

President's Message
Jo Ruth Hancock, CP

Dear TAALP Members:

WELCOME summertime and sunshine! Finally sunny days ahead!

Another year has flown by, and it is time for election of new slate of TAALP officers for 2019-2020! I have really enjoyed serving as TAALP's President this past year and look forward to serving again another year, if re-elected. I have had the privilege of working with an awesome Executive Board of Directors consisting of some truly amazing ladies. Thank each and every Executive Board Member who has served this year! You have definitely made my job a lot easier!

Our annual election of officers for 2019-2020 will be held at our regular June meeting at noon on Thursday, June 13, 2019, at Jack Ryan's, downtown Tyler. We will not have a speaker this month. So, everyone, whether you are eligible to vote or not, please come and support our leaders! You will also have some time to enjoy each other's company. Remember, we do need a quorum of members eligible to vote present for the elections. So if your name was on the list of members eligible to vote that was circulated by Sarah Connor, your attendance and participation in elections is VERY important. Thank you **Lexitas** for sponsoring our June meeting!

I never want to miss the chance to express a big thanks of gratitude to ALL OUR VENDORS! You so generously support TAALP, and we appreciate you all so much!

Thank you **Cindy Kirby** for the outstanding job you do serving as our Sunshine Committee chairperson. Cindy, we cannot thank you enough for remembering everyone on their birthdays 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! Cindy has a new email address. It is ckirbytexas@yahoo.com.

I look forward to seeing you all Thursday.

Jo Ruth

TAALP can help get your name out to our members! Just email me at:

melissa.wallace@burtonoil.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

NOTICES:

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!



A big THANKS to everyone who helped make the 2019 Mock Trials such a huge success! The area's participating 4^{th} grade students were allowed to play the roles of attorneys, witnesses, and court officers while learning the lasting skills of public speaking, teamwork, research, collaboration, civil and criminal legal concepts, and civic engagement.







TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

Nominations and Election of Officers for 2019-2020

The election of officers for 2019-2020 will be held at the regular noon meeting of the Tyler Area Association of Legal Professionals on **Thursday**, **June 13**, **2019**, at Jack Ryan's, 102 North College Avenue (on square), Tyler, TX. A list of nominees for the various offices is set out below; however, additional nominations may be made from the floor at the time elections are held. If you wish to make a nomination from the floor, please be certain that your nominee is eligible to hold office (consult attached list of active members), and in advance of the meeting contact the prospective nominee and determine that person's willingness to serve if elected.

I am looking forward to the elections on June 13, 2019. Please remember, even if you are unable to hold an office at this time, TAALP still needs you to be there to VOTE!

Respectfully submitted,

Sarah Connor

Sarah Connor Nominations and Elections Chairperson

PROPOSED BALLOT

PRESIDENT	RECORDING SECRETARY (Minutes)
Jo Ruth Hancock	Laura Brownlow Helen Koch Lisa Betts
PRESIDENT ELECT	CORRESPONDING SECRETARY
Leatha Kopech (elected June 2018, and willing to stay in office)	(Newsletter)
	Melissa Wallace Candice Dillon
FIRST VICE PRESIDENT (Membership)	TREASURER
Laura Brownlow Carrie King Tina Sepmoree	Lisa Betts
SECOND VICE PRESIDENT (Program)	
Penny Clarkston Tina Knighton	

ACTIVE MEMBERS ELIGIBLE TO HOLD OFFICE AS OF MAY 15, 2019

Katrina Anderson Laura Jackson

Jennifer Barron Carrie King **

Lisa Betts *** Cindy Kirby

Bonnie Brooks * Tina Knighton

Laura Brownlow Helen Koch *

Ann Buchanan Leatha Kopech *

Ginny Burgess Ann Kuhn *

Penny Clarkston * Melinda Lollar

Sarah Connor Tamara May

Melani Crawford Renda Rex

Candice Dillon Amy Rivers

Cindy DuBois Tina Sepmoree

Carla Eichelberger Barbara Skeen

Kerri Fidler Clothilda Stewart

Gay Finley Vickie Taylor

Marilyn Flowers Amanda Tekell

Carol Godwin Brandi Turchi

Jo Ruth Hancock * Melissa Wallace *

Sarah Hays Suzanne Wimberley

- * Members eligible for the offices of President, President-Elect, and Treasurer, as well as any other office.
- ** Member eligible for any office, except Treasurer, having just served 2 terms as Treasurer.
- *** Member eligible for any office, except First Vice President, having just served 2 terms as First Vice President.

