

LEXICON

PRESIDENT'S MESSAGE

Lola Smith-Gentry, ACP

I really want to know what you expect and desire from WTPA. If you can't make a meeting and you have an idea, just shoot me an email or give me a call.

As President, I was invited to attend the South Plains Advisory Committee meeting for Paralegal Studies. Professor Joe Kline reported the program is continuing to grow and has stayed compliant with the governing boards. Any of our Members are invited to speak to his classes. The student organization would also like to have someone be a guest speaker. Any volunteers?

The Executive Committee ("EC" or "Board") has met. What a great group of women. As we were discussing the budget (to be presented to the membership at the January 8 meeting) many ideas were discussed. What do the Members want? What kind of CLE? Do you want a social event? How much should we spend sending representatives to educational events? Contributions? Monetary? Television to the County Bar Library?

One-fourth of our Membership constitutes a quorum at our meetings. Your vote really does count in this organization. Let your voice be heard.

Our next meeting is January 8, 2014. Come learn for an hour.

See you there!

Lola

The Bi-Monthly Newsletter of the
West Texas Paralegal Association

Issue 2 – January 2014

Deirdre Trotter, ACP, Editor



Like us on Facebook!

Announcements

Join Us on **January 8, 2014 at 6:00 p.m.**

for a Presentation on Employment Law by Megan Davis, J.D.

Schlotsky's at 3715 19th Street

1 Hour CLE Credit

A Call for CLE Committee Members!

If you are interested in getting more involved in WTPA and would like to help plan upcoming CLE presentations and seminars, please join us for a planning meeting on

Monday, January 13th at 6:00 p.m.

Ruby Tequila's, 413 University Ave.

First Vice-President

Georgia Seeley, ACP

As we get ready to start a new year, I would like to take this opportunity to reach out to each and every one of you reading this newsletter. With a new group of officers in place, and some exciting new ideas being tossed around concerning this organization, I would like to invite YOU – as a WTPA member/past member/possible future member – to share with us your thoughts, ideas, suggestions, and expectations. This is, after all, your organization and it would not exist without you.

In my preparations and planning for upcoming Continuing Legal Education seminars and presentations, I have repeatedly asked myself the same question in many different forms. Simply put, I want to know: “What do most WTPA members want?” While I could continue to try to speculate as to your answers, I thought I would take advantage of this opportunity to ask you to respond to me instead.

Below is just a handful of questions that are, in most part, representative of my curiosity surrounding what members of this organization really want and expect. I would love to hear from as many of you as feel compelled to respond, either by email (gseeley@cdmlaw.com) or by giving me a call (806-778-2865).

- Why did you initially join WTPA? What were your expectations, and have those expectations been fulfilled?
- What areas of law interest you the most or align with your daily functions as a paralegal or legal assistant?
- Along those same lines, what topics would you most like to see presented?

When I attended my very first WTPA meeting, I had a fairly specific idea of what I

wanted to gain as a member of this organization. I wanted to join a legal community made up of professionals who not only enjoyed the law and all of its fascinating facets, but who also had a certain degree of passion for learning. I also had high hopes of profiting from the diverse knowledge and experiences of veterans in our field who were eager to share, converse, teach, and mentor.

What I wanted from WTPA was a *Representation* of the local paralegal profession; a sense of *Validity* for the hard work we all do on a daily basis; and a *Community* from which I could draw and give back to. I wanted a meeting I could look forward to (not find myself looking for reasons to be absent). I wanted to anticipate meeting up with men and women whom I converse with on the phone about business - to be able to put faces with names and personalities. In short, I wanted (and in present tense, Want) an organization of West Texas Paralegals that I am proud of Associating with.

What do YOU want?

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## NALA News

### NALA CLE now available for your Android!

“Paralegal CLE by NALA is now available in Google Play for your android devices! Through this app, you may register or access previously purchased NALA Campus Self-Study programs and Advanced Paralegal Certification courses.”

Choose from 32 self-study web-based programs that include:

- \*7 Certified Paralegal examination prep courses
- \* 3 general education courses
- \* 22 Advanced Paralegal Certification courses

“CLE Credit is available for completion of web-based programs, on the basis of 10 hours for the general review and CP Exam prep courses, 20 hours for completion of multiple module APC courses, and 10 hours for the one-module APC PI Specialty courses. Check the courses for more info.”

