



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS SEPTEMBER, 2020 NEWSLETTER

President's Message

Leatha Kopech, PP, PLS

Hope you all enjoyed your Labor Day weekend. Fall is around the corner and the cooler temperatures lately have been so nice. Everyone is already talking “pumpkin spice”, football and decorating their hose with everything fall. And as always, Hobby Lobby is ready for Christmas....I sure wish we could do one season at a time...LOL!!!! Anyone else???? The change in colors and change in seasons always bring lots of excitement. Another exciting note is the growth TAALP experiencing this year. Lots of members have already renewed and lots of new members have joined. If you haven't renewed, I encourage to you to do so and to also invite your friends and co-workers to attend meetings with you and to join TAALP. Thank you to everyone has volunteered to serve in different capacities and on many of our committees. If you have not renewed, this will be the last newsletter and evite to meetings that you will receive...wouldn't want to miss out on all the exciting things TAALP has going on so get those membership applications turned in. Also, if you have not already volunteered to serve on a committee, we have a place for you, so please let me know where you would like to serve.

Our meeting this month is Thursday, September 10, 2019, at 12:00 p.m. at Texas Music City Grill on Old Jacksonville Highway. Robert Davis will be speaking to us on 12(b) Motions and Motions for Summary Judgment in the Federal Court System for our CLE. Be sure to come get your ethics CLE! Lunch is \$15.00, which covers lunch and 1 hour of CLE. We want to say THANK YOU to Deposition Resources for sponsoring our meeting this month.

I am pleased to announce that due to your generosity, Candice Dillon made a presentation to Achieving Dreams in the amount of \$120. These funds will be utilized to purchase craft supplies for the Achievers to make items that will be available for purchase during their annual Circle of Caring fundraising event. This year's event will be held virtually on October 8th, but items are currently up for sale at <https://circle-of-caring.com/store/All> proceeds benefit Achieving Dreams. We will once again collect funds for Achieving Dreams at our September meeting.

Also at our September meeting, we will be collecting T-shirts for the East Texas Crisis Center Clothesline Project. See the article in this newsletter for more information on what is needed.

Our Sunshine Committee chair person this year is Candice Dillon. 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! Candices's email address candice.dillon@lgbs.com.

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

See you Thursday!

Leatha Kopech

TAALP can help get your name out to our members!

For more information, email:
brandit@brownbaumansmith.com

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!

**TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS
MINUTES OF SEPTEMBER 2, 2020 BOARD MEETING**

By: Laura Brownlow, Recording Secretary

The executive Board met at Texas Music City Grill on Wednesday, September 2, 2020 for the September monthly board meeting. The following board members were present: Leatha Kopech, President; Brandi Turchi, Corresponding Secretary; Laura Brownlow, Recording Secretary; Lisa Betts, Treasurer; Carrie King, Executive Advisor; and Helen Koch, Parliamentarian.

Jo Ruth Hancock, President-Elect – Absent
Melissa Wallace, 1st Vice President – Absent
Tina Knighton, 2nd Vice President – Absent

Leatha Kopech called the meeting to order at 12:15 pm.

LEATHA KOPECH, President:

Old Business:

- 2020- 2021 Final Renewal Membership total 74
- As of August 28, 2020 of 19-2020 renewals were at 78
- August meeting attendance 23
- We will collect again for Achieving Dreams at the September meeting

New Business:

- TAALP representatives presented Achieving Dreams with a total of \$120 in donations from August
- Scholarship – Extend deadline to December 1
- October Meeting Location (evening) – Jalapeno Tree
- Christmas Meeting – Location TBA
- East Texas Crisis Center – Domestic Violence Awareness Month – October Clothesline Project

JO RUTH HANCOCK, President-Elect: ABSENT

MELISSA WALLACE, 1st Vice President: ABSENT

- Reminder to all members from last year was sent on August 21st
- Evite for September 11 membership meeting – send evite after Executive Board Meeting: Noon at Texas City Music Grill (Select Menu)
- Virtual Meetings

TINA KNIGHTON, 2nd Vice President: ABSENT

September	<u>Robert Davis – 12(b) Motions and Motions for Summary Judgment in the Federal Court System</u>
October	<u>TBA</u>

November Daniel Seguin (Communications Director / Lead Trainer – TBG Solutions) Topic: Cybersecurity
December No Speaker – Ornament Exchange

LAURA BROWNLOW, Recording Secretary:

- Board Meeting Minutes

Laura Brownlow moved that the Minutes of the August, 2020, board meeting be approved, as reported in the Transcript. The motion was seconded, and it carried.

