



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS FEBRUARY, 2021 NEWSLETTER

President's Message

Leatha Kopech, PP, PLS

Dear TAALP Members:

HAPPY VALENTINE'S DAY! Can someone please slow down the calendar???? This year is going so fast. Spring is just around the corner and I am so ready for that warmer weather.

Join us Thursday, February 11, 2021, at noon for our monthly meeting at the Jalapeno Tree, Tyler, TX.

THANK YOU Lexitas for sponsoring our meeting this month!!

Upcoming events you will want to remember:

*Half-price membership for new and renewing members for the remainder of our 2020-21 year (Jan. 1 – June 30).

*April evening membership meeting and happy hour and membership social.

Unfortunately, due to COVID, many of our typical events are on hold. We are hoping to have some information soon as to whether or not we will do the annual Mock Trial with the schools; Law Day is currently on hold; and although the board has discussed having a full day CLE event it just doesn't seem feasible right now. We are all hoping this craziness is over soon and we get return to having these events as we know our members and all that participate look forward to them each year.

Elections for next year's board is approaching fast. We will be taking nominations in May, and our June meeting is Election Day. If you are interested in serving on the Board, now is the time to start putting some serious thought to where you might be interested in serving next year. 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.

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 FEBRUARY 3, 2021 BOARD MEETING**

By: Carrie King on behalf of Laura Brownlow, Recording Secretary

The executive Board met at Texas Music City Grill on Wednesday, February 3, 2021 for the February monthly board meeting. The following board members were present: Leatha Kopech, President; Jo Ruth Hancock, President-Elect; Melissa Wallace, First Vice President; Tina Knighton, Second Vice President; Brandi Turchi, Corresponding Secretary; Lisa Betts, Treasurer; Helen Koch, Parliamentarian; and Carrie King, Executive Advisor. Laura Brownlow, Recording Secretary was absent.

Leatha Kopech called the meeting to order at 12:16 pm.

LEATHA KOPECH, President:

Old Business:

- The board discussed that the January regular meeting was well attended: 21 members in person and 19 via Zoom videoconference.

New Business:

- Melissa Wallace will send out a reminder that membership is ½ price through June. She reported at least one new member is joining.
- The board discussed next week's regular meeting. It will be held at the Jalapeno Tree and will also be offered via Zoom. Lexitas will sponsor and provide door prizes.
- The board discussed the location and menu for April 2021 regular meeting. It will be an evening meeting.

MELISSA WALLACE, 1st Vice President:

- Melissa reported that our current membership total is 94.
- Melissa will send out the Evite invitation for next week's meeting. Members will pre-select their food. The deadline to turn in orders will be Tuesday by 5PM and Jo Ruth will handle the menu and orders.

TINA KNIGHTON, 2nd Vice President

- Tina reported that Javan Johnson will speak on Ethics at next week's meeting.
- The board discussed the need to replenish speaker gifts.
- Future CLE was discussed.

JO RUTH HANCOCK, President-Elect

- Submitted yearly annual report to NALA.

LAURA BROWNLOW, Recording Secretary: Absent

- Helen Koch moved that the Minutes of the January 2021 board meeting be approved as reported in the Transcript. The motion was seconded, and it carried.

BRANDI TURCHI, Corresponding Secretary:

- Brandi announced the spotlight member for March will be Lia Amaya,

LISA BETTS, Treasurer:

- Lisa presented the January 2021 Treasurer's Report.
- Lisa moved that the January 2021 report be filed for audit. The motion was seconded, and it carried.

CARRIE KING, Executive Advisor:

- Carrie reported she will update the website with details for our next meeting and asked that everyone send her any requested changes to the website.

HELEN KOCH, Parliamentarian: Absent

- Helen and the board discussed the status of mock trials.
- Helen will obtain information from the Smith County Bar Association on the status of Law Day and recommendations on mock trials.

ANNOUNCEMENTS:

- Leatha announced the dates for our upcoming meetings:

Next Regular Meeting:

February 11, 2021 – Jalapeno Tree

Next Board Meeting:

March 3, 2021 – TBD

The meeting was adjourned at 12:37 pm.

Carrie King for Laura Brownlow
Recording Secretary

Leatha Kopech, President

EMPLOYMENT – JANUARY 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. Legal Assistant	Full-time Legal Assistant needed for family law, real estate & wills & probate practice; Salary flexible and depends on experience, would prefer someone with more experience in family law. Practice is 50% family law, 40% real estate; and 10% Wills and probate	Tyler
3. 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
4. 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,</p>	Tyler

	<p>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. Typical sick time after 90 days.</p>	
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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.

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








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

Earls, Kristen
East Texas Crisis Center
Epic Office Solutions
Evans, Karen S.
Field, Joanna
Freeman, Tabitha
Godwin, Carol
Goley, Carol
Hall, Carrie
Hancock, Jo Ruth
Hankins, Melanie
Hayati, Connie
Hemphill, Carla
Henry, Sally
Hesse, Wendy
Jackson, Laura
Johnson, Sandy
Jones, Christine
Jones, Gabby
Jones, Jordae






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

Rex, Renda
Scirto, Hannah
Sepmoree, Tina
Sherrill, Sharon
Shipp, Kelsey
Shirley, Racheal
Skeen, Barbara
Slayter, Linda
Sparks, Rhonda
Starcher, Darcy
Starkey, Emily
Taylor, Vickie
Tekell, Amanda
Thedford, Kimberly
Thomas, Deborah
Toon, Kristine
Torres, Magali
Turchi, Brandi
Vallery, Jo
Velasco, Brenda
Vickers, Hailey
Wallace, Melissa
Watson, Christy
Wharen, Marcia
White, April
Wich, Jodi
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

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
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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



February Birthdays

Cindy Kirby 3rd
Patricia Coplan 4th
Carla Hemphill 7th
Rhonda Sparks 14th
Tammye Mayfield 15th
Jodi Wich 23rd
Denise Langston 26th



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



Hi everyone! My name is Sally Henry and I'm thrilled to be the TAALP member spotlight this month! I am originally from Louisiana but was raised in San Antonio. I moved to East Texas in 2005. I am currently enrolled in the paralegal program at TJC and will graduate this spring. Previous to my time at TJC, I had an expansive career in retail management for 15 years. I decided to change careers because I want to have a job where I can make an impact on people's lives. I currently work as an administrative assistant at a local sporting goods store. In my free time I enjoy the outdoors and traveling. Most weekends you can find me glamping somewhere with my husband and our son. I look forward to becoming more involved with TAALP and getting to know all of you as I embark on my upcoming legal career.





TAALP EXECUTIVE BOARD OF DIRECTORS 2020-2021

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