## Gift idea...

Church Hill Classics started offering custom frames for the NALA certificates.

Frames are offered in various sizes and prices, and include matting.

Click on the image for further details or [click here](#). You may also call Church Hill Classics at 1-800-477-9905.



Church Hill Classics is located in Monroe, Connecticut.

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## Meet the Board

President – Lola Smith-Gentry, ACP

Once upon a time in a land far, far away, a girl was born into a North Dakota farm family as kid number 7 of 8. After graduating from the home of the Bison (North Dakota State University—home of back to back FCS football champions) with a Bachelors of Science in

*If I won the lottery, I would quit work! I would travel and do all the hobbies I never have enough time to do. I like crocheting, crafts, reading, NIA, walking, sewing, playing computer games, etc. I might even organize my pictures.*

Business Administration, she headed south in her 1977 Nova. With her belongings loaded in a U-Haul trailer she journeyed with the help of her Dad to Texas Tech University to work on her Masters in Marketing. The offer to get a degree without any more student loans (in state tuition at \$4 and a paid teaching/research assistant position) prompted the move to warmer weather.

The short story to present: graduation, job with Sherwin Williams, met David, changed jobs to Walmart, trained in Kansas, promoted back to Lubbock, transfer to Canyon, have twin sons, transfer to Childress (definitely some stories there), become stay-at-home mom following back injury, move back to Lubbock, volunteer, temporary secretarial work, become personal assistant for terminally ill neighbor, go to work part-time/fulltime for CD&M through Snelling, work 40 hours as overflow for five years, become legal assistant in civil litigation for 6 years, get NALA certified during that time, work at Allen Adkins & Associates for 9 months doing discovery, take job with Steve Krier doing estate planning and tax, do advanced certification, three years of working for rich folks, and then here we are!

If I won the lottery, I would quit work! I would travel and do all the hobbies I never have enough time to do. I like crocheting, crafts, reading, NIA, walking, sewing, playing computer games, etc. I might even organize my pictures.

My most important job is grandmother of Carmen.

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## Report on National Adoption Day November 22, 2013

National Adoption Day was on November 22, 2013, at the Lubbock County Courthouse. There were approximately 230 chairs and most of the chairs were occupied by the families of the adopted children. There were 14 adoption cases and 23 children were adopted on that day. West Texas Paralegal Association along with the Lubbock Legal Professionals Association provided the refreshments for the adoption

ceremony. We purchased juice, cookies and paper goods. Our portion of the cost was \$38.26. Submitted by:

*Sylvia Juarez*



The officers are Lola Smith-Gentry, ACP, President, Patricia Wanjura, CP, President-Elect, Georgia Seeley, ACP, First Vice-President (not present), Elma Morena, Second Vice-President, Sylvia Juarez, Treasurer, Debbie Aguirre, CP, Secretary, Deirdre Trotter, ACP, NALA Liaison. Appointed positions are Jan Bufkin, CP, Parliamentarian, Cynthia Martinez, PLS, PP, Bar Liaison, and Deirdre Trotter, ACP, Newsletter Editor.

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SUSTAINING MEMBERS

Connie L. Vance,
Disability Services

Signature Productions, Ltd.

Crenshaw, Dupree & Milam, LLP

McCleskey, Harriger,
Brazill & Graf, LLP

Liggett Law Group, P.C.

2014 DATES

WTPA
Membership Meeting
January 8, 2014 @ 6:00 pm

CLE Planning Committee
Meeting
January 13, 2014 @ 6:00 pm

Texas Forum
Paralegal Committee –
State Bar of Texas
Dallas, Texas
February 28, 2014

WTPA Spring Seminar
March 2014

TAPA Leadership Conference
Dallas, TX – April 4-5, 2014

TALP – May 2014
Lubbock, Texas

NALA Convention
Charleston, South Carolina –
July 23-25, 2014

WTPA Fall Seminar &
Annual Meeting
September 2014

*Second Vice President –
Membership Report*

Elma Moreno

To date, we have 16 active members/life members, 5 retired life members, 1 associate member, and 4 sustaining members.

