



*President's Message*  
*Jo Ruth Hancock, CP*

## TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

### APRIL 2016 NEWSLETTER

Dear TAALP Members:

We are getting close to the end of our TAALP year and my last term serving as your President. I am humbled to have served as your President these past two years. I have had the support and help of an awesome group of talented and dedicated Board Member, and I really appreciate all the encouraging words I hear from you. This has been a great journey for me. Our membership is strong, and we have engaged a lot of members on various committees and have new interest from members who have expressed an interest in serving on the Board in the future, which is very exciting and vital to the continued growth and effectiveness of TAALP. Here's what we have planned for the remainder of this year:

April Membership meeting – Scholarships will be awarded at this meeting

April – CLE Event

May Membership meeting

Nomination of Officers

May Annual Membership Social

June Election of the 2016-2017 Executive Board

We are excited to host our April evening meeting on **Thursday, April 14, 2016, immediately after work** at Don Juan's on the Square. We have a great speaker lined up, Jerry Bain. His topic is Introduction to Collaborative Divorce! This will be a great night of good food, great topic and one hour of CLE credit, not to mention the relaxed atmosphere and opportunity to visit with other members too! The meal is \$12.00, and TAALP is buying you a happy hour drink. Thank you **Sunbelt/Depo Texas** and **Kim Tindall & Associates** for co-sponsoring our April meeting!

We are looking forward to hosting our upcoming CLE event that will be held **April 22, 2016, at The Tyler Area Chamber of Commerce.**

**May 4, 2016**, is Law day. Our TAALP Legal Professional of the Year has been selected and will be presented her award that day. The TAALP Legal Professional of the Year award this year goes to Jan Seal! CONGRATULATIONS, JAN SEAL! Thank you so much **Barbara Skeen** for your role as Legal Professional of the Year Committee Chairperson. Your hard work is so very much appreciated.

May also is the time for nominations for our new TAALP officers and also our Annual Membership Social, followed by election of the TAALP 2016-2017 Board in June!

I also want to THANK **Barbara Skeen, Scholarship Chairman**, and her committee members, **Heather Smalley, Patti McKinney, Melinda Lollard, and Suzanne Wimberley**, for their hard work and dedication in selecting the TAALP Scholarship recipients this year. We had some really qualified applicants, and we had the ability this year to award five scholarships to some very deserving recipients. We look forward to presenting them with their scholarships at our Thursday evening meeting this month.

A big thanks to ALL OUR VENDORS! You so generously support TAALP, and we appreciate you all so much!

Have a great month!

TAALP April 2016 Newsletter

Jo Ruth

### **NOTICE:**

The Board would like to send a HUGE congrats to Kim Assunto on passing the Certified Paralegal exam! Passing that test is a grand accomplishment! Great job, Kim!!

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

**Just email me at:  
brandi.williams@hotmail.com for more information.**

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

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

### **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 ❖

April 22, 2016

TAALP CLE Event, Chamber of Commerce

May 4, 2016

Law Day

May 19, 2016

TAALP Membership Social

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

**Nancy Parker**

**Kristen Henson**

**Kristen Thomas**

**Wanza Marie Robbins**

The Executive Board would also like to thank all of our awesome returning members, as follows:

