



Key Note



Volume 72

Northeast Texas Association of Paralegals, Inc.
An Affiliate of the National Association of Legal Assistants, Inc.
Editor, Mona Hart Tucker, ACP

December 2010

President's Greeting



*"You can please all the people some of the time, and some of the people all the time, but you cannot please all the people all the time."
- Abraham Lincoln*

I can honestly say 2010 has had to be the fastest moving year that I have ever experienced! It seems like only a few months ago when I was sworn in as president, now it is time to pass the torch. I must admit this has been a new and joyful learning experience for me. At the end of it all, one of better things that have gain from this year is how to say "NO".

I usually always find myself stretched way too thin trying to be a people pleaser and by doing so much stuff for everyone else except me. There comes a time when you just have to take a stand and say, "No!" One thing I know for sure is that no matter what you decide to do, there will always be at least one person who is not satisfied. And if you are the person doing the doing, why not try satisfying yourself in the process?

I hope that everyone has enjoyed this experience also, or at least be able to take some knowledge from the monthly meetings on into the years to come. I'd really like to thank all of my board and committee members for their support and willingness to help in the best ways possible. We may not have met all of our goals that we set out to

meet this year, but I am very proud of the ones we did meet. So good luck to next year's board and committee members, I hope you all have a great time working together.

Last but not least, I wish you all a very Merry Christmas and a blessed New Year!

Nadriette Hardeman, CP
President

2010 Executive Committee

President - Nadriette Hardeman, CP
1st Vice President - Gloria Gibbons, CP
2nd Vice President - Lori Campbell, CP
Secretary - Shannon Watts, CP
Treasurer - Lida Vega, PP
NALA Liaison - Javan Johnson, ACP

Charity Focus

Please, please remember to bring stuffed animals for the Rainbow Room kids. We will collect these at our December meeting and Christmas luncheon on Dec. 15th.

December Birthdays

7 - Mariah Garcia
13 - Gloria Gibbons
22 - Nadriette Hardeman
26 - Racheal Ibarra Thacker

What's Happening

Casey Goolsby is joining the Boon Law Firm this month as a partner.



Cookbooks!

We have almost sold out, but if you would like to purchase one or pick up some to sell, please get with Javan Johnson at the December meeting. The price is \$10 each, and if they have to be shipped, add another \$5 to the cost.

We have discovered one omission in the book. Please make a note that Mona Tucker's Tortilla Rollups recipe on the bottom of page 12 should call for 1 pkg of ranch dressing mix.



NALA News

As of September 2010, the Certified Paralegal examination is delivered via computer based testing, instead of a paper-pencil format. Examinees will be provided with access to a computer and instructions for completing the examination on the computer.

Most examinees in the Certified Paralegal program will be utilizing the testing center network of the ACT. There are over 200 ACT testing centers throughout the United States. Most are located community colleges and universities. After examinees are admitted to the Certified Paralegal program, they will work directly with ACT to confirm testing appointments.

NALA has established procedures which allow an employer or school which is not already an ACT testing center to apply to become a NALA approved testing center. This is designed for groups of employees, or paralegal schools.

More information on the exam can be found at www.nala.org.



Paralegal Compensation Survey

The Paralegal Division of the State Bar of Texas is once again conducting a salary survey. The information from this survey will be used to

generate reports that will allow paralegals in Texas to see how their compensation packages compare to others in their geographic region. Each question can be answered by simply checking a response or filling in a blank. All responses will be kept anonymous.

To participate, go to <http://txpd.org>. Please complete the survey by December 15, 2010. The salary survey is open to both members and non-members of the Division.

This information will provide summary demographic information about paralegal work, compensation, benefits, and job satisfaction in Texas.



Ethics Corner

This is the seventh installment drawn from Javan Johnson's paper on paralegal ethics.

Demonstrate Respect for Others and for the Profession

Canon 8 of the Code places a high standard of ethical conduct and integrity on paralegals and reads: "A paralegal shall maintain a high standard of ethical conduct and shall contribute to the integrity of the paralegal profession."

