



# The Texas Docket

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# The Texas Docket

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# President's Message



Samantha Tandy, PLS  
Texas ALP 2014-2015 President

Texas ALP Superstars,

In this my first President's Message I want to say that I am so excited about what this year holds for us as an association! This journey has been such a great ride so far, and I am certain that this year will prove to be no different.

My theme this year is about being superstars where you are. Each of you has superstar qualities. Where will you choose to shine? How will you take yourself to the next level of superstardom?

ALL of YOU have something to offer, individually and corporately. Some like to be in front of others, others like to be behind the scenes, and the rest are somewhere in the middle helping out in whatever area needs it. No matter what category you fall into, you have something extraordinary to give because no two members are the same. Have you considered taking your membership to the next level and running for office? Be thinking of a superstar in your chapter whom you can nominate for this incredible experience later in the year.

We work in a career that is, by nature, stressful. If we are united and linked together as a group, we can provide the necessary resources to help one another navigate our ever-changing legal world. We need to share our tools and wisdom with each other so that we can continue to be our very best in our daily lives. Certification is one way that you can take your career to the next level. Have you considered taking that step? The next test date is around the corner.....

The leadership team of superstars we have this year is phenomenal! We come from all walks of life and work in different types of law firms and facets of our legal world, which makes us an unstoppable force. My goals for us this year are to utilize our website, Facebook page, and the NALS smartphone app that will be introduced at the NALS Annual Meeting in Houston later this year. Technology is the fastest way to reach our members in record time. If we are to be of value for future generations, we need to tap into this vital resource. I plan to utilize these tools to reach out to chapters in unique ways to bring you a couple of the great benefits that our association has to offer—education and networking.

Who's ready to let their superstar shine?

# TEXAS ASSOCIATION OF LEGAL PROFESSIONALS FINALISTS 2013-2014

By Cheryl A. Wenzel, PP, PLS, 2013-2014 Awards Chair



Daniele Y. Mitchell, PP, PLS, is a member of Lubbock LPA and has overcome great adversity in her life to become the legal professional she has become today. She manages her job and her family as well as her association work. Daniele currently is the Clerk of the 140<sup>th</sup> District Court, Lubbock County, Texas. Her employer just happens to be one of our own, Barbara Sucsy, PLS, who is the Lubbock County District Clerk and a Past President of Texas ALP.

Her employer had to say this about Daniele: "When I needed a criminal clerk in my office, I knew Daniele would be the perfect fit. I knew her work ethic from my experience with her previous employer: knowledge of criminal law, a talent for written and oral communications, and excellent time management skills. She came from a challenging office environment, serving the needs of four attorneys. One of these attorneys contacted me and recommended her for the job.

From her chapter: "Daniele has overcome many obstacles in her life and in a very short time has accomplished many goals. She has obtained her PP and PLS certifications all within a two-year period. When Daniele sets her mind to do something, she doesn't waste any time, she gets to work and finishes the job.

Daniele's chapter members say that they know she loves being part of a professional association and has made many friends along the way. Those who have met Daniele know that she is great to be around and lots of fun.

Daniele joined LLPA/TALP/NALS in February 2008. She has held the following officer positions in LLPA: Corresponding Secretary, Director, Vice President, President-Elect, and President. Daniele did not waste any time and jumped into working with Texas ALP also and has been in the following leadership positions: Marketing Chairman, Membership Chairman, and Annual Meeting Chairman. She earned her PLS in April 2012 and her PP in October 2013.

Daniele, congratulations on being named Texas ALP's 2013-2014 Legal Professional of the Year!!



Michele Harmon was born in San Antonio, Texas, in 1966. She grew up and later graduated in 1985 from Poteet, Texas. Before starting her professional career, Michele had two beautiful children, Morgan and Jarred, who are now 22 and 25.

