



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS OCTOBER, 2018 NEWSLETTER

President's Message
Jo Ruth Hancock, CP

Dear TAALP Members:

I hear that fall weather really is on the way this week and next...can't wait! We have an exciting October line up, and I am excited to share that with you. It is going to be a busy, but exciting, month!

Our October meeting is going to be an **EVENING** meeting combined with a little celebration of Texas Paralegal Day. We will meet **Thursday EVENING, October 11, 2018, at 5:30 p.m.** at Cantina Laredo, 7428 Old Jacksonville Hwy., #10, Tyler (located next to Swan's Furniture). Our speaker will be Matt Tibbetts, Sales & Training Coordinator at Express Employment Professionals, speaking on the Faces of Change. We will have a buffet or limited menu. Cost is \$15.00 for dinner. TAALP will provide a happy hour drink and a yummy cookie to celebrate you and Texas Paralegal Day! We want to say **THANK YOU** to **Depositions Resources** and **Collins Investigation** for sponsoring our meeting this month.

Be sure to mark your calendar for our upcoming Joint Luncheon! This is the legal highlight of the year, where the entire legal community comes together to honor the area judges. It is **October 24, 2018, 11:30 a.m. – 1:00 p.m. at Hollytree** with guest **speaker Trey Apffel**, Executive Director of the State Bar of Texas and Editor-in-Chief of the *Texas Bar Journal*. Invitations have been mailed, and you should have yours by now. Get a head count for your firm and get your RSVP's turned in as soon as you receive the invitation. The deadline for the RSVP's is October 19, 2018. Let's fill the room up this year!

Also, if you need CLE credits, now is the time to get it! TAALP is sponsoring a 6 hour CLE event in Tyler on October 26, 2018, 9:00 a.m. – 4:00 p.m. at the Tyler Area Chamber of Commerce, 314 N. Broadway, Tyler. See the registration form in this newsletter. This CLE event is FREE to TAALP members and only \$35 for non-members. Lunch and snacks for breaks will be provided.

You have always been so generous in contributing to our both of our holiday (Thanksgiving and Christmas) community service projects, and I feel like this year will be no different! So many of you are willing and eager to share with others in the community who are less fortunate. Cindy Kirby, our Community Service chairman is looking into both a Thanksgiving and a Christmas project. She will get details to you soon about our Thanksgiving project. You can either email Cindy at cindy@sscfirm.com, or call her at 903-534-0200 to learn more about how you can help. Your generosity and charitable spirit are very much appreciated.

We have a great Christmas meeting event lined up for you. We will have some Christmas music entertainment provided by a surprise talented entertainer from our legal community! This year, the Board thought it would be fun to do a Christmas ornament exchange at that meeting (limit \$10), so start watching for those pre-Christmas sales (I know Hobby Lobby runs one all the time)! Mark your calendar for **December 13, 2018, at noon at the Hub** for this fun and festive event.

Our Sunshine Committee, chaired by **Cindy Kirby**, does a fabulous job of reaching out to everyone on their birthday with a little extra special birthday treat! 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! Cindy's email address is cindy@sscfirm.com.

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

Jo Ruth

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

CONTINUING EDUCATION OCTOBER 26, 2018 REGISTRATION FORM

NAME: _____

FIRM: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

MEMBER: _____ YES _____ NO

LOCATION: *Tyler Chamber of Commerce, 315 N. Broadway, Tyler, TX*

REGISTRATION DEADLINE: Monday, October 22, 2018

REGISTRATION FEE: MEMBERS - FREE NON-MEMBERS - \$35
(break snacks & lunch included)

SCHEDULE:

- 9:00-9:50 *Ginger Young & Daniel Ross (Flowers Davis) - Deportation/Immigration*
9:50-10:10 *Break*
10:10-11:00 *Jeff Bullock (Smith County Assistant DA) & J. Brett Harrison (Double board certified in Criminal Law - Bain, Files, Jarrett, & Harrison, P.C.) Criminal - Jury Selection, The Times They Are A Changin'*
11:00-11:50 *TBD - Civil Trial Practice - Hot Topics*
11:50-1:00 *Lunch - Stanley's BBQ*
1:00-1:50 *Robert Wilson (Judge Elect, 321st DC) - Family Law - New Beginnings*
1:50-2:40 *TBD - Ethics - Ethical Dilemmas In The Field & In Life*
2:40-3:00 *Afternoon Break*
3:00-3:50 *Penny Clarkston (Smith County District Clerk - Elect) - E-Filing - Is It Good For the Soul? (plus Panel Discussion)*
3:50-4:00 *Door Prizes & Dismissal*



