

# The Texas Docket

April 2015 Volume 12, Issue 4



#### Editor

Andrea D. Griffin Darland, PP, PLS drea.griffin75@gmail.com

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Send address corrections to:

Helene Wood, PP, PLS, TSC, Communications Chair communications@talp.org

The Texas Docket

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| Inspire |  |





Samantha Tandy, PLS Texas ALP 2014-2015 President

Texas ALP Superstars,

What an awesome ride this year has been! It is true what they say-time flies when you're having fun! Over the last 4 years I have had the privilege of serving with Officers and Chairs that embody what it means to be a superstar and how to serve the members with full abandon. As I came up "through the ranks," each year was special and afforded me the ability to build bonds of friendship and grow as a person. If you have ever considered running for state office, I would ask you to do so. Serving as an officer has been very rewarding and an experience that I will not soon forget. Texas ALP needs leaders, like YOU, to shape the future of our association.

My priority this year was to encourage members to embrace their inner superstar, whether they were front and center or someone who preferred to work "behind the scenes." I have enjoyed getting to know many of you this year as I have "traveled" around the state to sit in on local chapter board meetings. It has been exhilarating to see how each chapter functions, the ideas that are shared, and how they are executed. I feel that every member is a superstar and has something to contribute.

At the Annual Conference in Houston, the next group of leaders will be installed and my officer journey will come to an end. With the dawn of new leaders, new goals will be set and new perspectives will be shared. I am excited to see what will come and how the landscape of our association will change as new superstars emerge and take the reins. If you are not currently serving in your local chapter or on the state level, I encourage you not to miss an opportunity to share in building the legacy of Texas ALP. We have a long history of superstars who answered the call to enrich the lives of members by providing a place to learn and network in this everchanging profession.

All of us walk a journey; it's up to you to decide how you will leave your mark for those coming behind.

Keep Shining Bright!



## **Keep Connected!**

Changed your preferred e-mail address? Have a new employer? Changed your name? Moved? Passed a certification exam?

*Notify*— Helene L. Wood, PP, PLS, TSC communications@talp.org

#### MEMBERSHIP By Marty S. Olson, PP, PLS, TSC-RE Membership Co-Chair

Over the past few months, I have been checking out Texas ALP's local associations' websites and other local associations outside of Texas to see what the different associations are doing to get their name out and what the websites contain about memberships.

#### WEBSITES

Does your association have a website? If so, is it current? One of the worst things is to have a website showing events that took place several years ago and not list current events. Do you list your officers and chairmen and their contact information? Does your website show the date of monthly meetings, the address, the educational topic and speaker, the cost, is a meal included, can one attend without having a meal? Does your website inform people about how to become a member? Several websites have NALS' YouTube segment on being a member of NALS. The piece runs about 1 minute, 26 seconds. What a great upbeat piece of information that your association can use, and your association did not have to create it, nor did it cost a thing! Does your website contain copies of your publication? These are different ways to get your name out and tell what your association is doing.

#### MEMBERSHIP

I discovered the following information from three local associations: Austin Legal Professionals Association, Inc., has a "Holiday Raffle" at the association's annual Holiday Bazaar and Membership Drive. Austin offers a year's membership in our tri-level association, which is a \$160 gift, to a nonmember. At its monthly meetings there is a drawing for a free lunch for a member and a nonmember friend to attend a future meeting.

The Houston Association of Legal Professionals offers a discount to become a Student Member to students who are currently taking the paralegal course at the University of Houston.

I found one out-of-state association that had a member outing where the participants traveled from their city by train to Chicago. What a great adventure! No education was involved. It was just a fun adventure for their members.

#### PUBLICATIONS

Websites can contain a folder for local publications; what a great way for other people to read about your association. Publications can go into more detail about your association, by having different chairmen describe what they are planning, legal articles, technology tips, and grammar tips. When I was checking out the different websites, I was looking forward to reading some of the other associations' publications, but what I found was "members will have the publication e-mailed to them." What a letdown!

Let's get our name out to potential members. Let's also remember to keep our current members by making sure that we are meeting their expectations.

# in • spire | in spir |

- 1 fill (someone) with the urge or ability to do or feel something, esp. to do something creative : [trans.] *His passion for justice inspired him to advance his career as a paralegal with NALS.* 
  - create (a feeling, esp. a positive one) in a person : Their enthusiasm inspires those around them.
  - (inspire someone with) animate someone with (such a feeling) : She inspired her co-workers to become certified with NALS.
  - give rise to : The conference was successful enough to inspire people to register for the next one.

# More than 80 years of inspiring legal professionals will continue.

- Specialty specific education to broaden your knowledge.
- Online networking and communities for support.
- Two national conferences each year for a personal touch.
- Local and state chapters to keep you inspired.
- Three certifications to advance your career.
- Full-time professional staff to answer your questions.





engage inspire enhance promote

## Honk When Passing

## Move Over!

You're driving down the road, and it never fails, you're stuck behind a slow driver. How frustrating!

You're so frustrated that you consider honking your horn at this driver. Did you know that you can pass in the "suicide lane" and you're *supposed* to honk your horn?

