

The TRANSCRIPT

Tyler Area Association of Legal Professionals

August 2022 Newsletter



President's Message

Jo Ruth Hancock, CP

Dear TAALP Members:

We are off to a fantastic start with renewals and new memberships for the 2022-23 year! If you have not already submitted your membership renewal, please do so soon. You don't want to miss out on future newsletters and invites about upcoming meetings! Be sure to recruit all your co-workers and friends in the legal field to join us as well. We love meeting new people! Let's make TAALP bigger and better than ever!

If you haven't already volunteered to help on one or more committees this year, won't you please take a look again at our committee list and find a place where you would like to serve behind the scenes! We are looking forward to an exciting year ahead and want you to be a part of it.

We kicked off our annual **School Supply Drive** at last month's meeting and are currently collecting money donations and/or basic school supplies, so be sure to get your donations in at our meeting on Thursday, August 11th. Candy Dillon is in charge of collecting donations, so if you have any questions for her, email her at candice.dillon@lgbs.com. Thankfully, for some of us, it is just a memory, the expense and nightmare going from store to store to get all the supplies on that list, so it is nice to have this opportunity to help ease that burden this time of the year for others.

Join us for our monthly meeting **Thursday, August 11, 2022, at noon** at Jalapeno Tree in Tyler. We are excited that one of our very own members/teachers/mentors, Patricia Coplan, who is over the TJC Paralegal program, will be speaking to us on an ethics topic – Implicit Bias. Lunch is \$15.00. You will receive 1 hour of CLE approved by NALA and TBLS. We want to say **THANK YOU** to **Lexitas** for sponsoring our meeting this month. We love guests, so please invite and bring a guest with you and be sure you RSVP for your guest too! We are planning some exciting things this year! We have an evening meeting/happy hour planned in October at a location to be determined. We will celebrate Texas Paralegal Day and honor you at that meeting.

Our Sunshine Committee this year is chaired by **Hannah Scirto**. She will keep up with the tradition of sending birthday cards and get-well cards when needed. So, 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.

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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NOTICES

TAALP can help get your name out to our members!

For more information, send
email to Laura Jackson:
ljackson@wilsonlawfirm.com

Transcript Ad Rates (Per Month):

Business Card – \$10.00
Quarter Page – \$20.00
Half Page – \$30.00
Full Page – \$50.00

AUGUST

DON'T FORGET
Time to Renew
TAALP
membership



Monthly Lunch

The price of lunch is \$15.00, which covers an hour of CLE and a full course meal (salad, entrée, drink and dessert). Feel free to bring your own lunch with you should you chose not to eat the catered meal.

When responding to your evite, please note whether you will attend and whether or not you will eat so an accurate count can be provided to the caterer. If an RSVP is made with a notation that a meal will be paid for and you do not attend the meeting, you will still be responsible for the cost of that meal. Those with extenuating circumstances will be taken under advisement.

Thank you, and we look forward to seeing you at the next meeting!

MEETING MINUTES

TAALP
MINUTES OF AUGUST 3, 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: Jo Ruth Hancock, President; Gaye Boynton, President-Elect; Lisa Betts, 1st Vice President; Candace Dillon, 2nd Vice President; Tina Knighton, Treasurer; Brandi Turchi, Recording Secretary; Laura Jackson, Corresponding Secretary; Carrie King, Parliamentarian and Leatha Kopech, Executive Advisor.

President Jo Ruth called the meeting to order at 12:09 p.m.

JO RUTH HANCOCK, President

Old Business:

- July meeting attendance: 36
- Tx St. Bar PD Sustaining Membership – Need to update our info.

New Business:

- August Sponsorship – Lexitas
- Annual school supply drive – Candy send out email to membership this week reminding them to bring basic school supplies and/or cash to our August membership meeting.
- Gaye Boynton working on location for October evening meeting (Oct 13). Leatha Kopech working on ordering Nothing Bundt Cakes in celebration of Texas Paralegal Day (Oct. 23) for October 13th meeting.
- Joint Lunch – Sarah Connor is looking at dates at Hollytree, late October and early November.

GAYE BOYNTON, President-Elect

LISA BETTS, 1ST Vice President

- 22-2023 Renewal Membership total to date 38 members and 2 vendors.
- Evite for August 11, 2022, membership meeting at noon (Deadline to RSVP Tuesday, August 9th at noon) - send evite on Thursday, August 4, 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 Monday, August 8th, at noon.

