

The TRANSCRIPT

Tyler Area Association of Legal Professionals

October 2022 Newsletter



President's Message

Jo Ruth Hancock, CP

Dear TAALP Members:

Well HELLO Fall! I'm so glad the weather is beginning to feel more fall like. I'm not ready for winter yet but am certainly looking forward to some more pleasant temperatures. Now if we can just get some rainfall to go along with that, that would be nice!

October 23rd is Texas Paralegal Day! Did you know that The State Bar of Texas was the first bar association in the United States to create a separate division for paralegals. The Paralegal Division of the State Bar of Texas (the Division) was created on October 23, 1981, and it has been in existence for 41 years. In honor of the many contributions made by the paralegal community and the Paralegal Division, the Senate of the State of Texas adopted Proclamation No. 1144, recognizing October 23 as Texas Paralegal Day.

To honor you, TAALP will celebrate Texas Paralegal Day at our regular monthly meeting on Thursday EVENING, October 13, 2022, at 5:30 p.m. (or as soon as you can get there after work) at Rick's on the square. Our speaker is from Express Employment and will be speaking on Bridging the Generational Gap. As part of our Texas Paralegal Day celebration that evening, TAALP is buying one free happy hour adult beverage and providing a special sweet treat too! We have three sponsors for this meeting this month. They are Lexitas, Collins Investigations, and Bluebonnet Process Server. Come and mix and mingle with others in our profession who we so often never have the opportunity visit with. Thank you Lexitas, Collins Investigations, and Bluebonnet Process Server for sponsoring this special meeting this month for our legal professionals.

Our Joint Luncheon is just around the corner! 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 Texas Court of Criminal Appeals. Invitations have been mailed to each of you, and the deadline to get your RSVP in is September 24, 2022, so be sure to get a head count for your firm and get your RSVPs turned in soon.

You never cease to amaze me with your generosity and willingness to share your resources with those less fortunate! Last year we were able help make some deserving people's Thanksgiving and Christmas holidays brighter because of your giving spirit. Candice Dillon and our Community Service committee, is currently looking into both a Thanksgiving and a Christmas project, and they will get details to you soon about our Thanksgiving project. Stay tuned. You can also email Candy at candice.dillon@lgbs.com to learn more about how you can help. Your generosity and charitable spirit are very much appreciated.

At our December meeting, we will continue the tradition of our Christmas ornament exchange. That meeting will be held at Jalapeno Tree December 8th at noon, so mark your calendar and be on the lookout for a cute ornament to exchange while you are out shopping (they are already everywhere)...price limit is \$10.

Our Sunshine Committee is 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@mackenzieclcp.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