## Passing to the Left

Have you ever attempted to pass a car on the road, and just about the time you pull alongside them they *sped up*? Not only is this dangerous for both vehicles, it can also be illegal.

However, you probably failed to properly warn them that you were preparing to pass them.

An operator passing another vehicle shall pass to the left of the other vehicle at a safe distance, and may not move back to the right side of the roadway until safely clear of the passed vehicle.

-See <u>Tex. Trans. Code § 545.053(a)</u>.

Unless passing on the right is permitted, an operator being passed by another vehicle shall, on audible signal, move or remain to the right in favor of the passing vehicle and may not accelerate until completely passed by the passing vehicle. –See Tex. Trans. Code § 545.053(b).

As you can see, the vehicle being passed <u>shall</u> (which in legal terms means <u>must</u>) move to the right and can't accelerate, but it appears that this duty begins on "audible signal." So, if you didn't provide an audible signal to the vehicle that you're passing, then you can't complain when the driver doesn't move over or speeds up while you're trying to pass.

Now, the question is, "What is an 'audible signal'?" Who knows? Unfortunately, the statute doesn't define what an audible signal is, but I'd be willing to bet you can use your car's horn.

## Passing in the Suicide Lane

You know what the "suicide lane" is, right? It's the center lane of a multi-lane road that cars use as a turning lane, where you often come face-to-face with other drivers.

Well, did you know that you can use this lane to pass other drivers on the road? Yes, this goes against everything you thought you knew, but it is a legal action and can be done safely.

If a roadway is divided into three lanes and provides for two-way movement of traffic, an operator on the roadway may not drive in the center lane except in preparing to

make a left turn or if passing another vehicle and the center lane is clear of traffic within a safe distance.

-See <u>Tex. Trans. Code § 545.060(b)</u>.

Now, this doesn't mean you can <u>always</u> pass in the center lane. If you see this road sign, then passing in the center lane is prohibited.

You typically see this sign in more congested areas where you wouldn't want to attempt to pass in the center lane anyway. —See <u>Texas Driver's Handbook</u>.

### **Drive Safely!**

Now that you know a little more about properly passing those slow cars on the road, you'll be better prepared to safely get around them and reduce your frustration (and traffic congestion).

So go honk and pass, you speed demon!

#### --Authored by Matthew L. Harris, Esq.

#### Matthew Harris Law, PLLC

1001 Main Street, Suite 200, Lubbock, Texas 79401-3309 Tel: (806) 702-4852 | Fax: (800) 985-9479 <u>FrontDesk@MatthewHarrisLaw.com</u> Reprinted with permission of Matthew Harris Law, PLLC.



#### Marty Swenson Olson, PP, PLS, TSC-RE President 2015-2016

By Rita C. Alesi, PP, PLS, TSC-CL



Marty has been married to Don Olson for 35 years. They had two dogs, Sullivan and King, until the dogs died at the age of 16. They adopted them the second year of their marriage, so they were like their children. They originally had three dogs from the same litter and named them after the law firm where Marty worked at the time: Sullivan, Bailey, King and Sabom. Marty tells us Don now has three and a half cats. The half cat (Momcat) is a feral cat that had three litters in their back yard, but none of the kittens survived longer than a year. Don adopted Squeaky (a year-old kitten) and Snowflake (a two-month-old kitten) separately in November 2013.

Squeaky and Snowflake live in the garage and have a catwalk to the outside balcony off the attic. In August 2014, Don bought a rental house and their third cat, Buddy, came with the house. According to a neighbor, Buddy is twelve years old. Buddy is an indoor cat because Don is afraid that Buddy would try to find his way back to the other house.

Marty takes time out of her day to exercise, visit her mother, and spend time with her brother and sister and their children, as well as time with her husband Don. She has been a continuous member and participant at the YMCA for several years. Her regular workout methods reflect dedication and have been inspiring to many. Her recovery from brain surgery was nothing less than a miracle, and was aided by her good health and physical shape when it happened. Marty is very diverse with her fun time, going from an avid Astros fan to a lover of good music, to an experienced shopper, and is just a fun person to be around. She sings in her church choir and enjoys season tickets for Theater Under the Stars.

Marty joined NALS along with her friend Joan Bowen in 1974 and has rarely missed a NALS, Texas ALP, or Houston ALP meeting since. She quickly became friends with long-standing members Joyce (Look) Buck and Sondra Heugatter. She joined with Joan, Joyce, and Sondra to travel and attend many of the state and national meetings. Marty chaired several legal education courses for her local chapter. In order to pass the grammar portion of the PLS exam, she enrolled in college classes and earned an Associate's degree from Houston Community College in May 1997. She passed the PLS exam in March 1993, the Texas Specialty Certification exam in Real Estate in October 2005, and the PP exam in September 2012. Marty served as president of the Houston Association for 1988-1989. She also served in many other capacities for her local association and has served for the last several years as the bar liaison. On the state level, Marty has held several chairmanships and served on the Texas board as director for Houston ALP several times. For the past several years, Marty has dedicated her time to Texas ALP.