CANDICE DILLON, 2nd Vice President

- August: Patricia Coplan – Ethics topic: Implicit Bias
- 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 July 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, August 9, 2022. Deadline to get your information to Laura is Friday, August 5th by 5:00 pm.

TINA KNIGHTON, Treasurer

- Discussed CD renewal
- We need to update signatures on account to remove Leatha and add Gaye
- Schedule Budget Meeting (has everyone submitted your budget needs to Tina?)
- July 2022 Treasurer's Report

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

LEATHA KOPECH, Executive Advisor

CARRIE KING, Parliamentarian

Next Regular Meeting: August 11, 2022 – Jalapeno Tree
Next Board Meeting: August 31, 2022 – TBD

END TIME: 12:52

Brandi Turchi, Recording Secretary

Jo Ruth Hancock, President

COMMUNITY SERVICE



9th Annual #School is Cool



August/September Service Project is our School Supply Drive. The City of Tyler is collecting school supplies to benefit students in Pre-K through 12th grade in Tyler ISD. Last week, a drive-thru event was held at Fun Forest Park to distribute backpacks and school supplies. In addition, school supplies will also be taken to the different schools in Tyler ISD. There are many kids whose parents are not able to make the drive-thru give-a-way.

Candy Dillon will collect donations at the August meeting on Thursday, August 11, 2022. She will give all the cash/checks that are collected to Tina Knighton and a TAALP check will be issued to the Tyler Area Business Education Council to support the School is Cool school supply drive. Candy may be reached at candince.dillon@lgbs.com.

If you have ideas or suggestions for our service projects in November and December, please contact Candy.

EMPLOYMENT

AUGUST 2022

Contact: Lisa Betts
TAALP Job Bank Coordinator

903.534.0200 or
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 info@hommelfirm.com .	Tyler

MEMBERSHIP

2022 – 2023 TAALP Members

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

Baker, Michele	Ferguson, Rachel	Kramer, Jackie	Shipp, Kelsey
Beck, Karen	Field, Joanna	KTS Litigation Support Services	Shirley, Racheal
Bedlington, Sally			Skeen, Barbara
Betts, Lisa		Lexitas	Skinner, Peggy
Blair, Erin E.	Godwin, Carol	Liska, Rhonda	Slyater, Linda
Blubonnet Process Service	Green, Cecilia J	Liston, Lisa	Snowden, Kim
Boynton, Gaye	Grissom, Janice	Luker, Kayla	Sparks, Rhonda
Brooks, Bonnie			Speerly, Amanda
Brotherton-Pyatt, Margaret	Hall, Carrie	Marshall, Tracy	Spencer, Ashley
Buchanan, Ann	Hancock, Jo Ruth	Martin, Melissa	Stewart, Clothilda
Burns, Katherine	Harvey, Terri	Martinez, Marieliza	
	Hemphill, Carla	May, Tamara	Taylor, Vickie
Carter, Kimberly	Henry, Donna	Mayfield, Tammye	Tekell, Amanda
Cash, Lanell	Henry & Peters	McKnight, Tiffanie	Theford, Kimberly
Clarkston, Paul	Hesse, Wendy	Mendell, Melissa	Toon, Kristine
Clayton, Catherine	Heyder, Brittany		Turchi, Brandi
Collins Investigations		Parker, Nancy	
Connor, Sarah	Jackson, Laura	Penn, Ofelia	Vallery, Jo
Coplan, Patricia	Johnson, Jakayla	Pilcher, Laney	Vickers, Hailey
Crawford, Melani	Johnson, Tallulah	Pulpan, Colleen	
Crim, Nancy	Jones, Christine		Wade, Kelly
	Jones, Gabby	Rakestraw, Macy	Webb, Stacey
Deposition Resources		Reynolds, Kylista	Wheeler, Connie
Dillon, Candice	Kinard, Griselda	Rex, Renda	Wilgus, Melissa
Discovery Records, Inc.	King, Carrie	Rongel, Maria	Williams, Brandi
Donabo de Ford, Jessica	Kirby, Cindy		Wootton, Magen
Dowdy, Alicia	Knighton, Tina	Scirto, Hannah	
	Koch, Helen	Sepmoree, Tina	
Earls, Kristen	Kopech, Leatha	Sherrill, Sharon	

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
NEWSLETTER <i>publish and distribute the newsletter to all members of the Association</i>	Laura Jackson, Chairperson Brandi Turchi
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
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
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