<b>Arscott, Cristy</b> <b>Baker, Emily</b> <b>Barrett, Sheri</b> <b>Barrett, Sunshine</b> <b>Barron, Jennifer</b> <b>Becker, Beverly</b> <b>Betts, Lisa</b> <b>Blubonnet Processing</b> <b>Service</b> <b>Bonnie, Brooks</b> <b>Brownlow, Laura</b> <b>Bryan, Joy</b> <b>Buchanan, Ann</b> <b>Burgess, Ginny</b> <b>Campbell, Kristi</b> <b>Cash, Lanell</b> <b>Clayton, Catherine</b> <b>Colley, Lori</b> <b>Connor, Sarah</b> <b>Coplan, Patricia</b> <b>Crawford, Melani</b> <b>Crim, Nancy</b> <b>Crutchfield, Charlotte</b> <b>Deck, Amanda</b> <b>Deck, Mary</b> <b>Depoma, David</b> <b>Deposition Resources</b> <b>Sunblett</b> <b>Dickey, Lisa</b> <b>Dieringer, Mary</b> <b>Dillon, Candice “Candy”</b> <b>Discovery Records</b> <b>Dixon, Renee</b> <b>Doffer, Teresa</b> <b>Dow, Katie</b> <b>Eargle, Kristen</b> <b>Espinosa, Debbie</b> <b>Evans, Karen</b>	<b>Express Personnel</b> <b>Finley, Gay</b> <b>Flowers, Marilyn</b> <b>Foster, Codi</b> <b>Gable, Amanda</b> <b>Galvan, Jasmin</b> <b>Gaddis, Chelsea</b> <b>Godwin, Carol</b> <b>Goley, Carol</b> <b>Gray, Melissa</b> <b>Green, Cecilia J.</b> <b>Hall, Carrie</b> <b>Hancock, Jo Ruth</b> <b>Harris, Melissa</b> <b>Harvey, Terri</b> <b>Hays, Sara</b> <b>Hebron, Lucy</b> <b>Hembrough, Samantha</b> <b>Hemphill, Carla</b> <b>Henry, Donna</b> <b>Hesse, Wendy</b> <b>Hill, Keesia</b> <b>Hudson, Christine</b> <b>Hudson, June</b> <b>Hurst, Jessica</b> <b>Jackson, Laura</b> <b>Kay, Vicki</b> <b>Kim Tindall &amp; Assoc.</b> <b>King, Carrie</b> <b>Kirby, Cindy</b> <b>Koch, Helen</b> <b>Kopech, Leatha</b> <b>Knighton, Tina</b> <b>KTS Quest</b> <b>Kuhn, Ann</b>	<b>Lennon, Molly</b> <b>Lollar, Melinda</b> <b>Maxey, Kayla</b> <b>Maxwell, Emily</b> <b>May, Tamara</b> <b>Mayfield, Tammye</b> <b>McCaa, Leslie R.</b> <b>McGinnis, Lynn</b> <b>McIntyre, Ashley</b> <b>McKinney, Patty</b> <b>McLaughlin, Suzanne</b> <b>McLen, Kerri</b> <b>Moore, Natashea Ellan</b> <b>Molina, Rocio</b> <b>Morris, Mechele</b> <b>Moylan, Carla</b> <b>Murphy, Julie</b> <b>Neel, Lesley</b> <b>Oden, Rachel</b> <b>Oliver, Susan</b> <b>Penner, Amber</b> <b>Peters, Michael</b> <b>Poire, Melissa</b> <b>Rhodes, Lora</b> <b>Roberts, Vicki</b> <b>Robison, Rhonda</b> <b>Rogers, Kassi</b> <b>Rowe, Renda</b> <b>Retano, Rosario</b> <b>Rongel, Maria</b> <b>Sherrill, Sharon</b> <b>Skeen, Barbara</b> <b>Smalley, Heather</b> <b>Smith, Jennifer</b> <b>Sparks, Rhonda</b> <b>Stewart, Clo</b>	<b>Taylor, Vickie</b> <b>Tekell, Amanda</b> <b>Thedford, Kimberly</b> <b>Toon, Kristine</b> <b>Tucker (Ortiz), Kim</b> <b>Wallace, Mellissa</b> <b>Waller, Jennifer</b> <b>Williams, Brandi</b> <b>Wright, Strickland</b> <b>Janet</b>
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**TAALP**  
**MINUTES OF APRIL 2, 2016 BOARD MEETING**  
**By: Ann Kuhn, Recording Secretary**

The Executive Board met at JACK RYAN'S on Wednesday, April 6, 2016, for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Catherine Clayton, President-Elect; Leatha Kopech, 1<sup>st</sup> Vice President; Chelsea Gaddis, 2<sup>nd</sup> Vice President; Ann Kuhn, Recording Secretary, Brandi Williams, Corresponding Secretary; Suzanne Wimberley, Treasurer; Bonnie Brooks, Parliamentarian.

Barbara Skeen, Scholarship Chairman was in attendance.

**April 8, 2016 via e-mail:** Discussion by the Board Members regarding awarding an additional TAALP Scholarship this year. Motion was made by Ann Kuhn to award an additional scholarship. Suzanne Wimberley seconded the motion and it carried.

Jo Ruth Hancock called the meeting to order at 12:16 p.m.

**JO RUTH HANCOCK, President:**

Jo Ruth presented the calendar of upcoming events, and they were discussed by the board members.

**Old Business:**

- 2015-2016 Renewal membership total to date – 134
- March meeting attendance - 29
- Average meeting attendance – 37
- Half price membership still continues.

