



*President's Message*  
*Ann Kuhn*

**TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS**

**MAY, 2018 NEWSLETTER**

Dear TAALP Members:

Summer is about to be upon us and so is our election of officers. Cindy Kirby is Chairman of the Nominations Committee and is already sending out the nominations form. If you are interested in serving on the Board, please consider accepting a nomination. I encourage you to run for office, you will be glad you did. Elections are in June and will be held at the Chamber of Commerce.

Join us for our next meeting which will be combined with a membership social Thursday, **May 17<sup>th</sup> at Clear Springs Restaurant at 5:30 p.m. in the evening.** Come join us for an evening out and bring a friend who might have an interest in joining TAALP. There will be extra door prizes along with a great speaker, Nathan R. Cash, speaking on "The Challenges of Civil Litigation Across Multiple Jurisdictions".

Thank you Lexitas for sponsoring our May meeting!

I look forward to seeing you all on Thursday May 17th at our meeting!

Ann



TAALP ELECTIONS are next month.

Those of you who are eligible to vote, be sure and attend the June membership meeting at the Chamber of Commerce.

**Make your vote count!**

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

**Just email me at:**  
[helenk@brownbaumansmith.com](mailto:helenk@brownbaumansmith.com) for more information.

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**NOTICES:**

1. 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 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.

**½ PRICE MEMBERSHIP**

Our half price membership continues for the remainder of our 2017-2018 year (Jan. 1 – June 30). If you or a friend are interested in joining TAALP, please send in the attached Application.

**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](mailto:cindy@sscfirm.com).

**SPECIAL NOTICE**

The May membership meeting will be held on Thursday evening, May 17<sup>th</sup> at 5:30 p.m. at Clear Springs Restaurant. Our speaker will be Nathan Cash. Make a note so you don't miss the May meeting.

**❖ MARK YOUR CALENDARS ❖**

May 17, 2018

TAALP Membership Meeting

Clear Springs – 5:30 pm

May 30, 2018

TAALP Board Meeting; Jack Ryans

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

**Sheri Barrett**

**Tabitha Freeman**

**C.J. Green**

<b>Anderson, Katrina</b> <b>Assunto, Kimberly</b> <b>Austin, Sara</b> <b>Barron, Jennifer</b> <b>Beasterfield, Elizabeth</b> <b>Beck, Karen</b> <b>Betts, Lisa</b> <b>Blair, Erin</b> <b>Blubonnet Process Server</b> <b>Brooks, Bonnie</b> <b>Brotherton-Pyatt, Margaret</b> <b>Brownlow, Laura</b> <b>Buchanan, Ann</b> <b>Burgess, Ginny</b> <b>Calton, Sonya</b> <b>Chavez, Karina</b> <b>Clarkston, Penny</b> <b>Clayton, Catherine</b> <b>Collins Investigations</b> <b>Connors, Samantha</b> <b>Connor, Sarah</b> <b>Coplan, Patricia</b> <b>Cox, Kristin Railsback</b> <b>Crawford, Melani</b> <b>Crim, Nancy</b> <b>Deck, Mary</b> <b>Lexitas f/k/a Depo Texas</b>	<b>Deposition Resources</b> <b>Dickey, Lisa</b> <b>Dieringer, Mary</b> <b>Dillon, Candice</b> <b>Discovery Records</b> <b>Dixon, Renee</b> <b>Dodds, Janet</b> <b>Doffer, Teresa</b> <b>Earls, Kristen</b> <b>Elite Deposition Technologies</b> <b>Evans, Karen S.</b> <b>Fields, Twyla</b> <b>Flowers, Marilyn</b> <b>Forbey, Lauren</b> <b>Foster, Codi</b> <b>Franklin, Katrina</b> <b>Fulkerson, Chris</b> <b>Garcia, Maria</b> <b>Godwin, Carol</b> <b>Goley, Carol</b> <b>Hall, Carrie</b> <b>Hancock, Jo Ruth</b> <b>Harris, Melissa</b> <b>Harvey, Terri</b> <b>Hays, Sarah</b> <b>Hemphill, Carla</b> <b>Henry, Donna</b> <b>Hesse, Wendy</b>	<b>Hudson, Christine</b> <b>Jackson, Laura</b> <b>Johnson, Sandy</b> <b>Keahey, Regina</b> <b>King, Carrie</b> <b>Kirby, Cindy</b> <b>Kirby, Hailey</b> <b>Knighton, Tina</b> <b>Koch, Helen</b> <b>Kopech, Leatha</b> <b>Kuester, Cheryl</b> <b>Kuhn, Ann</b> <b>Lennon, Molly</b> <b>Lewis, Mallory</b> <b>Liska, Rhonda</b> <b>Liston, Lisa</b> <b>Lollar, Melinda</b> <b>Marshall, Tracy</b> <b>Martin, Kara</b> <b>Martin, Melissa</b> <b>May, Tamara</b> <b>Mayfield, Tammye</b> <b>McDonald, Laurie</b> <b>Miller, Susan</b> <b>Morris, Mechele</b> <b>Murphy, Julie</b> <b>Neel, Lesley</b> <b>Newman, Kristen</b>	<b>Parker, Nancy</b> <b>Phillips, Samantha</b> <b>Power, Kerri</b> <b>Pratt, Lindsey</b> <b>Rex, Renda</b> <b>Robbins, Marie</b> <b>Robison, Rhonda</b> <b>Seal, Jan</b> <b>Sepmoree, Tina</b> <b>Sherrill, Sharon</b> <b>Shreder, Connie</b> <b>Shults, Cayce</b> <b>Skeen, Barbara</b> <b>Smith, Jennifer</b> <b>Sparks, Rhonda</b> <b>Starcher, Darcy</b> <b>Stewart, Clothilda</b> <b>Stone, Meredith</b> <b>Stracener, Melinda</b> <b>Theford, Kimberly</b> <b>Thomas, Deborah</b> <b>Toon, Kristine</b> <b>Turchi, Brandi</b> <b>Wallace, Melissa</b> <b>White, April</b> <b>Wimberley, Suzanne</b> <b>Zillmer, Alice</b>
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**TAALP**  
**MINUTES OF MAY 2, 2018 BOARD MEETING**  
**By: Brandi Turchi, Recording Secretary**