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
SCHOLARSHIP <i>solicit and receive applications for scholarship awards to be presented by the Association</i>	Barbara Skeen Kristen Earls Laney Pilcher
COMMUNITY SERVICES <i>coordinate service projects and aid recognized organizations</i>	Candy Dillon Hannah Scirto CJ Green Kelsey Shipp
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
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	Tracy Marshall

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Michael J. Collins
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BIRTHDAYS



Melissa Mendell 1st

Linda Slayter 2nd

Nancy Crim 3rd

Melissa Wilgus 6th

Karen Beck 8th

Margaret Brotherton-Pyatt 11th

Maria Rongel 12th

Kelly Wade 12th

Rhonda Liska 21st

Rachel Ferguson 23rd

Jackie Kramer 25th

Magen Wootton 31st

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!**



thank you

NETWORKING

Networking is “the activity of meeting and talking to people to exchange information and advice about work or interests” as defined by MacMillan dictionary.

No matter when you begin networking, whether in your college years or at any point later in your career, you will definitely reap the rewards of creating a network of fellow legal professionals to have at your fingertips – whether you are job searching, looking to refer someone for a job or to an attorney, have a question, or need advice or help troubleshooting a problem.

You do not have to be a social butterfly, outgoing, or the life of the party to engage in networking. The idea is to get to know others and let them get to know you. Not necessarily your life story, but more finding out about the other person and what they do at work, and then sharing what you do at work. Yes, for some of us, we will have to move out of our comfort zone to do this. It may seem as if a lot of effort is needed, but sometimes all you need to do is just offer a greeting to get the conversation started.

There are several networking opportunities available to us that will fit in just about anyone’s schedule, ranging from a few minutes of spare time here and there to multi-day CLE events. These include:

Social Media — The opportunities for networking provided by social media are amazing. You can join professional networking sites, such as LinkedIn, to meet other professionals and legal assistants. These sites have industry specific groups where you can participate in discussions. Just joining a social media site does not automatically give you the results of a large network. You will initially need to put in a little work – create your profile and, depending on the site, include as much information about you, your skill set, expertise, and experience as possible. Then to expand your online network, participate in groups that are of interest to you. LinkedIn has groups for paralegals, some with thousands of members! Twitter and Facebook are other forms of social media and are a great means of networking. Just keep in mind LinkedIn is the one of the best social media platforms for networking with other professionals.

Professional and Legal Associations — Paralegal associations exist for the benefit of their membership. In addition to your local association, consider also joining state and/or national associations. Their purpose is to serve their members in a number of ways, from offering professional growth and CLEs to allowing opportunity for networking at meetings and events. Most associations have workshops and monthly meetings, and some have seminars or conventions. TAALP offers monthly meetings, two of which are evening meetings each year. These meetings are a great way to meet your fellow legal assistants. The evening meeting settings are more casual, and it is easier to talk and meet new friends. *Shameless Plug for TAALP* Volunteering to serve on a TAALP Committee or serving on the Board is a great way to get involved and broaden your network. If you are interested in any of the Committees listed on pages 8-9, it is not too late to volunteer. Just contact Lisa Betts at lisa@sscfirm.com and let her know.



Continuing Education Courses and Seminars — Many of us attend CLEs and seminars to maintain our certification(s). This is an opportunity to meet other legal assistants attending for the same reasons. You can exchange business cards and possibly learn a little about each other. A week or two after the seminar, reach out to anyone you met to get together over coffee or lunch, or simply just send an email to follow up on something you learned that day or about something the speaker said to remind them where you met. Whatever you are most comfortable with, just be sure to make contact to reinforce your new networking contacts.

Maintain Relationships from Paralegal School — Begin to network while you are still in school, whether you attend an online program, a junior college, or a university, you never know where you might run across these people throughout your career. Get to know your professors, your fellow students, and any guest speakers your professors invite to class. The relationships you develop early on will be valuable to you as you mature in your career.

Remember the definition of networking – “the activity of meeting and talking to people to exchange information and advice about work or interests” – is a give and take. While your network is a great place to go for answers to questions and to seek advice, so too you are also a resource for others. Be ready to help others, to offer ideas and solutions when called upon. Make time for others as you ask them to give up some of their time for you. It is all about being our best and doing our best.

References:
<https://nala.org/the-importance-of-networking/2021/>
<https://www.agilelaw.com/blog/paralegal-network-necessary-element-successful-career/>
<https://www.sfbar.org/blog/simple-steps-to-grow-your-paralegal-network/>



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