We are constantly struggling for this profession to maintain a more professional image, given the media attacks and other bad information that is spread. Our personal ethical principles are key to our maintaining the professionalism that is necessary to be an effective paralegal.

- a. Do your part to promote an atmosphere of mutual respect and well-mannered behavior in your workplace by behaving professionally at all times.
- b. Understand that clients and members of the public hold us to a higher standard of ethical conduct. We are expected to conduct ourselves with dignity and to show respect for the law and for each other.
- c. Avoid even the appearance of impropriety. Given that, you must from time to time put

your sense of professionalism and dignity before your own emotions when faced with unprofessional conduct on the part of others.

- d. Maintain ethical billing practices: do not over bill time, do not "double bill" time; do not bill time that is clerical in nature and not substantive in nature.
- e. Always give credit to the person who deserves the credit for the work performed. Do not take credit when it is not your work.
- f. If you make a mistake, do not cover it up. Be truthful and honest and take any consequences that might be associated with it.
- g. Do this for the good of your clients and for the profession as a whole.

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**Northeast Texas Association of Paralegals, Inc.
Minutes of the Membership Meeting
Wednesday, November 17, 2010**

The monthly meeting of the Northeast Texas Association of Paralegals was held at the Longview Community Center on Wednesday, November 17, 2010.

The meeting was called to order by President Nadriette Hardeman at 12:10 p.m. Those in attendance were Nadriette Hardeman, Lida Vega, Shannon Watts, Javan Johnson, Mona Hart, Gloria Gibbons, Rose Faezell, Cindy VanBlaricon, Stephanie Boerger, Pat Aguilar Urbina, Michelle Sanchez, Sandi Castillo and Pam Matthews.

REPORTS

Secretary: President Hardeman indicated that the minutes from the October membership meeting were printed in the November Key Note. President Hardeman asked if the membership had a chance to review same. There being no changes request, Shannon Watts made a motion to approve the minutes as printed and Pam Matthews seconded her motion. The minutes from the October 20, 2010 membership meeting were unanimously approved by the

membership.

Treasurer: Treasurer, Lida Vega, presented the following Treasurer's Report for the month of October 2010 to the membership:

Beginning balance:	\$4,725.73
Incoming Activity:	\$ 0.00
Outgoing Activity:	\$ 412.87
Balance:	\$4,312.86

A Motion was made by Lida Vega and seconded by Javan Johnson to accept the treasurer's report as presented and approved by the membership.

Membership: There were no new applications to approve or members to introduce.

Employment: It was announced that David Dobbs in Tyler is looking for an assistant.

Education: There will be no speaker in December. Everyone is invited to the Annual Christmas Lunch on December 15, 2010.

Key Note: Submission of articles, recipes or other information for the Key Note are due to Mona Hart-Tucker by December 6, 2010.

ANNOUNCEMENTS

Charity Focus: Javan Johnson took up a collection for the Rainbow Room for supplies to donate on our behalf. The focus for the December meeting is Stuffed Animals. Please bring a new stuffed animal or animals to donate for the Rainbow Room to give as Christmas presents to deserving children.

Elections: The straw ballots have been circulated and should be returned to Gloria Gibbons at your earliest convenience. Elections for the 2011 Board will be held at the December meeting.

New Business:

1) The cookbooks are here. Please see Mona Hart about receiving a set of cookbooks to take and sell. The cost is \$10.00 and remember, these will make great stocking stuffers or gifts for your co-workers. All money is to be turned in at the January, 2011 meeting. We will also have books available in Longview for those needing more books. Please contact Javan Johnson if you need to run by her office and pick up more.

2) The Paralegal Division is conducting a salary survey and is asking everyone, member or not to

spread the word and go on line and participate. It will be helpful in the information accumulated and will also be shared with the local organizations upon completion.

Speaker: At approximately 12:20, our guest Ray Hatcher was introduced by Gloria Gibbons. Mr. Hatcher provided a very informative presentation on Experts.

