



**OFFICIAL BI-MONTHLY NEWSLETTER OF THE  
WEST TEXAS PARALEGAL  
ASSOCIATION**

**2015-2016 – Issue 1  
December 18, 2015**

**MEMBERSHIP MEETING**

**Wednesday, January 6, 2016**

**Speaker: Larry Doss**

**1 hour free CLE**

**6 p.m.**

**Ruby Tequila's on South University**

**EXECUTIVE MEETING**

**Wednesday, February 3 at 5:30 p.m. Rosa's on 50<sup>th</sup> and Gary**

**Lexicon**



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## President's Message

Cynthia Martinez, PP, PLS



Christmas time is upon us. It came so quick this year. I don't even know where the time went. I love seeing all the beautiful decorations, lights, and everyone so happy and excited to be shopping, celebrating and just spending quality time with friends and family. All the holiday parties and celebrations are in full swing and of course, all the fun events and Santa Land has opened and all the grownups and kids are anxious to get out and see Santa and Mrs. Claus. This is the time of year, that I really miss having little ones around every day jumping, running and excitedly waiting for the big night when Santa comes and leaves all the toys and goodies. We have been having some beautiful weather so far so it makes it a lot easier to get out and do all the fun events outside. I hope that all of you have a very Merry Christmas and Happy New Year with all your family and friends. I hope that God blesses you all with good days and great events to come in the New Year.

As always, I encourage everyone in the legal community to come and join us in the new year and support our upcoming events.

Thank you all for your continued support of West Texas Paralegal Association. We have some outstanding members and many amazing friends that continue to support our organization. I truly believe that we can do great things with this organization if we all just participate by attending meetings, giving input on the goings on of the organization and just being an active member in this group. New ideas and suggestions are always welcomed. I hope that all our members will come out and support our great WTPA organization.

Cynthia Martinez, PP, PLS

President

West Texas Paralegal Association



# Congratulations

**Andrea Griffin Darland, PP, PLS**  
**WTPA Paralegal of the Year**

## THANK YOU

Levi T. Siebenlist, J.D., LL.M. for presenting one hour CLE on  
Personal income tax planning and preparation



## NALA LIAISON's Report

Georgia Seeley, ACP



### Affiliate's Report

Per NALA's guidelines, WTPA's Mid-Year Report was submitted and accepted on December 1, 2015.

### Career Center

Did you know that NALA posts paralegal job openings from across the country? Check out our [job board](#) for more details.

### CLE

NALA is offering a new webinar on December 15<sup>th</sup> covering the Federal Rules of Civil Procedure changes. This in-depth session will review substantial changes that went into effect on December 1<sup>st</sup> and will discuss each of the amendments, as well as case law, and examples. For more information: <http://www.nala.org/frcp.aspx>

## State Bar of Texas Paralegal Division News



### CLE WEBINAR PRESENTED BY THE PARALEGAL DIVISION

**\$40.00 - PD MEMBERS**

(If you are a member of the Paralegal Division, please ensure that your membership number is correctly reflected in the Membership number field on your account.)

**\$50.00 - Non PD Members**

**Join us for a Webinar**

*The audio and slides for this course are through your computer.*

**January 21, 2016 (Thursday)**

12:00 pm - 1:00 (CDT)

**[Speaking the Language - Rendering Legal Assistance to a Veteran](#)**

Credits: 1 TBLS-Civil Trial Law; Criminal Law, Estate Planning & Probate Law, Family Law, and Personal Injury Trial Law; 1 CLE

**Speaker: Janet Totter**, Guardianship Attorney, Texas Department of Aging & Disability Services, Austin, TX Historically, the Department of Veterans Affairs takes a paternalistic approach to the legal representation of a Veteran, highly suspicious of any involvement by legal professionals. Veterans are openly encouraged to seek assistance only from Veterans advocate groups. This presents a barrier to legal professionals who attempt to assist the Veteran establish entitlement to benefits that are managed by the Department of Veterans Affairs. The first step to removing this barrier is to learn how to effectively communicate with the Veteran in a language filled with codes, hidden meanings and military slang. The goal of this presentation is to provide an introduction to common Department of Veterans Affairs' benefits and identify the "entry point" to request these benefits.

(click [HERE](#) to register)

## Handy Tricks & Information

### *Adobe Exhibit Stickers*

Did you know that you can add an "Exhibit" stamp to your Adobe program? Instead of printing documents out, manually placing exhibit stickers on them, writing numbers on each exhibit sticker, and then scanning them back into a pdf file, you can skip all those steps and add exhibit stickers/stamps in Adobe before ever printing anything out!