The Executive Board met at JACK RYAN'S on Wednesday, May 2, 2018, for the monthly meeting. The following board members were present: Ann Kuhn, President; Lisa Betts, 1<sup>st</sup> Vice President; Carrie King, Treasurer; Brandi Turchi, Recording Secretary; Helen Koch, Corresponding Secretary; Jo Ruth Hancock, President-Elect; and Sarah Connor, Parliamentarian and Executive Advisor.

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

**ANN KUHN, President:**

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

**Old Business:**

- 2016-2017 Final Membership total: 140
- 2017-2018 Renewal Membership total to date: 108

**New Business:**

- Carrie King will get name tags for membership meetings;
- Board members serving again next year;
- Nominations solicitation have been sent; and
- Elections in June at Chamber of Commerce.

**JO RUTH HANCOCK, President-Elect:**

Evening meeting will be at Clear Springs.

**LISA BETTS, 1<sup>st</sup> Vice President:**

- Evite will be sent May 9, 2018, and reminder on May 14<sup>th</sup> to everyone, regardless of their RSVP; and
- Email to membership about evening meeting notice.

**CODI FOSTER, 2<sup>nd</sup> Vice President:**

- May 17<sup>th</sup> – Nathan R. Cash-The Challenges of Civil Litigation Across Multiple Jurisdictions
- June – Elections
- July – Rachael Griffith – speaking on Guardianships for Special Needs Children

**BRANDI TURCHI, Recording Secretary:**

- Moved that the Minutes of the April 2018 board meeting be approved, as reported in the Transcript. Carrie King seconded the motion and it carried.

**HELEN KOCH, Corresponding Secretary:**

- Publish newsletter on May 7, 2018. Deadline for information is May 4<sup>th</sup>;
- May Spotlight: Penny Clarkston
- June Spotlight: Alice Zillmer
- July Spotlight: TBD

**CARRIE KING, Treasurer:**

- Moved that the Treasurer's Report for April be filed for audit. Helen Koch seconded the motion and it carried; and
- To get 10 gift cards for membership social.

**SARAH CONNOR, Executive Advisor:**

**SARAH CONNOR, Parliamentarian:**

**Next Regular Meeting: May 17, 2018 – Evening meeting at Clear Springs Restaurant at 5:30**

**Next Board Meeting: May 30, 2018 – Jack Ryan's**

There being no further business, Ann adjourned the meeting at 12:40.