Marty has always been optimistic, calm, patient, kind, energetic, and a "very loyal and special friend." Marty has one saying that says a lot about her: "No big deal." That has been the way she has handled many situations. Whatever the problem, it can be fixed without harsh words or hurting anyone's feelings. She is always willing to share new information and go the extra mile to ensure everyone is well-informed and prepared.

#### Mary Bullard, ACP, TSC-RE President-Elect 2015-2016

By Mary D. Teague, PP, PLS



Mary Bullard, ACP, TSC-RE, is The Staff at the law firm of Deaver and Deaver, a law firm in Waco, Texas, where she assists brothers Kyle and John in their practice of banking and real estate law.

Donna Dendy, past NALS President, describes why Mary, our incoming President-Elect, is such a great asset to our Association. Extremely organized, an eye for detail, constant desire to improve her education, and a very determined woman are some of

the attributes that make Mary a special person and a great asset to our Association.

Mary's strong work ethic is evidenced by her service to the tri-level association which began with her election as secretary of her local chapter in 2003. Since that time, she has continuously served in many capacities, currently as administrator of the Waco LPA Facebook page, resulting in having twice been named Waco LPA Legal Professional of the Year.

In 2006, she started her Texas ALP service as a member of the Marketing Committee. A year later she was chair of the Awards Committee and began serving on the board of directors of the Texas Institute for Specialty Certification. Mary was appointed Parliamentarian in 2012 and at that time felt that she would like to continue her contribution to Texas ALP by serving as an officer.

Mary has a passion for education and understands the importance of professionalism in the legal field. She received her CLA/CP (Certified Legal Assistant/Certified Paralegal) in 1993 from the National Association of Legal Assistants, Inc. She then continued honing her legal skills and achieved her TSC-RE (Specialty Certified - Texas Real Estate) certification in 2005 from the Texas Institute for Specialty Certification and her ACP (Advanced Certified Paralegal - Land Use) certification in 2011 from the National Association of Legal Assistants, Inc.

Although Mary enjoys legal work, her work experiences have been diverse. She has had a career that included tax law, corporate law, owning an ice cream parlor, real property, probate, mergers and acquisitions, intellectual property, human resources, and executive assistant. She says she has learned something from each job and those skills have brought her to her current job as The Staff. She and her husband Andy have lived in numerous parts of the United States, including Virginia, Iowa, Florida, Georgia, California, and Dallas, Texas. Her favorite place, though, was Lahaina, Hawaii.

In addition to her involvement with Texas ALP, Mary enjoys genealogy, history, being one of the #Hearties, reading mysteries, herb gardening, and music. Another of her favorite things to do is just hanging out with her husband, Andy, and their dog, Heidi.

#### Carol R. Gutierrez, PLS Treasurer 2015-2016

By Monica Acuna



Carol Gutierrez has been a member of NALS since 1987. In 1990, she obtained her first leadership role. I am proud to say that I have known her for many years. She quickly moved up in ranks and has held the following officer positions in EPALP–some more than once: President, President-Elect, Vice President, Secretary, Parliamentarian, Director, and Historian, in addition to chairing most committees. As well as serving on many committees throughout the years on the local level, she currently is serving as Texas ALP Secretary; she has co-chaired Awards, chaired Membership and Marketing Committees, and served on the following committees: strategic planning, certification, and *The Docket*. She obtained

her PLS in 2004 and was selected as Legal Professional of the Year in 2005 and 2012. She is always willing to help out and is open to new ideas in order to move the association forward. Carol believes in its purpose and takes advantage of its value.

When I first joined EPALP, Carol would encourage me to get involved and become an officer. I was shy and timid and didn't really know much about the association. So I took baby steps and chaired a committee. Then I chaired another and eventually became an officer. I loved being active in a professional association. She believed in me and didn't give up, and her persuasion paid off when I was nominated for and accepted the Presidency role of our local chapter. During my terms as President, Carol has guided me in the right direction. She has been an outstanding mentor not only to me, but to other members. I am truly blessed because of this experience. Her passion for the association is contagious, and I have learned that I can lead others and want to be involved rather than just sit back and watch opportunities pass me by.

Liliana Flaco, President-Elect of EPALP, describes Carol as a person who motivates others and is enthusiastic about wanting to make the association grow.

Carol stated that she renews her membership because Texas ALP provides her with the skills and knowledge to allow her to better assist the attorneys she works for on a day-to-day basis and the networking is invaluable. I agree with her because the publications we receive are an invaluable source of information and, in addition to local chapters having monthly education meetings, NALS has webinars available to members and Texas ALP has conferences for members to attend. The people you meet along the way become your friends and social networking is always helpful.

In her personal statement for the Texas ALP Officer Candidate Information Sheet Carol stated:

"Being treasurer of our association will afford me the opportunity to get to know members better because I will be able to see the monthly rebate reports. I think every member should experience the office of treasurer at least once in order to see how the association functions financially and realize the importance of sustaining and acquiring members. I am an honest and ethical person and will fit the bill of treasurer perfectly."

Her commitment and participation will benefit Texas ALP and its leadership team.

