



**TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS
JULY, 2018 NEWSLETTER**

President's Message

Jo Ruth Hancock

Dear TAALP Members:

Welcome to July and to our new TAALP year, 2018-2019. I am humbled and honored that you have chosen me again for the task of leading TAALP for the next 12 months as President. I hope I can continue to serve TAALP again this year in a way that promotes continued growth and professionalism. In order to achieve continued growth and increase our membership, we need EVERY MEMBER to take an active part in making that happen. I encourage each of you to ask your co-workers and Legal Assistant friends to join TAALP. At least invite them to one meeting! This is our membership renewal month, so if you have not already renewed your membership, now is the time to do so. Be sure to complete the application included in this newsletter and mail it back to us as soon as possible. We are off to a good start already and want to make sure no one misses anything!

I am excited that I have the privilege of working with a tremendous team of members on our 2018-19 Executive Board: President-Elect – Leatha Kopech, PP, PLS; First VP – Lisa Betts; Second VP – Penny Clarkston; Recording Secretary – Helen Koch; Corresponding Secretary – Melissa Wallace, CP; Treasurer – Carrie King, CP. Executive Advisor – Ann Kuhn, and Parliamentarian Bonnie Brooks, CP, and I will be introducing them to you at our first meeting, **Thursday, July 12, 2018, at noon** at The Hub. Rachael Griffith will be speaking to us about Guardianship for Special Needs Children. Lunch is \$15.00, which covers lunch and 1 hour of CLE approved by NALA and TBLS. Try to bring either a check or correct cash if you can. We want to say **THANK YOU** to **Lexitas** and **Bluebonnet Process Service** for sponsoring our room and door prizes this month. Please join us and bring a guest! We look forward to getting to know each of you this year, and I hope that you will take a minute to introduce yourselves to us at the meeting.

We are excited to again be participating in a school supply drive supporting our local schools. Our AWESOME returning Community Service Chairperson, **CINDY KIRBY**, has made arrangements for the collection of money and/or school supplies. There is a list published in this newsletter. We will be collecting those supplies and/or your cash donations at the meeting Tuesday and throughout the month of July. We will make our final collection at our August meeting. If you have any questions on what to bring, please email Cindy at cindy@sscfirm.com, or just bring cash/check, and we will do the shopping for you!

See you Thursday!

Jo Ruth

TAALP can help get your name out to our members.

Just email me at:

melissa@sscfirm.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

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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 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.

**MEMBERSHIP
IT'S A NEW YEAR!**

If you or a friend are interested in renewing or joining TAALP, please send in the attached Application. Our 2018-2019 year starts July 1 and runs through June 30.

NOTE: If your renewal is not received prior to August 30, 2018, you will no longer receive the Newsletter.

Dear TAALP Members,

Time is ticking for kids to enjoy the rest of the summer because August will be here before you know it, and stress levels can rise as back-to-school preparation draws near.

During the back-to-school hustle and bustle, there is an often overlooked reality – many kids are without basic back-to-school necessities.

Obtaining the necessary supplies can be a costly feat so this 2018 Fall School year, TAALP will be reaching out to help students who are living in the Salvation Army homeless shelter and the kids who come to them for assistance.

Next time you are shopping at Walmart or Target, grab some extra school supplies for local kids in need and bring them to the next TAALP meeting, or I will come to your office and pick up, or you can drop off at my office. Monetary donations will be gladly accepted as well.

Below is the school supply list that the Salvation Army gave me. TISD starts school on August 20 – I would like to donate the supplies by August 10 give or take a few days. I will be sending an occasional reminder as well. If you have any questions or comments please contact me. Enjoy the rest of your summer and be safe. Thank you all for your time and caring!

Respectfully,

Cindy Kirby
TAALP Community Service Chairman

School Supply List

Crayons
Colored pencils
Wide ruled loose leaf notebook paper
College ruled loose leaf notebook paper
Index cards – 4 x 6
Composition notebooks
Wirebound notebooks, single subject and multi subject
Index dividers
Graph paper
Pocket folders; with brads and without
Glue
Glue sticks
Ink pens: red, black and blue
Pencils
Pencil sharpeners
Rulers
Scissors
Pencil bags
Highlighters
Dry erase markers
Sharpies
Scotch tape
Mini staplers/staples
Post it notes
Back packs

TAALP
MINUTES OF JULY 3, 2018 BOARD MEETING
By: Helen G. Koch, Recording Secretary

The Executive Board met at JACK RYAN'S on Tuesday, July 3, 2018, for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Leatha Kopech, President-Elect; Lisa Betts, 1st Vice President; Penny Clarkston, 2nd Vice President; Carrie King, Treasurer; Helen G. Koch, Recording Secretary; Melissa Wallace, Corresponding Secretary; Ann Kuhn, Executive Advisor; and Bonnie Brooks, Parliamentarian.

Jo Ruth called the meeting to order at 12:11 p.m.

