



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

JANUARY, 2018 NEWSLETTER

President's Message

Ann Kuhn

Dear TAALP Members:

I hope you all had a wonderful Christmas and Happy New Year! Finally got that winter weather and it was a little more than I bargained for. It's not any fun feeding animals in this kind of cold. We are glad to have Helen Koch back and active. God is good!

We are half way through our 2017-2018 year. Elections will be coming up before you know it. If you think you might be interested in serving on the Board, please consider it and remember to keep your active membership status in good standing to be eligible. It has been a great experience for me.

We are beginning our half price membership for the remainder of our 2017-2018 year (Jan. 1 – June 30). If you know of anyone who has not joined TAALP, please encourage them to do so. On another note, the Spring CLE Event is in the works as well as preparations for Law Day and Mock Trial.

Our meeting this month is **Thursday, January 11, 2018, at Noon at The Hubb.** Our speaker is James Carter.

Thank you to **LEXITAS** for sponsoring our meeting this month!!

Try to stay warm this weekend. Hope to see you on Thursday and don't forget to invite a friend or acquaintance to join TAALP.

Ann

TAALP can help get your name out to our members.

Just email me at:
helenk@brownbaumansmith.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:

1. 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.

½ PRICE MEMBERSHIP

We are beginning our half price membership for the remainder of our 2017-2018 year (Jan. 1 – June 30). If you or a friend are interested in joining TAALP, please send in the attached Application.

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.

❖ **MARK YOUR CALENDARS** ❖

February 8, 2018

TAALP Membership Meeting

Chamber of commerce

January 31, 2018

TAALP Board Meeting; Jack Ryans

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

Hemphill, Carla

Anderson, Katrina Assunto, Kimberly Austin, Sara Barron, Jennifer Beasterfield, Elizabeth Beck, Karen Betts, Lisa Blair, Erin Blubonnet Process Server Brooks, Bonnie Brotherton-Pyatt, Margaret Brownlow, Laura Buchanan, Ann Burgess, Ginny Calton, Sonya Chavez, Karina Clark, Deborah Clarkston, Penny Collins Investigations Conners, Samantha Connor, Sarah Coplan, Patricia Cox, Kristin Railsback Crawford, Melani Crim, Nancy Deck, Mary Lexitas f/k/a Depo Texas	Deposition Resources Dicky, Lisa Dieringer, Mary Dillon, Candice Discovery Records Dixon, Renee Dodds, Janet Doffer, Teresa Earls, Kristen Elite Deposition Technologies Evans, Karen S. Fields, Twyla Flowers, Marilyn Forbey, Lauren Foster, Codi Franklin, Katrina Garcia, Maria Godwin, Carol Goley, Carol Hall, Carrie Hancock, Jo Ruth Harris, Melissa Harvey, Terri Hays, Sarah Henry, Donna Hesse, Wendy	Jackson, Laura Jobe, Haley Johnson, Sandy Keahey, Regina King, Carrie Kirby, Cindy Knighton, Tina Koch, Helen Kopech, Leatha Kuhn, Ann Lennon, Molly Liska, Rhonda Liston, Lisa Lollar, Melinda Marshall, Tracy Martin, Kara Martin, Melissa May, Tamara Mayfield, Tammye McDonald, Laurie Morris, Mechele Murphy, Julie Neel, Lesley Newman, Kristen	Parker, Nancy Phillips, Samantha Power, Kerri Pratt, Lindsey Rex, Renda Robbins, Marie Robison, Rhonda Seal, Jan Sepmoree, Tina Sherrill, Sharon Shults, Cayce Skeen, Barbara Smith, Jennifer Sparks, Rhonda Starcher, Darcy Stewart, Clothilda Stines, Pamela Stone, Meredith Stracener, Melinda Thedford, Kimberly Toon, Kristine Turchi, Brandi Wallace, Melissa Wimberley, Suzanne
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TAALP
MINUTES OF JANUARY 3, 2018 BOARD MEETING
By: Ann Kuhn on behalf of Brandi Turchi, Recording Secretary

ANN KUHN, President:

Old Business:

- 2017-2018 Final Membership Total 139
- 2017-2018 Renewal Membership total to date 95

New Business:

- Plans for CLE Seminar in the Spring – Date to be announced.

JO RUTH HANCOCK - President-Elect:

- Lunch to be catered by Clear Springs

LISA BETTS, 1st Vice President:

- Evite will be sent Thursday January 4, 2018 – Reminder to be sent January 8, 2018 to everyone regardless of their RSVP status.