The Bylaws prohibit a member from serving in an office for more than two consecutive one-year terms.

<u>NOTE</u>: Katrina Anderson, though nominated and eligible to serve as an officer, has declined to serve this year.



Recent Decisions From the Texas Court of Appeals, Twelfth District:

Cherie Franklin, Individually and as Representative of the Estate of Eula Mae Franklin v. Longview Medical Center, L.P., d/b/a Longview Regional Medical Center Appeal from County Court at Law No 2 of Gregg County (memorandum opinion)

Date: June 5, 2019

Docket Number: 12-18-00198-CV

The above case was recently released for publication by the Twelfth Court of Appeals and I believe it is significant to our profession. It specifically involves the actions of a legal assistant and the outcome is devastating to the legal assistant, attorney, and the Appellant. (A copy of the case has been included with the newsletter.)

In this case, the legal assistant did everything she could to make sure citation was served on the Appellee; however, the process server was unreliable and did not timely serve the citation. The Appellee filed a Motion for Summary Judgment based on the lack of due diligence in securing the service of process, which was granted by the trial court. The case was timely filed right before the two-year statute of limitations expired; however, the fact that the Appellee was not timely served was used as a basis for the MSJ. This was affirmed by the Court of Appeals.

This case should serve as a wake-up call to all of us in the paralegal profession, since it directly refers to the legal assistant and what she did to document her actions in trying to secure the service of process. The opinion is 9 pages long and worth your reading, as it details what the legal assistant did to contact the process server and secure service. The process server made representations to the legal assistant that the citation was served and she monitored the Gregg County Clerk's office website to watch for the filing of the returns. Ultimately, when the returns were not filed, she tried to contact the process server and his phone had been disconnected. So, she was required to request the issuance of new citations and secure another process server to secure service.

What a nightmare, but I can certainly see this happening. Bottom line is that too much time had expired from the date the lawsuit was filed to the date of service. As a result the case was dismissed. This has a devastating impact on the Appellant and their legal representatives. No doubt the legal assistant in this case has also been affected, in spite of the fact that she carefully documented all her efforts to make sure the citation was served. I hope you will take the time to carefully read this case.

Barbara Calcote Skeen, CP Certified Paralegal Mewbourne Oil Company 3620 Old Bullard Road Tyler, Texas 75701-8644 (903) 561-2900 (Main) (903) 534-7643 (Direct)

TEXAS BOARD OF LEGAL SPECIALIZATION

Paralegal Board Certification Program TBLS-BCP



Established by TBLS in 1994, the paralegal certification program recognizes the quality of services of paralegals who have achieved a level of special knowledge in a particular area of law. The program is the only state organization authorized to certify paralegals as specialist in specialty areas of law.

Request this year's certification application forms via email at www.tbls-bcp.org

Examination for Paralegal Board Certification will be early November in Austin.

GENERAL REQUIREMENTS FOR PARALEGAL CERTIFICATION



minimum of 5 years of paralegal work experience under the direct supervision of a licensed Texas attorney



an assessment of the paralegal's experience and duties showing 50% of their time is devoted to the practice area



30 hours of CLE in the specialty area



completion of a
Baccalaureate or higher
degree or completion
of an accredited
paralegal program; OR
2 additional years of
paralegal work
experience

PARALEGAL SPECIALTY AREAS

Bankruptcy Law • Civil Trial Law • Criminal Law • Estate Planning & Probate Law Family Law • Oil, Gas & Mineral Law • Personal Injury Trial Law • Real Estate Law

ABOUT TBLS

Texas Board of Legal Specialization, authorized by the Supreme Court of Texas, is the nation's largest and most successful legal board certification program. It certifies attorneys in 24 specialty areas. TBLS serves as a resource by listing all certified attorneys and paralegals online. TBLS works to ensure that the citizens of Texas receive the highest quality legal services.