JO RUTH HANCOCK, President:

Old Business:

- 2017-18 Final Membership Total: 114
- 2018-19 Renewal Membership total to date: 22 and 4 sponsors

New Business:

- Welcome New Board
- Looking ahead – Jo Ruth presented the calendar of upcoming events, meeting locations and catering, and they were discussed by the board members
- Bank Signature Card
- NALA Affiliation Membership Dues (due in October)/SBOT Paralegal Division Sustaining Membership - due now!
- Committee Chairs and Volunteers/Assignments
- School Supply Drive - we will collect supplies at July & August meetings to donate. (Cindy Kirby, Chairperson)
- Sponsorship of room charges from vendors - 6 months already covered -
 __ months Lexitas; 6 months Deposition Resources, 1 month by Blubonnet Process Service, and 2 months by Collins Investigation.
- All meeting locations have been reserved for the year.
- Carrie, Penny and Jo Ruth have agreed to work on a fall Free (for members, \$25.00 for non-members) CLE event. Jo Ruth will get dates from the Hub or Chamber for a Friday event 9-4 with us serving lunch. Maybe we can get vendors to sponsor breakfast foods and snacks! If you know of someone you would like to hear speak on a topic, we are definitely open to suggestions

LEATHA KOPECH, President-Elect:

- NALA Liaison
- Update record of officers to NALA

LISA BETTS, 1st Vice President:

- Membership Renewals/Outreach
- Evite for July meeting - send evite after board meeting and send reminder the following Monday.

PENNY CLARKSTON, 2nd Vice President:

July Speaker Rachael Griffith - speaking on Guardianships for Special Needs Children

August Speaker _____

September Speaker _____

October Speaker _____

HELEN KOCH, Recording Secretary

- Moved that the Minutes of the May 30, 2018 board meeting be approved, as reported in the Transcript. Lisa Betts seconded the motion and it carried.

MELISSA WALLACE, Corresponding Secretary:

- Publish the newsletter by Wednesday, July 11th. **Deadline** to get your information to Melissa is **Friday, July 6, 2018, by 5:00 pm.**
- Ads for the Newsletter - Contact all current advertisers regarding renewal of ads.
- July spotlight member: Dana Ward
- August spotlight member: _____

CARRIE KING, Treasurer:

- Treasurer's Report
- Budget Meeting (let's get one scheduled between now and the end of August.
- Moved that the Treasurer's Report from the May 30, 2018 board meeting be approved. Helen Koch seconded the motion and it carried.

ANN KUHN, Executive Advisor:

BONNIE BROOKS, Parliamentarian:

Next Regular Meeting: July 12, 2018 - The HUB

Next Board Meeting: August 1, 2018 - Jack Ryan's

There being no further business, Jo Ruth adjourned the meeting at 12:33 pm.

JO RUTH HANCOCK, President

HELEN G. KOCH, Recording Secretary

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



2018-2019 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: _____ EMAIL ADDRESS: _____
(Month/Day)

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 1ST VICE PRESIDENT
LISA BETTS

110 N. COLLEGE AVE. SUITE 1700
TYLER TEXAS 75702

****The membership period runs from July 1, 2018 to June 30, 2019. ****

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 – JULY, 2018

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

Position	Practice Areas/Job Description	Location
1. Litigation Clerk	Full-time Litigation Clerk for a Tyler Plaintiff firm; see details emailed 3-8-18	Tyler
2. Paralegal	Full-time Paralegal; exp with PI, large document mgmt, medical records, and spreadsheet/database creation; 3-5 years exp in PI	Tyler
3. Paralegal	Doc prep Paralegal for real estate firm. See email from 5-25-18	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 following new/renewing members:

Carla Eichelberger

Aryn Walker

Sarah Shoemaker

Anderson, Katrina	Deposition Resources	Hudson, Christine	Parker, Nancy
Assunto, Kimberly	Dickey, Lisa	Jackson, Laura	Phillips, Samantha
Austin, Sara	Dieringer, Mary	Johnson, Sandy	Power, Kerri
Barrett, Sheri	Dillon, Candice	Keahey, Regina	Pratt, Lindsey
Barron, Jennifer	Discovery Records	King, Carrie	Rex, Renda
Beasterfield, Elizabeth	Dixon, Renee	Kirby, Cindy	Robbins, Marie
Beck, Karen	Dodds, Janet	Kirby, Hailey	Robison, Rhonda
Betts, Lisa	Doffer, Teresa	Knighton, Tina	Seal, Jan
Blair, Erin	Earls, Kristen	Koch, Helen	Sepmoree, Tina
Blubonnet Process Service	Elite Deposition	Kopech, Leatha	Sherrill, Sharon
Brooks, Bonnie	Technologies	Kuester, Cheryl	Shreder, Connie
Brotherton-Pyatt,	Evans, Karen S.	Kuhn, Ann	Shults, Cayce
Margaret	Fields, Twyla	Lennon, Molly	Skeen, Barbara
Brownlow, Laura	Flowers, Marilyn	Lewis, Mallory	Smith, Jennifer
Buchanan, Ann	Forbey, Lauren	Liska, Rhonda	Sparks, Rhonda
Burgess, Ginny	Foster, Codi	Liston, Lisa	Starcher, Darcy
Calton, Sonya	Franklin, Katrina	Lollar, Melinda	Stewart, Clothilda
Chavez, Karina	Freeman, Tabitha	Marshall, Tracy	Stone, Meredith
Clarkston, Penny	Fulkerson, Chris	Martin, Kara	Stracener, Melinda
Clayton, Catherine	Garcia, Maria	Martin, Melissa	Theford, Kimberly
Collins Investigations	Godwin, Carol	May, Tamara	Thomas, Deborah
Connors, Samantha	Goley, Carol	Mayfield, Tammye	Toon, Kristine
Connor, Sarah	Green, C.J.	McDonald, Laurie	Turchi, Brandi
Coplan, Patricia	Hall, Carrie	Miller, Susan	Wallace, Melissa
Cox, Kristin Railsback	Hancock, Jo Ruth	Morris, Mechele	Ward, Dana
Crawford, Melani	Harris, Melissa	Murphy, Julie	White, April
Crim, Nancy	Harvey, Terri	Neel, Lesley	Wimberley, Suzanne
Deck, Mary	Hays, Sarah	Newman, Kristen	Zillmer, Alice
Lexitas f/k/a Depo Texas	Hemphill, Carla		
	Henry, Donna		
	Hesse, Wendy		

