



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS APRIL, 2021 NEWSLETTER

President's Message

Leatha Kopech, PP, PLS

Dear TAALP Members:

Who knew the craziness that started just over a year ago would be continuing today...albeit, not as crazy now on some fronts but even crazier on others. So, let's think about something different...let's think about something that brings us JOY and makes us SMILE!!!! Spring always brings me JOY!!!! Hopefully, all the cold snaps are over and the springlike temperatures will continue. I don't know about you, but Spring is my favorite time of year. I love the beautiful blooms that appear everywhere and especially love the wildflowers that start popping up. I was raised in a small town near Houston and the State Flower of Texas, the beautiful Bluebonnet, was everywhere. There were beautiful blue fields and roadways lined in blue. Many places displayed a mixture of Bluebonnets and Indian Blankets creating a stunning view. Everyone would stop and take pictures in the bluebonnets. I don't know if I am just not seeing them, but Bluebonnets don't appear to be as prominent in East Texas, but today I was driving along 110 North and saw a beautiful patch of Bluebonnets. It reminded me of my childhood and taking pictures of my kids when they were little in the Bluebonnets...it put a SMILE on my face and JOY in my heart. I say all of this to say that I think we all need to find things that bring us JOY and make us SMILE, especially with all that is happening in our world these days. So, find something that makes you smile, think about it often, post a picture of it somewhere so that you can see it often, make it your computer or phone wallpaper. Life is too short not to have JOY in our hearts and a SMILE on our face!!!

I am so excited that this year we will be able to have our annual April Membership Social as normal. Only sad that I will miss the meeting due to a prior commitment. The meeting is scheduled for Thursday, April 8th, at 5:30 p.m. and will be held at 1836 Texas Kitchen, 2467 Crow Road (Old Jacksonville Highway), Tyler. Our speaker will be Matt Rowan. Mr. Rowan will be speaking on the 2021 Changes to the Discovery Rules in Texas. The CLE, dinner and a drink are on TAALP as a thank you for your participation and interest in our organization. **THANK YOU LEXITAS AND EPIC OFFICE SOLUTIONS** for sponsoring our meeting this month!!

Remember half-price membership for new and renewing members for the remainder of our 2020-21 year (Jan. 1 – June 30). Be sure to share this with friends and co-workers, and invite them to join TAALP!

Elections for next year's board is approaching fast. We will be taking nominations in May, and our June meeting is Election Day. We would love to have you serve on the Board. If you are interested in serving and have questions, please reach out to any of our current Board members. Their names, position and contact information are on the last page of this newsletter. 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. In order to ensure that you 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. If a member misses attendance at one meeting (either regular or board) per month for three (3) consecutive months during any fiscal year, then the member will be placed on "associate" status, without refund of dues, for the remainder of the fiscal year in which the violation occurred or until the said member has attended one meeting (either regular or board) per month for two (2) consecutive months, at which time the member may be reinstated as an active member. So to paraphrase that, just make sure you don't miss attending meetings 3 months in a row! If you have, then please attend the two monthly meetings in a row before May 1st to reinstate your active status. If you have any questions or concerns about your attendance and current active status, please contact Melissa Wallace, melissa.wallace@burtonoil.com regarding your attendance/active status.

I hope you all enjoy the meeting on Thursday and look forward to seeing you all next month!

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!

Please join the Tyler Area Association of Legal Professionals for its

Membership Social and Monthly Meeting

Thursday, April 8th, 5:30 pm at



Complimentary dinner (select menu)

Our CLE speaker will be Matt Rowan on

2021 Changes to the Discovery Rules in Texas

Questions? Please contact Carrie King at

903-312-5248 or cking@fr.com

1836 Texas Kitchen is located at 2467 Crow Road

(off of Old Jacksonville Highway—we will be meeting in a private room)

EMPLOYMENT – APRIL 2021

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

Position	Practice Areas/Job Description	Location
1. Legal Assistant	Full-time legal assistant needed for solo Practitioner with guardianship and probate experience	Tyler
2. Court coordinator	The County Court at Law in Rusk County, Henderson, Texas is looking for a Court Coordinator. Job duties include scheduling hearings, managing dockets in probate, misdemeanor, family and juvenile matters. Requires computer skills and operating net data system. State/County benefits	Henderson
3. Legal Asst/Admin Asst	<p>A downtown Tyler firm will be hiring a Legal Assistant/Administrative Assistant to begin April 15th or April 30th. Below are skills that are needed:</p> <p>Familiar with this Software: Microsoft Office 2019 (Word, Excel, Outlook) Quicken 2014 Home and Business Bankruptcy Pro for Windows v. 12 Yahoo/AT&T Email Timeslips 2006 Adobe Acrobat Pro 2020 Efiling PACER</p> <p>Familiar with these areas of Law: Bankruptcy - Business and Individual Probate Estates General Civil (including divorce suits, collection suits, etc.) Real Estate Attorney has a general practice</p> <p>Duties: Duties include, but are not limited to, setting up files and assigning file numbers, file management, drafting initial pleadings in cases, managing cases, scheduling and keeping calendar (hard and electronic copies), calculating and calendaring response dates and deadlines, initial consultations with potential clients and scheduling appointments, timekeeping and billing, filings via efile.txcourts.gov and PACER, various administrative duties, various office management duties.</p> <p>The firm does not offer health insurance. Typical vacation time after 90 days.</p>	Tyler

