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# The Texas Docket

January 2015  
Volume 12, Issue 3



**Editor**

Andrea D. Griffin Darland, PP, PLS  
[drea.griffin75@gmail.com](mailto:drea.griffin75@gmail.com)

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*The Texas Docket* is published electronically four times a year by the Texas Association of Legal Professionals. Publication dates are July, October, January, and April, with submission deadlines being June 1, September 1, December 1, and March 1. One copy of each issue is furnished to members as part of their membership dues.

The subscription rate for nonmembers is \$20 per year. Subscription requests should be directed to the Editor.

Send address corrections to:

Helene Wood, PP, PLS, TSC,  
Communications Chair  
[communications@talp.org](mailto:communications@talp.org)

# The Texas Docket

## Contents

JANUARY 2015  
VOLUME 12 ■ ISSUE 3

### Features

How to Get on a Jury .....	12
Law Quotes .....	15
Membership.....	8
What Does Certification Mean to Me? .....	5
To Whom It May Concern .....	6

### Texas ALP

2015-2016 Leadership Team.....	18
Annual Conference .....	21
Certification List .....	7
Chapter Anniversaries .....	16
Chef's Corner.....	11
Keep Connected!.....	4
Membership Campaign.....	19
Mini-Roster.....	20
Note from the Editor .....	17
President's Message.....	3
<i>Texas Docket</i> Advertising.....	17

### NALS

Engage 5 Waiver of Dues Form .....	24
Hardship Waiver.....	23
Promote .....	10

# President's Message



Samantha Tandy, PLS  
Texas ALP 2014-2015 President

“The privilege of a lifetime is being who you are.”  
Joseph Campbell

Texas ALP Superstars,

Happy New Year!! I hope that you enjoyed the holiday season with your friends and family. This time of year is for celebration of past successes and of future hopes and dreams.

What do you use this time of year for? Do you hibernate? Are you making a list of your goals for the year? Are you planning end-of-school-year parties or summer vacations? Whatever you might be doing, remember that superstars are on a path to move forward. They are moving forward to the next step in their careers, working on a project with their families, or improving their quality of life in some way. As long as you are moving forward, you are progressing toward something that you don't already have. For instance, if you choose to rest, you are more rested than you were before you slowed down and took a step back. If you are planning a vacation, you have an end goal for enjoyment and relaxation. If you decide to improve something about yourself, with each passing day you are farther along in your goal than the day before.

I would encourage you, whatever season of life you are in, to keep putting one foot in front of the other and continue your journey. Superstars seem to have a way with embracing the journey they are on and looking ahead to the end result. They may not give you a play-by-play of their progress, but one day you look up and a change has occurred, and they have worked hard to make improvements. If you see a change, recognize and celebrate it.

Have you thought about where you would like to shine for your local chapter or Texas ALP next year? Leaders are needed to keep Texas ALP moving forward. Please consider taking this step for the future of our association.

Keep Shining Bright!

The background of the page is a vibrant, abstract design. It features a large, multi-colored starburst in the upper left corner, with rays of light extending across the top. The bottom of the page is filled with a dense arrangement of overlapping circles and stars in shades of yellow, orange, and pink. The overall aesthetic is bright and celebratory.

## 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](mailto:communications@talp.org)

## **What Does Certification Mean to Me?**

*by Carol R. Gutierrez, PLS*

You no doubt have seen the congratulatory notice sent out by Texas ALP, recognizing members and nonmembers in Texas who recently passed their certification exams. Many of you have also noticed my name on the pass list for the PLS exam and may have thought to yourself, “Hmmm...I thought she was already certified.” Well, you would be right.

I sat for the PLS exam years ago when it was a seven-part exam that took two days to complete. Talk about nerve-racking. People walked away crying after sitting for that exam. It was intense, to say the least. I did not pass the entire exam the first time around. Naturally, I was disappointed and began questioning my ability to accomplish this highly-sought-after recognition. I started thinking I wasn't smart enough and, of course, talked myself out of retaking the remaining portions I had not passed. What I learned was that I simply was not ready, mostly because I was not prepared—I had not put in enough study time.

Over the next few years, I thought about the exam many times and decided to give it another try. By this time, the exam was a four-part exam that took only one day to complete. Easy, right? So I took the exam again. Although I didn't pass all four sections that time around, I wasn't as disappointed because I was somewhat more prepared. By the second go around, I finally passed all sections and received my certification letter. I was elated!

While I had earned the required CLE credits to recertify within the designated five-year period, I thought it would be easy to just throw it all together at the last minute and recertify with no problem—minus the hurdles and excuses. Lo and behold, I did not recertify in time. But I told myself, “It's okay, I'm still certified because I passed the exam.” Not. When I found out that I would have to retake the entire exam, I was again disappointed. What I learned was that I was the one creating all the disappointment because of my lack of organization. So I sat for the PLS exam one more time.

So what does certification mean to me? It means perseverance, hard work, dedication, being prepared, continuously learning, and keeping up with current practices. The studying (and the testing) has allowed me to grow personally and professionally. It has made me realize that nothing is beyond reach if you truly want it and you believe in yourself.

Yes, I passed. Yes, I am certified!