CODI FOSTER, 2nd Vice President: ABSENT

- January: James Carter

BRANDI WILLIAMS, Recording Secretary: ABSENT

- Jo Ruth Hancock moved that the Minutes of the December 2017 board meeting be approved, as reported in the Transcript. The motion was seconded by Carrie King and it carried.
-

HELEN KOCH, Corresponding Secretary:

- Publish the newsletter on January 8, 2018. Deadline to get your information in is Friday January 5, 2018, by 5:00 pm.
- January spotlight member: Samantha Phillips

CARRIE KING, Treasurer:

- Treasurer's Report.
- Carrie King moved that the Treasurer's Report for December be filed for audit. Lisa Betts seconded the motion and it carried.

SARAH CONNOR, Executive Advisor:

SARAH CONNOR, Parliamentarian:

Next Regular Meeting: January 11, 2018 – The Hub

Next Board Meeting: January 31, 2018 – Jack Ryans

ANN KUHN, President

BRANDI TURCHI, Recording Secretary

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



2017-2018 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: _____ (Month/Day) EMAIL ADDRESS: _____

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, 2017 to June 30, 2018. ****

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 – JANUARY 2018

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

Position	Practice Areas/Job Description	Location
1. Paralegal	Full-time Paralegal; prefer CP; particular knowledge of Civil Lit, Oil& Gas Lit, and Real Estate Lit, see job description emailed 8-4-17	Tyler
2. Office Manager/Secretary	See email 11-7-17; family law practice seeking professional, organized, and able to work in a fast pace environment. Must be proficient in WP and Excel	Tyler
3. Legal Secretary/Assistant	See email 11-7-17; Plaintiff firm seeking legal secretary/assistant. Would prefer 5-10 years exp., Health ins. Provided	Tyler
4. Legal Secretary	See my email from 11/30/17 for the Legal Secretary position with the City of Tyler. You must apply by going to: www.cityoftyler.org	Tyler
5. Legal Assistant	<p>We have an opening for a legal assistant in our real estate group; A well-established 12+ attorney firm in Tyler is seeking applicants for a full time legal assistant position. Details regarding the job opening include:</p> <ol style="list-style-type: none">1. Medical insurance paid by firm 100%. Life and disability insurance provided by the firm in addition to 401k retirement benefits.2. Minimum 2 years' experience in the field of real estate preferred, but not required.3. Must be able to perform in fast paced, time sensitive environment.4. Must cover office runner duties and receptionist duties as needed.5. Practice areas include: real estate and banking.	Tyler

6. Legal Assistant	Full-time legal assistant needed with family law experience; vacation, sick days, and courthouse holidays	Tyler
7. Runner	Part-time runner; preferred hours M-F 1:00-5:30. \$10/hr pay	Tyler
8. Paralegal	<p>A 12+ attorney Tyler law firm is seeking the following:</p> <p>Family Law Paralegal</p> <p><u>Requirements</u></p> <p>Experience in litigation is desired. Family law experience of 4-6 years is preferred. Duties include assisting attorneys in handling family law files from inception to resolution. This includes: preparing pleadings, extensive discovery (preparing and responding), reviewing and summarizing discovery, mediation preparation, and trial preparation. Further, other duties include communicating with clients, opposing counsel's office and staff, typing or transcribing reports and summaries, answering and responding to phone calls and emails, scheduling, calendaring, and setting up and coordinating meetings, depositions, court reporters, hearings, mediations and trials.</p> <p>This position will also handle other firm administrative tasks and assignments as required. Must be able to perform in fast paced, time sensitive environment. Medical insurance paid for by firm 100%. Life and disability insurance provided by the firm in addition to 401k retirement benefits.</p>	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.

TAALP CHRISTmas PROJECT

THANK YOU! THANK YOU! THANK YOU!



Ladies:

Once again I would like to thank you from the bottom of my heart for your generosity to the TAALP CHRISTmas PROJECT, who was ME! I was overwhelmed by your generosity! When I placed the Christmas Project in the Newsletter, I never thought for a moment it would be for me. Thank you doesn't seem enough to say. I am tickled pink, thrilled, eternally grateful, and VERY blessed by all of you.

This has been quite a journey. We have received a report of no cancer anywhere. I still have a few IV medication procedures and doctor's appointments, but the end is in sight! Praying for total healing of the nerve pain that prompted the original visit. The radiation appears to have done its job.

Praying that you each experience the love of the newborn Savior this season and always.

Helen

COMMUNITY SERVICE EVENT

Share this with anyone you know...

