



# Key Note



Volume 73

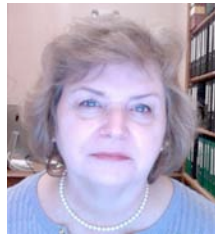
Northeast Texas Association of Paralegals, Inc.  
An Affiliate of the National Association of Legal Assistants, Inc.  
Editor, Mona Hart Tucker, ACP

January 2011

## *From the Hart*

*"I'm back in the saddle again  
Out where a friend is a friend"*

-- Gene Austry



Here we are again, friends. This saddle must have memory foam because it seems to know me. I want you to know that I sincerely appreciate the confidence you have expressed in electing me as your President for another term.

Your new Board met this past Saturday for a workshop to plan and get everybody on the same page. I am excited about the lineup we have in our officers and committee chairpersons.

My goal for NTAP this year is to *get involved*. I have watched our organization become much too introverted over time, and I want us to see beyond ourselves. I proposed to the Board that we contact attorneys in the area and sponsor a pro bono Veterans' Will Clinic. Our officers eagerly agreed, so we are planning to do this on November 12, the Saturday after Veterans' Day.

I expect a really good turnout, and I want to invite and encourage everyone reading this newsletter to *get involved*. Attorneys will be needed to counsel our pro bono clients, paralegals will be needed to type up the documents and notarize, and students can witness the execution of documents and make copies.

To make this work, we will need everybody to participate. Even if you can't attend, perhaps you can contact an office supply vendor about donating paper or loaning us a copy machine.

I believe each of our lives has been touched by a veteran. My husband and brother served in the Air Force; my father in the Army Air Corp during WWII; one nephew in the Army Special Forces during Desert Storm; a great-nephew is now in Afghanistan; and my grandfather in the Navy in WWI. Everyone knows someone. Let's do our part to say "thank you."

On another note, please make every effort to be present for our January meeting. We will be installing new officers and we would really appreciate a show of support.

One other thing before I go. If you haven't already renewed your membership for 2011, please take care of that right away. A renewal membership application form is included at the end of this newsletter.

Mona Hart Tucker, ACP  
President



### 2011 Executive Committee

President – Mona H. Tucker, ACP  
1<sup>st</sup> Vice President – Ginger D. Gage, ACP  
2<sup>nd</sup> Vice President – Sandi Clarke, CP  
Secretary – Sandi Clarke, CP  
Treasurer – Elisha Calhoun, CP  
NALA Liaison – Javan Johnson, ACP

### 2011 Chairpersons

Parliamentarian – Javan Johnson, ACP  
Employment – Andrea Brunson, CP  
Auditor – Andrea Brunson, CP  
Scholarship – Javan Johnson, ACP  
Hospitality – Ginger Gage, ACP; Sandi Clarke, CP; & Javan Johnson, ACP



## Charity Focus



We had a great response from our members who brought animals for the Rainbow Room kids. Javan reported that when she delivered them, four were claimed immediately. Thanks for caring! The Rainbow Room is our chosen charity again this year, so please remember to bring supplies or your monetary donations.



### Obituary

Patti McMahon, 57, passed away on January 14, 2011. She was the wife of Longview attorney, Mark Mahon. Funeral services were scheduled for Tuesday, January 18<sup>th</sup>.



### Opportunities to Participate

*If you are interested in serving as a committee chairperson or committee member, please let us know. Contact any member of the Executive Committee.*



### Cookbooks!

Please turn in the money from cookbook sales or your unsold books at the January meeting.



**Northeast Texas Association of Paralegals, Inc.  
Minutes of the Membership Meeting  
Wednesday, December 15, 2010**

The minutes were not available at press time, but will be distributed at the meeting on January 19<sup>th</sup>.



## Ethics Corner

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

### Demonstrate Loyalty through Your Professionalism

- You are a representative of your firm or company.
- Paralegals interact with clients, witnesses, other firms, and court personnel on a regular basis.
- Refrain from gossip or negative remarks about your firm or employer.
- Attorneys and paralegals work together as integral members of a team on behalf of the clients.
- If difficulties or conflicts arise with your supervisor, speak to that person directly in an effort to resolve them.

### Practice Diligence in Completing Your Work Promptly and Efficiently

- Prioritize your work to avoid neglecting important projects.
- Be scrupulous in maintaining your calendar and tickler system.
- Understand your own limits, and speak to your supervisor if the volume of work becomes so overwhelming that you run the risk of neglecting projects or missing deadlines.
- It is better to ask for assistance from your paralegal co-workers or from your supervisor than to ignore the problem until it is too late.

© Javan Johnson 2010



### January Meeting

We will install new officers at our January 19<sup>th</sup> meeting. NTAP will provide lunch for members. Guests are asked to pay \$5 each for their meals.



# Quality Time

Sometimes the best way to spend time is to invest it in yourself.