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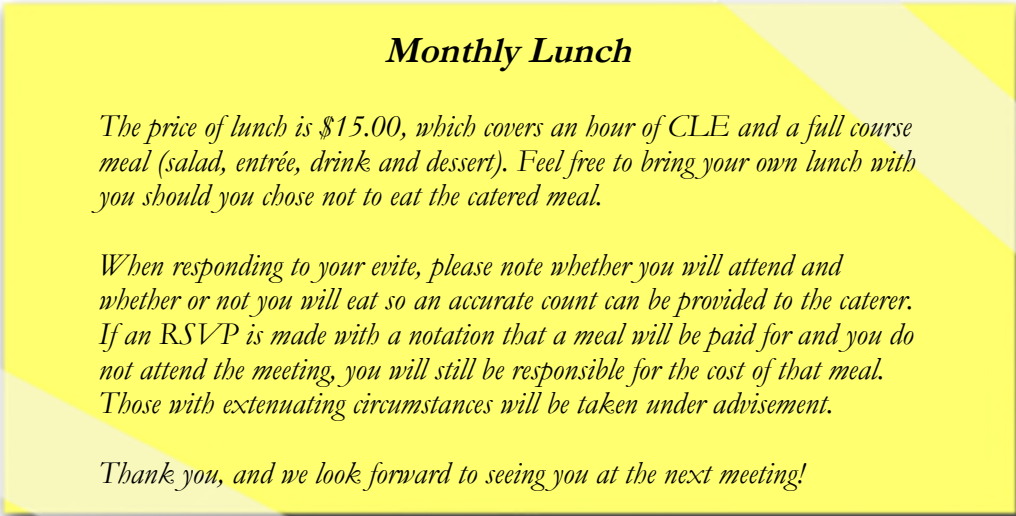
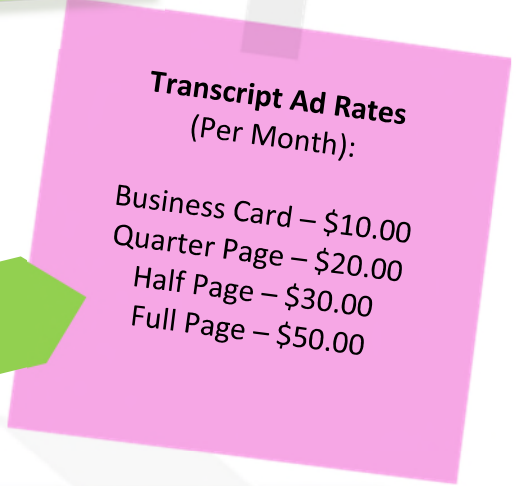
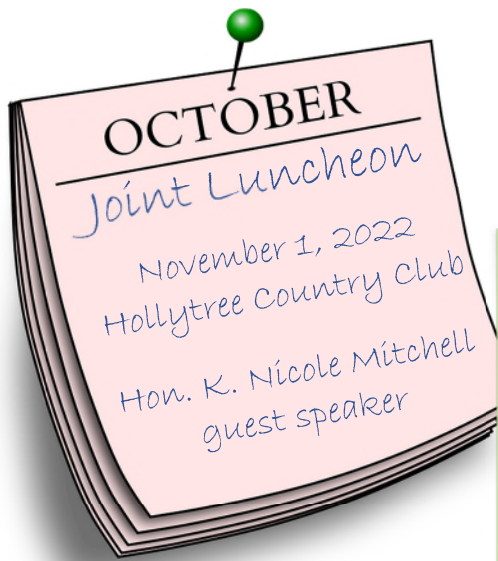
Senate Proclamation No. 1144

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Executive Board of Directors

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NOTICES



MEETING MINUTES

TAALP
MINUTES OF OCTOBER 5, 2022 BOARD MEETING
By: Brandi Turchi, Recording Secretary

The Executive Board met at Texas Music City Grill and Smokehouse on Wednesday, October 5, 2022 for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Gaye Boynton, President-Elect; Lisa Betts, 1st Vice President; Brandi Turchi, Recording Secretary; Laura Jackson, Corresponding Secretary; Tina Knighton, Treasurer; and Leatha Kopech, Executive Advisor.

Absent: Candice Dillon, 2nd Vice President

President - Jo Ruth called the meeting to order at 12:25 p.m.

JO RUTH HANCOCK, President

Old Business:

- September meeting attendance: 35
- Tx St. Bar PD Sustaining Membership – Information was updated

New Business:

- October Sponsorship – Lexitas, Collins Investigations & Bluebonnet Process Service
- October membership meeting is confirmed for Rick's. Leatha to order Small Cakes for members.
- Joint Luncheon update: To be held November 1, 2022. Honorable Nicole Mitchell will be keynote speaker. Invitations have been mailed. Deadline to RSVP is October 24, 2022. Cost is \$30.

GAYE BOYNTON, President-Elect

- NALA Liaison – discussed NALA recommendations and the Board agreed our Bylaws will be amended to meet the requirements of NALA in the near future.
- Location for Membership Social confirmed at Rick's
- Discussed menu options for Rick's

LISA BETTS, 1ST Vice President

- 22-2023 Renewal Membership total to date 76 members and 7 vendors.
- Evite for October 13, 2022 membership evening meeting (Deadline to RSVP Tuesday, October 11th at noon) - send evite on Thursday, October 6th. Location: Ricks. Selected menu from Rick's. In honor of Paralegal Day, we will provide one happy hour drink and have a sweet treat as well. Send reminder E-Vite no later than Tuesday morning, October 11th.
- Send reminder email to members who have not renewed and advise that as of October, they were removed from the E-Vite and newsletter subscription.

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

- October: Express Employment: Bridging the Generational Gap
- November: Secret Service

BRANDI TURCHI, Recording Secretary

- Board Meeting Minutes for September Meeting

- Brandi moved that the Minutes of the September 2022, board meeting be approved, as reported in the Transcript. The motion was seconded, and it carried.
- Brandi moved to make appropriate name changes for the Bank of America Joint Luncheon signature card. The motion was seconded, and it carried.