#### Rita C. Alesi, PP, PLS, TSC-CL Secretary 2015-2016

By Theresa Ann Alba, PLS



Rita C. Alesi joined NALS in 1988 and is a NALS Life Member. She has been elected to the Texas ALP Board as Secretary for 2015-2016. Rita has been married to Joe Alesi for 28 years and has two adult sons, Tobias and Carl; one granddaughter, Camryn; and two grandsons, Cameron and Nicholas. Nicholas is 15 years old and lives with Rita and Joe full time. Rita's hobbies include volunteering for HALP, TALP, and NALS and, when she has free time, fishing and reading. Rita retired from the legal field and now helps her husband in their handcrafted mattress business. They have two loving dogs, Sheba (an eight-year-old Boxer) and Bella (a two-year-old Staffordshire Terrier).

In addition to holding the NALS Professional Paralegal and Professional Legal Secretary certifications and being Specialty Certified in Civil Litigation by the Texas Institute for Specialty Certification, Rita earned the Certified Legal Assistant designation from NALA and was Texas Board Certified as a Legal Assistant in Personal Injury Law. Since she no longer works for attorneys, she can no longer use the CLA or TBLS designations.

Shortly after joining, Rita began working on the local level and has served as a committee chair or elected officer every year since. Of particular note, Rita has served as Houston ALP's president three times (1995-1996, 1997-1998, and 2002-2003) and has served as Director a half dozen times throughout the years, including currently.

Rita became involved on the state level in 1995 and has been chairing committees or has been involved as a member of a committee every year since. In addition to working for Texas ALP, Rita joined the board of the Texas Institute for Specialty Certification in 1997 after taking the first civil litigation exam and was part of the committee that wrote the real estate exam. Beginning in 1999 she became president of the Institute for the next three years and then served in one capacity or another until the Institute was dissolved in 2010.

Rita has always been a big promoter of education, especially through certification, and has served as a NALS exam administrator many times. In 2006 she was given the opportunity to join the NALS certifying board and has been a member of the certifying board since that time, including serving as the chair for 2013-2014.

With the help of the members of our tri-level association, Rita's dedication to our association has continued to grow throughout the years. When Rita showed an interest in becoming part of the Texas ALP board, I felt as a member she deserved our support. As part of running for a state office, Rita wrote the following in her personal statements:

I believe I can offer a lot by way of leadership that can only be done at a higher level than on a committee. In that way, I can help mold the current Texas ALP and the future for our members who have different levels of experience and different levels of needs and keep our association relevant for the future. Being an officer for Texas ALP is a privilege, and I want to help lead Texas ALP to reach and exceed its goals. To climb the ladder is to put your heart into it.

Welcome, Rita, to the 2015-16 Texas ALP Board!

#### Myra J. Miles, PLS Parliamentarian 2015-2016

By Rita C. Alesi, PP, PLS, TSC-CL



Myra J. Miles was born and raised in Alton, Illinois. The highlight of her elementary school years occurred during the sixth grade when she won a city-wide spelling contest. In junior high, as a result of some articles she wrote for the *Junior Historian*, she won a trip to meet the Illinois governor, Adlai Stevenson. She began her first job as a legal secretary in 1954—one month before graduating from high school. She paid her way through college working as a legal secretary and received her B.A. from Millikin University in Decatur, Illinois, with a major in Education.

Myra was married to Tom Miles from 1960 until his death in 1996. They had five children (the oldest was six when the fifth one was born). Myra's seven grandchildren

range in age from 12 to 34 years, and she has two great-grandchildren. Membership in our association has been a major factor in her professional and personal growth, gifting her with lots of wonderful friends, and a fabulous ride!

Myra has been a member of the Houston Association's board of directors since 1986, and served as president during the 1990-1991 year. She has chaired the beginning, advanced, and PLS study courses and been coeditor of the *HALS Headlines*. She has taught grammar and written communications classes and been official proofreader for several years, as well as being parliamentarian several times. Additionally, Myra has administered exams for NALS and for the Texas Institute for Specialty Certification. Myra was named Legal Secretary of the Year for 1988-1989 and Legal Professional of the Year for 2009-2010. Myra also won other chapter awards, among them Inspiration of the Year and Mentor of the Year, and was awarded the 2010-2011 President's Lifetime Achievement Award.

For Texas ALP Myra has been a speaker on personal injury and workers' compensation, grammar and written communications, discovery devices, and document preparation, and led officers and chairmen training. She chaired the mock exam and handbook study guide committees, and contributed articles on grammar and written communications to *The Texas Docket*. In 1990, Myra received the Texas Legal Secretary of the Year award. Myra has the distinction of being Texas ALP's crowned Grammar Queen (the tiara was presented to her during a state annual meeting in Corpus Christi).

For NALS, she was a member of the manual committee, involved in the revision of *The Career Legal Secretary*, the *Manual for the Lawyer's Assistant*, and the accompanying workbooks. Serving as proofreader for the state, local, and national publications for several years, she read all editions from cover to cover.

Myra has been a true friend to many members in our association and has stood beside many members when they have fallen ill and sometimes until their death. She is always available to take a call whenever needed.

