



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS MARCH 2022 NEWSLETTER

President's Message

Leatha Kopech, PP, PLS

Dear TAALP Members:

So, who else feels like Mother Nature is confused???? Freezing one day, 80 degrees the next! I am so ready for Spring. All the beautiful colors in bloom, the amazing temperatures that make you wish you worked outside instead of being tied down inside an office all day. And most of all, I am ready for the time to change. I am ready to have a few hours of daylight after I get home from work.

Join us Thursday, March 10, 2022, for our noon meeting at the Jalapeno Tree, 420 W SW Loop 323, Tyler, TX. Our speaker this month is Sara Maynard, her topic will be: *Back to School – Juvenile Law 101*.

THANK YOU Lexitas for sponsoring our meeting this month!!

Things 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). Be sure to share this with friends and co-workers, and invite them to join TAALP!

*April 14, 2021, evening membership meeting, happy hour, and membership social. The meeting will be held at Clear Springs, located at 6519 S. Broadway.

*Law Day is Thursday, April 28, 2022, at Holly Tree. This year the meeting will be held in the evening. Mark your calendars, and make plans to attend! I love that TAALP always has a good representation at these meetings! Due to the cancellation of Law Day in 2020 and 2021, TAALP will honor our 2020 Legal Professional of the Year, Lisa Betts! Congratulations, Lisa!

Another friendly reminder that we would love to see some new faces on the TAALP Board. Election 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 Lisa Betts, (lisa@sscfirm.com) regarding your attendance/active status.

Leatha Kopech

TAALP can help get your name out to our members!

For more information, email:
branditurchi@gmail.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.

Law Day 2022:
Thursday, April 28,
2022, at 6:30 p.m. at
Hollytree Country
Club

TAALP
MINUTES OF MARCH 2, 2022 BOARD MEETING
By: Gaye Boynton, Recording Secretary

The Executive Board met at Texas Music City Grill and Smokehouse on Wednesday, March 2, 2022 for the monthly meeting. The following board members were present: Leatha Kopech, President; Jo Ruth Hancock, President-Elect; Lisa Betts, 1st Vice President; Candace Dillon, 2nd Vice President; Tina Knighton, Treasurer; Brandi Turchi, Corresponding Secretary; Helen Koch, Parliamentarian; Gaye Boynton, Recording Secretary, and Carrie King, Executive Advisor.

President Leatha Kopech called the meeting to order at 12:13 pm

LEATHA KOPCH, President

Old Business:

- February meeting attendance 32

New Business:

- Half Price Membership – Now through June.
- March Luncheon – The Jalapeno Tree.
- March Sponsorship – Lexitas
- A discussion was conducted regarding whether to nominate a legal professional for this year and it was determined that due to postponement/delays for 2021 until this year, there will not be one for 2022.
- The board will meet at the Starr Schoenbrun Firm on March 22, 2022 at noon to review old TAALP Files.

JO RUTH HANCOCK, President-Elect

- April Meeting – Member Social-**Evening** meeting-Clear Springs

LISA BETTS, 1st Vice President

- 21-2022 Renewal Membership total to date 90.
- Evite for March 10, 2022 membership meeting at noon (Deadline to RSVP Tuesday, March 8th at noon) - send evite on Friday, March 4, 2022. Location: The Jalapeno Tree. Menus will be sent prior to those attending in person. Orders will need to be returned to Jo Ruth prior to the meeting. Jo Ruth will send to restaurant prior to meeting so orders can be ready upon arrival.

CANDACE DILLION, 2nd Vice President

- March: Speaker: Sara Maynard – Back to School – Juvenile Law 101
- April: TBD

GAYE BOYNTON, Recording Secretary

- Board Meeting Minutes

Gaye Boynton moved that the Minutes of the February, 2022, board meeting be approved, as reported in the Transcript. The motion was seconded, carried and the minutes were approved.

BRANDI TURCHI: Corresponding Secretary

Publish the news March 4, 2022, by 5:00 pm.

TINA KNIGHTON, Treasurer-

- February, 2022 Treasurer's Report was presented by Tina Knighton

Tina moved that the Treasurer's Report for February, 2022, be filed for audit. The motion was seconded and it carried.

CARRIE KING, Executive Advisor-

- No new business

Next Regular Meeting: March 10, 2022 – Jalapeno Tree - Select Menu
Next Board Meeting: April 6, 2022 – TBD

HELEN KOCH, Parliamentarian

- Law Day – SAVE THE DATE 4/28. It will be an **EVENING** event.