BRANDI TURCHI, Corresponding Secretary:

- Publish the newsletter by **Wednesday, September 9th**. Deadline to get your information to Brandi is **Friday, September 4, 2020, by 5:00 pm**.
- September spotlight member: Jacob McLeod
- October spotlight member: Cayce Williams

LISA BETTS, Treasurer:

- Update on Vendor Renewals
- August 2020 Treasurer's Report

Lisa Betts moved that the Treasurer's Report for August, 2020, be filed for audit. The motion was seconded, and it carried.

CARRIE KING, Executive Advisor

HELEN KOCH: Parliamentarian

Next Regular Meeting: September 10, 2020 – Texas Music City Grill
Next Board Meeting: September 30, 2020 – TBD

The meeting was adjourned at 12:35 pm.

Laura Brownlow
Recording Secretary

Leatha Kopech, President

EMPLOYMENT – SEPTEMBER 2020

*Contact: Lisa Betts
TAALP Job Bank Coordinator
903.534.0200 or lisa@sscfirm.com*

Position	Practice Areas/Job Description	Location
1. Paralegal	Legal assistant/paralegal needed for an attorney, specialized in oil and gas, with some litigation, real estate, and probate/estate planning. Proficiency in Microsoft Word and tables and Microsoft Excel needed. We are looking for a motivated full-time employee (8:30-5:00, M-F) with strong communication skills (both writing and oral), who is a fast learner, able to multi-task, and is very detail oriented. This medium-sized firm offers health insurance, vacation, holidays, sick leave, 401k, and cafeteria plan.	Tyler
2. Clerk	This position includes a variety of support tasks which may include but is not limited to: input data, verify data entry, accurately process and handle a variety of documents and records; answer telephone in a timely manner, scan documents, file and maintain data, and interact with the public to provide excellent customer service. Duties: <ul style="list-style-type: none">• Process all documents appropriately• Be detail oriented• Maintain a neat and orderly work area• Provide friendly, helpful and knowledgeable assistance to all customers• Willingness to assist other clerks in the team, as needed• Perform general office tasks such as copying, filing, scanning, printing, answering phones, etc.• Other duties as assigned **See my email of 1/24/2020 for more information	Tyler
3. Legal Assistant	Full-time legal assistant needed for solo Practitioner with guardianship and probate experience	Tyler
4. Civil Litigation Bankruptcy Clerk	Full-time Bankruptcy Civil Litigation Clerk. Please go to www.southside.com for application	Tyler
5. Paralegal	Small law firm located in downtown Tyler is looking for an experienced family law paralegal. Base salary 50k (could be more based on experience), retirement and bonus'.	Tyler

6. Paralegal	<p>Family Law Paralegal/Legal Assistant Position</p> <ul style="list-style-type: none"> - Minimum five years of paralegal litigation experience required with at least one year of family law experience; -Competitive salary (based on experience and certifications), Health Insurance paid; vacation, free CLE, TAALP membership and luncheons provided and paid; -Legal Assistant/Paralegal experience requires the ability to meet clients, draft correspondence, motions, orders, other legal pleadings (Prodoc software) draft discovery requests and responses and organize document production, meet demanding deadlines, assist client meetings; scheduling hearings, deadlines and appointments, etc., billing input, mediation and trial preparation and attendance. - Positive, can do and will do attitude; - Word, Outlook, Excel, ProDoc, E-filing and Adobe Pro experience required 	Tyler
7. Paralegal	<p>Full-time Litigation Paralegal needed for downtown Tyler law firm. TOP plaintiff personal injury firm in Tyler, Texas is looking to hire an experienced Litigation Paralegal</p> <ul style="list-style-type: none"> • TOP of the market pay with benefits • Opportunity to work a high dollar sophisticated docket and get out of working car/truck wreck cases • Need to have 2+ years of experience in personal injury litigation • Must be able to assist attorneys with cases from start to finish 	Tyler
8. Paralegal	<p>Seeking a paralegal for a busy litigation desk. Must have a minimum of 3 years' experience in same or similar capacity. Experience in medical malpractice litigation defense practice as well as any other insurance defense practice is preferred. This position is for two busy Partners of the firm. Successful candidates should be poised and professional and must be capable of working independently and managing a full docket of assigned files involving several attorneys in the Tyler office. Must be familiar and experienced in ordering medical and other records by subpoena and reviewing and summarizing all records. This desk will perform other general paralegal work including trial prep. Paralegal certificate preferred but not required depending on experience level.</p> <p>We offer a pleasant, friendly environment as well as a competitive salary and benefits package.</p> <p>Come join a team of successful litigators and be a part of this highly respected law firm.</p>	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.