Thank you to the following individuals who have renewed their membership for 2013-2014: Debbie Aguirre, Beth Arnold (active Life Member), Jan Bufkin, Sylvia Juarez, Gloria Martin (active Life Member), Cynthia Martinez, Eunice McMillan, Elma Moreno, Eyvonne

Palmer, Georgia Seeley, Lola Smith-Gentry, Barbara Sucsy, Deirdre Trotter, Mary Helen Valdez (active Life Member), Rebecca Veach, and Patricia Wanjura. Welcome back Sharon Whirley! I'd also like to acknowledge our retired Life Members: Ruth Bagwell, Charlotte Cummings, Jeanne Fairman, Naomi McGuire, and Jeri Bryce Saffle.

Thank you to the following sustaining members for their continued support and contribution to the association: *Crenshaw, Dupree & Milam, LLP, Connie L. Vance Disability Services, Signature Productions, LTD, and Liggett Law Group.*

We'd also like to thank the following former sustaining members and encourage you to renew your membership: *Field, Manning, Stone, Hawthorne & Aycock, P.C., Sam Medina (City Attorney), Killion Law Firm, Bustos Law Firm, P.C., McCleskey, Harriger, Brazill & Graf, LLP, and Splawn Simpson Pitts.* The association would not be where it is today without your past support!

Wishing everyone has a wonderful Holiday Season!

From the Courthouse:

Be advised that the e-filing portal via *texas.gov* is no longer accessible. If you elect to file your civil documents electronically, you or your document generator/service provider will need to utilize the portal via www.eFileTexas.gov (transitioning around 12/6 from www.texfile.com).



As a reminder, Lubbock County is currently setup for permissive e-filing, but our mandatory date is July 1, 2014. At that time, with a handful of exceptions, no over-the-counter transaction will be taken in civil cases.

You can also review the Statewide e-Filing Rules effective January 1, 2014 at <http://www.supreme.courts.state.tx.us/miscdoCKET/13/13912800.pdf>.

Dean B. Stanzione
Director of Court Administration

Beginning January 1, 2014, the Archive preservation fee will increase \$5.00. This will increase the fees for documents filed in our Official Public Records, making the charge for the first page of a filing \$21.00.

Kelly Pinion
Lubbock County Clerk

WEST TEXAS PARALEGAL ASSOCIATION
2013-2014
MINUTES OF THE FIRST BI-MONTHLY MEMBERSHIP MEETING
NOVEMBER 6, 2013

OPENING:

Following the 1 hour CLE by Deirdre Trotter who presented on Use of Outlook, the First Bi-Monthly Membership meeting of the West Texas Paralegal Association (“WTPA”) took place in the Schlotzsky’s Conference Room located at 3715 19th Street, Lubbock, TX, and called to order at 6:55 p.m. by President Lola Smith-Gentry.

PRESENT:

Members:

Lola Smith-Gentry, Elma Moreno, Debbie Aguirre, Gloria Martin, Deirdre Trotter, Sylvia Juarez, Georgia Seeley, and Barbara Sucsy. A quorum was present.

Guests:

No guests.

Treasurer’s Report

Sylvia Juarez, Treasurer, submitted the Treasurer’s Report for review and discussion. There were no comments or discussion. The report will be filed for audit.

Approval of Minutes

The minutes of the sixth bi-monthly meeting were unanimously approved as distributed. [**Motion was made by Debbie Aguirre and seconded by Deirdre Trotter**]

Reports and Discussion

- ❖ President, Lola Smith-Gentry –
 - **Lola’s report is posted in the Lexicon. Lola presented Deirdre Trotter with gift card for Deirdre’s service as President for past two years.**
- ❖ President-Elect, Patricia Wanjura –
 - Not present.
- ❖ 1st Vice President, Georgia Seeley –
 - No report.
- ❖ 2nd Vice President, Elma Moreno –

Elma reported that we currently have 19 members (10 active, 1 associate, 3 active life members, 5 retired life members, and 2 sustaining members)
- ❖ Secretary, Debbie Aguirre –
 - No report.
- ❖ Treasurer, Sylvia Juarez –
 - See above report from Treasurer.
- ❖ Parliamentarian, Jan Bufkin –
 - Not present.
- ❖ NALA Liaison, Deirdre Trotter –
 - No report but Deirdre suggested we get prior approval of CLE events through NALA.
- ❖ PD Liaison, Deirdre Trotter –
 - No report.
- ❖ Newsletter (Lexicon) Chair, Deirdre Trotter –
- ❖ Bar Liaison, Cynthia Martinez–
 - Not present. Former Liaison, Barb Sucsy, suggested that the new e-filing procedures and approved list of providers be included in the Lexicon and on the website to keep everyone informed of the new rules.