1. Open this PDF file: <http://blogs.adobe.com/acrolaw/files/2009/05/Exhibit-Stamp.pdf>
2. Save the above PDF file in the correct folder location per the installation instructions.
3. Now open up the PDF file you want to add an exhibit sticker to.
4. Get to the "Comment" section in Adobe, either by:
  - a. Choose View > Comment > Annotations; or
  - b. Click on "Comment" in the upper right part of the screen.
5. Click the Stamp Tool.
6. Choose the Exhibit Stamp Category.
7. Choose a stamp and click in your PDF document.

### *Notary Publics*

Notaries public commissioned for the first time on or after January 1, 2016, and notaries public renewing their commissions on or after that date must have their notary ID number on their seal of office. See [Section 406.013 of the Texas Government Code as amended by HB 1683](#) (PDF)

## Membership

WTPA has recently acquired one new member. Kimberly Fox is a paralegal for Crenshaw, Dupree & Milam. We are excited to have her join our organization and look forward to working with her!

WTPA has also received an application for membership from Tara Bratcher, a paralegal at the Malinda Sandefer Law Office. At the next general meeting our members will ratify the vote to accept her membership.

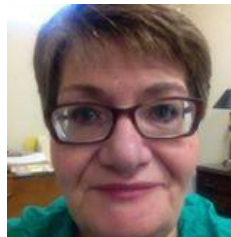
Welcome Kim and Tara!

## Treasurer's Report Elma Moreno



Treasurer's Report is distributed to the Membership by email with Agenda or at the meeting.

## Secretary's Report



**Lola Smith-Gentry, ACP**

### Minutes

#### Second Bi-Monthly Executive Committee Meeting December 2, 2015

President Cynthia Martinez, PP, PLS called the Second Bi-Monthly EC Meeting of the West Texas Paralegal Association to order at 12:13 p.m. at Rosa's, 3115 50<sup>th</sup> Street, Lubbock, Texas. Officers in attendance were Cynthia Martinez, PP, PLS, Lola Smith-Gentry, ACP, Elma Moreno, Gloria Martin, and Georgia Seeley, ACP. A quorum was present.

### CONSENT AGENDA

#### Consent Agenda Items:

1. Minutes as distributed.
2. Treasurer's Report as distributed.

No items were moved from the Consent Agenda and the Consent Agenda was adopted.

**REPORTS/DISCUSSION/ACTION**

**Reports.** President Cynthia Martinez, PP, PLS requested any further reports. Georgia Seeley, ACP reported the mid-annual report to NALA was submitted on 12-1-15.

**NEW BUSINESS.**

1. Proposed Budget for 2015-2016 was discussed in detail. Elma Moreno will prepare a Budget for Membership vote at the January Membership Meeting.
2. It was noted the Membership Roster needs to be updated. Georgia Seeley, ACP will make further updates and then send to Emily Walterscheid, PP, PLS as Membership Chair.
3. It was noted Deirdre Trotter will need to update the web page. President Cynthia Martinez, PP, PLS said she would contact.
4. Elma Moreno presented an application for membership by Tara Bratcher. Elma moved that Tara Bratcher be accepted as a new active member. Lola Smith-Gentry, ACP seconded. The motion was adopted.
5. Georgia Seeley, ACP asked about status of DropBox. Georgia will make a request to Patricia Wanjura, CP to allow her to become an administrator so executive committee can all access DropBox files.
6. The Next EC Meeting will be February 3, 2016 at 5:30 p.m. at Rosa's Café, 3115 50<sup>th</sup> Street.

There being no further business to come before the EC, President Cynthia Martinez, PP, PLS adjourned the meeting at 12:52 p.m.

Minutes prepared by:  
Lola Smith-Gentry, ACP  
2015-2016 Secretary

**If you have not already done so, please remember to renew your membership. A Renewal Form is attached.**

**You can mail the form and the renewal fee to WTPA, P.O. Box 93103, Lubbock, TX 79493.**

**THANK YOU TO OUR SUSTAINING MEMBERS!**


**Liggett Law Group, P.C.**  
 Personal Injury Lawyers **744-HURT** Free Consultation  
 (4878) Se Habla Español  
 Principal Office: 1001 Main St. 300 • Lubbock, TX 79401 • Results Obtained Depend on the Facts of Each Case

**CD&M**  
 CRENSHAW  
 DUPREE  
 & MILAM, L.L.P.  
 Attorneys at Law

Any attorney, law firm, business, corporation, school or educator who supports the paralegal profession and the goals, objectives, and programs of this Association may become a sustaining Member of the Association upon approval