#### President-Elect's Report on the NALS Professional Development Conference in Tulsa

Texas ALP was well represented at the NALS Professional Development Conference held February 26-28 in Tulsa. The following Texas ALP members attended: Julie Abernathy, Mary Bullard, Theresa Ann Alba, Vickie French, Andrea Griffin Darland, Tina Hurley, Marlena Johnson, Cherilynne Owen, Rhonda Price-Rogers, Beth Langwell, Marty S. Olson, Diane Stanley, and Lida Vega.

On Friday morning, everyone joined together to hear the keynote speaker, Bill Fournet, President and CEO of the Persimmon Group; he spoke on "Applying Principled Leadership to Grow and Protect Your Organization." That afternoon there was another joint meeting: "Insights and Ideas with the NALS Board," where the new NALS board was introduced: President—Carl Morrison, PP-SC, AACP; Secretary—Mimi Jackson; Directors—Tina L. Boone, PLS, Karen S. McElroy, PP, PLS-SC, and Audrey M. Saxton, PP, PLS. (We were informed that a new hotel, the Westgate Resort, had been obtained for the 2015 Education Conference and National Forum to be held in Las Vegas October 8–10. The 2016 Education Conference and National Forum will be held October 6-8 at the Embassy Suite in Murfreesboro, a suburb of Nashville.) At this meeting, attendees could choose the track of their choice: (i) president training, (ii) membership chair training, or (iii) continuing legal education.

On Friday around noon it started snowing in Tulsa and didn't quit until Saturday evening. It was a good thing that attendees were able to get most of their meals provided as the hotel shuttle quit running at 6:00 most nights due to the snow and ice. I doubt that most of the attendees were equipped to walk across the street to eat. On Sunday afternoon, I was glad to arrive back in Houston where it was warm and muggy!



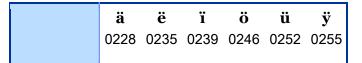
## Windows - Alt Key Numeric Codes

This page list codes for accented letters and other characters. In order to use these codes, your computer **should have a separate numeric keypad** on the right. If it does not, then <u>another method of inputting accents is recommended</u>. The list is organized by type. If you need more information on how to type the codes, please read the <u>detailed</u> instructions. These tables show select codes only, not all possible codes.

#### Letters with Accents

This list is organized by **Accent** type. To determine the appropriate numeric code, match the accent with the vowel. See the individual By Language pages to see how to handle other accents.

| Accent     | А                | Е                | I                | 0                | U                | Y    |
|------------|------------------|------------------|------------------|------------------|------------------|------|
| Grave      | <b>À</b><br>0192 | È<br>0200        | <b>Ì</b><br>0204 | <b>Ò</b><br>0210 | Ù<br>0217        |      |
|            | <b>à</b><br>0224 | <b>è</b><br>0232 | <b>ì</b><br>0236 | <b>ò</b><br>0242 | <b>ù</b><br>0249 |      |
| Acute      | Á                | É                | í                | Ó                | Ú                | Ý    |
|            | 0193             | 0201             | 0205             | 0211             | 0218             | 0221 |
|            | á                | é                | í                | ó                | ú                | ý    |
|            | 0225             | 0233             | 0237             | 0243             | 0250             | 0253 |
| Circumflex | Â                | Ê                | Î                | Ô                | Û                |      |
| (Cap)      | 0194             | 0202             | 0206             | 0212             | 0219             |      |
|            | â                | ê                | î                | ô                | û                |      |
|            | 0226             | 0234             | 0238             | 0244             | 0251             |      |
| Tilde      | Ã                |                  | Ñ                | Õ                |                  |      |
| (Cap)      | 0195             |                  | 0209             | 0213             |                  |      |
|            | ã                |                  | ñ                | õ                |                  |      |
|            | 0227             |                  | 0241             | 0245             |                  |      |
| Umlaut     | Ä                | Ë                | Ϊ                | Ö                | Ü                | Ÿ    |
|            | 0196             | 0203             | 0207             | 0214             | 0220             | 0159 |



Example: To input the acute a **á** (0225), hold down the ALT key, type 0225 on the numeric keypad, then release the ALT key.

If you are having problems in-putting these codes, please review the instructions for <u>using the codes</u> at the bottom of the Web page.

#### Additional Codes

See the <u>Specific Language Page</u> for additional codes for accented characters. Note that codes may only work in Microsoft Office.

Other Foreign Characters

These include special punctuation and unique consonant and vowel symbols.

| SYMBOL   | NAME                                                                          | CODE NUMBER  |
|----------|-------------------------------------------------------------------------------|--------------|
| i        | Upside-down exclamation mark                                                  | 0161         |
| 3        | Upside-down question mark                                                     | 0191         |
| Ç, ç     | French C cedille (caps/lowercase)                                             | 0199<br>0231 |
| Œ,œ      | O-E ligature (caps/lowercase)                                                 | 0140<br>0156 |
| ß        | German Sharp/Double S                                                         | 0223         |
| o a<br>, | Masculine Ordinal Number<br>(Span/Ital/Portuguese)<br>Feminine Ordinal Number | 0186<br>0170 |
| Ø,ø      | Nordic O slash (caps/lowercase)                                               | 0216<br>0248 |
| Å,å      | Nordic A ring (caps/lowercase), Angstrom sign                                 | 0197<br>0229 |