LEARN MORE AND APPLY TODAY

TBLS-BCP.COM

TAALP MINUTES OF JUNE 5, 2019 BOARD MEETING By: Helen G. Koch, Recording Secretary

The Executive Board met at JACK RYAN's on Wednesday, June 5, 2019, for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Leatha Kopech, President-Elect; Lisa Betts, 1st Vice President; Carrie King, Treasurer; Helen G. Koch, Recording Secretary; Melissa Wallace, Corresponding Secretary; Ann Kuhn, Executive Advisor; and Bonnie Brooks, Parliamentarian.

Absent was Penny Clarkston, 2nd Vice President

Jo Ruth Hancock called the meeting to Order at 12:19 pm

JO RUTH HANCOCK, President:

Old Business:

- 2018-19 Renewal Membership total to date 113
- May meeting attendance <u>34</u>

New Business:

- Half-price membership ends this month.
- Membership renewal time.
- June elections We will hold the elections at Jack Ryan's at noon.
- The Board agreed to donate \$100.00 to TAPS Annual Meeting.

LEATHA KOPECH, President-Elect

Annual Report due June 1, 2019

LISA BETTS, 1st Vice President:

- Membership Renewals Lisa will email the 2019-2020 renewal membership applications next week after elections. Be watching for that in your email coming from Lisa Betts.
- Evite for June meeting send evite after board meeting and send reminder the following Monday. Meeting will be held at Jack Ryan's and everyone will order from a select lunch menu.

PENNY CLARKSTON, 2nd Vice President - ABSENT

June	<u>Elections</u>
July Speaker	

HELEN KOCH, Recording Secretary

Board Meeting Minutes

Helen Koch moved that the Minutes of the April 30, 2019, board meeting be approved, as reported in the Transcript. The motion was seconded by Melissa Wallace and it carried.

The Board was shown a package of letters from students at Owens Elementary thanking us for our time at the Mock Trials at their school.

MELISSA WALLACE, Corresponding Secretary:

- Publish the newsletter by Wednesday, June 12, 2019. **Deadline** to get your information to Melissa is **Friday**, **June 7**, **2019**, **by 5:00 pm**.
- June spotlight member

CARRIE KING, Treasurer:

Treasurer's Report

Carrie King moved that the Treasurer's Report for April 30, 2019, be approved and filed for audit. The motion was seconded by Leatha Kopech, and it carried.

ANN KUHN, Executive Advisor

BONNIE BROOKS, Parliamentarian:

Next Regular Meeting: June 13, 2019 - Jack Ryan's Next Board Meeting: June 26, 2019 - Jack Ryan's

A new membership year is about to begin! Be on the lookout for an email with details about membership renewal and be sure to share the membership form with any colleagues who may be interested in joining.

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.

EMPLOYMENT – June, 2019 Contact: Lisa Betts TAALP Job Bank Coordinator 903.534.0200 or lisa@sscfirm.com

