



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

JULY 2016 NEWSLETTER

President's Message

Ann Kuhn

Dear TAALP Members:

Welcome to summer! This is the first month of our 2016-2017 year, and also our renewal/membership month. As of this time we have 37 renewal/new membership applications already submitted. I really appreciate all of those who have already sent in your renewal and expect that many more will be coming in the mail over the next few weeks. We ended the year with 139 members almost meeting our record of 156 for our association. It would really be great if we could exceed that number this year. To do so will take the effort of every member. Every member needs to submit their renewals, and each of you need to reach out to a co-worker or friend and encourage them to join TAALP.

I am excited that I once again have the privilege of working with a great team of members on our 2016-2017 Executive Board: President-Elect – Leatha Kopech; First VP – Chelsea Gaddis; Second VP – Carrie King; Recording Secretary – Brandi Williams; Corresponding Secretary – Helen Koch; Treasurer – Suzanne Wimberly; Executive Advisor – Jo Ruth Hancock and Sarah Connor – Parliamentarian. I will be introducing them to you at our meeting July 14, 2016 at the Hub. We look forward to getting to know each of you better this year.

Our first membership meeting is **Thursday, July 14, 2016, at noon** at the Hub. Bobby Lamb will be speaking to us about Electronic Filing in Federal Court. Come and join us, you will be glad you did! Lunch is still \$12.00 which covers lunch and 1 hour of CLE approved by NALA and TBLS. We want to say **THANK YOU** to **SUNBELT/DEPO TEXAS** for sponsoring our room this month. In the meantime, try to stay COOL!

See you Thursday!

Ann

NOTICES:

1. **TAALP Membership application** is attached to this newsletter.
2. **Accountability for Lunch RSVPs:** The Board is extremely pleased to see those of you who RSVP the membership meetings and eat with us. We have, however, had instances where a RSVP was made, and the party not attend. This causes the general membership to have to pick up the tab for that extra meal. The Board has discussed the issue and has voted, effective with the August, 2016 meeting, if a 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.

Sunshine Notices:

Do you know of some news about our members that should be shared with our members?

Please send any submissions to Cindy Kirby

at cindy@sscfirm.com.

TAALP can help get your name out to our members.

**Just email me at:
helenk@brownbaumansmith.com for more information.**

**Transcript Ad Rates:
(Per Month)**
Business Card - \$10.00
Quarter Page - \$20.00
Half Page - \$30.00
Full Page - \$50.00

❖ MARK YOUR CALENDARS ❖

July 14, 2016

TAALP Membership Meeting; The Hubb

August 3, 2016

TAALP Board Meeting; location TBD

August 11, 2016

TAALP Membership Meeting; TBD

The Executive Board of TAALP would like to thank all following new members:

Toni Lee Kraft

Jodi Unger

Iris Avila

The Executive Board would also like to thank all of our awesome returning members, as follows:

Assunto, Kimberly	Hesse, Wendy	Wallace, Melissa	
Betts, Lisa	Kirby, Cindy	Williams, Brandi	
Brooks, Bonnie	Koch, Helen		
Brownlow, Laura	Kuhn, Ann		
Buchanan, Ann	Liska, Rhonda		
Collins Investigations	Lollar, Melinda		
Connor, Sarah	Mayfield, Tammye		
Deck, Mary	McLen, Kerri		
Dillon, Candice	Moylan, Carol A.		
Doffer, Teresa	Mullins, Shelly		
Evans, Karen S.	Robison, Rhonda		
Foster, Codi	Skeen, Barbara		
Gaddis, Chelsea	Sparks, Ronda		
Hall, Carrie	Stewart, Clothilda		
Hancock, Jo Ruth	Theford, Kimberly		
Harvey, Terri	Toon, Kristine		

TAALP
MINUTES OF July 6, 2016 BOARD MEETING
By: Brandi Williams, Recording Secretary

The Executive Board met at JACK RYAN'S on Wednesday, July 6, 2016, for the monthly meeting. The following board members were present: Ann Kuhn, President; Leatha Kopech, President Elect; Carrie King 2nd Vice President; Brandi Williams, Recording Secretary; Helen Koch, Corresponding Secretary; and Suzanne Wimberley, Treasurer.

Ann Kuhn called the meeting to order at 12:05 p.m.