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

Avery, Jacqueline
Berrum, Melissa
Betts, Lisa
Blair, Erin
Boynton, Gaye
Brooks, Bonnie
Brotherton-Pyatt, Margaret
Brownlow, Laura
Buchanan, Ann
Carter, Kimberly
Clarkston, Paul
Clarkston, Penny
Collins Investigations
Connor, Sarah
Coplan, Patricia
Crawford, Melani
Crim, Nancy
Deck, Mary
Deposition Resources
Dillon, Candice
Discovery Records

Earls, Kristen
East Texas Crisis Center
Evans, Karen S.
Freeman, Tabitha
Godwin, Carol
Goley, Carol
Hall, Carrie
Hancock, Jo Ruth
Hayati, Connie
Hemphill, Carla
Hesse, Wendy
Jackson, Laura
Jones, Christine
Jones, Gabby

King, Carrie
Kirby, Cindy
Knighton, Tina
Koch, Helen
Kopech, Leatha
Kramer, Jackie
Lexitas
Liska, Rhonda
Luker, Kayla
Marshall, Tracy
Martin, Melissa
Martinez, Marieliza
May, Tamara
Mayfield, Tammye
McLeod, Jacob
McMillan, Jocelyn
Mendell, Melissa
Miller, Susan
Pilcher, Laney

Rex, Renda
Scirto, Hannah
Sepmoree, Tina
Sherrill, Sharon
Shirley, Racheal
Skeen, Barbara
Slayter, Linda
Sparks, Rhonda
Starkey, Emily
Taylor, Vickie
Tekell, Amanda
Thedford, Kimberly
Thomas, Deborah
Toon, Kristine
Torres, Magali
Turchi, Brandi
Vallery, Jo
Vickers, Hailey
Wallace, Melissa
Watson, Christy
Wharen, Marcia
White, April
Wilgus, Melissa
Williams, Brandi
Williams, Cayce Della
Wootton, Magen

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

COMMUNITY SERVICE RECIPIENT



Achieving Dreams is a unique nonprofit day program for adults with special needs. The “Achievers” (as they are known in the community) volunteer at businesses and organizations throughout the community each day to learn how to work, communicate and socialize in a real-life setting. Their mission is to enrich the lives of adults with special needs by providing opportunities and support within the community. They look beyond disabilities, focus on capabilities, and expand possibilities.

In the afternoons when the 'Achievers' are done with the day's job, the group spends time exercising and playing games or doing brain teasers. In addition, each month the Achieving Dreams team will go on a special field trip. Laura Matteis, Executive Director, said that they are currently preparing for their annual fundraiser event, *Circle of Caring*. The theme for this year is “Wild West Round-Up”. Because of Covid, the event will be held virtually on 10.8.20.

The Achievers make craft items that are put into a Boutique at *Circle of Caring*. The community will be able to go online and buy the craft items made by the Achievers.

They are working on projects for the Boutique such as: tie-dye bags, clay pots with plants, decorated frames, stenciled aprons, sponge paintings and terrariums. These are just a few example of things the Achievers make.

Achieving Dreams rents a space in a church and has little storage for actual supplies. They are in need of gift cards to Walmart, Michael’s and Hobby Lobby in order to purchase supplies as they are doing each project. Basically, any store where they could purchase art supplies. Members can also give cash/checks, and gift cards will be purchased to provide to Achieving Dreams.

For more information on Achieving Dreams you can visit achievingdreams.org.





Domestic Violence Awareness Month 2020

Clothesline Project

Shirt Donations Needed:

White represents individuals who died because of violence;

Yellow or **beige** represents battered or assaulted individuals;

Red, pink, and orange are for survivors of rape and sexual assault;

Blue and **green** t-shirts represent survivors of incest and sexual abuse;

Purple or **lavender** represents individuals attacked because of their sexual orientation;

Black is for individuals attacked for political reasons.