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*ANN KUHN, President*

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*BRANDI TURCHI, Recording Secretary*

# TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



## 2018-2019 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: \_\_\_\_\_ (Month/Day) EMAIL ADDRESS: \_\_\_\_\_

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 1<sup>ST</sup> VICE PRESIDENT

LISA BETTS

110 N. COLLEGE AVE., SUITE 1700

TYLER TEXAS 75702

**\*\*The membership period runs from July 1, 2017 to June 30, 2018. \*\***

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## MEMBERSHIP

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Membership levels are as follows:

➤ **Active Membership**

- (1) Any individual who has been engaged as a legal secretary, law office administrator, legal assistant, stenographer, typist or clerk in any law office or any person employed in the Court, the trust department of banks or trust companies, or in any public or private institution or office directly engaged in work of a legal nature, including, the public offices of the US Government, states, cities, counties or municipalities for a period of more than 1 year;
- (2) Any individual who has successfully completed a curriculum or full course of studies from an ABA approved or institutionally accredited school or a curriculum or full course of studies specifically prescribed for training as a legal professional from a non-ABA approved non-institutionally accredited school; or
- (3) Any individual who has successfully completed the voluntary certification examination given by NALA, who shall prove that certification or certification renewal by providing documentation of the same to the membership committee and is entitled to the use of the designation “CLA” or “CP”; or
- (4) Any individual who has successfully completed the voluntary certification examination given by the Professional Legal Secretary Association who shall prove that certification or certification renewal by providing documentation of the same to the membership committee and is entitled to the use of the designation “PLS”; or
- (5) Any individual who has been a member in good standing of any organized legal professional association for a period of one (1) year or more.

➤ **Associate Membership**

- (1) Any educator, judge, attorney or a university or college student in good standing who has interest in the legal profession.
- (2) Any individual who has been engaged as a legal secretary, law office administrator, legal assistant, stenographer, typist or clerk in any law office or any person employed in the Court, the trust department of banks or trust companies, or in any public or private institution or office directly engaged in work of a legal nature, including, the public offices of the US Government, states, cities, counties or municipalities for a period of less than 1 year; or
- (3) Any individual who is employed in some type of legal capacity and who is interested in supporting the profession but who may not otherwise qualify at present as an active member or may elect to join as an Associate rather than an Active member.

➤ **Sustaining Membership**

Will be granted to any individual, firm or organization who has rendered some special or distinguished service to this Association and who is not a member of this Association or who subscribes to the goals of this Association and shares the common interest of promoting the legal professional and in addition contributes annually to the Association an amount equal to or in excess of the current annual active membership dues.


EMPLOYMENT – MAY, 2018


*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. Legal Secretary	Tyler Oil & Gas Co. looking for legal secretary with experience in managing a small office and light bookkeeping. Oil and gas experience not necessary but plus	Tyler
2. Litigation Clerk	Full-time Litigation Clerk for a Tyler Plaintiff firm; see details emailed 3-8-18	Tyler
3. Paralegal	Full-time paralegal for real estate transactions; drafting contracts, closing documents, and knowledge of other areas of law; see email from 4-12-18	Tyler
4. Paralegal	Full-time Paralegal; experience with PI, large document management, medical records, and spreadsheet/database creation; 3-5 years experience in PI	Tyler
5. Relief Courtroom Deputy	See email from 5-1-18 with job announcement and requirements	Tyler
6. Legal Assistant	Litigation experience necessary, PI preferred, but willing to consider with litigation in general. See 5-2-18 email	Jacksonville
7. Asst. Court Coordinator	Proficient in word processing and county's case management system; communicate effectively, strong work ethic, and time management skills. Please see email from 5-4-18 with full details	Tyler

NOTE: Job postings are for TAALP members. If you share with a friend/co-worker, please advise them that they have to be a member in order for the job bank to be shared or their resume forwarded.