This time around, recertification won't slip by me. NALS has made sure of that with its improved website and certification journal. Now I just upload my CLE and it's all there ready when it's time for me to recertify.

## To Whom It May Concern . . . (i.e., members, treasurers, membership chairs, et al.)

Helene L. Wood, PP, PLS-SC, TSC-RE  
Texas ALP Communications Chair

Have you noticed the new look of the NALS rebate reports? It began with the September 2014 rebate reporting period. NALS migrated to a new Web site and a new association management system. While NALS expects to offer a heightened level of functionality with the new systems, we still have to go through the trials and tribulations of getting through the “new.” The association management system was not customized because of limited funds, but it is NALS’ hope that this can be rectified as time goes on.

From a records-keeping standpoint, here are a few things to be on the lookout for.

**1. Sponsors.** After September 1, 2014, NALS will no longer keep track of new-member sponsors. Sandra Bates, the NALS Membership Manager, will verify sponsors; however, NALS does not include that information in any report at this time. This means new-member sponsors will need to provide Texas ALP Membership Chair Marty S. Olson, PP, PLS, TSC-RE ([molson@craincaton.com](mailto:molson@craincaton.com)), with copies of all membership applications if they wish to participate in the membership campaign. (When sending applications to the Texas ALP Membership Chair, please make sure all the blanks are filled in and the writing is legible if it isn’t typed in.)

**2. Join/Expiration Dates.** Memberships will now expire one year after the registration date (new term for join date) no matter what the day was when the member registered (joined). It’s the date of registration which will rule. You can access the information through the New Member Report. Join dates are reset at the beginning of the renewing period and do not track the length of the membership (see Class of Membership).

**3. Renewing Memberships.** Nonrenewing members have a 30-day grace period for renewing (paying) their memberships. If the 30-day grace period is missed, the nonrenewing member will be dropped from the roster. If a nonrenewing member renews 30 days past the membership expiration date, Sandra Bates can change the records to show the membership as continuing. Although a nonrenewing member can be reinstated for a \$5 fee within one year following expiration of membership, the nonrenewing member will have to rejoin as a new member after that point.

**4. Class of Membership.** There are the usual classes of membership (individual, student, retired, associate, etc.), but New and Continuing are lumped into one designation. The only way you will be able to distinguish New from Continuing is if you have maintained that information in your records. The Texas ALP Communications Chair maintains that information.

**5. Membership Number.** As a function of the new NALS Web site, all usernames and passwords were reset. Additionally, renewing members have two IDs: their old membership number (5 digits) from the previous system and a new number (8 digits) from the current system. New members will have only the new number. The new IDs are included in the New Member Report and the Chapter Roster Report.

**6. Rebate Reports.** The rebate reports also have a new look. The member information provided is limited (chapter number, first and last names, dues paid). You will need to access your chapter roster to find the information that used to be included, including whether the member listed on the report is a new member or a continuing member.

If you need any other information or assistance in generating a report on the NALS Web site, contact Sandra Bates, NALS Membership Manager, at [bates@nals.org](mailto:bates@nals.org).



Congratulations to the following Texas  
ALP members who passed their  
certification exams in September.

Professional Legal Secretary (PLS)

Carol Gutierrez, PLS (El Paso)

Zelma Medrano, PLS (Lubbock)

Corina Mercier, PLS (El Paso)

Professional Paralegal (PP)

Andrea Griffin Darland, PP, PLS (Lubbock)

Anne Hoover, PP, PLS (San Antonio)

Emily Walterscheid, PP, PLS (Lubbock)

**Great job!!**

## Membership Recruitment v. Membership Retention

By Daniele Mitchell, PP, PLS

This was originally printed in the July 2012 edition of *The Texas Docket*

Getting new members is not the primary goal of an association. It is equally, if not more, important to retain the members that you already have. It requires more effort to recruit a new member than it does to retain an existing member. Additionally, already existing members are more likely to assume leadership positions in your association. The future success of NALS, Texas ALP, and your local chapter depends on a strong mix of new and existing members. Here are some tips that I borrowed from the *National PTA's 2010 Membership Recruitment and Retention Manual* for retaining existing members. Some information was edited to correspond with our association.

1. **Treat membership marketing like a business.** Marketing and “selling” memberships is your business. Be ready to sell your product by knowing and explaining the benefits of membership in your association.
2. **Know your competition and market.** You can learn a lot by knowing about other legal associations in your area. Sell your association by focusing on the differences in your association and the things that your association offers that the competition doesn't offer.
3. **Listen to lapsed members.** Talk to members who have not renewed and find out why they chose not to renew. Make changes and/or concessions where possible.
4. **Realize that your retention rate goes right to the bottom line of your association.** Create a communication plan with sound strategies to encourage feedback from members, determine the services they want or need, communicate how to use those services, and increase member satisfaction. Your members will renew if you make these efforts.
5. **Get all of your members involved.** The amount of effort you put into something directly relates to the benefits you will receive from it. The more active your members are, the more they will benefit from the association, leading them to renew year after year. Getting members involved is essential to keeping them. Don't wait for volunteers. Ask new or less involved members if they would be willing to do specific things for the association. Once they get their feet wet, they will likely volunteer for the next project.
6. **Make yourself available to the membership.** Not everyone likes to receive information by newsletter or magazine. Make sure that whatever you print or publish states how you can be reached: mail, phone, fax, e-mail, social networking sites, etc.
7. **Post basic information on your website or social networking site.** Post activities, names of board members, and basic information on your association. Make membership applications and registration forms available to print or download directly from the site.
8. **Keep your website current.** An outdated website or social networking page suggests that there is inactivity within the association itself.