A flyer for the 'Night to Shine' event. At the top, a blue banner reads 'YOU ARE INVITED...'. Below this is a photo of two young people, one wearing a crown. The text 'NIGHT to Shine' is prominently displayed, with 'to' in a script font and 'Shine' in a large, bold font. Below the title, it says 'SPONSORED BY THE TIM TEBOW FOUNDATION'. The date 'FRIDAY, FEBRUARY 9, 2018' is in a blue box, and the time '6 - 9 PM' is in a white box. The host is 'GRACE COMMUNITY CHURCH' at '3215 OLD JACKSONVILLE ROAD TYLER, TX 75701'. A blue box contains the text: 'JOIN US FOR A PROM NIGHT THAT YOU WILL NEVER FORGET! WALK THE RED CARPET, ENJOY THE ROYAL TREATMENT AND DANCE THE NIGHT AWAY!'. Below this, contact information for Tracey Sullivan is provided. At the bottom, a small note says 'PLEASE RSVP. NON-TRANSFERABLE. FOR PEOPLE WITH SPECIAL NEEDS 14+'. A signature is at the very bottom.

NIGHT TO SHINE

This year Grace Community Church received a grant from the Tim Tebow Foundation to host his annual “Night to Shine” event for individuals with special needs. It is taking place on February 9, 2018. The church also has a group that will have dresses for any girls who can’t afford one, to come see if they can find one that will work, there will be no charge for the dresses. If you know any families who have special needs family members, please share the flyer with them. Or if you or anyone you know would like to volunteer, please let me know and I can get you in touch with someone. We want to share this amazing event with as many people in the area as possible. It is going to be awesome. They can register/RSVP at gcc.org/nighttoshine.

If you have any questions, please feel free to contact Leatha Kopech at 903-579-5737 or leathak@tyler.net.

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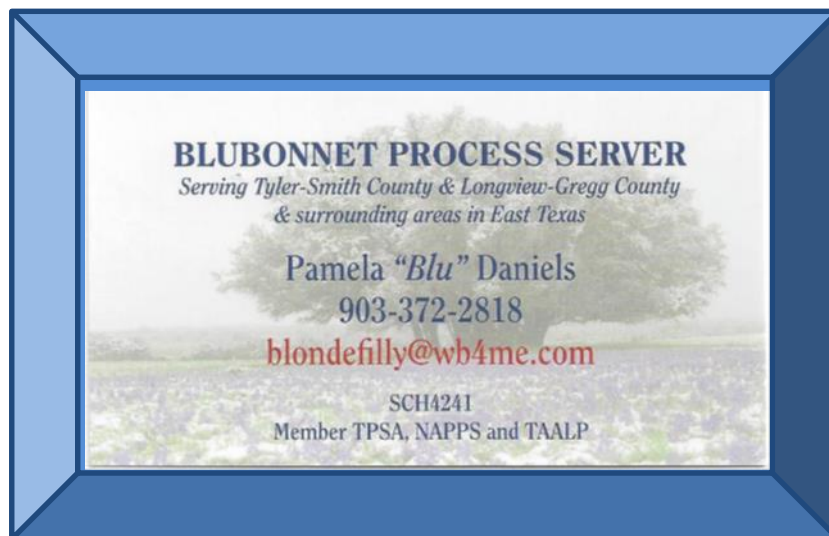
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JANUARY BIRTHDAYS	FEBRUARY BIRTHDAYS
Deborah Clark 7	Patricia Coplan 2
Carrie Hall 7	Cindy Kirby 3
Leslie Neel 9	Carla Hemphill 7
Jennifer Barron 11	David Martin 13
Melinda Lollar 11	Rhonda Sparks 14
Laurie McDonald 15	Tammye Mayfield 15
Elizabeth Beasterfield 16	Teresa Doffer 22
Laura Brownlow 20	Terri Harvey 25
Jo Ruth Hancock 22	
Carol Goley 25	
Marie Robbins 28	

HAPPY WINTER!

STAY WARM



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!

SPOTLIGHT MEMBER

SAMANTHA PHILLIPS



Samantha Phillips is currently a Target employee and has been working there since the summer of 2017.

She graduated from the University of Texas at Tyler in 2016, with a B.B.A in Business Management. In the Fall of 2017, she decided to take courses in Tyler Junior Colleges paralegal program to get into the law field. She is a member of the Criminal Justice Student Association at Tyler Junior College and participated in X-Culture at the University of Texas at Tyler, which gave her first-hand experience in international business collaboration. In May 2018, she is going to work as a Paralegal Specialist in the United States Army, and hopes to one day become a lawyer.

TAALP EXECUTIVE BOARD OF DIRECTORS 2016-2017



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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

TAALP EXECUTIVE BOARD OF DIRECTORS

2017-2018