Michele is a member of San Antonio LSA and works for the Law Office of Edward Lavin. She began her work at the Law Office of Edward M. Lavin in November of 2005, beginning as a file clerk, and is now the head and only legal secretary. If you meet Ed, he'll tell you he works for the office of Michele Harmon. She runs their small but busy law firm, including supervising and training junior employees, managing the firm's accounts receivable and accounts payable, payroll, and taxes. Michele also handles the entire intake of new cases, develops the necessary facts through identifying and determining the relevant knowledge of witnesses, identifying and obtaining necessary evidentiary documents, interviewing, reassuring, and encouraging reluctant witnesses.

Ed says "The most important roles of a top-notch legal assistant are to develop facts and work up cases for trial, gain the confidence of and work with my clients, witnesses, and others with whom we come in contact, and act as my senior adviser and tell me what I need to hear, not what I might want to hear. Michele has filled those roles and others to perfection! Of the four legal assistants I have employed over 33 years, Michele is the best of them all."

She has been a participating member of SALSA, TALP, and NALS, since 2005. Recently Michele was awarded the Legal Professional of the Year for 2013 by SALSA. For fun Michele enjoys playing pickleball with her husband and friends as well as enjoying bike rides, bikram yoga, coaching and playing on a softball team, and spending as much time as possible with her gorgeous 4-month-old grandbaby.

From her chapter: "We believe that Michele should receive the LPY award based on how faithfully she has continued to fill the position she accepted for SALSA several years ago. It is always encouraging to have a member of our organization who shows such loyalty. She fulfills her position diligently and does a very thorough job, which is necessary in any position, of course, but crucial to the position she holds. In addition, she has a fun and outgoing personality and is very caring of her friends."

The page features a vibrant, celebratory background. It is filled with various star shapes in shades of yellow, pink, and purple, some with white centers. Radiating lines emanate from several points, creating a sense of light and energy. The overall color palette is warm and bright, with a mix of primary and secondary colors.

## 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)



## Meet Carol Gutierrez Texas ALP's Newly-Installed Secretary

Carol has been a member since 1987, when the El Paso Association of Legal Professionals had a membership of less than 10. She summed up her leadership role in her responses to the questions submitted to the candidates during the 2013-14 elections:

My first leadership role was in 1990, when I was told it was “my turn” to be president of my local chapter. I had absolutely no clue what I was doing, and by the end of my term, I vowed I’d never do it again. Well, I did do it again, and then again. Each time I realized that if I wanted to be taken seriously as a leader among my peers, I was going to have to get involved and make a commitment.

From that first step in 1990, Carol made a commitment to the association and to herself, and she has never looked back. She has chaired most of the committees in her local chapter and this year she is again serving in multiple capacities, including Chapter Director.

Wes Adamson said “Find something that you are passionate about in making a difference and you’ll find a waiting kinship of people willing to unite for the cause.” Carol embodies that quote. Carol is passionate about our association. Monica Acuña, President of EPALP, had this to say about Carol: “Carol is passionate about her role in our trilevel association, serves as a mentor to new members, and strives to move the association forward with creative and positive ideas.”

Carol understands the importance of mentoring members; not just the new members, but all members. Nikkie Rice, a Past President of EPALP, writes:

Carol was one of the first members of EPALP who offered to help and guide me through the “ins and outs” of the El Paso legal system as well as our trilevel organization. She was always there and willing to lend a hand and she is someone I am proud to be able to call a friend. She will make a wonderful addition to the TALP leadership team.

Family has always come first with Carol. She has been married to her husband Danny for 28 years and together they have raised three amazing sons—the oldest of whom has bestowed upon them new titles—*Grammie* and *Papa*. They have three precious grandchildren, two granddaughters and one grandson, and they never seem to get enough of them. While raising their boys, Carol and Danny spent the majority of their spare time watching the boys play sports and compete in tournaments. Carol and Danny played sports growing up, so it’s not surprising they raised such great athletes.

On a personal note, when it comes to music, especially country music, you will always find Carol on the dance floor singing and dancing. She loves taking pictures (just ask to see photos of the grandchildren) and is making an attempt at scrapbooking. Christmas is her favorite holiday—just ask the people who work with her. Carol decorates the file cabinets behind her workstation with a collection of Christmas trees. Birthdays are also a special event for Carol, and she makes sure that her family’s birthdays are always extra special.