9. **Show new members how to benefit from NALS, Texas ALP, and local associations.** Promote the association benefits by creating a brochure and including it in new member packets and by talking about the benefits at meetings and gatherings.

10. **Find out why members are not renewing.** An exit survey is an excellent way to receive crucial information that can help you make changes to your current membership practices.

### TODAY, JANUARY 2015

Texas ALP has recently developed a survey for new members, and we are in the process of e-mailing the survey to members who joined less than a year ago. We are looking forward to receiving the feedback. If you have received a survey, please return it to Marty S. Olson, PP, PLS, TSC-RE, at [molson@craincaton.com](mailto:molson@craincaton.com). If you have been a member for less than a year but more than six months and have not received the survey, please contact Marty S. Olson, PP, PLS, TSC-RE.



# pro • mote | prə'mōt |

- 1 further the progress of (something, esp. a cause, venture, or aim) ; support or actively encourage : *Speciality area education helps promote advancement.*
  - give publicity to (a product, organization, or venture) so as to increase sales or public awareness : *The NALS docket is used to promote NALS members and their accomplishments.*
  - chemistry act as a promoter of (a catalyst).
- 2 (often be promoted) advance or raise (someone) to a higher position or rank : *She was promoted to senior paralegal after she was certified by NALS.*

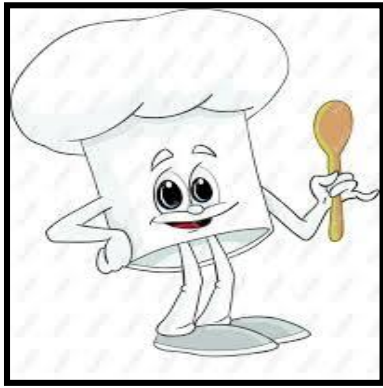
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engage  
inspire  
enhance  
promote



# CHEF'S CORNER

## Cream Cheese Potato Soup

- **Prep Time:** 15 mins
- **Total Time:** 1 hr
- **Servings:** 4-6

### Ingredients

- 4 cups chicken broth
- 4 cups peeled and cubed potatoes
- 1/4 cup minced onion
- 1/2 teaspoon seasoning salt
- 1/4 teaspoon white pepper
- 1/4 teaspoon ground red pepper
- 1 (8 ounce) package cream cheese, cut into chunks

### Directions

1. Combine broth, potatoes, onion, and spices.
2. Boil on medium heat until potatoes are tender.
3. Smash a few of the potatoes to release their starch for thickening.
4. Reduce to low heat.
5. Add cream cheese.
6. Heat, stirring frequently, until cheese melts.

Ok, members, let's see what you have been baking!  
Have a favorite recipe that you think the other members would like?  
Submit it, and it just might end up in the next *Docket*. Ready! Set! Bake! Share!

# How to Get On a Jury

## Who Would Want Such a Thing?

You just received the letter in the mail informing you that you have jury duty next month. However, instead of groaning about it, you're actually excited!

What kind of weirdo gets excited about jury duty?! Weirdo's who have a strong sense of civic duty, that's who.

If you will recall, we previously posted about [How to Avoid Jury Duty](#), which was really just a sarcastic commentary about how important juries are in our society, but today we'll discuss how jury selection actually works.

## Selection v. De-Selection

The first thing you need to know is that juries are picked by de-selection, rather than selection. What does that mean? It means that individual jurors are not chosen to be on the jury; instead, the jury panel is comprised of the people who weren't challenged off of the panel. Sounds like a privilege, right?

## It's All About Voir Dire

During the first stage of jury duty, you will sit through *voir dire*. This is just a fancy French word for "speak the truth," and in Texas it is pronounced like "more wire." This is where you sit with far more people than will be seated on the jury. At this stage, you are known as a "venire-person" because you are sitting on the "venire-panel." For a 12-person jury, it isn't uncommon to have at least 40 people on the venire-panel.

The attorneys will be allowed to ask you questions at this stage. They are attempting to learn more about you as a citizen and to find out if you hold any personal views that might interfere with your ability to be fair and impartial. Basically, they are trying to see who holds a bias towards their client.

## What is Bias?

If you are trying to get on a jury, then you do not want to be labeled as biased. For example, if you have a friend or family member who is a police officer, then you might believe that police officers are always truthful and give the testimony of a police officer extra credibility.

Perhaps your trial is a family law matter, and you believe that young children should always live with their mothers, then your views may be biased toward one side and against the other. There is nothing illegal about having a bias; it just means that this trial may not be the best one for you to sit on as a juror.

For example, if you have a bias for, or against, a police officer, then that wouldn't matter in a custody dispute where no police officer is expected to testify. The important thing to remember is that you must tell the truth, even if it reveals that you may have a bias, because hiding a bias simply to get on a jury could cause an unfair result for one side.