**New Business:**

- Jo Ruth Hancock is attending the 2016 TAPA Leadership Conference and will be presenting our annual report.
- Membership Social is scheduled for May 19<sup>th</sup> at Coyote Sams. Please attend if you can.
- Mona Tucker, District Representative with SBOT PD has organized a social gathering with the District 14 members at the Cork May 5<sup>th</sup>. PD and vendors will provide appetizers and TAALP will sponsor one drink ticket per attendee.
- Nominations solicitation in May
- Elections in June
- Barbara Skeen presented an update regarding scholarship selections and presentations.

**CATHERINE CLAYTON, President-Elect:**

- CLE Event April 22<sup>nd</sup> at the Chamber of Commerce. We have 7 speakers lined up.

**LETHA KOPECH, 1<sup>st</sup> Vice President:**

- Membership Renewals – 134 renewals to date. Membership is 3 below last year. If you are

interested in joining TAALP, please send in your application.

- ½ price membership renewals for the remainder of the membership year ending June, 2016.
- We will be meeting at Coyote Sams for the monthly meeting and they will be serving fajitas.
- May membership social location will be at Coyote Sams.

**CHELSEA GADDIS, 2<sup>nd</sup> Vice President:**

- April Speaker – Jerry Bain – Introduction to Collaborative Divorce
- May Speaker: Robert Bailes
- June: Elections
- July Speaker: Bobby Lamb – Electronic Filing in Federal Court

**ANN KUHN, Recording Secretary:**

- Moved that the Minutes of the March, 2016 board meeting be approved, as reported in the Transcript. Catherine Clayton seconded the motion and it carried.

**BRANDI WILLIAMS, Corresponding Secretary:**

- April Spotlight Member: Cecilia Green
- May Spotlight Member: Brea McCrady

**SUZANNE WIMBERLEY, Treasurer:**

- Suzanne presented the Treasurer's Report and moved the report be filed for audit. Catherine Clayton seconded the motion and it carried.

**CARRIE KING, Executive Advisor:** Absent

**BONNIE BROOKS, CP, Parliamentarian**

**Next Regular Meeting: May 3, at Jack Ryans**

**Next Board Meeting: May 12, 2016 – Noon – Chamber of Commerce**

There being no further business, Jo Ruth adjourned the meeting at 12:50

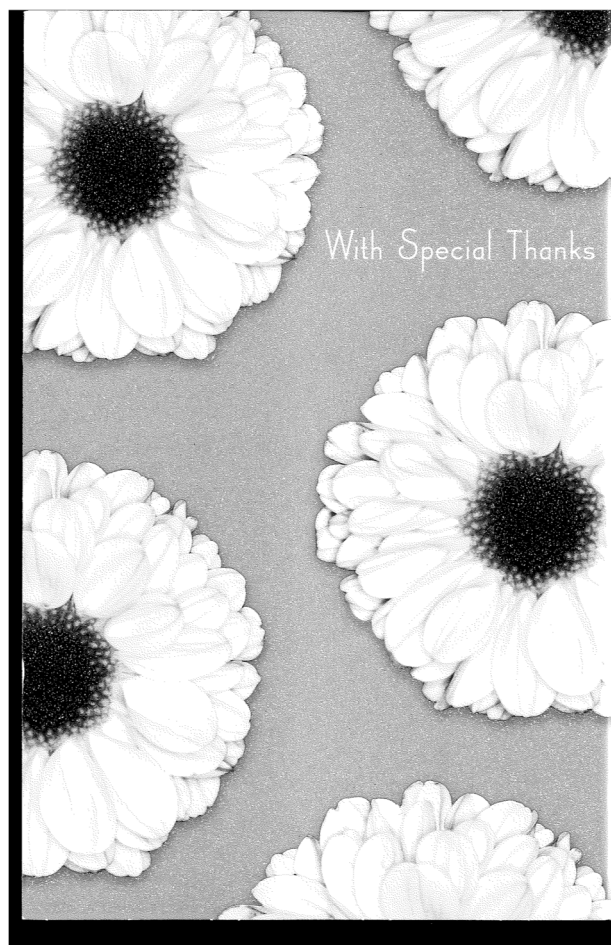
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*JO RUTH HANCOCK, President*

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*ANN KUHN, Recording Secretary*

Below is a sweet card from the Urbina family thanking TAALP for contributing to their family during our Christmas Community Service Project.



