION OF EAST TEXAS AND BEYOND**

---

|   |  |
|---|--|
| <p><b><u>COPY/PRINT/SCAN</u></b><br/>BLACK &amp; WHITE<br/>COLOR<br/>OCR<br/>NO JOB TOO SMALL OR TOO LARGE</p> <p><b><u>PATENT LITIGATION SUPPORT</u></b><br/>EXHIBIT SET BLOWBACKS<br/>WITNESS BINDERS<br/>PRINT &amp; BIND PRESENTATIONS<br/>HIGH VOLUME<br/>OVERNIGHT SUPPORT</p> <p><b><u>DEMONSTRATIVE BOARDS</u></b><br/>STANDARD OR DRY-ERASE<br/>DOCUMENT/PHOTO ENLARGEMENT<br/>SIZES UP TO 7' LONG</p> | <p><b><u>BINDING</u></b><br/>SPIRAL<br/>COMB<br/>3-RING<br/>CUSTOM TABS/NUMBER &amp; LETTER TABS</p> <p><b><u>OTHER KEY SERVICES</u></b><br/>POWERPOINT PRESENTATION DESIGN<br/>VIDEO EDITING<br/>CD/DVD/DRIVE DUPLICATION<br/>ELECTRONIC BATES LABELS<br/>ELECTRONIC EXHIBIT STICKERS</p> <p><b><u>QUALITY ORIENTED</u></b><br/>PROMPT RESPONSE<br/>QUALITY CONTROLLED PROCESSES<br/>ON-TIME DELIVERY</p> |
|---|--|

**ON CALL 24 HOURS**  
SERVING: TYLER • LONGVIEW • MARSHALL • SHERMAN • TEXARKANA • WACO  
FREE PICK UP & DELIVERY IN TYLER

# SPONSORS/VENDORS



## Discovery Records, Inc.

Toll free 866-4MEDREC

- √ Medical and Business Records Retrieval
- √ Depositions on Written Questions
- √ Litigation Services for Attorneys and Insurance

Fast turnaround                      Very reasonable rates  
Electronic delivery available        On-Line Repository  
Over 20 years experience in Class Action and MDL dockets

Visit us on-line at: [www.discoveryrecordsinc.com](http://www.discoveryrecordsinc.com)

# SPONSORS/VENDORS



**HP** | **HENRY & PETERS**  
CERTIFIED PUBLIC ACCOUNTANTS | EST. 1929

Offices in Tyler, Longview, and Frisco  
HenryPeters.com | (903) 597-6311 | **More than Accounting.**



# BIRTHDAYS



Janice Grissom 1st  
Ann Buchanan 3rd  
Renda Rex 4th  
Wendy Hesse 5th

DeeAnna Allison 7th  
Brandi Williams 12th  
Barbara Skeen 18th  
Presley Payton 29th

# 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!**



# TIME MANAGEMENT TIPS

Some days flow so smoothly, exactly as we plan or imagine they will when we wake up that morning. Other days are loaded with pitfalls, quicksand traps, and feel like the fourth Monday of the week. There will always be situations arise that are beyond our control, but if we have routines and schedules already in place, we can be better equipped when confronted with these instances. The following are some time management tips to consider implementing in your workday. You may find a couple that appeal to you or maybe even more.

1. Create a task list at the beginning of each workday. Include for each task the due date and time of the day to complete it (and hold yourself to that time as much as possible).
2. Prioritize your task list. Very seldom will you be able to get it all done in one day, so determine what is most important (what is due today) and start there first.
3. If your firm has time tracking software, use it.
4. Determine what your “zone” is. When are you in the “zone” and work best? Make sure to schedule yourself to work on your important tasks during this time and not filing or returning emails.
5. Get and keep your filing in order – whether it is electronic or physical or both in some scenarios. You need to be able to find it in a moment’s notice, and you never know when someone else may need to locate it also.
6. Take a break, just a few minutes to clear your head, and get focus and clarity back.
7. If you are in a large enough office, share some of your workload when you are overwhelmed. You also need to be willing to be available to help others with their workload when you have time.
8. Never stop learning how to use your computer software. There are so many features in Outlook, Word, Excel and other software programs, and we barely scratch the surface with what knowledge we have of them. The more we know, the more these programs will do for us and keep us from wasting valuable time.