ANN KUHN, President:

Ann presented the calendar of upcoming events, and they were discussed by the board members.

Old Business:

- 2015-2016 Final Membership Total – 139 (Previous Year, 156)
- 2015-2016 Renewal membership total to date – 31 (Previous Year, 38)
- Average meeting attendance – 38

New Business:

- Welcome new Board
- Board meeting locations
- Looking ahead- Calendar, Meeting locations, Catering vendors
- NALA Affiliation Membership dues/SBOT Paralegal Division sustaining membership has been submitted
- Sponsorship of room charges from vendors- 12 months already covered by: 6 months from Sunbelt/Depo Texas; 6 months by Deposition Resources; and 2 months by Collins Investigations
- Catherine Clayton has volunteered to maintain TAALP website
- Parliamentarian- Sarah Connor; Leatha motioned, and Suzanne seconded the motion and it carried
- Membership RSVP accountability; those who RSVP, but do not attend meeting, will be accountable for their lunch
- Membership; Renewal Applications for 2016-2017 included in this month's Newsletter.

LEATHA KOPECH, President-Elect:

- Looking for venue alternatives for membership meetings to be held in South Tyler

CHELSEA GADDIS, 1st Vice President: ABSENT

CARRIE KING, 2nd Vice President:

- July Speaker: Bobby Lamb – Electronic Filing in Federal Court
- August Speaker: TBA

BRANDI WILLIAMS, Recording Secretary:

- Moved that the Minutes of the June, 2016 board meeting be approved, as reported in the Transcript. Leatha Kopech seconded the motion and it carried.

HELEN KOCH, Corresponding Secretary:

- July Spotlight Member: Rhonda K. Liska
- August Spotlight Member: Shelley Mullins

SUZANNE WIMBERLEY, Treasurer: Treasurer's Report; and bank signature card

JO RUTH HANCOCK, Executive Advisor: **ABSENT**

Next Regular Meeting: July 14, 2016 – Hub

Next Board Meeting: August 3, 2016 – Location to be announced.

There being no further business, Ann adjourned the meeting at 12:45

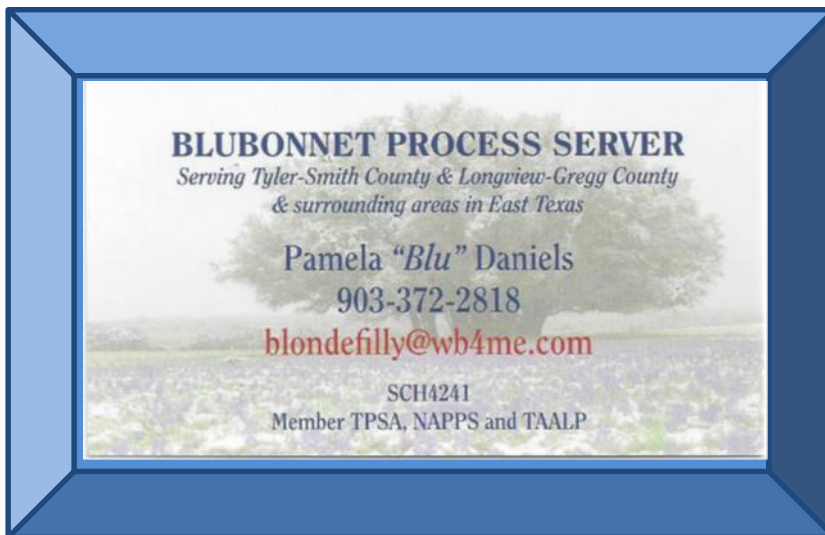
ANN KUHN, President

BRANDI WILLIAMS, Recording Secretary



**A BIG THANK YOU FOR ALL WHO WERE WILLING,
AND AVAILABLE TO ASSIST WITH THE WILLS FOR
HEROES. IT WAS A HUGE SUCCESS.**

**ALSO A BIG THANK YOU TO ALL WHO
PARTICIPATED AND ASSISTED WITH THE MOCK
TRIALS. WE HAD A GREAT TIME.**



blondefilly@wb4me.com

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FAX 903-526-6453
mikecollins@sprintmail.com

Background Searches

Jury Research

Interviews

mikecollins@sprintmail.com



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CLE OPPORTUNITY

The Paralegal Division of the State Bar of Texas presents

TAPS ON TRACK JOURNEY TO EXCELLENCE

SEPTEMBER 28 TO SEPTEMBER 30, 2016

Wyndham San Antonio Riverwalk

[Registration](#) is Open

EARLY REGISTRATION DEADLINE: August 15, 2016
(\$35 late fee will be added for registrations beginning 8/16/2016)

The Texas Advanced Paralegal Seminar (TAPS) will be held in San Antonio, Texas on September 28 - September 30, 2016.