| Æ,æ               | A-E ligature (caps/lowercase)                                                              | 0198<br>0230 |
|-------------------|--------------------------------------------------------------------------------------------|--------------|
| Þ, þ              | Icelandic/Old English Thorn<br>(caps/lowercase)<br>See <u>other Old English Characters</u> | 0222<br>0254 |
| Ð, ð              | Icelandic/Old English Eth (caps/lowercase)<br>See other Old English Characters             | 0208<br>0240 |
| « »               | Spanish/French angle quotation marks                                                       | 0171<br>0187 |
| $\langle \rangle$ | Spanish/French angle single quotation marks                                                | 0139<br>0155 |
| Š š               | Czech S hachek (S Caron)<br>(caps/lowercase)<br>See <u>other Czech Characters</u>          | 0138<br>0154 |
| Žž                | Czech S hachek (Z Caron)<br>(caps/lowercase)<br>See <u>other Czech Characters</u>          | 0142<br>0158 |

### **Additional Codes**

See the <u>Specific Language Page</u> for additional codes for additional foreign language characters. Note that codes may **only work in Microsoft Office**.

## **Currency Symbols**

| SYMBOL | NAME          | CODE NUMBER |
|--------|---------------|-------------|
| ¢      | Cent sign     | 0162        |
| £      | British Pound | 0163        |
| €      | Euro currency | 0128        |

| ¥        | Japanese Yen            | 0165 |
|----------|-------------------------|------|
| $\int f$ | Dutch Florin            | 0131 |
| ¤        | Generic currency symbol | 0164 |

## Math Symbols

| SYMBOL     | NAME                 | CODE NUMBER |
|------------|----------------------|-------------|
| ÷          | Division sign        | 0247        |
| ο          | Degree symbol        | 0176        |
| _          | Not symbol           | 0172        |
| ±          | Plus/minus           | 0177        |
| μ          | Micro                | 0181        |
| <b>‰</b> 0 | Per Mille (1/1000th) | 0137        |

### Fractions

These codes produce fractions which are spaced on one line.

| SYMBOL        | NAME         | CODE NUMBER |
|---------------|--------------|-------------|
| $\frac{1}{4}$ | Fraction 1/4 | 0188        |
| $\frac{1}{2}$ | Fraction 1/2 | 0189        |



## San Antonio LSA received its charter in June, 1957. Wichita County LPA received its charter on July 7, 1958.



#### \*\*\*\*\*\*\*\*\*\*

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## Note from the Editor:

Have you read an article that you think other members might be interested in reading? Submit it for *The Texas Docket*. My e-mail is <u>drea.griffin75@gmail.com</u>. Thank you, Andrea



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(BD) 11/7

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 SECRETARY

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 (El Paso ALP)

 5001 Beckneil Lane

 El Paso, TX 79924

 (W)
 915.533.2493

 (C)
 915.355.5509

 (E)
 parolitalo/formal.com

 (BD)
 7/28

#### Appointed Officer

 PARLIAMENTARIAN

 Kathle Jean Keys, PP, PLS

 (Corpus Christi ALP)

 615 N. Upper Broodway, Suite 1100

 Corpus Christi ALP)

 (0)

 361.888.9201, ext. 138

 (C)
 361.813.9015

 (E)
 kathletalor@omail.com

 (BD)
 10/31

Committee Chairmen

ANNUAL CONFERENCE 2015 Sondra Heugatter, PP, PLS, TSC-CL, TSC-RE (Houston ALP) 9203 Hammerly Blvd. Houston, TX 77080 (H) 713.464.7323 (C) 832.316.2092 (E) heucatters@att.net (BD) 11/22



Awaros Cheryl A. Wenzel, PP, PLS (San Antonio LSA) Cox Smith Matthews Inc. 112 E. Pecan St., Suite 1800 San Antonio, TX 78205 (W) 210.554.5359 (H) 210.967.8526 (C) 210.912.4274 (E) <u>chervitato/foomali.com</u> (BD) 11/3 BYLAWS/STANDING RULES

 Theresa Ann Alba, PLS

 (Austin LPA)

 Husch Blackweil LLP

 111 Congress Ave., Suite 1400

 Austin, TX 78701

 (W)
 512.370.3304

 (H)
 512.280.8502

 (C)
 512.385.5185

 (E)
 theresaann.alba@

 huschblackweil.com
 (BD)

CERTIFICATION Tina D. Hurley, PP, PLS (Dallas ALP) Cox Smith Matthews Incorp. 1201 Elm Street, Suite 330 Dallas, TX 75270 214-698-7800 (WD ίĦΪ 972.427.6865 (C) (WE) 214 912 8058 thurlev@coxsmi tinaluv2travel@ h.com (PE) mail.com (BD) 6/30 COMMUNICATIONS Helene L. Wood, PP, PLS-SC, TSC-RE

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FINANCIAL REVIEW Rory Cavazos, PLS, CLA, CPS (San Antonio LSA) 21135 Pacific Grove San Antonio, TX 78259 (W) 210.328.3758 (C) 210.325.5677 (E) reavezos/bsaafdn.org (ED) 2/5