	Typical sick time after 90 days.	
4. Assistant	Part-time Office assistant needed with flexible schedule. Pay is \$17.00/hr. Would prefer office experience	Tyler
5. Court Coordinator	Wood County, County Court is looking for a full-time Court Coordinator. Please see my email from 3-9-21 on how to apply	Quitman
6. Receptionist/Assistant	Wood County DA's office is looking for full-time Receptionist/Assistant. See my email from 3-19-21 on how to apply	Quitman
7. Legal Assistant	A Longview based criminal defense attorney is seeking a full-time Legal Assistant. The attorney handles state and federal criminal cases with some appeals. Experience in criminal preferred. Salary commensurate with experience plus discretionary bonuses. Employee paid insurance, optional Simple IRA with employer matching, and HSA contributions. Candidates will be kept confidential.	Longview
8. Legal Assistant	<p>Full-time Legal Assistant</p> <ul style="list-style-type: none"> • \$15/hr for 8 hrs per day, 8 AM - 5 PM (1 hr lunch) • I would like to transition for salary position if good fit for around \$31k/yr • No health/dental/retirement benefits, but I would like to work toward that • Duties include answering calls, e-filing, preparing/sending letters, speaking with clients, copying discovery, collecting payments from clients/consultation, jury selection, possibly meeting clients in jail • Will be using Microsoft Word, Google Notes, Docusign, Pdf editing software <p>I'm a solo law firm doing 95% criminal defense, and some pro bono work. We do mostly felonies but we have plenty of misdemeanor cases. Please let me know if you need anything else from me. I need to fill a position pretty quickly, before the end of this month.</p>	Tyler

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

Amaya, Lia	Earls, Kristen	Langston, Denise	Taylor, Vickie
Ascencio, Gabriela	East Texas Crisis Center	Lexitas	Tekell, Amanda
Avery, Jacqueline	Epic Office Solutions	Liska, Rhonda	Thedford, Kimberly
Berrum, Melissa	Evans, Karen S.	Luker, Kayla	Thomas, Deborah
Betts, Lisa	Field, Joanna	Mapes, Sarah	Toon, Kristine
Blair, Erin	Freeman, Tabitha	Marshall, Tracy	Torres, Magali
Boynton, Gaye	Godwin, Carol	Martin, Melissa	Turchi, Brandi
Brooks, Bonnie	Goley, Carol	Martinez, Marieliza	Vallery, Jo
Brotherton-Pyatt, Margaret	Hall, Carrie	May, Tamara	Velasco, Brenda
Brownlow, Laura	Hancock, Jo Ruth	Mayfield, Tammye	Vickers, Hailey
Buchanan, Ann	Hankins, Melanie	McLeod, Jacob	Wallace, Melissa
Carter, Kimberly	Harvey, Terri	McMillan, Jocelyn	Watson, Christy
Cash, Lanell	Hemphill, Carla	Mendell, Melissa	Wharen, Marcia
Clarkston, Paul	Henry, Sally	Miller, Susan	Wheeler, Connie
Collins Investigations	Hesse, Wendy	Pilcher, Laney	White, April
Connor, Sarah	Heyder, Brittany	Rakestraw, Macy	Wich, Jodi
Coplan, Patricia	Jackson, Laura	Rex, Renda	Wilgus, Melissa
Crawford, Melani	Johnson, JaKayla	Scirto, Hannah	Williams, Brandi
Crim, Nancy	Johnson, Sandy	Sepmoree, Tina	Williams, Cayce Della
Deck, Mary	Jones, Christine	Sherrill, Sharon	Wootton, Magen
Deposition Resources	Jones, Gabby	Shipp, Kelsey	
Dillon, Candice	Jones, Jordae	Shirley, Racheal	
Discovery Records	King, Carrie	Skeen, Barbara	
	Kirby, Cindy	Slayter, Linda	
	Knighton, Tina	Sparks, Rhonda	
	Koch, Helen	Starcher, Darcy	
	Kopech, Leatha	Starkey, Emily	
	Kramer, Jackie		

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

TAALP

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



Office of: Barbara Skeen, CP, Chairman
TAALP Scholarship Committee
c/o Mewbourne Oil Company
3620 Old Bullard Road
Tyler, Texas 75701
(903) 534-7643 (Direct line)
Email: bskeen@mewbourne.com