## PARALEGAL DIVISION NEWS OF INTEREST

 State Bar of Texas  
**Paralegal Division**



**Annual Meeting  
PARALEGAL DIVISION  
State Bar of Texas  
Friday, June 22, 2018  
8:00 am – 2:00 pm  
Austin Marriott South  
4415 S IH 35 – Austin, Texas**

**“Operation: Military Legal Support”**



**Keynote Speaker:  
Thomas Palladino**  
Executive Director of the Texas Veterans Commission  
*“Veteran Services in Texas”*

Plus 3 hours of CLE  
**Speaker and Topic information:**

Texas Secretary of State’s office – Webcam Notarizations  
Susan Haney with the Haney Law Firm – Estate Planning  
Sgt. Major Pickerin with the JAG Office at Fort Hood – Family Law

**Registration Fee: \$60 on or before May 28, 2018**  
Registration is online ONLY @ [www.txpd.org](http://www.txpd.org)  
Late Registration \$65 - May 29, 2018 - June 8, 2018  
QUESTIONS? Contact Alice Lineberry, @ [am@txpd.org](mailto:am@txpd.org)

# Save the Date!



September 26 - 28, 2018

Register online starting June 1 at [www.txpd.org/taps](http://www.txpd.org/taps)

- includes 14 hours of CLE, socials, and keynote luncheon -

Crowne Plaza



Addison, Texas







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FAX 903-526-6453  
[mikecollins@sprintmail.com](mailto:mikecollins@sprintmail.com)

Background Searches

Jury Research

Interviews

[mikecollins@sprintmail.com](mailto:mikecollins@sprintmail.com)



MAY BIRTHDAYS	JUNE BIRTHDAYS
Mechele Morris 7	Kristine Toon 3
Alice Zillmer 7	Suzanne Wimberley 5
Laura Jackson 10	Karen S. Evans 8
Meredith Stone 13	Lisa Liston 9
Melissa Harris 15	Tamara May 13
Lindsey Pratt 18	Sharon Sherrill 15
Lauren Forbey 25	Sara Austin 26
Blu Daniels 26	Sarah Hays 26
Melinda Stracener 26	Rhonda Robison 27
April White 31	

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!**

## SPOTLIGHT MEMBER

### PENNY CLARKSTON



#### THIS IS MY STORY

My passion for the law and my profession began in 1974 as a student at John Tyler High School. (*Yes, I graduated with Earl Campbell!*) At that time, there were not many college scholarships for girls. Linda Reeves Cabell, my government teacher and the daughter of a prestigious Tyler attorney, encouraged and provided me with the guidance necessary to become a paralegal. My dream came true!

When I began working in the legal profession, I often said the words, “I want to be Mary Morris, Smith County Clerk.” Ms. Morris was the first elected female County Clerk and served Smith County for 20 years. She was a mentor, educator, and friend to me. Her professionalism and leadership were strong influences on me as well as other young women in the legal profession. Other role models at that time were Judge Ruth Blake and Judge Cynthia Kent. These women, along with many others, raised the bar and set the highest standards of professionalism in the work place. They were a strong force and encouraged women in the legal profession to continue their education and certification. I was certified as a Legal Assistant in 1985 and continued by legal education as a Legal Administrator. As such, I have strived to maintain those same standards of professionalism and service to clients and the people we serve in our community. I have been fortunate to have always worked as a Legal Administrator/Paralegal with and for the finest attorneys in Tyler. Now, I am very proud and honored to be the District Clerk – Elect for Smith County.

My passion for the law and my compassion for helping people defines who I am. My most treasured community service project will always be the Smith County Pro Bono Project. I was an initial member of the Steering Committee of the Smith County Pro Bono Project. This Project was organized by the Tyler Legal Secretaries (now Tyler Area Association of Legal Professionals) and the Smith County Bar Association to provide legal services to those in need by volunteer lawyers and staff. Other similar projects were implemented throughout the State using our organization as a model. Through my work with the Project, I received the State Bar of Texas Liberty Bell Award and the Smith County Bar Association Pro Bono ward and Tyler Legal Secretary of the Year.

My work with the Smith County Pro Bono Project led to my becoming a volunteer for the East Texas Crisis Center and an advocate for women of domestic violence, an organization supported by TAALP for many years. Serving TAALP as a charter member, past-president and in other capacities opened the door to many years of being able to serve the legal community.

I am thankful to God for my many blessings and my family. I grew up in Tyler and married my high school sweetheart, Paul. Our son, Skyler and his wife, Katie, have two wonderful boys, Braiden and Logan, who are the loves of our life. Riding my horses is my everything – it is medicine for my heart and soul!

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



President

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Treasurer

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Parliamentarian

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**TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS**

P.O. Box 8613, Tyler, TX 75711



# TAALP EXECUTIVE BOARD OF DIRECTORS

2017-2018