### **Challenged for Cause**

After all of the questions have been asked to the venire-panel, the attorneys will identify to the judge venire-persons whom they believe have such a bias that it would prevent them from serving as fair and impartial jurors. This is what is known as a “challenge for cause.”

If you get called up to visit with the judge, it could be that you gave an answer that made you appear to be biased. This isn't the end of the world because it could have been an ambiguous question that you didn't understand.

At this point, the judge or one of the attorneys may attempt to “rehabilitate” you by asking more questions about whether your views are so strong that you are inclined toward one side or another. If you cannot be rehabilitated, then the Court must strike you from the panel.

### **Peremptory Challenges**

Even if you do everything right, and are not stricken for “cause,” you may still be excluded from the jury. Each side gets a certain number of “peremptory challenges.” This means that they can strike members from the panel without having to provide any justification whatsoever.

So, even if your answers during voir dire don't reveal any bias, you may not come across as a favorable juror for one side. As long as they do not use their peremptory challenge to exclude you because of your race, creed, religion, national origin, etc., then their challenge will stand.

### **Sitting in the Hot Seat**

Your seating arrangement is important. The closer to the front you are seated, the more likely you are to be seated on the actual jury panel. As noted above, it is more about de-selection than selection. Therefore, if no venire-members were stricken for cause, and neither attorney used any peremptory challenge, then the first twelve venire-members would be seated on the jury panel.

### **Secrets to Getting on a Jury**

Every time I conduct voir dire, the first thing I explain to them is the fastest way to get on a jury. The fastest way onto a jury is to remain quiet because then the attorneys do not have an opportunity to uncover any bias. I also explain that the fastest way to get out of jury duty is to speak up and answer every question that applies to them. As you can imagine, I usually get a lot of participation after explaining that.

Another secret to getting on a jury is to make sure you tell the attorney that you want to serve on the jury. Obviously, most people aren't that excited about sitting on a jury panel, and attorneys know that an unhappy juror is more likely to be critical of their case. Therefore, if the attorney is trying to decide whether to use a peremptory challenge on you or someone else, he/she is more likely to strike someone who does not want to be there.

### **Law Not Included**

You'll notice that this blog post is different from our usual posts because we haven't included the laws that support our positions. The reason is because there are competing, but similar, laws for criminal and civil trials that we were afraid would be confusing if listed like we normally do. For more information, review [TEX. R. CIV. PROC. 226, 227-236](#) and [TEX. CODE CRIM. PROC. Ch. 35](#).

--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

[FrontDesk@MatthewHarrisLaw.com](mailto:FrontDesk@MatthewHarrisLaw.com)

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## Law Quotes

“It is forbidden to kill; therefore all murderers are punished unless they kill in large numbers and to the sound of trumpets.”

– [Voltaire](#)

“It isn't against the Law to be an idiot.”

– [Cassandra Clare, \*Clockwork Angel\*](#)

“We cannot expect people to have respect for law and order until we teach respect to those we have entrusted to enforce those laws.”

– [Hunter S. Thompson](#)

“For there is but one essential justice which cements society, and one law which establishes this justice. This law is right reason, which is the true rule of all commandments and prohibitions. Whoever neglects this law, whether written or unwritten, is necessarily unjust and wicked.”

– [Marcus Tullius Cicero, \*On the Laws\*](#)

“Laws and principles are not for the times when there is no temptation: they are for such moments as this, when body and soul rise in mutiny against their rigour . . . If at my convenience I might break them, what would be their worth?”

– [Charlotte Brontë, \*Jane Eyre\*](#)

“Any fool can make a rule  
And any fool will mind it.”

– [Henry David Thoreau, \*Journal #14\*](#)

“I have gained this by philosophy: that I do without being commanded what others do only from fear of the law.”

– [Aristotle](#)

“Almost any sect, cult, or religion will legislate its creed into law if it acquires the political power to do so.”

– [Robert A. Heinlein](#)

“Protest beyond the law is not a departure from democracy; it is absolutely essential to it.”

– [Howard Zinn](#)

“Do things that make you happy within the confines of the legal system.”

– [Ellen DeGeneres, \*Seriously. . . I'm Kidding\*](#)

“If you have ten thousand regulations you destroy all respect for the law.”

– [Winston Churchill](#)

“It may be true that the law cannot make a man love me, but it can stop him from lynching me, and I think that's pretty important.”

– [Martin Luther King Jr.](#)

“We may brave human laws, but we cannot resist natural ones.”

– [Jules Verne, \*20,000 Leagues Under the Sea\*](#)

“Laws are like cobwebs, which may catch small flies, but let wasps and hornets break through.”

– [Jonathan Swift](#)

# Chapter Anniversaries

Houston ALP received its charter on January 25, 1956.

Lubbock LPA received its charter on March 1, 1958.

NALS of Amarillo received its charter March, 1957.







## Texas Docket Advertising

The *Docket* Advertising Committee is seeking advertisers for each issue of *The Texas Docket*. Do you know of a vendor who would like to establish a statewide network of Texas ALP members for its product or service or enhance its company's name awareness by using this high-profile advertising option to achieve greater exposure to preeminent Texas legal professionals? If so, please provide the below information to the vendor or provide the contact information to *The Texas Docket* editor, Andrea Darland, PP, PLS, at [drea.griffin75@gmail.com](mailto:drea.griffin75@gmail.com).