The meeting concluded at 12:30 pm.

Gaye Boynton, Recording Secretary

Leatha Kopech, President

EMPLOYMENT – MARCH 2022

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

Position	Practice Areas/Job Description	Location
1.Receptionist, Immigration Legal Asst. & Immigration Paralegal	Due to the length of the job description, please see my email from 4/15/21.	Tyler
2. Legal Assistant	A law firm located downtown is looking for the following: 3-8 years of experience. Would be nice if their experience is personal injury on the plaintiff side. It will be doing Medical Malpractice on the plaintiff's side.	Tyler
3. Paralegal	A Longview law firm with an office in downtown Tyler is needing a full-time Paralegal for its Plaintiff personal injury practice. Must have at least 3-5 years of Paralegal experience. Requirements include; self-starter, trustworthy, be able to draft pleadings, discovery, complete the service process on a lawsuit, and be able to work independently. Benefits offered are: medical, dental, vision, retirement, and life insurance with a competitive pay. Any travel expenses and overtime are paid by firm.	Tyler
4. In-take Specialists	We are looking for someone to handle our intake process. This position involves constant monitoring of our firm's intakes and reaching out to potential clients via email/text/phone to get information and set up appointments. It is a busy position. Spanish language proficiency is a plus, but not an absolute requirement. Compensation will be based upon background and experience. We do offer health insurance and the firm covers 50% of the premium for the employee. Please have candidates email their resume to info@hommelfirm.com .	Tyler
5. Paralegal	A small law firm located in downtown Tyler is currently looking for a full-time paralegal to begin in February or March 2022. Would prefer litigation experience. Salary commensurate with experience. This firm primarily practices family law, probate, and school law.	Tyler
6. Legal Assistant	Full-time Legal Assistant; Must have 3+ years personal injury litigation experience, with some criminal defense experience preferred Salary: Negotiable depending on experience; Benefits include: health insurance after 6 month probationary period, paid vacation/holiday/sick time	Tyler
7.Paralegal	Full-time Paralegal for a family law practice, 3-5 years of law office exp required, proficient in Office specifically Outlook, Word, and Excel; Familiar with Westlaw and Clio; organized, strong oral and communication skills. See further information from email of 2-24-22	Tyler
8. Court Administrator	Wood County Court Administrator needed; serves as primary clerical support for Judge. Please see complete job description and how to apply in my 3/3/22 email.	Quitman

9. Paralegal	Part-time (20-25 hours) Paralegal needed for estate planning firm; 3 plus years in legal field; proficient in Microsoft Office, strong oral and written communication skills; please email: Sherry@tomjbrownlaw.com	Tyler
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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, 2022. 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) Applicants 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) Applicants must have a **grade point average of 3.0** or higher; and
 - (3) Applicants be enrolled in or intending to enroll in a field of study related to the legal profession.

TAALP

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, 2022

YOU MAY INCLUDE ADDITIONAL PAGES IF NECESSARY

<p>APPLICATIONS RECEIVED AFTER APRIL 15, 2022 AND INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED</p>

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

Baker, Michele	Earls, Kristen	Lexitas	Sparks, Rhonda
Beck, Karen	Field, Joanna	Liska, Rhonda	Speerly, Amanda
Bedlington, Sally	Green, Cecilia	Luker, Kayla	Spencer, Ashley
Betts, Lisa	Grissom, Janice	Marshall, Tracy	Stewart, Clothilda
Blair, Erin	Hall, Carrie	Martin, Melissa	Taylor, Vickie
Blubonnet Process Service	Hancock, Jo Ruth	Martinez, Marieliza	Tekell, Amanda
Boynton, Gaye	Harvey, Terri	May, Tamara	Thedford, Kimberly
Brooks, Bonnie	Hemphill, Carla	Mayfield, Tammye	Thomas, Deborah
Brotherton-Pyatt, Margaret	Henry, Donna	McKnight, Tiffanie	Toon, Kristine
Buchanan, Ann	Hesse, Wendy	Mendell, Melissa	Turchi, Brandi
Burns, Katherine	Heyder, Brittany	Parker, Nancy	Vallery, Jo
Carter, Kimberly	Jackson, Laura	Penn, Ofelia	Vickers, Hailey
Cash, Lanell	Jones, Christine	Pilcher, Laney	Wade, Kelly
Clarkston, Paul	Jones, Gabby	Rakestraw, Macy	Webb, Stacey
Clayton, Catherine	Kinard, Griselda	Reynolds, Kylista	Wheeler, Connie
Collins Investigations	King, Carrie	Rex, Renda	Wilgus, Melissa
Connor, Sarah	Kirby, Cindy	Scirto, Hannah	Williams, Brandi
Coplan, Patricia	Knighton, Tina	Sepmoree, Tina	Wootton, Magen
Crawford, Melani	Koch, Helen	Sherrill, Sharon	
Crim, Nancy	Kopech, Leatha	Shipp, Kelsey	
Deposition Resources	Kramer, Jackie	Shirley, Racheal	
Dillon, Candice		Skeen, Barbara	
Discovery Records		Skinner, Peggy	
Donabo de Ford, Jessica		Slayter, Linda	
Dowdy, Alicia			