LAURA JACKSON, Corresponding Secretary

- Publish the newsletter by Tuesday, October 11, 2022. Deadline to get your information to Laura is Friday, October 7th by 5:00 pm.
- Sponsorship/Ad update

TINA KNIGHTON, Treasurer

- September 2022 Treasurer's Report

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

LEATHA KOPECH, Executive Advisor

CARRIE KING, Parliamentarian - Absent

Next Regular Meeting: October 13, 2022 – Rick's
Next Board Meeting: November 2, 2022 – TBD

END TIME: 1:05

Brandi Turchi, Recording Secretary

Jo Ruth Hancock, President

CLE OPPORTUNITY



State Bar of Texas
Paralegal Division



The State Bar of Texas Paralegal Division and the Northeast Texas Association of Paralegals (NTAP) have partnered together for a **free** CLE and Paralegal Day Celebration.

This event can be attended in person or by Zoom. There will be door prizes and gifts for those who attend in person.

Date:	October 19, 2022
Time:	Noon
Place:	Outback Steak House Longview
Speaker:	Shawn Latchford, Attorney
Topic:	Practical Technology

Contact Maria Sturdy to register and she will reserve you a seat if you will be attending in person, or the Zoom link.

Please feel free to share this information.

Maria Sturdy
Paralegal



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Fax: 903/236-6210
msturdy@joneslawyers.com

Member of:
Paralegal Division of the State Bar of Texas, District 14 Director
and
Northeast Texas Association of Paralegals, Treasurer

COMMUNITY SERVICE



Details on our Thanksgiving and Christmas projects will be made available to you soon.

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

NALA FOR STUDENTS

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 of 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. Runner/Clerk	<p>Part-time Runner/Clerk needed. Please see full job description from my email of 9/26/22.</p>	Tyler
4. 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;</p>	Tyler

	<p>performs administrative tasks related to intake of new matters; maintains electronic and physical 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>	
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MEMBERSHIP

2022 – 2023 TAALP Members

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

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

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
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
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
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

SPONSORS/VENDORS

Process Service Surveillance Witness Locate

Michael J. Collins
Private Investigator

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mike@collinsinv.com

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BIRTHDAYS



Carrie King 6th
Bonnie Brooks 10th
Paul Clarkston 10th

Tina Sepmoree 15th
Amanda Tekell 22nd
Brandi Turchi 22nd

Candice Dillon 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!**



SENATE PROCLAMATION NO. 1144



The Senate of The State of Texas

SENATE PROCLAMATION NO. 1144

WHEREAS, The Senate of the State of Texas is pleased to honor paralegals in Austin and across the state and recognize October 23 as Texas Paralegal Day; and

WHEREAS, Paralegals are vital resources in law firms, governmental entities, and private corporations and businesses; they perform valuable services for and under the direction of an attorney, and their work requires a thorough knowledge of legal concepts and facts; and

WHEREAS, October 23 marks the anniversary of the founding of the Paralegal Division of the State Bar of Texas; the division was established to promote high standards of conduct, professional ethics, and responsibility through continuing legal education and cooperation with the State Bar of Texas; and

WHEREAS, The goals of the Paralegal Division are to achieve more economical and improved legal services throughout the state, to focus on benefits for its members and the paralegal profession, and to develop opportunities, incentives, and recognition for legal education; and

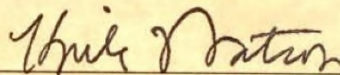
WHEREAS, Through their exceptional talents and expertise, paralegals provide valuable services that contribute significantly to the efficient functioning of the judicial system in the Lone Star State, and they are indeed worthy of special recognition; now, therefore, be it

PROCLAIMED, That the Senate of the State of Texas hereby commend the paralegals of this state for their important services and recognize October 23 as Texas Paralegal Day; and, be it further

PROCLAIMED, That a copy of this Proclamation be prepared as an expression of high regard from the Texas Senate.

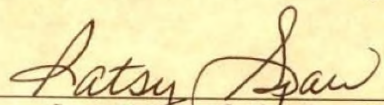
Watson





Member, Texas Senate

I hereby certify that the
above Proclamation was adopted. _____



Secretary of the Senate



TAALP EXECUTIVE BOARD OF DIRECTORS 2022-2023

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