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	Quarter = \$50	Quarter = \$20



### 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 [drea.griffin75@gmail.com](mailto:drea.griffin75@gmail.com).

Thank you. Andrea



## TEXAS ALP 2015-2016 LEADERSHIP TEAM

Would you like to be a part of the Texas ALP team for 2015-2016? No matter what your talents, your strengths, or your time commitment, there is a place for you on a Texas ALP committee. I know that most of us, if not all, have a full-time job, family commitments, and other passions. But I'm asking you to continue to make time for self-improvement through education, networking, and service within our association.

If you would like to be a part of the Texas ALP team, here are the committees you can choose to work on. Try a committee out, it's just for a year. Come on—we need you!

YES! I want to be on the 2015-2016 Texas ALP Leadership Team!!

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

Chapter: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I would like to serve on the following committee and have designated my choices:

Committee	1, 2, or 3	Committee	1, 2, or 3
Awards		Marketing	
Bylaws/Standing Rules		Meetings Coordinator	
Certification		Membership	
Communications		Nominations & Elections	
Education		Planning Committee	
Financial Review		Professional Development	
Fundraising		<i>The Texas Docket</i>	
		Webmaster	

If you would like to be a part of any of the committees listed above, or just have questions about a committee, please contact Marty S. Olson, PP, PLS, TSC-RE, Texas ALP President-Elect, at [molson@craincaton.com](mailto:molson@craincaton.com) or 713-557-4502.



TEXAS ALP 2014-2015 R☆STER OF ☆FFICERS, C☆MMITTEE CHAIRMEN, AND DIRECT☆RS

**Elected Officers**

**PRESIDENT**  
Samantha L. Tandy, PLS  
(Midland ALP)  
2400 Lavender Lane  
Arlington, TX 76013  
(C) 432.413.6534  
(E) [sandytalo@gmail.com](mailto:sandytalo@gmail.com)  
(BD) 8/12

**PRESIDENT-ELECT**  
Marty S. Olson, PP, PLS,  
TSC-RE  
(Houston ALP)  
Crain, Caton & James  
1401 McKinney, Suite 1700  
Houston, TX 77010  
(W) 713.752.8631  
(H) 713.771.5348  
(C) 713.557.4502  
(E) [molson@craincaton.com](mailto:molson@craincaton.com)  
(BD) 11/7

**TREASURER**  
Mary Bullard, ACP, TSC-RE  
(Waco LPA)  
Deaver & Deaver  
200 W. Highway 6, Suite 501  
Waco, TX 76712  
(W) 254.761.5970  
(E) [marybullard@gmail.com](mailto:marybullard@gmail.com)  
(BD) 9/19

**SECRETARY**  
Carol R. Gutierrez, PLS  
(El Paso ALP)  
5001 Becknell Lane  
El Paso, TX 79924  
(W) 915.533.2493  
(C) 915.355.5509  
(E) [carolgtalo@gmail.com](mailto:carolgtalo@gmail.com)  
(BD) 7/28

**Appointed Officer**

**PARLIAMENTARIAN**  
Kathie Jean Keys, PP, PLS  
(Corpus Christi ALP)  
615 N. Upper Broadway, Suite 1100  
Corpus Christi, Texas 78401  
(W) 361.888.9201, ext. 138  
(C) 361.813.9015  
(E) [kathiektalo@gmail.com](mailto:kathiektalo@gmail.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) [heugatters@aatt.net](mailto:heugatters@aatt.net)  
(BD) 11/22



**AWARDS**  
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  
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Theresa Ann Alba, PLS  
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(C) 512.385.5185  
(E) [theresaann.alba@huschblackwell.com](mailto:theresaann.alba@huschblackwell.com)  
(BD) 8/3

**CERTIFICATION**  
Tina D. Hurley, PP, PLS  
(Dallas ALP)  
Cox Smith Matthews Incorp.  
1201 Elm Street, Suite 330  
Dallas, TX 75270  
(W) 214.698.7800  
(H) 972.427.6865  
(C) 214.912.8058  
(WE) [thurley@coxsmith.com](mailto:thurley@coxsmith.com)  
(PE) [tinahurley2travels@gmail.com](mailto:tinahurley2travels@gmail.com)  
(BD) 6/30

**COMMUNICATIONS**  
Helene L. Wood, PP, PLS-SC,  
TSC-RE  
(Houston ALP)  
Fulbright & Jaworski LLP  
1301 McKinney, Suite 5100  
Houston, TX 77010  
(W) 713.651.3713  
(C) 713.858.3009  
(E) [helene.wood@fxfr.com](mailto:helene.wood@fxfr.com)  
(BD) 4/22

**EDUCATION**  
Anne Hoover, PP, PLS  
(San Antonio LSA)  
139 Idell  
San Antonio, TX 78223  
(W) 210.734.7092  
(C) 210.241.4622  
(E) [ahoover@pq-law.com](mailto:ahoover@pq-law.com)  
(BD) 8/23