TAPS is the largest CLE event marketed directly to Texas paralegals. TAPS offers up to 14 hours of advanced CLE in a variety of specialties, networking with paralegals from across the state and entertainment with nightly socials and a Friday luncheon. TAPS also features an Exhibit Hall with vendors exhibiting legal services targeted specifically to paralegals and attorney.

The full registration includes three days of CLE, speaker materials, socials and Friday luncheon. One day registrations are available which includes one full day of CLE and seminar materials. Paralegal Division members receive a discount on their registration. TAPS T-shirt is complimentary with registration. A TAPS app will be available in September for all attendees. This year's event is focusing on the Paralegal Division's 35th year and giving back to a local charity, the San Antonio Food Bank. You don't want to miss it!

Hope to see you all in San Antonio for **TAPS 2016 – TAPS on Track - Journey to Excellence!** More details at www.txpd.org/taps.

All TAPS registration is required via online available on the Division's website using a credit card, check, or money order (mo). If paying by check or money order, please note that a check/mo number is required before registration is accepted. In addition, if paying by check or money order, payment must be mailed and **received** within 10 days of registration (include a copy of the confirmation registration page with the check being submitted). **Note:** All checks and money orders mailed to: Paralegal Division, P. O. Box 19163, Amarillo, TX 79114.

Registration Online [HERE](#). (after August 15, there is a \$35 late fee)

Hotel Reservations - Wyndham San Antonio Riverwalk located at 111 E. Pecan, San Antonio, TX 78205. The reservation deadline is Friday, August 26, 2016. Hotel reservations must be booked and cancelled through the Wyndham San Antonio Riverwalk room rate is \$139.00 for single/double. All guest rooms are listed under Paralegal Division of the State Bar of Texas. To reserve a guest room, either [register online](#), or call 866-764-8536 and ask for the group rate for the Paralegal Division of the State Bar of Texas.

Check out the TAPS Sponsors [HERE](#).

The Paralegal Division will also provide two scholarships. [The TAPS Scholarship Application can be found here](#). The deadline to apply for the TAPS Scholarship is July 12, 2016.

Friday Luncheon Key Note Speaker

Michael G. Guerra

Chief Development Officer - San Antonio Food Bank

THE GIFT OF SERVING: How Service Lets Our Best Self Shine

Michael Guerra is the Chief Development Officer at the San Antonio Food Bank in San Antonio, TX. In this executive leadership role, Guerra oversees more than \$130M in annual food sourcing and fundraising for the Food Bank's mission. He has direct oversight for the marketing, communications, volunteer management, fundraising, food sourcing, capital campaign, and Catalyst Catering, the organization's social enterprise business. Prior to joining the Food Bank in 2011, Guerra served many years as nonprofit and faith community leader in Austin, TX. Guerra also spent a decade as an adjunct instructor at St. Edward's University (Austin) and guest lecturer at the LBJ School of Public Affairs (University of Texas, Austin), teaching in the areas of social policy and nonprofit management.

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



2016-2017 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)

SUSTAINING/VENDOR

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

P O 8613

TYLER TEXAS 75711

****The membership period runs from July 1, 2016 to June 30, 2017. ****

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.



JULY

Shelly Mullins 14

Helen Koch 23

AUGUST

Toni Lee Kraft 19

Rhonda Liska 21

TAALP
would like to extend a

BIG "THANK YOU"

to DAIRY QUEEN and
BRIAN KELLY,
General Manager,

for donating the nice TREATS
members are finding in their
birthday cards!!

Be Sure To Frequent Your Local
DAIRY QUEEN!

TAALP would like to extend a
BIG "THANK YOU"

to Andy's Frozen Custard
for donating the nice TREATS
members are finding in their
birthday cards!!