1. File Clerk and have a great attitude. 2. Paralegal 7TRMPORARY POSITION: The legal department of Mewbourne Oil Company is seeking an experienced paralegal or legal assistant to fill a temporary contract position from July 1, 2019 to approximately November 1, 2019. The position required an individual who is detail oriented with experience in litigation. Oil and gas experience is not required. Submit resumes and salary requirements to Barbara Skeen, CP at bakeen@mewbourne.com. All applications are kept confidential. 3. Receptionist We are looking for a receptionist who is professional and friendly. No job beneath the candidate, and always willing to help out. The receptionist will provide general office and support for our paralegals with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties such as filing. 4. Receptionist/Asst Part-time employee. We are looking for someone who is friendly, dependable, and able to work under pressure and is a team player. Office hours are 8:00-5:00, Monday-Friday and some Saturdays. One year of customer service experience required. Position responsibilities include but are not limited to the following: Answer and route calls, schedule appointments. Assist attorneys, paralegals and clients. Perform basic duties like faxing, copying, scanning, mailing and intake of mail. Translate documents. Associate's degree or Paralegal certification; or comparable experience with goal of certification. Please provide resume and writing sample. 3. Qualifications/Experience Required: Organizational Skills: Both paper and electronic files are used. The office has case management software which synchronizes contact, case information, calendar and contact information. Interpersonal Skills: Professional behavior and interaction with clients, attorneys, and courts using persona	Position	Practice Areas/Job Description	Location
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probationary period, paid vacation/holiday/sick time			
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someone who can handle a large workload and is self-motivated.			

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.

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

Aaron, Liz Anderson, Katrina Assunto, Kimberly Baker, Michele Barron, Jennifer Bass, Nancy Beasterfield, Elizabeth Beck, Karen Benge, Kara Betts, Lisa Black, Alexandra **Blodgett**, Michael **Blubonnet Process Service Brooks, Bonnie Brotherton-Pyatt, Margaret** Brownlow, Laura Buchanan, Ann Burgess, Ginny Cash, Sue Ellen Clarkston, Penny **Collins Investigations** Connor, Sarah Coplan, Patricia Crawford, Melani Crim, Nancy Deck, Mary **Deposition Resources** Dillon, Candice

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Our 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.
- 🖶 To support and carry out the programs, purposes, aims and goals of the National Association of Legal Assistants, Inc.

The benefits you will have with TAALP are:

- 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

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JUNE BIRTHDAYS		JULY BIRTHDAYS	
Meghan Flynn	1	Alexandra Black	1
Kristine Toon	3	Vickie Taylor	5
Karen Evans	8	Karen Beck	8
Lisa Liston	9	Kristen Earls	18
Tamara May	13	Kim Snowden	22
Sharon Sherrill	15	Helen Koch	23
Rhonda Robison	27	Katrina Franklin	27

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!

SPOTLIGHT MEMBER

Christine Fulkerson



My name is Christine Fulkerson and I am honored to be the TAALP Spotlight Member this month.

I moved to East Texas in February of 2018. I only knew one person in the area that I had cases with over the years, TAALP member, Ginny Burgess. I had been a family law paralegal for 26 years in the Collin County area. Ginny introduced me to TAALP and encouraged me to become a member. When I became a member, I received job postings which helped me with my job search. I am currently a family law paralegal at the Wilson Law Firm.

When I was in my 20's, I wanted to file for divorce. I had two children and was struggling financially. I went to a Pro Bono divorce clinic and met a very nice attorney that handled my divorce case for free. The day I went to Court to prove up my divorce, I knew being a paralegal was what I wanted to do. I went back to school and landed a job with a big family law firm, KoonsFuller, PC. in Plano where I worked for 21 years.

I have been truly blessed and love being in East Texas and being part of the TAALP organization.



TAALP EXECUTIVE BOARD OF DIRECTORS 2018-2019

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4660 Kinsey Drive
Tyler, Texas 75703
903-561-8280
llkopech@gmail.com

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LISA BETTS
Starr, Schoenbrun & Comte
110 North College Avenue, Suite 1700
Tyler, Texas 75702
903-535-0200
lisa@sscfirm.com

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Executive Advisor

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Wilson, Robertson & Cornelius
909 ESE Loop 323, Suite 400
Tyler, Texas 75701
903-509-5030
akuhn@wilsonlawfirm.com

Recording Secretary

HELEN KOCH
Brown, Bauman & Smith
400 East Fifth Street
Tyler, Texas 75701
903-597-6333
helenk@brownbaumansmith.com

Corresponding Secretary

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Fish & Richardson
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scholarship, I appreciate
the envestment in my
education. I am proud
education. I am proud
to be apart of such
an extraordinary group
of professionuls.

of professionuls.

field. Kind regards—

Laney Pilcher