Debbie,  
Thank you and the Tyler  
area Legal Professionals for  
the generous gift. Our family  
is grateful to you all for thinking  
of us.

The Urbina  
family  
(Gilbert Nara  
London?  
Landon)





Please know that the Board strives to keep the membership happy. We are trying new food vendors for our monthly meetings and would love feedback. If you have a suggestion, please email me at: [brandi.williams@hotmail.com](mailto:brandi.williams@hotmail.com).



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In recognition of the 30<sup>th</sup> Anniversary of the TJC Paralegal Program, I have included some interesting facts about our first President, Nell Everett who did a lot for the organization.

We would also like to recognize Patricia Coplan with the TJC Paralegal Program for her outstanding commitment and leadership to the up and coming future paralegals. Thank you, Ms. Copeland.

Tyler Area Association of Legal Assistants was organized recently at a meeting at RepublicBank Tyler's Family Banking Center.

Officers elected were Nell Everett, president; Betty Kirby, president-elect; Glenda Shelton, vice president; Barbara Calcote, secretary; and Rhita Anderson, treasurer.

Active membership in the local organization is open to members in good standing of the State Bar of Texas Division. Associate memberships are available to other persons interested in the legal profession. Charter membership will remain open until Nov. 1.

The local association is organized for educational purposes and will have non-profit status, said Mary Ann Palmer, public relations chairperson.

State Bar Legal Assistants Division members from the four-county area of Smith, Anderson, Rusk and Gregg

were issued special invitations to attend the meeting.

The State Bar Legal Assistants Division was established for the purpose of enhancing legal assistant's participation in the administration of justice, professional responsibility and public service cooperation with the State Bar. The division also provides a state-wide organization for legal assistants which serves as a central vehicle for effective communication and resolution of matters of mutual concern to legal assistants throughout the state.

For further information about qualifications for membership or the division, contact Sandra Keaton, Staff Liaison for Legal Assistants, State Bar of Texas, P.O. Box 12487, Austin, Texas 78711 (512-475-1752 or 475-2097), or for local information, contact Nell Everett, Tyler, Texas, 597-4192.





Concurrently

the college. I referred by the Staff Legal Assistant Course being instituted at

learned that a single paralegal course was being offered in the Business Department.

The next contact was with Mr. Joe Staples, Director of the Business Department. Mr. Staples was first contacted by telephone and a follow up letter was written to him (9/24/82) in which I requested an opportunity to discuss the matter with him. A meeting was held between Mr. Staples and me; he detailed plans for an introductory course to be offered under "Special Topics - Office Practice, Paralegal Emphasis," and said that an instructor, Mr. Steve Mason, Assistant United States Attorney, U. S. Department of Justice in Tyler, had been selected. After a preliminary meeting between Messrs. Staples and Mason, and myself, Mr. Staples suggested that Mr. Mason and I continue to work to develop the subject matter to be covered in the course

in January of 1983; approximately 20 persons were one semester (3 semester hours); and was completed in en, a legal assistant program should be

program to those students comp

A meeting was held in Administrative Vice-President, State Bar Division) and myself. We expressed our paralegal course and renewed our request for the assistant study. Dr. Hawkins' reply to me of indicated that we would be contacted as the program

Since the program would ultimately be a part of the Technology Division, in the Spring of 1983, contact was made with Mr. Richard Minter, Dean of Technology, for a progress report. At this time, Mr. Eugene Miller was assigned to the program and after a meeting with him, he advised that he had selected an ad hoc committee (forerunner of an advisory board) to begin work on a curriculum for the course which would begin in August of 1984, and that it would be conditioned on the approval of the Texas Education Agency.

The ad hoc committee was formed, a meeting was held, and the curriculum was selected. At the invitation of Mr. Miller, I attended this meeting as did Jackie Harkrider. The proposed curriculum was submitted to the Texas Education Agency, and it was our understanding that it was approved.

During the period from September 1983 to March 1984, no contact was made with the college staff inasmuch as it was our information that the program was scheduled to begin

In March of 1984, prior to attending the meeting in Dallas, I again contacted Dean Minter. I first learned that the program had been temporarily Smith County Bar Association President, Mr. Michael A.