Be Sure To Frequent Your Local
Andy's Frozen Custard!

SPOTLIGHT TAALP MEMBER

RHONDA K. LISKA



I am originally from Ennis, Texas. After completing an Associate degree at Navarro College, I began working at RepublicBank Dallas in 1982 and then went to work at Cowles & Thompson, a law firm in Dallas in 1988. I obtained an Associate in Applied Science degree/Legal Assistant Certification from El Centro College in downtown Dallas in 1990. I continued to work and obtained a Bachelor of Business Administration from The University of Texas at Arlington in 1996.

I moved to Tyler at the end of 1996 and began working as a petroleum landman. I obtained my Certified Professional Landman (CPL) designation in 2004. I have worked in numerous counties in Texas as well as various states including Louisiana, Arkansas, Oklahoma, and California. I have worked with various attorneys in the oil and gas industry around the country and maintain my membership in the State Bar of Texas Paralegal Division as well as the Texas Real Estate Commission – Easement & Right of Way Agent.

My personal interests include rodeos, the beach and traveling. I have been to Prague, Czech Republic several times with a Czech fraternal organization called AMERICAN SOKOL. I have been a member of this organization for 37 years and currently serve as the Southern District Secretary (for 29 years) and I am currently a member of the national by-laws committee. I have recently been asked to serve as a member of the national membership review committee for this organization.

EMPLOYMENT - JULY/AUGUST 2016

Contact: Nancy Crim, CP
 TAALP Job Bank Coordinator
 (903) 561-1600 or nancy@icklaw.com

Position	Practice Areas	Location
Receptionist	Law firm experience is a plus but not required; Bilingual preferred. Please send resumes to: jasmin@beardandharris.com	Tyler
Legal Assistant	Family Law; Minimum 5 yrs experience required	Tyler
Legal Assistant	Part time 20-30 hrs per week; Bilingual preferred but not mandatory; Plaintiff's personal injury/insurance claim law firm; Duties include drafting, client management, intake, answering phones, obtaining medical records, file management, data input; Flexible schedule; Downtown-parking paid by firm Contact: Donivan@flowers-law.com and include salary desired.	Tyler
Legal Assistant	Business law, family law and dispute resolution Contact: Genghis@healylaw.com	Tyler
Legal Assistant	Family law	Tyler
Legal Assistant	General civil litigation, personal injury experience a plus; Certification a plus but not required.	Tyler
Legal Assistant	Civil Litigation/Personal Injury	Tyler
Legal Assistant	Litigation/Insurance defense Summarizing records & schedules	Tyler
Legal Assistants (2)	Personal injury practice Contact: Eric Penn, Jacksonville, TX eric@thepennlawfirm.com (903) 586-7600	Jacksonville
Runner/File Clerk	Part-time position; Hours: Mon-Friday, 4 hours per day; Self-motivated, detail-oriented; must have your own transportation; Contact: Crystal Lafitte crystall@rllawfirm.net ; (903) 535-2900	Tyler
Legal Assistant	General Civil Practice, including Family Law, Bankruptcy and Business Law	Tyler

Paralegal	Legal Department-CHRISTUS Trinity Mother Frances Health System Paralegal certification and 1-3 yrs experience desired but will consider equivalent education/experience Contact: Melissa Andrews; (903) 606-5137 Melissa.Andrews@tmfhc.org	Tyler
Administrative Land/Legal Assistant	Vernon E. Faulconer, Inc. 3-5 years' advanced administrative experience preferably with legal experience in the oil and gas industry. For consideration, please fax or email resume to Attn: Human Resources, (903) 581-2111, or careers@vefinc.com.	Tyler
Legal Assistant	General practice including insurance defense, family law and commercial; Experienced preferred. Contact: rcraig@whiteshaverlaw.com	Tyler
Runner	Part-time position; Monday – Friday, 2-5 p.m.; Need reliable transportation; Business casual dress; Timely and professional; \$8.00/hr + .575 cents per mile	Tyler

**TAALP EXECUTIVE BOARD OF DIRECTORS
2016-2017**



President

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Suzanne.Wimberley@usdoj.gov

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Parliamentarian

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Calendar listings and seminars should not be considered an endorsement of any such program or seminar.

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

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