**FUNDRAISING**  
Scott Beam, PP  
(Austin LPA)  
Cain & Skamulis PLLC  
400 W. 15th St., Suite 900  
Austin, TX 78701  
(W) 512.477.5008  
(C) 512.300.7876  
(E) [sbeam@csrdal.com](mailto:sbeam@csrdal.com)  
(BD) 5/27

**FINANCIAL REVIEW**  
Rory Cavazos, PLS, CLA, CPS  
(San Antonio LSA)  
21135 Pacific Grove  
San Antonio, TX 78259  
(W) 210.228.3758  
(C) 210.325.5677  
(E) [rcavazos@usaafdn.org](mailto:rcavazos@usaafdn.org)  
(BD) 2/5

**MARKETING**  
Kristy Turner, PP, PLS, CLA,  
TSC-CL, TSC-RE  
1733 West Tate Street  
Waco, TX 76706-5597  
(C) 254.715.1590  
(E) [kristyalt@gmail.com](mailto:kristyalt@gmail.com)  
(BD) 4/7

**MEETINGS COORDINATOR**  
Vanessa Brock, ACP, PLS  
(Midland ALP)  
Davis, Gerald & Cremer PC  
400 W. Illinois Ave., Suite 1400  
Midland, TX 79702  
(W) 432.687.0011  
(H) 432.458.3508  
(E) [ymbrock@dgcclaw.com](mailto:ymbrock@dgcclaw.com)  
(BD) 11/24

**MEMBERSHIP**  
See President-elect

Rita C. Alesi, PP, PLS, TSC-CL  
(Houston ALP)  
1627 Dick Bay  
San Leon, TX 77539  
(C) 713.875.8676  
(E) [ritaalesi@yahoo.com](mailto:ritaalesi@yahoo.com)  
(BD) 10/22

**NOMINATIONS AND ELECTIONS**  
Mary D. Teague, PP, PLS  
(Waco LPA)  
Naman Howell Smith & Lee, PLLC  
P.O. Box 1470  
Waco, TX 76703  
(W) 254.755.4327  
(C) 254.733.8024  
(E) [mary@namanhowell.com](mailto:mary@namanhowell.com)  
(BD) 7/13

**PLANNING**  
Patti Heaney, PLS  
(Austin LPA)  
Buchanan Dilasi Dancy & Grebouski  
9600 Great Hills Trl., #300 W.  
Austin, TX 78759  
(W) 512.225.2841  
(H) 512.282.3672  
(C) 512.659.5811  
(E) [pattitalo@gmail.com](mailto:pattitalo@gmail.com)  
(BD) 4/16

**PROFESSIONAL DEVELOPMENT**  
See Education

**THE TEXAS DOCKET**  
Andrea Griffin Darland, PP,  
PLS  
(Lubbock LPA)  
P.O. Box 452  
New Deal, TX 79350  
(W) 806-687-8111  
(C) 806-438-1621  
(WE) [adarland@mcclillo.com](mailto:adarland@mcclillo.com)  
(PE) [andrea.griffin75@gmail.com](mailto:andrea.griffin75@gmail.com)  
(BD) 10/18

**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@haynesboone.com](mailto:julie.abernathy@haynesboone.com)  
(BD) 1/4

**Directors**

Austin LPA—Mary Bernal  
Corpus Christi ALP—Laura  
Rogers, PLS  
Dallas ALP—Tina Hurley, PP, PLS  
El Paso ALP—Carol R. Gutierrez,  
PLS  
Houston ALP—Rita C. Alesi, PP,  
PLS, TSC-CL  
Lubbock LPA—Daniele Y. Mitchell,  
PP, PLS  
Midland ALP—Vanessa Brock,  
ACP, PLS  
NALS of Amarillo—Rhonda Price-  
Rogers  
San Antonio LSA—Janet Brown,  
PLS  
Waco LPA—Mary D. Teague, PP,  
PLS  
Whefita County LSA—Dianna C.  
Roberts, PLS

01/13/2015

**TEXAS ALP 60<sup>TH</sup> ANNUAL EDUCATIONAL CONFERENCE**  
**"Shine Like a Diamond in 2015"**  
 Houston, Texas • April 16-18, 2015  
 Registration Deadline—March 13, 2015