New Business

Georgia was sworn in as a WTPA officer in the capacity of 1st Vice President. Georgia was not present at the Installation of Officers on October 23, 2013.

1. National Adoption Day donation.
[Motion made by Gloria Martin and a second by Sylvia Juarez that WTPA donate an amount up to \$50.00 for refreshments for the National Adoption Day - MOTION CARRIED]
2. The next EC Board meeting will be held on December 4 at 5:45 p.m. at the Caprock Restaurant on 34th Street.
3. Deirdre Trotter and Jan Bufkin are working on the Bylaws and Standing Rules.
5. NALA Liaison. **[Motion made by Deirdre Trotter and a second by Georgia Seeley that WTPA reimburse Deirdre Trotter, as the NALA Liaison, in the amount of \$140.00 for NALA membership fee - MOTION CARRIED]**
6. January 1, 2014 Membership Meeting. **[Motion made by Deirdre Trotter and a second by Georgia Seeley to change the January 1, 2014 membership meeting to January 8, 2014 - MOTION CARRIED]**

ADJOURNMENT: Meeting was adjourned at 7:30 p.m.



TAPA Spring 2014 Seminar

Technology in the Law Office

April 26, 2014

8:30 a.m. – 3:30 p.m.

SAVE THE DATE!!

First and foremost, you do not need to be a "computer person" or techie to understand this material; this seminar is for everyone!

During this seminar we will look at how the cloud, social media, and emerging technologies such as predictive coding are affecting the practice of law. Special emphasis will be placed on the ethical implications raised by these issues and a review of the most recent case law.

In this presentation, we will review the ethical implications of working in the cloud (what questions do you need to ask and what answers do you want to hear), the effect of social media on the practice of law (how do you authenticate someone's Facebook page so it may be admitted into evidence), and new technologies for document review (e.g., predictive coding).

Today's technology often moves ahead faster than we can adapt and incorporate it into our practice. Technology and legal ethics are inextricably intertwined. The very notions of "competence", "diligence", and "confidentiality" are changing. Today's law office has to consider whether to place client information in the "cloud"; how to manage their "social media" profile; and, how to review electronic documents that seemingly have the ability to multiply at will. Clearly, this is not your father's law office. Technology is an area that many attorneys would prefer to avoid altogether, and this creates a wonderful opportunity for paralegals. This course will help paralegals and attorneys "think outside the box" when using technology in their everyday practice.



MATTHEW S. CORNICK

Matthew S. Cornick is a graduate of the State University of New York at Buffalo (B.A. cum laude, 1979) and Emory University School of Law (J.D., 1982). He has been teaching Civil Litigation, Legal Research, Family Law, and Introduction to Law and Ethics to paralegal students for over twenty-five years. He frequently speaks to paralegal educators, paralegal associations and law firms on the topic of technology in the law office. Mr. Cornick has served on the Approval Commission to the American Bar Association's Standing Committee on Paralegals. He is the author of *A Practical Guide to Family Law*, published by West Publishing, and *Using Computers in the Law Office*, 6th ed., published by Delmar Cengage Learning.

Approved by NALA for 5.75 hours CLE Credits, which includes 1 hour of ethics
This seminar meets the requirements of the NALA Certifying Board for Paralegals
for continuing legal education credit required to maintain the CP (Certified Paralegal) credential.

South Plains College Paralegal Studies Program



SCHOLARSHIP ENDOWMENT FUND

Donate towards a scholarship endowment to support future students of the Paralegal Studies Program at South Plains College.

Yes, I can help with a pledge of:

- \$25
- \$50
- \$100
- \$500
- \$1,000
- Other



Go to www.southplainscollege.edu/donate to Donate Now to the South Plains College Paralegal Studies Program Endowment Fund.

For more information, contact:

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