*Time is only ours to allocate how we use it. It is the greatest non-renewable resource that we have, and we all have the same amount of time in each day. Something about our perception of time makes us feel that we always have more of it. How carefully we choose to spend this precious resource is a difficult concept to grasp.*



GRANT SNIDER

#### References:

<https://trxchange.com/paraegal-time-management-tips-for-handling-case-load/>  
<https://www.findlaw.com/legalblogs/strategist/5-small-changes-that-can-improve-your-time-management-skills/>

license: <http://www.incidentalcomics.com/p/contact.html>



## TAALP EXECUTIVE BOARD OF DIRECTORS 2022-2023

### President

JO RUTH HANCOCK, CP  
WILSON, ROBERTSON & CORNELIUS, P.C.  
909 ESE Loop 323, Suite 400  
Tyler, Texas 75701  
(903) 509-5016 Direct  
(903) 509-5000 Main  
[jhancock@wilsonlawfirm.com](mailto:jhancock@wilsonlawfirm.com)

### President-Elect

GAYE FINLEY BOYNTON, CP  
RITCHESON, LAUFFER & VINCENT, P.C.  
821 ESE Loop 323, Ste. 530  
Tyler, Texas 75701  
(903) 535-2900  
[rsfinley@msn.com](mailto:rsfinley@msn.com)

### First Vice President

LISA BETTS  
STARR, SCHOENBRUN & COMTE, PLLC  
110 North College Avenue, Suite 400  
Tyler, Texas 75702  
(903) 535-0200  
[lisa@sscfirm.com](mailto:lisa@sscfirm.com)

### Second Vice President

CANDY DILLON, CP  
LINEBARGER GOGGAN BLAIR  
& SAMPSON, LLP  
1517 W. Front St., Suite 202  
Tyler, Texas 75702  
(903) 597-2897 Main  
(903) 597-2402 Fax  
[Candice.Dillon@lgbs.com](mailto:Candice.Dillon@lgbs.com)

### Treasurer

TINA KNIGHTON, CP  
COUNTY COURT, SMITH COUNTY  
200 East Ferguson, Suite 100  
Tyler, Texas 75702  
(903) 590-4611  
[tknighton@smith-county.com](mailto:tknighton@smith-county.com)

### Recording Secretary

BRANDI TURCHI, CP  
MACKENZIE LIFE CARE PLANNING  
110 N College Ave #1118  
Tyler, Texas 75702  
(903) 521-2820  
[branditurchi@gmail.com](mailto:branditurchi@gmail.com)

### Corresponding Secretary

LAURA JACKSON, CP  
WILSON, ROBERTSON & CORNELIUS, P.C.  
909 ESE Loop 323, Suite 400  
Tyler, Texas 75701  
(903) 509-5000  
[ljackson@wilsonlawfirm.com](mailto:ljackson@wilsonlawfirm.com)

### Parliamentarian

CARRIE KING, CP, TBLS  
FISH & RICHARDSON, PC  
1717 Main Street, Suite 5000  
Dallas, Texas 75201  
(214) 760-6109  
[cking@fr.com](mailto:cking@fr.com)

### Executive Advisor

LEATHA KOPECH, PP, PLS  
J. SCOTT KILLOUGH, PC  
4660 Kinsey Drive  
Tyler, Texas 75703  
(903) 561-8280  
[llkopech@gmail.com](mailto:llkopech@gmail.com)

Find us on:  and at [www.taalp.com](http://www.taalp.com)

Articles published herein do not necessarily represent the opinions of the  
Tyler Area Association of Legal Professionals.