<p style="text-align: center;"><b>REGISTRATION FORM</b></p> <p>Name _____          Address _____          City/ST/ZIP _____          Daytime Phone _____          E-mail _____</p> <p style="text-align: center;">(Check all that apply)</p> <p><b>Certifications:</b>  <input type="checkbox"/> ALP   <input type="checkbox"/> PLS   <input type="checkbox"/> PP   <input type="checkbox"/> SC _____  <input type="checkbox"/> CLA/CP   <input type="checkbox"/> ACP   <input type="checkbox"/> RP   <input type="checkbox"/> TSC _____          Other _____</p> <p><input type="checkbox"/> NALS Life Member  <input type="checkbox"/> Texas ALP Past President  <input type="checkbox"/> This is my first Texas ALP meeting  <input type="checkbox"/> I want to be a Texas ALP PAL  <input type="checkbox"/> I have a special dietary request (contact Registration Chair)</p> <p>Local Chapter _____          Current Texas ALP Position Held _____          Current Local Position Held _____          Current NALS Position Held _____</p>	<p style="text-align: center;"><b>FULL REGISTRATION FEES</b></p> <p>*** Note: Regular and Late Registrations include all events. ***</p> <p><input type="checkbox"/> Texas ALP Member ..... \$143  <input type="checkbox"/> Texas ALP Chair ..... \$ 95  <input type="checkbox"/> Nonmember ..... \$150  <input type="checkbox"/> Student ..... \$ 83</p> <p>Late Fee (postmarked after March 13, 2015) ..... \$ 25</p> <p style="text-align: center;"><b>INDIVIDUAL EVENT REGISTRATION FEES</b></p> <p><input type="checkbox"/> Education Only—Member ..... \$ 55  <input type="checkbox"/> Education Only—Nonmember ..... \$ 80  <input type="checkbox"/> Education Only—Student ..... \$ 55  <input type="checkbox"/> Professional Development Luncheon (Member or Nonmember) ..... \$ 25  <input type="checkbox"/> Recognition Luncheon (Member or Nonmember) ..... \$ 25  <input type="checkbox"/> President's Reception/Dinner (Member or Nonmember) ..... \$ 50</p> <p style="text-align: center;"><b>MEMBER'S GUEST REGISTRATION</b></p> <p><input type="checkbox"/> Professional Development Luncheon ..... \$ 25  <input type="checkbox"/> Recognition Luncheon ..... \$ 25  <input type="checkbox"/> President's Reception/Dinner ..... \$ 50</p> <p>Guest's Name _____</p>
<p style="text-align: center;"><b>SCHEDULE OF EVENTS</b> (Please indicate each event you will attend)</p> <p><b>Thursday, April 16, 2015</b></p> <p><input type="checkbox"/> 4:00 pm – 7:00 pm      Registration  <input type="checkbox"/> 4:30 pm – 5:00 pm      Credential Check-in  <input type="checkbox"/> 5:00 pm – 7:00 pm      Business Meeting  <input type="checkbox"/> 7:00 pm – 8:00 pm      Thursday Night Casual Dinner</p> <p><b>Friday, April 17, 2015</b></p> <p><input type="checkbox"/> 8:00 am – 10:45 am      Registration  <input type="checkbox"/> 9:00 am – 9:30 am      Texas ALP Committee Meetings  <input type="checkbox"/> 9:45 am – 10:30 am      Open Forum/PYL Workshop  <input type="checkbox"/> 10:45 am – 11:45 am      Ethics: The Unauthorized Practice of Law  <input type="checkbox"/> 12:00 pm – 1:30 pm      Professional Development Luncheon  <input type="checkbox"/> 1:45 pm – 2:45 pm      Maintaining an Ethical Balance in a Probate Practice  <input type="checkbox"/> 3:00 pm – 4:00 pm      New Rules for Expedited Jury Trials  <input type="checkbox"/> 4:15 pm – 5:15 pm      Criminal Law: Breathalyzer</p> <p><b>Saturday, April 18, 2015</b></p> <p><input type="checkbox"/> 9:00 am – 10:00 am      Law Office Technology: What You Need to Know as an Educated Paralegal  <input type="checkbox"/> 10:15 am – 11:15 am      On-demand Legal Discovery  <input type="checkbox"/> 11:30 am – 1:00 pm      Recognition Luncheon  <input type="checkbox"/> 1:15 pm – 2:15 pm      Reverse Mortgages  <input type="checkbox"/> 2:30 pm – 3:30 pm      How to Identify and Address Substance Abuse in Family Law Cases  <input type="checkbox"/> 3:45 pm – 4:45 pm      Social Media  <input type="checkbox"/> 4:45 pm – 5:00 pm      Raffle  <input type="checkbox"/> 7:00 pm – 10:00 pm      President's Reception/Dinner (semi-formal)</p>	<p style="text-align: center;"><b>PAYMENT INFORMATION</b></p> <p>Total Amount Due: \$ _____ (due with registration form)</p> <p>Please make check payable to:          Houston ALP Special Meeting Account          Federal Tax ID No. 73-6061378</p> <p>Notice: A \$30 fee will be assessed for returned checks. Refunds requested and confirmed in writing (less a \$25 fee) will be made until March 13, 2015.</p> <p>For questions about the conference, contact Meeting Chair:          Sondra Heugatter, PP, PLS, TSC-Civil Litigation, TSC-Real Estate          281.299.3350 or <a href="mailto:sheugatter@hslr.net">sheugatter@hslr.net</a></p> <p>Mail registration form to:          Helene L. Wood, PP, PLS-SC Corporate, TSC-Real Estate          c/o Houston Association of Legal Professionals          1301 McKinney, Suite 3100          Houston, Texas 77010-3093</p> <p>For questions about registration, contact Registration Chair:          Helene L. Wood, PP, PLS-SC Corporate, TSC-Real Estate          713.651.3713 or <a href="mailto:helene.wood@nortonrosefulbright.com">helene.wood@nortonrosefulbright.com</a></p>
<p><b>HOTEL INFORMATION</b></p> <p>Reservations should be made directly with the DoubleTree by Hilton Houston Hobby Airport, 8181 Airport Boulevard, Houston, Texas 77061. Book your reservation through on-site reservations at 713.289.3630 or central reservations at 800.222.TREE. Please identify yourself as a member of Texas ALP and use group code "ALP" to receive the discounted room rate of \$119 single/double, which is available April 15-19, 2015, if made by April 1, 2015.</p> <p><i>Contributions or gifts to Texas ALP are not deductible as charitable contributions for income tax purposes.</i></p>	

