



Key Note



Volume 98

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

February 2013

President's Message

Happy February! February is a month full of activities! We celebrate several holidays this month, including my favorite holiday - Valentine's Day. February is a great month to focus on the relationship with your significant other and to put special emphasis on that relationship. We're all so busy with work, school activities, and running here and there, that sometimes our most important relationships suffer without our even realizing it. I try to set aside some special time each February to do something special to ensure that my husband knows that even with my crazy schedule, he's always the most important person in my life.



Our monthly membership meeting in February is Wednesday, February 20th at noon, and will be held at The Summit Club on Methvin. You should receive either an email or an E-vite soon. Our speaker this month is Shane Jackson, LCDC, who will speak to us on "Assessment and Legalities of Mental Illness and the Psyche of the Criminally Insane." WOW! That should be quite an interesting speech and I'm really looking forward to it! Even at this early stage of the year, our Education Chair, Andrea Brunson, has already been able to arrange for several VERY interesting and unique speakers for this year. Be sure to check out her speaker line up which is posted here in the *Key Note* and invite your fellow paralegals to attend a meeting with you.

2013 marks NTAP's 25th Anniversary and we will be celebrating this event at our Membership Meeting on May 15th. Your Board of Directors is busy making plans for this celebration and it's going to be GREAT, so be on the lookout for your invitation.

Remember, February is a great month to spend a little extra time focusing on your relationships - whether it's your spouse, boyfriend, girlfriend, mom, dad, grandparents, kids, or even your co-workers and paralegal association buddies! I encourage you to spread the love this month!

Sandi Clarke, CP
NTAP President, 2013



2013 Executive Committee

President - Sandi Clarke, CP
1st Vice President - Andrea Brunson, CP
2nd Vice President - Cindy VanBlaricom
Secretary - Crystal Roberts
Treasurer - Shannon Qualls
NALA Liaison - Mona H. Tucker, ACP

2013 Committee Chairs

Parliamentarian - Javan Johnson, ACP
Employment - Andrea Brunson, CP
PR/Historian - Gail Love, CP
Newsletter - Mona Tucker, ACP
Scholarship - Javan Johnson, ACP
Technology - Shannon Qualls
Auditor - Andrea Brunson, CP
Social - Andrea Brunson, CP



Opportunity to Help



The Rainbow Room is accepting donations of prom dresses and shoes (all sizes) and jewelry to help adorn local girls for the Longview High School Prom, which is scheduled for Feb. 23rd.

If you have a prom dress (or accessories) that you've been hanging on to, now is the time to get it out of your closet and, at the same time, play a part in making Prom Night an enchanted evening for some lucky girl.

Please bring your donations to our Feb. 20th meeting, and Sandi Clarke will deliver them to the Rainbow Room prior to the prom.



TBLS Announces Paralegal Certification Application Deadline Date

Filing deadline is April 15, 2013

Established by the Texas Board of Legal Specialization (TBLS) in 1994, the paralegal certification program recognizes the quality of services of paralegals who have achieved a level of special knowledge in a particular area of law. The TBLS program is the only state organization authorized to certify paralegals as specialist in specialty areas of law. This year's certification applications are currently available through April 15, 2013. Please request a form via email to tbls@tbls.org.

Examination for Paralegal Board Certification will be mid-October, 2013 in Austin.

Specialty Areas of Law for Paralegal Certifications:

- Bankruptcy Law
- Civil Trial Law
- Criminal Law
- Estate Planning & Probate Law
- Family Law
- Personal Injury Trial Law
- Real Estate Law



CP Review Course in Tyler

Our friends at TAALP are planning a CP Review Course for April 26 and 27, so if you missed NTAP's course in the fall, here's another chance for you to prepare for the exam. The course will be held at the Tyler Area Chamber of Commerce at 315 North Broadway. Watch the *Key Note* for details as they become available.



Northeast Texas Association of Paralegals, Inc. Minutes of the Membership Meeting January 16, 2013

The monthly membership meeting of the Northeast Texas Association of Paralegals was held at the Summit Club on Wednesday, January 16, 2013.

Those in attendance were Andrea Brunson, Elisha Calhoon, Sandi Clarke, Nadriette Hardeman, Javan Johnson, Lisa Liston, Shannon Qualls, Crystal Roberts, Mona Tucker, and Cindy VanBlaricom.

2012 President Andrea Brunson welcomed members and called the meeting to order at 12:05 p.m.

Speaker: Sandi Clarke introduced Casey Goolsby, who installed our 2013 Officers. Andrea Brunson called the following incoming officers to the front:

President	Sandi Clarke
1 st Vice President	Andrea Brunson
2 nd Vice President	Cindy VanBlaricom
Secretary	Crystal Roberts
Treasurer	Shannon Qualls
NALA Liaison	Mona Tucker

Mr. Goolsby conducted the installation ceremony, and outgoing officers pinned nametags on their successors as each one was introduced. The new officers then took the oath of office.

Mona Tucker announced Sandi Clarke as 2012 Paralegal of the Year. Congratulations Sandi!

Reports:

Secretary: President Sandi Clarke announced the minutes from the December 2012 membership meeting were on the tables and asked the membership to review and approve the same. Lisa Liston made a motion to approve the minutes: Elisha Calhoon seconded the motion, and the minutes were approved as printed.

Treasurer: President Sandi Clarke discussed the 2013 proposed budget, provided by Shannon Qualls. After reviewing the proposed budget, Shannon Qualls made a motion to approve; Mona Tucker seconded the motion and the 2013 budget was approved.