 
 MARKETING

 Kristy Turner, PP, PLS, CLA, TSC-CL, TSC-RE

 T33 West Tate Street

 Waco, TX 76706-5597

 (C)
 254.715.1590

 (E)
 kristytaip@gmail.com

 (BD)
 4/7

MEETINGS COORDINATOR Vanessa Brock, ACP, PLS (Midland ALP) Davis, Geraid & Cremer PC 400 W. IIIInois Ave., Suite 1400 Midland, TX 79702 (W) 432.687.0011 (H) 432.458.3508 (E) <u>whitekik/dgclaw.com</u> (BD) 11/24

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 THE TEXAS DOCKET

 Andreas Griffin Darland, PP,

 PLS

 (Lubbock LPA)

 P.O. Box 452

 New Deal, TX 79350

 (W)
 806-687-8111

 (C)
 806-438-1621

 (WE)
 adarland@mcillo.com

 (PE)
 drea.ottfln75@

 omail.com
 (BD)

 WEBMASTER

 Julie Abernathy, PP, PLS

 (Austin LPA)

 Haynes and Boone, LLP

 600 Congress Ave., Suite 1300

 Austin, TX 78701

 (W)
 512.867.8409

 (H)
 512.288.6219

 (C)
 512.507.7982

 (E)
 Julie.abernathy@

 harnesboone.com

 (BD)
 1/4

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01/13/2015

| TEXAS ALP 60 <sup>TH</sup> ANNUAL EDUCATIONAL CONFERENCE                                                                                                      |                                                                                                                                                                     |                                                                                     |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--|
| "Shine Like a Diamond in 2015"                                                                                                                                |                                                                                                                                                                     |                                                                                     |  |
|                                                                                                                                                               |                                                                                                                                                                     | April 16-18, 2015                                                                   |  |
|                                                                                                                                                               | •                                                                                                                                                                   | ne—March 13, 2015                                                                   |  |
|                                                                                                                                                               | REGISTRATION FORM                                                                                                                                                   | FULL REGISTRATION FEES                                                              |  |
| Name                                                                                                                                                          |                                                                                                                                                                     | *** Note: Regular and Late Registrations include all events. ***                    |  |
| Address                                                                                                                                                       |                                                                                                                                                                     | Texas ALP Member                                                                    |  |
| City/ST/ZIP                                                                                                                                                   |                                                                                                                                                                     | Nonmember \$150                                                                     |  |
| Daytime Phone                                                                                                                                                 |                                                                                                                                                                     | Student                                                                             |  |
| E-mail                                                                                                                                                        |                                                                                                                                                                     |                                                                                     |  |
|                                                                                                                                                               | (Check all that apply)                                                                                                                                              | Late Fee (postmarked after March 13, 2015)\$ 25                                     |  |
|                                                                                                                                                               |                                                                                                                                                                     |                                                                                     |  |
| Certifications:                                                                                                                                               |                                                                                                                                                                     | INDIVIDUAL EVENT REGISTRATION FEES                                                  |  |
|                                                                                                                                                               |                                                                                                                                                                     |                                                                                     |  |
|                                                                                                                                                               |                                                                                                                                                                     | Education Only—Member                                                               |  |
| Other                                                                                                                                                         |                                                                                                                                                                     | Education Only—Nonmember                                                            |  |
|                                                                                                                                                               |                                                                                                                                                                     | Education Only—Student                                                              |  |
| NALS Life Member Texas ALP Past Presider                                                                                                                      | -+                                                                                                                                                                  | Professional Development Luncheon (Member or Nonmember)                             |  |
| This is my first Texas All                                                                                                                                    |                                                                                                                                                                     | Recognition Luncheon (Member or Nonmember)                                          |  |
| I want to be a Texas AL                                                                                                                                       | -                                                                                                                                                                   | D President's Reception/ Dinner (Member or Wonmember)                               |  |
|                                                                                                                                                               | request (contact Registration Chair)                                                                                                                                |                                                                                     |  |
| E mave a special dictary                                                                                                                                      | request (contact negst abon chair)                                                                                                                                  | MEMBER'S GUEST REGISTRATION                                                         |  |
| Local Chapter                                                                                                                                                 |                                                                                                                                                                     | Professional Development Luncheon \$ 25                                             |  |
| cocal chapter                                                                                                                                                 |                                                                                                                                                                     | Recognition Luncheon     \$ 25                                                      |  |
|                                                                                                                                                               |                                                                                                                                                                     | President's Reception/Dinner                                                        |  |
| Current Texas ALP Positio                                                                                                                                     | o Heid                                                                                                                                                              |                                                                                     |  |
|                                                                                                                                                               |                                                                                                                                                                     |                                                                                     |  |
|                                                                                                                                                               |                                                                                                                                                                     |                                                                                     |  |
| Current Local Position Hel                                                                                                                                    | Id                                                                                                                                                                  |                                                                                     |  |
|                                                                                                                                                               | -                                                                                                                                                                   | Guest's Name                                                                        |  |
