



**TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS**

**FEBRUARY, 2018 NEWSLETTER**

*President's Message*

*Ann Kuhn*

Dear TAALP Members:

Welcome to 2018! Are ya'll ready for some warmer weather? I know I am. That last cold spell was a killer.

Just five more months until elections. I hope some of you are interested in serving on the board. Be thinking about it and who you might want to nominate.

Active members, remember that in order to be nominated for an office and for active voting members, your active membership status must be in good standing. To remain in good standing, you cannot miss attendance at one meeting (either regular or board) per month for three (3) consecutive months during any fiscal year. Just make sure you don't miss 3 meetings in a row.

Half-price membership for new members for the remainder of our 2017-18 year (Jan. 1 – June 30). If you haven't joined already, please do so and ask a friend to join.

Law Day is May 10, 2018 so start making plans to attend.

Join us for our monthly meeting **Thursday, February 8, 2018, at noon** at the **CHAMBER OF COMMERCE**. Alicia Barkley is our speaker this month and will be speaking to us about "Dealing with Domestic Violence: How Family Law and Criminal Law Intersect".

Lunch is \$15.00, which covers lunch, a beverage and 1 hour of CLE approved by NALA and TBLS. We want to say **THANK YOU** to **DEPOSITION RESOURCES** for sponsoring our meeting this month.

THANK YOU members, vendors and sponsors who make our professional organization what it is.

See you Thursday!

Ann

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

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

**Transcript Ad Rates:**  
**(Per Month)**

<b>Business Card -</b>	<b>\$10.00</b>
<b>Quarter Page -</b>	<b>\$20.00</b>
<b>Half Page -</b>	<b>\$30.00</b>
<b>Full Page -</b>	<b>\$50.00</b>

### **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**

We are beginning our half price membership 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).

**❖ MARK YOUR CALENDARS ❖**

March 8, 2018

TAALP Membership Meeting  
Chamber of Commerce

February 28, 2018

TAALP Board Meeting; Jack Ryans

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

Chris Fulkerson  
 Christine Hudson  
 Kirby, Hailey  
 Kuester, Cheryl  
 April White  
 Alice Zillmer

<p>Anderson, Katrina                      Assunto, Kimberly                      Austin, Sara                      Barron, Jennifer                      Beasterfield, Elizabeth                      Beck, Karen                      Betts, Lisa                      Blair, Erin                      Blubonnet Process Server                      Brooks, Bonnie                      Brotherton-Pyatt,                      Margaret                      Brownlow, Laura                      Buchanan, Ann                      Burgess, Ginny                      Calton, Sonya                      Chavez, Karina                      Clark, Deborah                      Clarkston, Penny                      Collins Investigations                      Conners, Samantha                      Connor, Sarah                      Coplan, Patricia                      Cox, Kristin Railsback                      Crawford, Melani                      Crim, Nancy                      Deck, Mary                      Lexitas f/k/a Depo Texas</p>	<p>Deposition Resources                      Dicky, Lisa                      Dieringer, Mary                      Dillon, Candice                      Discovery Records                      Dixon, Renee                      Dodds, Janet                      Doffer, Teresa                      Earls, Kristen                      Elite Deposition                      Technologies                      Evans, Karen S.                      Fields, Twyla                      Flowers, Marilyn                      Forbey, Lauren                      Foster, Codi                      Franklin, Katrina                      Garcia, Maria                      Godwin, Carol                      Goley, Carol                      Hall, Carrie                      Hancock, Jo Ruth                      Harris, Melissa                      Harvey, Terri                      Hays, Sarah                      Hemphill, Carla                      Henry, Donna                      Hesse, Wendy</p>	<p>Jackson, Laura                      Jobe, Haley                      Johnson, Sandy                      Keahey, Regina                      King, Carrie                      Kirby, Cindy                      Kirby, Hailey                      Knighton, Tina                      Koch, Helen                      Kopech, Leatha                      Kuhn, Ann                      Lennon, Molly                      Liska, Rhonda                      Liston, Lisa                      Lollar, Melinda                      Marshall, Tracy                      Martin, Kara                      Martin, Melissa                      May, Tamara                      Mayfield, Tammye                      McDonald, Laurie                      Morris, Mechele                      Murphy, Julie                      Neel, Lesley                      Newman, Kristen</p>	<p>Parker, Nancy                      Phillips, Samantha                      Power, Kerri                      Pratt, Lindsey                      Rex, Renda                      Robbins, Marie                      Robison, Rhonda                      Seal, Jan                      Sepmoree, Tina                      Sherrill, Sharon                      Shults, Cayce                      Skeen, Barbara                      Smith, Jennifer                      Sparks, Rhonda                      Starcher, Darcy                      Stewart, Clothilda                      Stines, Pamela                      Stone, Meredith                      Stracener, Melinda                      Thedford, Kimberly                      Toon, Kristine                      Turchi, Brandi                      Wallace, Melissa                      Wimberley, Suzanne</p>
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**TAALP**  
**MINUTES OF JANUARY 31, 2018 BOARD MEETING**  
**By: Ann Kuhn on behalf of Brandi Turchi, Recording Secretary**