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
FAX 903-526-6453
mikecollins@sprintmail.com

Background Searches Jury Research Interviews

mikecollins@sprintmail.com

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Happy Birthday March

Laney Pilcher 3rd

Erin Blair 4th

Christine Jones 6th

Amanda Speerly 22nd

Gabby Jones 25th

Tina Knighton 26th

Kimberly Carter 29th



In The Know

CERTIFIED PARALEGAL EXAMINATION FAQs:

When will the Certified Paralegal Examination be administered?

- The Knowledge Exam is administered year-round, on-demand with the exception of holidays.
- The Skills Exam is administered during the months of: **February, April, July, and October**

How long is the application process?

- **48 hours** - If the application, fee, and supporting documentation are submitted and it meets the eligibility requirement, the approval process - including both the approval acknowledgment and the authorization to test notification - takes approximately 48 hours.
- **TBD** - If any portion of the application is incomplete, a notification will be sent requesting the additional information. The deadline to submit additional information is 60 days from the notification date.
 - **If the additional information is not received by the 60-day deadline**, the application is voided and a \$75 processing fee is required.

What is the application process?

- Submit the application, fee, and supporting documentation via online, email, fax, or mail.
- NALA staff reviews the application and supporting documentation.
 - If the eligibility requirement is met, the application is approved.
 - An official application approval acknowledgment is sent via email within 48 hours of receipt.
 - An Authorization to Test is sent via email within 48 hours after the application approval notification.
 - A scheduling notification from PSI is sent within 48 hours after the application approval notification.
 - If the eligibility requirement is **not** met, the application is in pending status and a notification requesting additional information is sent via email. A 60-day deadline is provided to submit the requested information.
 - If the additional information is not received by the deadline, the application is voided and a \$75 processing fee is required.

What are the Exam application fees?

- First time candidates:
 - Standard (not military, not student)
 - \$250 - NALA members

- \$275 - Non-NALA members
 - Paralegal Student (*The Paralegal student fee is for paralegal students currently in the last semester or quarter of the Paralegal program and who do not currently qualify under category 1, 2, or 3.*)
 - \$125 - NALA members
 - \$150 - Non-NALA members
 - Military (active-duty, veterans, guardsmen, reservists, and their spouses)
 - \$200 – NALA members
 - \$220 – Non-NALA members
 - Includes one attempt for the Knowledge Exam and one attempt for the Skills Exam.
- Candidates who do not pass the first attempt of the Knowledge or Skills examination:
 - Candidates are not eligible to apply for a subsequent attempt until 90 days from the previous attempt
 - \$60 (per subsequent attempt for the Knowledge and Skills Exam)
 - A maximum of three attempts are available during the 365-day eligibility period

How do I know what to study?

The Exam Format and Specifications on the last page provides the breakdown of subjects tested on the examination and is based on federal rules and procedures. The examination tests on general knowledge and concepts in each of the areas listed on the outline. Most areas are included in paralegal studies curricula or are areas commonly practiced by paralegals as evidenced by the responses to the 2016 Job Task Analysis Survey conducted in the Fall of 2016.

Suggested sources for study are listed on the NALA website. These sources are provided for information only; candidates are not required to purchase any of these materials. Successful completion of the Certified Paralegal Examination depends on many factors, including educational background and experience. It may be helpful to determine the most familiar areas and focus on areas that may require additional study.