*Advanced*  
PARALEGAL CERTIFICATION



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## Longview/Marshall Facility

Longview Local: 903.236.3100

Marshall Local: 903.923.9700

[longviewmarshall@ktslitigationsupport.com](mailto:longviewmarshall@ktslitigationsupport.com)

## PRODUCTS AND SERVICES

### TRADITIONAL

#### COPY AND SCAN SERVICES

- BLACK & WHITE
- COLOR
- PRINT FROM DISK



#### DOCUMENT PREPARATION

- OCR
- BINDING
- BATES NUMBERING

#### MEDIA DUPLICATION

- CDs/DVDs
- VHS CASSETTES
- CAMCORDER CASSETTES



#### PATENT LITIGATION SUPPORT

- HIGH VOLUME COPIES & BLOWBACKS
- EXTENDED HOURS
- POWERPOINT PRINT-OUTS

### GRAPHICS

#### POWERPOINT PRESENTATIONS

- CONSULTING & DESIGN

#### DISPLAY EQUIPMENT

- PROJECTOR & SCREEN RENTAL
- ON-SITE OPERATING TECHNICIAN

#### TRIAL BOARDS

- DRY ERASABLE
- FLIP CHARTS



### TECHNOLOGY

#### COMPUTER FORENSICS

#### EDD (ELECTRONIC DATA DISCOVERY)

- EVIDENCE PROCESSING
- DATA CULLING

#### HOSTED REVIEW TOOLS

- CONCORDANCE FYI
- CLEARWELL
- SUMMATION WEBBLAZE

### CORPORATE

#### CONSULTING

- DOCUMENT RETENTION PLANS
- LITIGATION HOLD
- CASE/EDD
- DIGITAL ARCHIVING



# Hill & Calk

**Hill & Calk, P.C.**  
**Attorneys at Law**  
1511 Judson Road,  
Suite B  
Longview, Texas 75601  
903-242-9000  
903-242-9009 fax  
Jerry W. Hill  
James I. Calk\*

\*Board certified by the Texas Board of  
Legal Specialization in commercial real  
estate law and residential real estate law.



## Siebman, Reynolds, Burg, Phillips & Smith, LLP

713 South Washington Avenue  
Marshall, Texas 75670  
(903) 938-8900

Michael C. Smith  
Attorney at Law

[michaelsmith@siebman.com](mailto:michaelsmith@siebman.com)

[www.EDTexweblog.com](http://www.EDTexweblog.com)



## SLOAN, BAGLEY, HATCHER & PERRY LAW FIRM

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Fax: (903) 753-6761

Shelley Cujko  
Certified Paralegal  
Certified Process Server  
P.O. Box 271  
Gilmer, TX 75644  
[scujko@hotmail.com](mailto:scujko@hotmail.com)  
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# CLE Calendar

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

**(Walden Yacht Club, Montgomery) 4<sup>th</sup> Annual Important Skills for Today's Paralegal, Feb. 4, 8:00 A.M. - 1:00 P.M.**, sponsored by District 10 of the Paralegal Division of the State Bar of Texas. \$40 for PD Members, \$30 for Students, and \$55 for non-members; \$10 late registration after January 14. Contact Cheryl Bryan for details and to register, [cbryan@obt.com](mailto:cbryan@obt.com).

**(San Antonio) The Seriously Fun Ethics Conference, Feb. 5, 9:00 A.M. - 12:30 P.M.**, sponsored by Alamo Area Paralegal Association. \$20 if RSVP by Jan. 31, \$25 beginning Feb. 1. Contact Nicole Rodriguez for details and to register, [publicrelations@alamoparalegals.org](mailto:publicrelations@alamoparalegals.org).

**(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 "7th Amendment: Civil Jury Trials R.I.P? Can It Actually Happen in America?". [www.texasbarcle.com](http://www.texasbarcle.com).

Check out the **Ten Minute Mentor** on [www.texasbar.com](http://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](http://www.nala.org).

**(Online) Free Webinars** sponsored by Litigation Solution, Inc. Contact Todd Kelly at KTS Litigation Support, [mtkelly@ktslitigationsupport.com](mailto: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](http://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:

Andrea Brunson, CP  
[AndreaB@NixLawFirm.com](mailto:AndreaB@NixLawFirm.com)  
NTAP, P.O. Box 2284, Longview, Texas 75601

**ANNUAL DUES RENEWAL  
NORTHEAST TEXAS ASSOCIATION OF PARALEGALS, INC.**

(An Affiliate of the National Association of Legal Assistants, Inc.)

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**Classification:**

ACTIVE	<input type="checkbox"/> Voting	<input type="checkbox"/> Non-voting	\$35.00
ASSOCIATE	<input type="checkbox"/> Voting	<input type="checkbox"/> Non-voting	\$35.00
STUDENT	<input type="checkbox"/> Voting	<input type="checkbox"/> Non-voting	\$25.00
SUSTAINING			\$100.00

---

Name: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Texas Zip Code: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Texas Zip Code: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Facsimile: \_\_\_\_\_

Office e-mail: \_\_\_\_\_ Home e-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Preferred Mailing Address: \_\_\_\_\_ Home \_\_\_\_\_ Business