**ATTENDANCE:**

<u>  X  </u> ANN KUHN, President	<u>  X  </u> JO RUTH HANCOCK, President-Elect
<u>  X  </u> LISA BETTS, 1 <sup>st</sup> Vice President	<u>      </u> CODI FOSTER, 2 <sup>nd</sup> Vice President
<u>      </u> BRANDI TURCHI Recording Secretary	<u>  X  </u> HELEN KOCH, Corresponding Secretary
<u>  X  </u> CARRIE KING, Treasurer	<u>  X  </u> SARAH CONNOR, Executive Advisor
<u>  X  </u> SARAH CONNOR, Parliamentarian	

Ann Kuhn called the meeting together at 12:10

**ANN KUHN, President:**

**Old Business:**

- 2017-2018 Final Membership Total 139
- 2017-2018 Renewal Membership total to date 106

**New Business:**

- Plans for CLE Seminar in the Spring will be moved further out - date to be announced.
- Meeting location for Elections in June

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

- Lunch to be catered by Clear Springs

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

- Evite will be sent Thursday February 1, 2018 – Reminder to be sent February 5, 2018 to everyone regardless of their RSVP status.

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

- February: Alicia Barkley - “Dealing with Domestic Violence: How Family Law and Criminal Law intersect”.

**BRANDI WILLIAMS, Recording Secretary: ABSENT**

- Helen Koch moved that the Minutes of the January 3, 2018 board meeting be approved, as reported in the Transcript. The motion was seconded by Lisa Betts and it carried.

**HELEN KOCH, Corresponding Secretary:**

- Publish the newsletter on February 5, 2018. Deadline to get your information in is Friday February 2, 2018, by 5:00 pm.
- February spotlight member: Erin Blair

**CARRIE KING, Treasurer:**

- Treasurer's Report.
- Carrie King moved that the Treasurer's Report for January be filed for audit. Jo Ruth Hancock seconded the motion and it carried.

**SARAH CONNOR, Executive Advisor:**

**SARAH CONNOR, Parliamentarian:**

The meeting was adjourned at 12:25 p.m.

**Next Regular Meeting: February 8, 2018 – Chamber of Commerce**

**Next Board Meeting: February 28, 2018 – Jack Ryans**

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*ANN KUHN, President*

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*BRANDI TURCHI, Recording Secretary*

# TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



## 2017-2018 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 – FEBRUARY, 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. Paralegal	Full-time Paralegal; prefer CP; particular knowledge of Civil Lit, Oil& Gas Lit, and Real Estate Lit, see job description emailed 8-4-17	Tyler
2. Office Manager/Secretary	See email 11-7-17; family law practice seeking professional, organized, and able to work in a fast pace environment. Must be proficient in WP and Excel	Tyler
3. Legal Assistant	<p>We have an opening for a legal assistant in our real estate group; A well-established 12+ attorney firm in Tyler is seeking applicants for a full time legal assistant position. Details regarding the job opening include:</p> <ol style="list-style-type: none"><li>1. Medical insurance paid by firm 100%. Life and disability insurance provided by the firm in addition to 401k retirement benefits.</li><li>2. Minimum 2 years' experience in the field of real estate preferred, but not required.</li><li>3. Must be able to perform in fast paced, time sensitive environment.</li><li>4. Must cover office runner duties and receptionist duties as needed.</li><li>5. Practice areas include: real estate and banking.</li></ol>	Tyler
4. Legal Assistant	Full-time legal assistant needed with family law experience; vacation, sick days, and courthouse holidays	Tyler
5. Legal Secretary	Tyler Oil & Gas Co. looking for legal secretary with exp. in managing a small office and light bookkeeping. Oil and gas exp. not necessary but plus	Tyler

<b>6. Runner</b>	<b>Part-time runner needed for the afternoons; reliable transportation and computer efficient mandatory</b>	<b>Tyler</b>
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**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.



State Bar of Texas  
**Paralegal Division**



## Join Us for a Free 1 Hour CLE Brown Bag Lunch

12:00 Noon ~Tuesday, February 13, 2018

The Mann Firm

300 W. Main Street

Speaker: Mark Mann

“Relevant Legal Topics”

Bring your lunch and network with other colleagues. Win a door prize!