Please make checks payable to "TAALP" and mail to:
Tyler Area Association of Legal Professionals
P.O. Box 8613
Tyler, TX 75701

Members may email their registration to: joruth@sscfirm.com

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

The Executive Board met at JACK RYAN'S on Wednesday, October 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; Bonnie Brooks, Parliamentarian; Ann Kuhn, Executive Advisor.

Jo Ruth Hancock called the meeting to Order at 12:08 pm

JO RUTH HANCOCK, President:

Old Business:

- 2018-19 Renewal Membership total to date 87
- September meeting attendance 41

New Business:

- Joint Luncheon Committee - October 24, 2018, 11:30 a.m. - 1:00 p.m. at Hollytree. Our speaker will be Trey Apffel, Executive Director of the State Bar of Texas. Invitations have been mailed.
- Bank Signature Card
- Texas Paralegal Day is October 23, 2018, and we will be honoring our paralegals at our Thursday evening meeting on October 11, 2018, at 5:30 p.m. at Cantina Loreda during our regular membership meeting. Happy hour drink provided and a sweet treat too!
- Plans for our CLE event scheduled for October 26, 2018, 9:00 a.m. - 4:00 p.m. (6 hrs CLE) are well under way. It is free to members, and \$35 to non members. Lunch catered by Stanley's BBQ will be provided by TAALP. Vendors are either sponsoring breaks or donating money to sponsor breaks, as well as donating door prizes. We are obtaining swag bag donations from NALA and various businesses.
- Time to start thinking about our Thanksgiving community service project.

LEATHA KOPECH, President-Elect:

- NALA Liaison - NALA membership has been renewed.

LISA BETTS, 1st Vice President:

- Membership Renewals/Outreach
- Evite for October meeting - send evite after board meeting and send reminder the following Monday. We will have a Mexican food buffet or order from select menu, yet to be determined.

PENNY CLARKSTON, 2nd Vice President:

October Speaker	<u>Matt Tibbitt, Express Employment - Intervention</u>
November Speaker	<u>Eric Kolder with Ramey & Flock - The Other Side of the “Me too” Movement</u>
December Speaker	<u>NONE - we will have musical entertainment and enjoy socializing with our fellow members. We will also have an ornament exchange, with a maximum expenditure of \$10.00.</u>

HELEN KOCH, Recording Secretary

Board Meeting Minutes

Helen Koch moved that the Minutes of the September, 2018, board meeting be approved, as reported in the Transcript. The motion was seconded by Melissa Wallace, and it carried.

MELISSA WALLACE, Corresponding Secretary:

- Publish the newsletter by Wednesday, October 10, 2018. **Deadline** to get your information to Melissa is **Friday, October 5, 2018, by 5:00 pm.**
- Ads for the Newsletter - Are our advertisers renewing their ads?
- October spotlight member: Laura Jackson
- November spotlight member: TBD

CARRIE KING, Treasurer:

- Treasurer’s Report

Carrie King advised that there are a few checks outstanding from 2015-2017 that have never been cashed. Penny Clarkston moved that Carrie King be authorized to contact the payees on the old checks and reissue as necessary. The motion was seconded by Melissa Wallace, and it carried.

Carrie King moved that the Treasurer’s Reports for August, 2018, and September, 2018, be approved and filed for audit. The motion was seconded by Leatha Kopech, and it carried.

ANN KUHN, Executive Advisor:

BONNIE BROOKS, Parliamentarian:

Meeting adjourned at 12:35 pm.