Save the Date!



September 26 - 28, 2018

Register online starting June 1 at www.txpd.org/taps

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by Sandy Johnson - TAALP



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JULY BIRTHDAYS	AUGUST BIRTHDAYS
Janet Dodds 1 Kara Martin 3 Karen Beck 6 Donna Henry 6 Kristen Earls 18 Helen Koch 23 Katrina Franklin 27	Nancy Crim 3 Christine Hudson 4 Margaret Brotherton-Pyatt 11 Lisa Dickey 11 Katrina Anderson 12 Rhonda Liska 21 Connie Shreder 21 Kristen Newman

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

DANA WARD



My name is Dana Ward and I have been a Legal Secretary in Dallas for the past 27 years. In October, 2017 I married the love of my life who happens to live in Athens. We have chosen to stay in Athens because my 14-year old step-daughter will be starting high school next year - go Hornets! We are very happy in Athens but I would like to work closer to my new home.

In my current position with Nowak & Stauch, LLP, I maintain an organized and efficient office as I support the case loads of 5 attorneys, as well as handling the role of accounts payable billing clerk for the office. I am well versed at problem solving, client interaction, working well independently and with little oversight, as well as the ability to prioritize my duties and exercise time management abilities.

I am a self-starter and excel at managing legal documents, performing detailed research, and maintaining calendars. I am familiar with best practices and learn new procedures quickly.



**LONDON, YORK, STONEHENGE, SALISBURY - OH MY!
YOU CAN SEE ALL OF THIS AND MUCH MORE ON THE 2019 PARALEGALS RETURN TO
LONDON TRIP !**

**PARALEGALS RETURN TO LONDON
April 12 – April 20, 2019**

In 2019, the Paralegal Division is sponsoring a trip in conjunction with ACIS and traveling to **LONDON!** This is where the Paralegal Division traveled on their first sponsored trip in 2005! If you went on the first trip to London, don't worry we have an all new itinerary lined up for this trip. The detailed itinerary for the 2019 trip, can be found on the PD website home page at <http://txpd.org> under **NEWS - Paralegals Return to London**. Friends and family are welcome to travel with the group.

FEE WITH AIR INCLUDED:

Departing Cities:

Dallas/Fort Worth– \$4,526.00

Austin/San Antonio - \$4,786.00

Houston - \$4,526.00

Amarillo - \$4,826.00

Midland - \$4,826.00

Other Locations can be priced upon request.

REGISTER BY AUGUST 1 AND RECEIVE A \$200.00 DISCOUNT!

Note: Registrations after August 1 may include additional fuel surcharges that are finalized 45 days prior to departure; an invoice will be sent at that time if there are any increases. Fees based on 20 persons and includes airfare, hotel, transportation, tours, and meals (as indicated on flyer).

Additional/Optional fees: Single room supplement: \$859; Ultimate Protection Plan: \$270; Comprehensive Protection Plan: \$225. If the Ultimate or Comprehensive Plan is purchased there is a surcharge for guests ages 66+ of \$100

LAND ONLY FEE: (if you wish to make your own air travel arrangements): \$3,479.00

PAYMENT SCHEDULE: **Final Deadline for registration is November 1, 2018;** Initial non-refundable deposit is \$200; another \$295 payment will be due 30 days after registration, third payment of \$500 is due November 1, 2018; fourth payment of \$500 is due December 1, 2018, with balance due on January 15, 2019. **MAKE IT EASY AND SIGN UP FOR AUTO PAYMENT!** Travelers who use autopay will be given a \$50 discount.

REGISTER: at www.acis.com/register, choose Participant from the drop down menu and sign in using: Group Leader ID: 46775 - Group Leader's Last Name: Brashears - Click on the appropriate circle for your departure city for the "**London Trip**" and fill in your information.



TAALP EXECUTIVE BOARD OF DIRECTORS 2017-2018

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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

**TAALP EXECUTIVE BOARD OF DIRECTORS
2017-2018**



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