## Deirdre Trotter

Materials for publication can be submitted to  
 West Texas Paralegal Association  
 Lexicon/Newsletter  
 2413 Cedar Avenue  
 Lubbock, TX 79404 or  
[Dldjgen355@aol.com](mailto:Dldjgen355@aol.com)  
 Or  
[lgentry@hkwlaw.com](mailto:lgentry@hkwlaw.com)

**This newsletter is being sent by email to anyone with a current email address on the roster.**

**The Lexicon is published bimonthly by the West Texas Paralegal Association and is devoted to promote and educate about the legal assistant profession. Opinions that are expressed in this material are those of the authors and do not necessarily represent the views of the West Texas Paralegal Association.**





**OFFICERS**  
**and**  
**COMMITTEE CHAIRS**  
**2015 - 2016**

**President**

Cynthia Martinez, PP, PLS  
Durbin & Associates  
[Cjmartinez2000@hotmail.com](mailto:Cjmartinez2000@hotmail.com)

**First Vice-President****Legal Education Committee Chair**

Sharon Whirley, CP, PP  
Field, Manning, Stone, Hawthorne &  
Aycock  
[s.whirley@yahoo.com](mailto:s.whirley@yahoo.com)

**Secretary**

Lola Smith-Gentry, ACP  
Hund, Krier, Wilkerson & Wright, P.C.  
[lentry@hkwwlaw.com](mailto:lentry@hkwwlaw.com)

**Parliamentarian****Bylaws and Standing Rules Chair**

Gloria Martin, CP  
Splawn Simpson Pitts  
[gmartin@ssplubbocklaw.com](mailto:gmartin@ssplubbocklaw.com)

**Paralegal Division Liaison**

Georgia Seeley, ACP  
Bustos Law Firm, P.C.  
[gseeley@bustoslafirm.com](mailto:gseeley@bustoslafirm.com)

**Bar Liaison**

Barbara Sucsy  
Lubbock County District Clerk  
[bsucsy@suddenlink.net](mailto:bsucsy@suddenlink.net)

**President-Elect**

Andrea Griffin Darland, PP, PLS  
McWhorter, Cobb & Johnson, LLP  
[adarland@mcjllp.com](mailto:adarland@mcjllp.com)

**Second Vice-President  
Membership Chair**

Emily Walterscheid, PP, PLS  
Matthew Harris Law, PLLC  
[emily@matthewharrislaw.com](mailto:emily@matthewharrislaw.com)

**Treasurer**

Elma Moreno  
Texas Tech University School of Law  
[elma.moreno@ttu.edu](mailto:elma.moreno@ttu.edu)

**NALA Liaison**

Georgia Seeley, ACP  
Bustos Law Firm, P.C.  
[gseeley@bustoslafirm.com](mailto:gseeley@bustoslafirm.com)



West Texas Paralegal Association (an Affiliate of the National Association of Legal Assistants/Paralegals, Inc.)

## Membership Renewal for \_\_\_\_\_ - \_\_\_\_\_

TO BE COMPLETED BY ALL RENEWING MEMBERS:

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

(Please place an asterisk (\*) by your preferred mailing address)

Email address(es): \_\_\_\_\_

Membership Status:

Active \_\_\_\_ Associate \_\_\_\_ Student \_\_\_\_ Life Member-Active \_\_\_\_ Life Member-Retired \_\_\_\_

Member of NALA? Yes \_\_\_\_ No \_\_\_\_

Member of Paralegal Division of State Bar? Yes \_\_\_\_ No \_\_\_\_

Please indicate the year you joined WTPA: \_\_\_\_\_

Please indicate the committee on which you would like to serve by numbering 1, 2, and 3 in order of preference.  
(Both active and associate members may participate)

Membership _____	Newsletter _____
Legal Education _____	Finance _____
Public Relations _____	Audit Committee _____
Bylaws and standing rules _____	Scholarship Committee _____

Return this Renewal and \$20.00 annual dues (dues waived for Life Members) to the following address as soon as possible but no later than October 31: West Texas Paralegal Association, Attn: Membership Chairman, PO Box 93013, Lubbock TX 79493

### ATTORNEY-EMPLOYER ATTESTATION

I hereby attest that the renewing member is employed by me and is recognized as a paralegal and that he/she is under the supervision and direction of an attorney.

Signature of Attorney/Employer: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by membership committee:

\_\_\_\_ This Renewal has been approved for \_\_\_\_ Active \_\_\_\_ Associate Membership

\_\_\_\_ This Renewal does not meet the qualifications for membership.

Date determination made: \_\_\_\_\_

Membership Committee

By: \_\_\_\_\_

Vice President, Membership

\_\_\_\_ Payment received and accepted – Check No. \_\_\_\_\_      \_\_\_\_ Payment returned to applicant