Next Regular Meeting: October 11, 2018 - Cantina Laredo 5:30 pm
Next Board Meeting: October 31, 2018 - Jack Ryan’s at noon

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 – October, 2018

Contact: Lisa Betts

TAALP Job Bank Coordinator

903.534.0200 or lisa@sscfirm.com

Position	Practice Areas/Job Description	Location
1. Paralegal	Local delinquent tax law firm looking for full-time Paralegal for position as Area Manager Trainee. Requirements: Associates degree; 1-2 years' experience with real estate or delinquent taxes preferred but not required. Training is provided. Benefits: This is a full time position, Monday through Friday, with full benefits offered. Job Description: The primary purpose of this position is to train to become an area manager. The primary purpose of an area manager is to maintain an excellent working relationship and effective communication between the law firm and the clients. This firm represents school districts and counties for the collection of delinquent taxes. Must be able to work independently, must be task and detailed oriented. This position requires some travel.	Tyler
2. File Clerk/Runner	Part-time file clerk; three days per week, hours are flexible; knowledge of legal field required	Tyler
3. Legal Asst.	Full-time Legal Assistant for Tyler Plaintiff firm; prefer prior civil litigation exp., salary plus bonus, health ins., and 401k	Tyler
4. Receptionist	Full-time Receptionist needed for a disability firm. Must be bilingual and exp in ordering medical records a plus.	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:

Aaron, Liz	Deck, Mary	Hemphill, Carla	Parker, Nancy
Anderson, Katrina	Deposition Resources	Hesse, Wendy	Power, Kerri
Barron, Jennifer	Dillon, Candice	Holmes, Cayce	Rex, Renda
Bass, Nancy	Discovery Records	Jackson, Laura	Robison, Rhonda
Beck, Karen	Dixon, Renee	Jobe, Baily	Sepmoree, Tina
Betts, Lisa	Earls, Kristen	Johnson, Javan	Sherrill, Sharon
Black, Alexandra	Eichelberger, Carla	Johnson, Sandy	Shoemaker, Sarah
Blair, Erin	Elite Deposition	King, Carrie	Shreder, Connie
Blubonnet Process	Technologies	Kirby, Cindy	Skeen, Barbara
Service	Evans, Karen S.	Kirby, Hailey	Smith, Jennifer
Brooks, Bonnie	Finley, Gay	Knighton, Tina	Sosa, Yecenia
Brotherton-Pyatt,	Flowers, Marilyn	Koch, Helen	Sparks, Rhonda
Margaret	Forbey, Lauren	Kopech, Leatha	Starcher, Darcy
Brownlow, Laura	Franklin, Katrina	Kuhn, Ann	Stewart, Clothilda
Buchanan, Ann	Freeman, Tabitha	Lexitas f/k/a Depo Texas	Taylor, Vickie
Burgess, Ginny	Fulkerson, Chris	Liska, Rhonda	Tekell, Vickie
Chavez, Karina	Garcia, Maria	Liston, Lisa	Thomas, Deborah
Clarkston, Penny	Godwin, Carol	Lollar, Melinda	Toon, Kristine
Clayton, Catherine	Goley, Carol	Marshall, Tracy	Turchi, Brandi
Collins Investigations	Hall, Carrie	Martin, Kara	Walker, Aryn
Connor, Sarah	Hancock, Jo Ruth	May, Tamara	Wallace, Melissa
Coplan, Patricia	Hanks, Julie	Mayfield, Tammye	Ward, Dana
Crawford, Melani	Harvey, Terri	Murphy, Julie	White, April
Crim, Nancy	Hays, Sarah	Newman, Kristen	Wimberley, Suzanne

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

2018-2019 TAALP COMMITTEE VOLUNTEERS

COMMITTEE	VOLUNTEERS
MEMBERSHIP	Lisa Betts – Chairman Christine Hudson Susan Miller Tabitha Freeman Aryn Walker Lauren Forbey Alexandra Black
NEWSLETTER	Melissa Wallace – Chairman Susan Miller Brandi Turchi
EMPLOYMENT	Lisa Betts – Chairman Tabitha Freeman Carla Eichelberger
JOINT LUNCHEON	Tabitha Freeman Ann Buchanan Bonnie Brooks Sandy Johnson Sarah Connor - Chairman Brandi Turchi Laura Brownlow
WAYS & MEANS	
HANDBOOK	
NOMINATIONS	Sandy Johnson Sarah Connor
PROFESSIONAL ETHICS	Brandi Turchi Penny Clarkston
LONG RANGE PLANNING/BYLAWS & STANDING RULES	Ann Buchanan Sarah Connor
LEGAL PROFESSIONAL OF THE YEAR	Sandy Johnson Aryn Walker Barbara Skeen – Chairman