|                                                                                                                                                               |                                                                                                                                                                     |                                                                                     |  |
| Current NALS Position Hel                                                                                                                                     | ld                                                                                                                                                                  |                                                                                     |  |
|                                                                                                                                                               | SCHEDULE OF EVENTS                                                                                                                                                  | PAYMENT INFORMATION                                                                 |  |
| Piease                                                                                                                                                        | e indicate each event you will attend)                                                                                                                              |                                                                                     |  |
|                                                                                                                                                               | , , ,                                                                                                                                                               | Total Amount Due: \$ (due with registration form)                                   |  |
| Thursday, April 16, 2015                                                                                                                                      |                                                                                                                                                                     | · <u> </u>                                                                          |  |
| 4:00 pm - 7:00 pm                                                                                                                                             | Registration                                                                                                                                                        | Please make check payable to:                                                       |  |
| 4:30 pm - 5:00 pm                                                                                                                                             | Credential Check-in                                                                                                                                                 | Houston ALP Special Meeting Account                                                 |  |
| 5:00 pm - 7:00 pm                                                                                                                                             | Business Meeting                                                                                                                                                    | Federal Tax ID No. 75-6061378                                                       |  |
| 7:00 pm – 8:00 pm                                                                                                                                             | Thursday Night Casual Dinner                                                                                                                                        |                                                                                     |  |
| Friday, April 17, 2015                                                                                                                                        |                                                                                                                                                                     | Notice: A \$30 fee will be assessed for returned checks. Refunds requested and      |  |
| 🗆 8:00 am - 10:45 am                                                                                                                                          | Registration                                                                                                                                                        | confirmed in writing (less a \$25 fee) will be made until March 13, 2015.           |  |
| 🗆 9:00 am - 9:30 am                                                                                                                                           | Texas ALP Committee Meetings                                                                                                                                        |                                                                                     |  |
| 🗆 9:45 am - 10:30 am                                                                                                                                          | Open Forum/PYI Workshop                                                                                                                                             |                                                                                     |  |
| 🗆 10:45 am - 11:45 am                                                                                                                                         |                                                                                                                                                                     |                                                                                     |  |
| □ 12:00 pm – 1:30 pm                                                                                                                                          | Professional Development Luncheon                                                                                                                                   | For questions about the conference, contact Meeting Chair:                          |  |
| □ 1:45 pm - 2:45 pm                                                                                                                                           | Maintaining an Ethical Balance in a Probate Practice                                                                                                                | Sondra Heugatter, PP, PLS, TSC-Civil Litigation, TSC-Real Estate                    |  |
| □ 3:00 pm - 4:00 pm                                                                                                                                           | New Rules for Expedited Jury Trials                                                                                                                                 | 281.299.3330 or heurattersillatt.net                                                |  |
| □ 4:15 pm - 5:15 pm                                                                                                                                           | Criminal Law: Breathalyzer                                                                                                                                          |                                                                                     |  |
| Saturday, April 18, 2015                                                                                                                                      | I am Office Technology What You blood to Version                                                                                                                    |                                                                                     |  |
| 🗆 9:00 am - 10:00 am                                                                                                                                          | Law Office Technology: What You Need to Know as                                                                                                                     | Mail resistration form to:                                                          |  |
| 010:15 am - 11:15 am                                                                                                                                          | an Educated Paralegal                                                                                                                                               | Mail registration form to:<br>Helene L. Wood, PP, PLS-SC Corporate, TSC-Real Estate |  |
| 11:30 am - 1:00 pm                                                                                                                                            | On-demand Legal Discovery<br>Recognition Luncheon                                                                                                                   | c/o Houston Association of Legal Professionals                                      |  |
| 1:15 pm - 2:15 pm                                                                                                                                             | Reverse Mortgages                                                                                                                                                   | 1301 McKinney, Suite 5100                                                           |  |
| 2:30 pm - 3:30 pm                                                                                                                                             | How to Identify and Address Substance Abuse in                                                                                                                      | Houston, Texas 77010-3095                                                           |  |
| a cao pin - atao pin                                                                                                                                          | Family Law Cases                                                                                                                                                    | Constantly Control of Control and a                                                 |  |
| 3:45 pm - 4:45 pm                                                                                                                                             | Social Media                                                                                                                                                        | For questions about registration, contact Registration Chair:                       |  |
| □ 4:45 pm - 5:00 pm                                                                                                                                           | Raffie                                                                                                                                                              | Helene L. Wood, PP, PLS-SC Corporate, TSC-Real Estate                               |  |
| □ 7:00 pm - 10:00 pm                                                                                                                                          | President's Reception/Dinner (semi-formal)                                                                                                                          | 713.651.3713 or helene.wood@nortonrosefulbright.com                                 |  |
|                                                                                                                                                               |                                                                                                                                                                     |                                                                                     |  |
|                                                                                                                                                               | HOTEL INFORMATION                                                                                                                                                   |                                                                                     |  |
| Reservations should be made directly with the DoubleTree by Hilton Houston Hobby Airport, 8181 Airport Boulevard, Houston, Texas 77061. Book your reservation |                                                                                                                                                                     |                                                                                     |  |
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| receive the discounted room rate of \$119 single/double, which is available April 15-19, 2013, if made by April 1, 2013.                                      |                                                                                                                                                                     |                                                                                     |  |
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