Mona Tucker remarked that the budget was reduced from 2012 because the NALA Annual Meeting was deleted for 2013, and the scholarship was cut back to one instead of two.

Sandi Clarke added that we budgeted for our 25th Anniversary party.

Membership: Cindy VanBlaricom announced that membership renewal forms had been received; however there were no new members to be voted on at this time.

Sandi Clarke encouraged members to invite co-workers to NTAP meeting if they were not already members.

Website: Shannon Qualls is working on keeping the website updated and Cindy VanBlaricom keeps the Association's Facebook page updated. Mona Tucker informed the group about the new LinkedIn page and encouraged members to join.

Employment: President Sandi Clarke announced that she was contacted by an attorney in Denton, Texas who was in need of a Paralegal.

Education: Andrea Brunson announced the speakers for the following months in 2013:

- February - Shy Jackson, assessments and legalities of mental illness
- March - Mona Tucker, Real Estate
- April - Elaine Hart, managing stress factors
- May - Javan Johnson, Ethics
- June - Jonathon Wharton, Attorney, topic TBA
- July - TBA
- August - TBA
- September - Joe Newsom, Attorney, Family Law updates
- October - TBA
- November - TBA

There are potential speakers such as: Dan Sorey on Nursing Home litigation updates, Kevin Fullen on Law Office Management, Michael Smith on paperless law office, trial apps, and iCloud, Kelly Heitkamp on animal rights and

sentimental value of pets, and Scrappy Holmes in correlation with the movie "Bernie". Andrea also stated that all ideas were welcome as to topics for a seminar.

Charities: Sandi Clarke asked the members whether there were any other charities they felt we should be supporting other than the Rainbow Room. Sandi commented that she did research on the Longview's Women Shelter and found that they receive support from United Way and have much more support than the Rainbow Room has. The members decided to continue the Rainbow Room.

New Business: President, Sandi Clarke appointed Andrea Brunson as the Association's Auditor and Social Coordinator.

Wills for Heroes: Mona Tucker announced that the 2013 Wills for Heroes clinic will be held on November 9, 2013 in Dangerfield, Texas. As of right now the Veteran's Services officer has 1,500 veterans whom he sees. She asked the members to encourage their firms to donate supplies or funds, and reminded the group that volunteers are needed.

Key Note: Mona Tucker reminded the members that the deadline for article submission to the *Key Note* is always the 1st Friday after the 1st Wednesday of each month. Mona asked members to also let Shannon Qualls know if there is anything to post on the website and Cindy VanBlaricom if anything needs to be posted on the Facebook page.

1st Annual Bowling Tournament: President Sandi Clarke discussed having a bowling tournament as part of our Paralegal Day celebration. This will be held on a Saturday night in October but the date has not been decided. Sandi is going to see about obtaining donations as prizes for the tournament.

25th Year Celebration: Sandi Clarke announced that we are trying to have Ruth Conley come speak and possibly have Scrappy Holmes come speak about the movie *Bernie*. The 25th Anniversary celebration will be held on May 4th but the location is still undecided.

Sandi Clarke reminded all members that NTAP will not be responsible for lunch next month and everyone needs to bring exact change.

Mona Tucker made a motion to adjourn and Lisa Liston seconded the motion to adjourn. With no further business, the meeting was adjourned at 12:50 p.m.

Crystal Roberts
NTAP Secretary



February



The membership meeting will be at noon on February 20 at the Summit Club in Longview. Our speaker is Shane Jackson, LCDC, who will be talking with us about "Assessment and Legalities of Mental Illness and the Psyche of the Criminally Insane."

Please RSVP your menu selection to Andrea Brunson, AndreaB@NixLawFirm.com, by Tues., Feb. 19.

\$10.00 (includes tea, water and gratuity)

Smoked Turkey Sandwich

Smoked sliced turkey breast with avocado, tomato, lettuce, bean sprouts and cheddar cheese with honey mustard dressing on whole wheat nut bread.

\$10.00 (includes tea, water and gratuity)

Tortellini Ricotta filled pasta in a creamy sauce with sautéed mushrooms, sun-dried tomatoes, red onions, zucchini, broccoli, carrots, Parmesan cheese, and a grilled breast of Chicken.

\$3.00 (includes tea, water and gratuity)

Tortilla Soup or
Soup Du Jour

PLEASE HAVE EXACT CHANGE OR A CHECK
MADE PAYABLE TO NTAP.



COOKBOOKS - \$10.00

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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 Veterans Legal Assistance Project Webinar, Mondays 11:45-1:00 p.m. The Texas Legal Services Center offers a free webinar each Monday on topics related to veterans. All courses have been approved by the State Bar for one hour of participatory credit (no ethics). For upcoming topics, go to www.tlsc.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 "Demonstrative Evidence and Trial Presentation Technology". www.texasbarcle.com. Please note: *NALA will not accept courses under 50 minutes in length*, but the Paralegal Division does accept these 30-minute online classes.

(Online) Ethics. If you need ethics CLE hours check out www.lexvid.com. All the courses are *free*.

(Online) NALA Campus Live! has many topics to choose from, and the Texas Board of Legal Specialization has approved certain courses for certification and re-certification. The spring program begins January 26 and runs through May 10th. More information is available at www.nala.org.

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
NTAP, P.O. Box 2284, Longview, Texas 75601