### April

Buddy Rutherford	3
Patricia Hight	8
Lisa Betts	12
Ann Kuhn	25

### MAY

Rocio Molina	1
Emily Maxwell	4
Michelle Morris	7
Laura Jackson	10
Melissa Harris	15
Jennifer Stegall	21
Kimberly (Ortiz) Tucker	25
Blu Daniels (Bluebonnet Processing)	26
Lanell Cash	28
Amanda Ellis	29



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!

TAALP would like to extend a  
BIG "THANK YOU"  
to Andy's Frozen Custard  
for donating the nice TREATS  
members are finding in their  
birthday cards!!  
Be Sure To Frequent Your Local  
Andy's Frozen Custard!

## SPOTLIGHT TAALP MEMBER

**CJ Green**



began as a paralegal for Reagan E. Hunter in June, 1992. One of the most important things I learned from Reagan was that you either love the law or you hate it. There really is no in between when you work in the legal field. Fortunately for me, I love it. I have worked in various areas of law during my career and I have enjoyed them all with Family Law being my favorite area of practice.

My husband Gary and I have been married for 24 years and are the extremely proud parents of 2 wonderful sons: Dallas 21, is a welding tech student and Dillon 18, is a nursing student.

I am a very recent member of TAALP and am looking forward to becoming involved and making new friends in the Tyler area.

Thanks so much for selecting me as the spotlight member this month.

CJ Green

# EMPLOYMENT – MARCH/APRIL 2016

Contact: Nancy Crim, CP  
TAALP Job Bank Coordinator  
(903) 561-1600 or  
[nancy@icklaw.com](mailto:nancy@icklaw.com)

Position	Practice Areas	Location
Legal Assistant	Family Law; Proficient in WordPerfect, ProDoc, Microsoft Excel; Send application to: <a href="mailto:alicia@aliciacashell.com">alicia@aliciacashell.com</a>	Tyler
Legal Assistant	Family law	Tyler
Legal Assistant	Personal Injury – Dobbs & Tittle, PC Minimum 2 yrs PI experience Full-time position w/benefit package Contact: <a href="mailto:Deborah@davidedobbs.com">Deborah@davidedobbs.com</a>	Tyler
Personal Assistant/Office Manager (this is not a law office)	Technology experience in various programs including Excel, Power Point, Word; Ability to organize and manage office; Excellent customer service; Someone who thinks outside the box.	Mineola
Legal Secretary	Family Law and Probate Send resumes to: <a href="mailto:info@moranlawfirmtyler.com">info@moranlawfirmtyler.com</a>	
Legal Assistant	Personal injury and civil trial law Contact: Wanda Purcell <a href="mailto:wpurcell@charleswnicholslaw.com">wpurcell@charleswnicholslaw.com</a> Charlie Nichols <a href="mailto:cnichols@charleswnicholslaw.com">cnichols@charleswnicholslaw.com</a>	Palestine**
Legal Assistant	Litigation/Insurance defense Summarizing records & schedules	Tyler
Runner/File Clerk Part-time position	Hours: Mon-Friday, 4 hours per day Self-motivated, detail-oriented; must have your own transportation Contact: Crystal Lafitte <a href="mailto:crystal@rllawfirm.net">crystal@rllawfirm.net</a> ; (903) 535-2900	Tyler

<b>Administrative Assistant</b>	<b>Associate or Bachelor Degree in Business, Paralegal or Human Resources; Position involves marketing and accounting and Human Resources</b>	<b>Tyler</b>
<b>Intake Specialist</b>	<b>Personal Injury experience a plus but not required; excellent phone skills; proficient in Microsoft Office and database entry; multitasker; Inbound sales experience a plus; Bilingual a plus</b>	<b>Tyler</b>
<b>Administrative Land/Legal Assistant</b>	<b>3-5 years' advanced administrative experience preferably with legal experience in the oil and gas industry. For consideration, please fax or email resume to Attn: Human Resources, (903) 581-2111, or <a href="mailto:careers@vefinc.com">careers@vefinc.com</a>.</b>	<b>Tyler</b>

**\*\* PLEASE NOTE: If you are interested in positions that are located outside of Tyler, please let Nancy know that you want your resume submitted for those positions specifically.**

## 2015-2016 TAALP EXECUTIVE BOARD OF DIRECTORS



# TAALP EXECUTIVE BOARD OF DIRECTORS 2015-2016



## President

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## President-Elect

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## Executive Advisor

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## First Vice President

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## 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