PROFESSIONAL DEVELOPMENT & CLE	Carrie King - Chairman Jo Ruth Hancock – Chairman Penny Clarkston Tracy Marshall Leatha Kopech
SCHOLARSHIP	Sandy Johnson Barbara Skeen – Chairman
COMMUNITY SERVICE	Cindy Kirby – Chairman Cayce Holmes Lauren Forbey Katrina Franklin Sarah Hays
LAW DAY	Ann Buchanan Sandy Johnson Helen Koch – chairman Brandi Turchi Cayce Holmes Laura Brownlow Lauren Forbey Kristen Earls Alexandra Black
FINANCE	Carrie King
AUDIT	
PROCEDURES MANUEL	
HISTORY	
SUNSHINE	Cindy Kirby
ANY/ALL	Tina Sepmoree



**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.



blondefilly@wb4me.com

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by Sandy Johnson - TAALP



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TAALP can help get your name out to our members.

Just email me at:

melissa.wallace@burtonoil.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

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, and we look forward to seeing you at the next meeting!



OCTOBER BIRTHDAYS		NOVEMBER BIRTHDAYS	
Carrie King	6	Melani Crawford	16
Sandy Johnson	6		
Tina Sepmoree	15		
Bonnie Brooks	20		
Amanda Tekell	22		
Brandi Turchi	22		
Candice Dillon	29		
Clothilda Stewart	31		

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

Laura Jackson, CP



My first introduction to the world of law was through a placement service. It was the first place they sent me, and I was not very sure about going. I actually declined the placement at first because I was coming from an insurance customer service background and knew nothing about law firms, lawyers, legal assistants and the like. The service assured me this would be for one week only while a legal assistant was on vacation, and I would only answer the phone, take messages and type a bit. That was an accurate description for about the first hour. That week, I learned many things I had never heard of, most of which are mundane in the everyday workings of a law office. I learned to use a transcription machine, open new client files, the basic use of a document management system, and so much more. Of course, it really helped that the legal secretary at the next desk truly took me under her wing and did not let me sink. At the end of the week, the attorney recommended me to the firm's administrator, and I was offered a position.

I started out in the document production department. I typed attorney dictation from tapes – tape after tape after tape; and on occasion, with an attorney standing over my shoulder dictating as I typed. Early on, one of the attorneys I worked with encouraged me to pursue a paralegal degree. However, my family was young and the timing was not right for me to go back to school. From document production, I learned just about every position in the firm, from receptionist to archived files to technology and temporarily filling in where needed when a legal assistant was out sick or on vacation. During this time, intellectual property litigation became a very busy practice. I helped with the technology and hospitality for national counsel groups as well as trials. In 2010, an in-house information technology department was created, and I was moved into that department.

After fourteen years, I made a change and took a position as a legal assistant with a small law firm. This was a big change for me. I had left a firm of more than ten attorneys and as at least as many legal assistants and support personnel for a firm with two attorneys and a part-time file clerk. I was the legal assistant. The one thing I missed most was having someone to bounce a question or an idea off of in a hurry or whenever a question would come up at the last minute.

Now, I decided, it was time to return to school. I started taking night classes at Tyler Junior College. It was during this time that I joined TAALP, encouraged by the College's Paralegal program instructor and coordinator, Ms. Coplan. I completed the Paralegal Studies program in May, 2017. In addition, it seemed to me that since I had come this far, it was just one more step, and a little more studying, to become certified. I received my NALA certification in November, 2017.

I am once again working with a larger law firm. Though I enjoy aspects of both small and large firms, I see and feel a real benefit of being around others I can learn from and hopefully share my experience with as well. Years ago, a really great supervisor told me to never be afraid of letting go of knowledge or job responsibilities. She told me that if you hang on too tightly, you cannot receive anything new or let anything in. I have always tried to keep her words in mind when facing new challenges.



TAALP EXECUTIVE BOARD OF DIRECTORS 2018-2019

President

JO RUTH HANCOCK, CP
Starr, Schoenbrun & Comte
110 North College Avenue
Suite 1700
Tyler, TX 75702
903-535-0200
joruth@sscfirm.com

Second Vice President

PENNY CLARKSTON
Howard & Davis
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Tyler, TX 75702
903-533-9997
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