Let us know you are coming, [district1@tbd.org](mailto:district1@tbd.org)

*A Division with Vision...Empowering Paralegals!*

Registration is possible through the website <https://hcpa.starchapter.com/meet-reg1.php?id=36>. The link to the Double Tree room reservation is <https://aws.passkey.com/event/49573762/owner/3113/home>. This year's conference is going to be a lot of fun and we have some great speakers lined up.



**SAVE  
THE DATE!**

**“IT STARTS  
WITH US”**

**2018 TAPA CONFERENCE**

**HOSTED BY THE  
HOUSTON CORPORATE  
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**April 6-7, 2018**

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# PARALEGAL DIVISION NEWS OF INTEREST

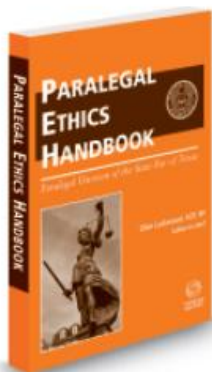
## JOIN THE PARALEGAL DIVISION FOR HALF PRICE!

That's right! the Membership Pro-Rated Dues Application Period is December 1, 2017 through February 25, 2018. So from now until February 25, 2018 you can join the Paralegal Division for half price! There has never been a better time to see what the Division has to offer you!

Membership approved during this pro-rated period will expire on May 31, 2018, at the end of the Paralegal Division fiscal year. Active and Associate members will be required to obtain 6 hours of CLE prior to May 31, 2018 to renew. One hour of the required CLE must be ethics and 2 hours of self-study can be claimed.

### TAPS 2018 – SAVE THE DATE – Texas Advanced Paralegal Seminar

**September 26-28, 2017** in Addison, Texas is the dates for the next TAPS. The TAPS Planning Committee is getting underway to plan another great event with approximately 14 hours of CLE, socials, networking and Friday luncheon. We hope to see everyone there!!



## The Paralegal Ethics Handbook, 2017 ed.

By Ellen Lockwood, Laurie L. Borski, Rhonda J. Brashears, Debra Crosby, Javan Johnson, Lisa Sprinkle

This handbook is an essential resource for experienced paralegals, those new to the profession, and the attorneys working with them.

*The Paralegal Ethics Handbook* is a resource for all paralegals that addresses ethical considerations for 17 practice areas, as well as considerations for in-house, corporate, freelance, administrative, governmental, and regulatory law paralegals. This title:

- Examines topics such as defining ethics, ethical obligations, and remaining ethical
- Addresses ethical considerations for e-filing, e-discovery, and technology
- Provides resources for state information and paralegal association ethics canons, plus related information
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- Explains how to determine whether an action may be an ethical violation

### Features & Benefits:

Format:Book - softbound

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Print Product Number:40638127

Print Price: \$110.00

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12/31/2017



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FEBRUARY BIRTHDAYS	MARCH BIRTHDAYS
Patricia Coplan 2 Cindy Kirby 3 Carla Hemphill 7 David Martin 13 Rhonda Sparks 14 Tammye Mayfield 15 Teresa Doffer 22 Terri Harvey 25	Erin Blair 4 Samantha Conner 4 Carol Godwin 4 Julie Murphy 19 Cayce Shults 21 Sonya Calton 23 Tina Knighton 26 Darcy Starcher 28

# HAPPY VALENTINE'S DAY



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

### ERIN BLAIR



My name is Erin Blair and I graduated in 2011 with my paralegal certification from UTSA. I started my paralegal journey with a law firm in Southeast Missouri in 2011. However, my husband and I missed Texas so we quickly moved back in 2012. After settling in the Tyler area, I was hired on with the Volberding Law Firm where I assisted in general civil litigation, receiverships, parole representation, and appeals. Recently I was hired on with the Wilson Law Firm as a paralegal in their expanding insurance defense practice.

My husband and I have two sweet little boys, Judah Rey and Henry Asher. We have a small farm between Canton and Tyler where we raise some livestock, Labrador Retrievers, and bowhunt.

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



President

**ANN KUHN**  
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Second Vice President

**CODI FOSTER**  
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Corresponding Secretary

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President-Elect

**JO RUTH HANCOCK, CP**  
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Treasurer

**CARRIE KING, CP, TBLs**  
Assistant to Judge Leonard Davis  
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First Vice President

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Recording Secretary

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[branditurchi@gmail.com](mailto:branditurchi@gmail.com)

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**

P.O. Box 8613, Tyler, TX 75711



# TAALP EXECUTIVE BOARD OF DIRECTORS

2017-2018