The function of the NALA Certifying Board (“Certifying Board”) is to test knowledge, rather than teach the test. In accordance with the NCCA accreditation requirements, the Certifying Board is not involved in the development or delivery of any CP exam study materials, preparation materials, or products; and the developers of those materials and products do not have access to any CP Exam content. The Certifying Board does not require, approve, endorse, or recommend any specific study materials or methods to be used by examinees. The Certifying Board has no involvement with the NALA online study group nor does the Certifying Board provide any information, answers, or responses to questions posed by the online study group.

Where can I take the Exam?

- **PSI Testing Centers** – To review the PSI testing center options, type or click www.candidate.psiexams.com/login.

Do not create an account in PSI's system.

- **Non-PSI Testing Center** – To review the current Non-PSI testing center options, type or click <https://nala.org/certification/examinee-information/> and scroll to the Non-PSI Testing Centers section.
 - If your employer, college, or military base is eligible to administer the Exam for you, the required forms are located on <https://nala.org/certification/> under the Non-PSI Testing Forms (in the Quick Links section):
 - Qualifying as a Testing Center
 - Testing Center Application
 - Proctor Application
 - Proctor Confidentiality Agreement

Will I receive my score at the testing center?

- **Yes.** The **Knowledge Exam's** preliminary results will be available at the testing center. However, NALA will provide the official score via email within 48 hours of your exam completion.
- **No.** The **Skills Exam's** score is not available at the testing center. The score for the Skills Exam will be released after the post-administration analysis, scoring, and standard setting has been completed. Results are expected to be released 6-8 weeks after the testing window closes.

I passed my Knowledge Exam. When may I take the Skills Exam?

- Candidates who pass the Knowledge Exam will receive official scores within 48 hours of completing the exam.
- Within the next 48 hours, an Authorization to Test for the Skills Exam will be sent via email.
 - 365 days will be provided for completion after receiving notice of eligibility from NALA.
 - Candidates who do not pass the Skills Exam must wait 90 days before re-taking it and are provided a total of three attempts to successfully complete the Skills Exam in the 365-day period.
 - If the Skills Exam is not successfully completed in the 365-day period, candidates will start over by submitting a new application, fee, and retake the Knowledge Exam.

I passed my Skills Exam. What happens next?

- Candidates who pass the Skills Exam will receive official scores within 6-8 weeks after the closing of the testing window.
- NALA will mail the new Certified Paralegal a certificate along with important information on how to maintain your certification within three weeks of releasing scores.

I didn't pass my Exam. What happens next?

- Candidates who do not pass the Knowledge or Skills Exam must wait 90 days after the initial attempt before applying for the next attempt.
- Candidates must purchase another attempt for the Knowledge or Skills exam by submitting a Retake Application. The \$60 fee is nonrefundable.
- Candidates filing a Retake Application for the Knowledge or Skills Exam will receive a **Testing Ticket** and a separate email from PSI when PSI is ready to schedule appointments.
- Candidates who do not pass the Knowledge or Skills Exam on the **third attempt** are required to submit a new application and fee.

EXAM FORMAT AND SPECIFICATIONS

Knowledge Exam		100 points
1	United States Legal System	15
1.A	Sources of Law	
1.B	Judicial System	
1.C	Remedies	
1.D	Administrative Law	
2	Civil Litigation	15
2.A	Jurisdiction	
2.B	Federal Rules of Civil Procedure	
3	Contracts	15
3.A	Formation, Rights, and Duties	
3.B	Enforcement and Defenses	
4	Corporate/Commercial Law	10
4.A	Business Organizations	
4.B	Rights and Responsibilities	
4.C	Transactions	
5	Criminal Law and Procedure	5
5.A	Criminal Law	
5.B	Criminal Procedure	
6	Estate Planning and Probate	5
6.A	Estate and Trusts	
6.B	Wills	
7	Real Estate and Property	10
7.A	Property Rights and Ownership	
7.B	Transactions	
8	Torts	10
8.A	Intentional Torts	
8.B	Negligence	
8.C	Strict Liability	
9	Professional and Ethical Responsibility	15
9.A	American Bar Association (ABA) Model Rules of Professional Conduct	
9.B	Unauthorized Practice of Law	

Skills Exam		30 points
1	Writing	12
1.A	Grammar, Spelling, and Punctuation	6
1.B	Clarity of Expression	6
2	Critical Thinking	18
2.A	Reading Comprehension	6
2.B	Analysis of Information	6
2.C	Decision Making	6

Source: <https://nala.org/wp-content/uploads/2021/12/2022-CP-Exam-FAQs.pdf>

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!





TAALP EXECUTIVE BOARD OF DIRECTORS 2021-2022

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