The Clothesline Project is a visual display of shirts with messages designed by survivors or by someone who's loved ones were killed due to Domestic Violence or Sexual Assault. This Project is to increase awareness, to celebrate a survivor's strength, and to break the silence.

If you would like to donate supplies or drop off a shirt with a message, please contact us at

East Texas Crisis Center 903-509-2526

Follow The East Texas Crisis Center on Facebook and Instagram for updates on this and future events!

Upcoming CLE Webinars

Title	Start Date and Time
<u>Immigration Law</u>	Thursday, September 17, 2020 - 12:00pm
<u>Social Media Ethics</u>	Thursday, September 24, 2020 - 1:00pm
<u>The Successful Paralegal in the Digital Age</u>	Wednesday, September 30, 2020 - 12:00pm
<u>Cannabis 101 – Special Industry Risks and Considerations</u>	Wednesday, November 11, 2020 - 1:00pm

1.0 HR

\$45 for NALA Members
\$65 for Nonmembers

1.5 HRs

\$45 for NALA Members
\$65 for Nonmembers

2.0 HRs

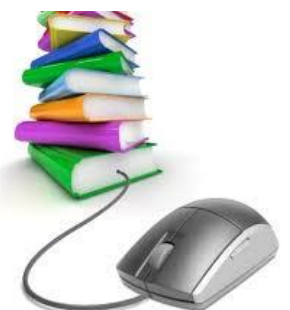
\$55 for NALA Members
\$75 for Nonmembers



**DID YOU MISS ONE OF
OUR LIVE WEBINARS?**

We have it recorded as an
On-Demand Webinar!

<https://nala.org/continuing-education>





As you have all seen, TAPS this year is going virtual and this is a GREAT opportunity to be able to get 10 hours of CLE without ever leaving your desk. If you haven't taken the time to register, we encourage you to take the time to check out the speaker line up as we have been able to get some speakers we don't normally have from all over the state. There are multiple tracts so there is something for everyone!!

Register now for this spectacular virtual gathering of the best CLE Texas has to offer. This webcast event will take place September 16 and 17, 2020 and will provide you with 2 days of CLE (10 hours)! See the speaker line-up and register at <https://txpd.org/TAPS/>.

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SEPTEMBER BIRTHDAYS

Liz Aaron	1
Erica Kirby	2
Ann Buchanan	3
Renda Rex	4
Wendy Hesse	5
Kimberly Thedford	11
Krystal Rowe	11
Brandi Williams	12
Mallory Lewis	12
Mary Deck	13
Christina Shepard	16
Barbara Skeen	18
Kenneth Millican	26

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!

TAALP SPOTLIGHT



Hello everyone! My name is Jacob McLeod and I am so honored to be the TAALP spotlight member for the month of September! I was born and raised in East Texas, spending a majority of my life in Latexo, a small town of less than 300 people. I have been living in Tyler since August of 2016 and I've absolutely come to love the city and Smith County as a whole.

I am 22 years old, I just graduated from UT Tyler, I majored in Political Science with a minor in Pre-Law, it was a lot to deal with at times but I survived! While at UT Tyler I devoted my life to Student Government, first serving as a Senator for a year and then two years as the Student Body Treasurer, I then unsuccessfully ran for Student Body President and decided to focus my attention elsewhere. While it was difficult and demanding, I am so grateful for our local university and immensely proud of the opportunities it provides for the people in our region.

After working for UT Tyler, I was given a paid (!!!) internship with the U.S. District Court here in Tyler. A few months after my internship ended I was hired on as a part-time office assistant in the District Attorney's Office, I am now working here full-time as the Receptionist. While the world has been insane lately, I am so grateful that I have a stable job in which I can actually utilize my degree, I count my blessings every day. When I'm not in the office I enjoy spending time outdoors (Tyler State Park is great), reading boring political books, and experimenting in the kitchen (I'm still learning how to cook).

I am glad that I am now a part of TAALP, I look forward to meeting all of the wonderful people in this organization, I hope to learn more about this field and create lasting relationships with all of you!



**TAALP EXECUTIVE BOARD OF DIRECTORS
2020-2021**

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