Area(s) of specialization, if any: \_\_\_\_\_

NALA Member  CLA/CP  ACP  SBOT/PD

TBLS/Specialty \_\_\_\_\_

Please list first year you became a member of NTAP \_\_\_\_\_

**Optional for Directory:**

Education: \_\_\_\_\_

Other Memberships: \_\_\_\_\_

NTAP Background (offices held, committees served on, etc.) \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Children's Names and Ages: \_\_\_\_\_

Hobbies, Goals, and/or Other personal Information: \_\_\_\_\_

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**FOR SUSTAINING MEMBERS ONLY:**

Check one:  Attorney  Law Firm  Corporation  School  Educator

**Be Completed by Applicant for ACTIVE Membership:**

I hereby apply for active membership in the Northeast Texas Association of Paralegals, Inc. I hereby certify that I am a resident of the State of Texas; that I am employed as a Paralegal; and that I qualify as a member under the category or categories checked below. I hereby give consent to the Association to contact my present and/or former supervising attorney(s) for verification or clarification of my qualifications for membership.

Please check the appropriate category or categories:

\_\_\_\_\_ a. The experienced individual who (i) is presently employed as a paralegal; (ii) possesses a minimum of five (5) years of law-related experience; (iii) possesses a minimum of six (6) months paralegal experience; (iv) for whom the employer-attorney will attest to that individual's qualifications as a Paralegal; and (v) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

\_\_\_\_\_ b. The paralegal who (i) has successfully completed the CP examination, and/or a specialty certification examination administered by the Texas Board of Legal Specialization; (ii) possesses a minimum of six (6) months paralegal experience; (iii) possess a minimum of two (2) years law-related experience; (iv) for whom the employer-attorney will attest to that individual's qualifications as a paralegal; and (v) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

\_\_\_\_\_ c. The paralegal who (i) has successfully completed a course of study for paralegals; (ii) possesses a minimum of six (6) months paralegal experience; (iii) possess a minimum of two (2) years law-related experience; (iv) for whom the employer-attorney will attest to that individual's qualifications as a paralegal; and (v) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

\_\_\_\_\_ d. The paralegal who fulfills the criteria for Active membership in the Paralegal Division of the State Bar of Texas.

**To Be Completed by Applicant for ASSOCIATE Membership:**

I hereby apply for associate membership in the Northeast Texas Association of Paralegals, Inc. I hereby certify that I am a resident of the State of Texas; and that I qualify as a member under the category or categories checked below. I hereby give consent to the Association to contact my present and/or former supervising attorney(s) for verification or clarification of my qualifications for membership.

Please check the appropriate category or categories:

\_\_\_\_\_ a. The experienced individual who (i) is presently employed as a paralegal; (ii) possesses a minimum of five (5) years of law-related experience but does not possess the minimum six (6) months paralegal experience; (iii) for whom the employer-attorney will attest to that individuals' qualifications as a paralegal; and (vi) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

\_\_\_\_\_ b. The paralegal who fulfills the criteria for Associate membership in the Paralegal Division of the State Bar of Texas; or

\_\_\_\_\_ c. If you were OR are currently an ACTIVE Member and you have retired, taking a leave of absence, or changing careers you may renew as an ASSOCIATE Member without an attorney verification signature. For this category, you must enclose a letter (with your application) describing your situation.



**To Be Completed by Applicant for STUDENT Membership:**

I hereby apply for Student Membership in the Northeast Texas Association of Paralegals, Inc. I certify that:

\_\_\_\_\_ a. I am a student in good standing enrolled in a university, college, junior college, or other program of study for paralegals and can attest that I have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony.

Name of institution and location: \_\_\_\_\_

\_\_\_\_\_ b. The individual who (i) has completed any university, college, junior college or other program of study for paralegals; (ii) is presently employed as a paralegal, but does not possess a minimum of five (5) years of law related experience and does not possess the minimum six (6) months paralegal experience; but for whom the employer-attorney will attest to that individuals' qualifications as a paralegal; and (iii) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony.

**To be Completed by All Applicants:**

I have read the definition of a paralegal as stated below, and have read and agree to be bound by the Code of Ethics and Professional Responsibility of the National Association of Paralegals, Inc., and agree to be bound by the Disciplinary Procedures established by the Northeast Texas Association of Paralegals, Inc. I further understand that this application is subject to approval by the National Association of Legal Assistants, Inc.

Date: \_\_\_\_\_ Renewing Member's Signature: \_\_\_\_\_

**DEFINITION OF A PARALEGAL**

A Paralegal is a person, qualified through education, training, or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the direct supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part requires a sufficient knowledge of legal concepts that, absent such assistant, the attorney would perform the task.

**PLEASE HAVE YOUR SUPERVISING ATTORNEY SIGN THE VERIFICATION BELOW:**

(Not required for Sustaining Members)

Supervising Attorney Verification:

I have read the definition of a paralegal stated above and I hereby verify that \_\_\_\_\_ Applicant herein works under my direct supervision as a paralegal and that I remain responsible for the Applicant's work product.

Name of Supervising Attorney: \_\_\_\_\_  
\_\_\_\_\_  
Attorney's Signature  
State Bar Card Number: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return completed application and check to:***  
**NTAP, Inc., Membership Chairperson, P. O. Box 2284, Longview, Texas 75606**