Adjournment: There being no further business, and upon motion duly made by the members, the membership meeting was adjourned at 1:00 p.m.

Respectfully submitted,
Shannon Watts, CP, TBLS
NTAP Secretary

December meeting

We will celebrate Christmas at our December 15th meeting. NTAP will provide lunch, but please RSVP to nhardeman@sloanfirm.com by Monday, December 13th, at 3:00 p.m.

Now We're
Cookin'



From our new cookbook!

Microwave Pralines

- Javan Johnson

$\frac{3}{4}$ c. buttermilk
2 c. sugar
2 c. pecans
 $\frac{1}{4}$ tsp. salt
2 T. butter
1 tsp. baking soda

In a large microwave-safe casserole, place buttermilk, sugar, pecans, salt, and butter. Cook on high for 12 minutes, stirring every 4 minutes. Stir in soda. Cook on high for 1 minute. Beat mixture for 1 minute and drop by spoonfuls onto wax paper.



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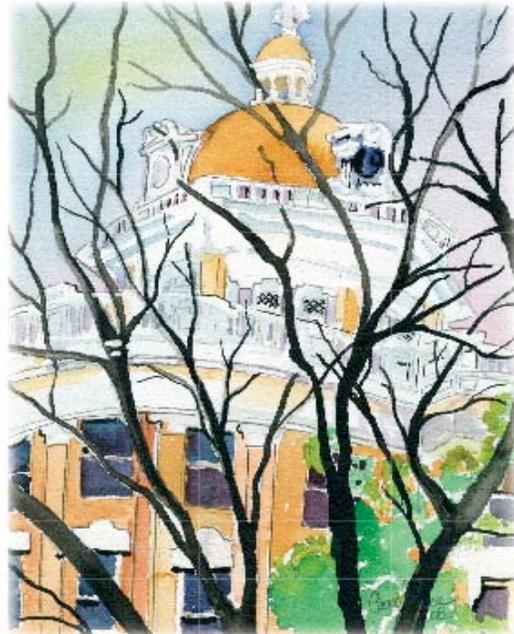
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CLE Calendar

For additional information about CLE across the State see the SBOT - PD web site at www.txpd.org. Also, don't forget that the PD and NALA both offer on-line CLE.

(Online) Texas Bar CLE *free* online seminar. TexasBarCLE offers a complimentary half hour of participatory MCLE credit. You will find a new topic available every other month. The current topic is "When is it Right for the Child to Decide?". www.texasbarcle.com.

Check out the **Ten Minute Mentor** on www.texasbar.com. These instructional video presentations are from leading lawyers in their areas of expertise. Each presentation is typically short (around 10 minutes or less), practical, and free. Viewing presentations qualifies for MCLE self-study credit only. Topics available include Daubert challenges, petitions for review, bankruptcy issues, and many more.

(Online) NALA Campus Live! has many topics to choose from, and the Texas Board of Legal Specialization has approved certain programs for certification and re-certification. More information is available at www.nala.org.

(Online) Free Webinars sponsored by Litigation Solution, Inc. Contact Todd Kelly at KTS Litigation Support, mtkelly@ktslitigationsupport.com, for a schedule and to register.

(Online) Free Webinars sponsored by Fios Inc. Go to www.fiosinc.com/e-discovery-knowledge-center to see what they have coming up in December and January.

Articles published herein do not necessarily represent the opinions of the Northeast Texas Association of Paralegals. Calendar listings and seminars should not be considered as endorsement of any such program or seminar.

NTAP EMPLOYMENT REFERRALS

One of the benefits of your membership is NTAP's employment referral service. We receive calls from firms offering employment opportunities. If you are seeking a position or considering a change, we encourage you to use NTAP's employment referral service. If your firm is searching for qualified paralegals, ask your attorney or firm administrator to let us know about current openings.

If you are interested in being listed with the service, mail a current resume and contact information to:

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