TEXAS ALP 60TH ANNUAL EDUCATIONAL CONFERENCE  
Houston, Texas ♦ April 16-18, 2015  
SCHEDULE OF EVENTS

Thursday, April 16, 2015

- 4:00 pm–7:00 pm Registration
- 4:30 pm–5:00 pm Credential Check-in
- 5:00 pm–7:00 pm Business Meeting
- 7:00 pm–8:00 pm Thursday Night Casual Dinner

Friday, April 17, 2015

- 8:00 am–10:45 am Registration
- 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 Ethics: The Unauthorized Practice of Law
- 12:00 pm–1:30 pm Professional Development Luncheon
- 1:45 pm–2:45 pm Maintaining an Ethical Balance in a Probate Practice
- 3:00 pm–4:00 pm New Rules for Expedited Jury Trials
- 4:15 pm–5:15 pm Criminal Law: Breathalyzer

Saturday, April 18, 2015

- 9:00 am–10:00 am Law Office Technology: What You Need to Know as an Educated Paralegal
- 10:15 am–11:15 am On-Demand Discovery
- 11:30 am–1:00 pm Recognition Luncheon
- 1:15 pm–2:15 pm Reverse Mortgages
- 2:30 pm–3:30 pm How to Identify and Address Substance Abuse in Family Law Cases
- 3:45 pm–4:45 pm Social Media
- 4:45 pm–5:00 pm Raffle
- 7:00 pm–10:00 pm President's Reception/Dinner (semi-formal)



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enhance  
promote

**NALS, Inc.**  
8159 East 41st Street  
Tulsa, OK 74145  
(918) 582-5188 - Phone  
(918) 582-5907 - Fax  
info@nals.org  
www.nals.org

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## APPLICATION FOR WAIVER OF ANNUAL MEMBERSHIP DUES

This form is to be used for Financial Hardship applications for full-time current continuing members (no retired, student, or associate dues will be waived) who are unemployed at the time that membership dues are due for renewal.

You may apply for a waiver of your annual NALS membership dues if you are a current full-time continuing member, (regular continuing member dues \$120). Additionally we will also request that your current state and chapter please waive your chapter and state dues.

Your request will be considered if you are unemployed at the time your dues are due, you are a full-time current continuing member and payment of those dues would create a financial hardship. Waivers will be for one year. You will need to complete the attached form and submit it to NALS, 8159 East 41st St, Tulsa, OK 74145.

Name \_\_\_\_\_

Address \_\_\_\_\_

Member Number \_\_\_\_\_

State Association \_\_\_\_\_

Chapter Association \_\_\_\_\_

Number of Years as a Member \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Fax \_\_\_\_\_

By signature upon this form I am stating truthfully I am unemployed, my dues are currently due and personal payment of dues would create a financial hardship.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please return this form to the NALS Resource Center by mail, fax or email with attention "Dues Waiver" in the subject line. NALS contact information is in the header of this form or online at [www.nals.org](http://www.nals.org).



## Engage 5 Waiver of Dues Form

***This year's campaign begins February 1, 2014 and continues through January 31, 2015.***

Any NALS member that completes this form and recruits five NEW members from February 1, 2014 through January 31, 2015 will get their national dues waived for the year (this excludes state/local dues). The five new memberships must be in the same classification of membership as the waived membership, for example if you are a regular member who pays \$120 national dues then you must sign up five new members in that same classification. The new member must report you as their sponsor when they submit their application to NALS. You must complete this Waiver of Dues Form and submit to the Resource Center. You will indicate all five NEW members by name that you sponsored. As long as everything matches up and all five new members have been acquired within the time frame, the national dues will be waived for the year and you will only be required to pay state and local dues.

Application Date \_\_\_\_\_

Your Member # \_\_\_\_\_

Your Name \_\_\_\_\_

**Five New Members Listed Below and Member # if known.**

1. Member # \_\_\_\_\_ Name \_\_\_\_\_

2. Member # \_\_\_\_\_ Name \_\_\_\_\_

3. Member # \_\_\_\_\_ Name \_\_\_\_\_

4. Member # \_\_\_\_\_ Name \_\_\_\_\_

5. Member # \_\_\_\_\_ Name \_\_\_\_\_

By signature upon this form, I am stating truthfully, my dues are currently due and I have recruited five new members which meet the qualifications for waiver of dues. Also, included is my payment of state and local dues where applicable.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

**OR**

I am a Life Member OR my firm currently pays my national dues and I am stating truthfully, my dues are currently due and I have recruited five new members. I am applying for a credit voucher of \$98 to be used all at one time for conference registration, store purchases, certification fees or WebEd seminars. No credits for unused amounts will be accepted. Also, included is payment of state and local dues where applicable.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

**NALS...the association for legal professionals**

8159 E. 41<sup>st</sup> Street • Tulsa, Oklahoma 74145 • (918) 582-5188 ext. 10 • (918) 582-5907 (fax) • info@nals.org