SCHOLARSHIP GUIDELINES

- SCHOLARSHIP AMOUNT:** At least three scholarships in the amount of \$500.00 each will be awarded. One scholarship is designated for an Applicant in a Paralegal program.
- APPLICATIONS:** Applications must be postmarked no later than April 15, 2021. Incomplete applications will not be considered.
- ANNOUNCEMENT OF WINNER:** The winners of the scholarships will be announced at a regular meeting of the Association; however, the winners will be advised immediately upon selection.
- SCHOLARSHIP AWARD:** Scholarship certificates will be presented to the recipients at a future TAALP meeting.
- PAYABLE:** Each scholarship is payable in one installment to the recipient and presented with the certificate.
- ELIGIBILITY:**
- (1) Applicant must be a high school senior or currently enrolled in a school of advanced education, i.e. junior college or four-year college and working toward a career in the legal field;
 - (2) Applicant must have a **grade point average of 3.0** or higher; and
 - (3) Applicant must be enrolled in or intending to enroll in a field of study relating to the legal profession.

T A A L P

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



SCHOLARSHIP APPLICATION

Name: _____ Telephone: _____

Email: _____

Address: _____ Alternate Telephone: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Soc. Sec. No.: _____

Parent(s) or Guardian's Name, Address and Telephone Number:

High School Attended or Attending: _____

College/University/Program Planning to Attend or Attending: _____

Grade Point Average (High School): _____

Grade Point Average (College or University): _____

Projected Graduation Date (High School): Projected _____

Graduation Date (College or University): _____

What are your interests and hobbies? _____

Will it be possible for you to continue your advanced education without financial assistance?
Explain briefly:

List extracurricular activities in which you have participated, such as athletics, clubs, etc.; include any offices held:

List any awards you have received or significant accomplishments during the past four (4) years:

List community, civic, or church activities in which you participated:

Name, address, and phone number of two (2) character references:

Please attach the following:

1. Official transcript of grades to substantiate at least a 3.0 (or “B”) average.
2. Your resume.
3. At least one reference letter from a teacher or someone who has known you for at least the past two (2) years.
4. An essay setting forth your reasons for having chosen the legal profession as a field of study. Please include the areas of law or the legal profession which most interests you at this time (minimum of 100 words).

DATE: _____ SIGNATURE: _____

RETURN THIS APPLICATION WITH REQUIRED ATTACHMENTS TO:

Barbara Skeen, CP
TAALP Scholarship Committee Chairman
c/o Mewbourne Oil Company
Tyler, Texas 75701
(903) 534-7643 (Direct Line)
Email: bskeen@mewbourne.com

NOTE: Application Deadline: April 15, 2021

YOU MAY INCLUDE ADDITIONAL PAGES IF NECESSARY

<p>APPLICATIONS RECEIVED AFTER APRIL 15, 2021 WILL NOT BE CONSIDERED. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.</p>

Process Service Surveillance Witness Locate

Michael J. Collins
Private Investigator

COLLINS
INVESTIGATIONS

110 N. College Ave
Suite 1504
Tyler, TX 75702
Lic. No. A08864

903-526-1411
FAX 903-526-6453
mikecollins@sprintmail.com

Background Searches Jury Research Interviews

mikecollins@sprintmail.com

BLUBONNET PROCESS SERVER
*Serving Tyler-Smith County & Longview-Gregg County
& surrounding areas in East Texas*

Pamela "Blu" Daniels
903-372-2818
blondefilly@wb4me.com

SCH4241
Member TPSA, NAPPS and TAALP

hello
APRIL



April Birthdays

Lia Amaya 4/5
Kelsey Shipp 4/9
Lisa Betts 4/12
Jacob McLeod 4/17
Hailey Vickers 4/18
Emily Starkey 4/27

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



Hello everyone! Thank you for allowing me to be in the "spotlight" this month. My name is Jackie Kramer. I have been blessed with a husband of 30+ yrs, three grown children and a grandson. We have lived in E.Texas since 1993, previously from Northern California.

I enjoy recent for level

I look many role.

My been in 18yrs I have been working at Baylor Scott and White as a high-risk OB nurse. I believe my career change is a new opportunity to learn and grow, and still help others in need. I think the law field is fascinating.

I have met many great TAALP members and look forward to my future involvement. Thank you TAALP for embracing "newbies" like me!

meeting new people, reading, and traveling. I am a TJC Paralegal graduate and am currently applying internships and entry positions.

forward to learning the facets of the paralegal

profession to date has the medical field. The last





TAALP EXECUTIVE BOARD OF DIRECTORS 2020-2021

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(903) 509-5091 Facsimile
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Find us on:  and at www.taalp.com