Her favorite quote is: “Some people don’t have the good sense to see how talented we are” because she believes that everyone is talented and has something to contribute—even if they don’t see it in themselves.

# “Words”

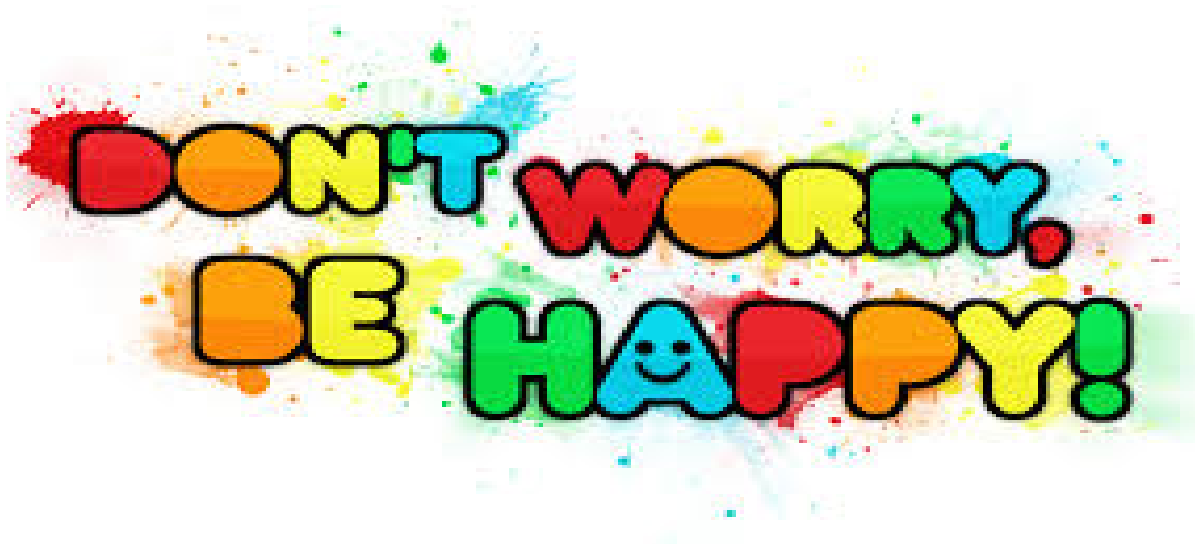
By Anne Hoover, PLS

Do you notice when you are happy?

Below are some other words for “happy.” How often can you use them to describe the way you are feeling? I hope it is often, and I hope most of them describe the way you are feeling as you are reading this.

Blessed	blissful	blithe	buoyant	carefree
cheerful	chipper	content	delighted	ecstatic
elated	enthusiastic	euphoric	exuberant	exultant
fortunate	glad	gracious	gratified	joyous
jubilant	light-hearted	lucky	merry	mirthful
overjoyed	peaceful	pleased	satisfied	successful
sunny	thrilled	upbeat		
in high spirits		can't complain		

You know, we never run out of opportunities to be surprised by joy.





## Education Is Professional Development, by Anne Hoover, PLS

All of us who were able to attend the 59<sup>th</sup> Annual Texas Association of Legal Professionals Educational Conference in Lubbock on May 1-3, which the members of our Lubbock Chapter did an awesome job of putting together, would agree, we received an education in some way, be it from one of our speakers or through another TALP member in attendance.

I was honored by President Sam to be chosen to serve as her Education Committee and Professional Development Committee Chairperson, and at the Conference I learned how good it feels to be pinned with a gold star. I have also learned what truly awesome people Emily Walterscheid, PLS, and Andrea Darland, PLS, are, and not just because they graciously have agreed to serve with me.

If you “Google” the word “Education” you will see that it is defined as “a form of learning in which the knowledge, skills, and habits of a group of people are transferred from one generation to the next through teaching, training, or research.” President Sam and I have discussed some ideas on how we all can best share an education and develop professionally this year. We have all heard of situations our members have with being able to take the time and/or spend the money to travel to get educated, and acquire CLE. So we are looking into ways to set up educational opportunities for CLE to be brought to you without your having to incur the expense and time to travel long distances, but that will still include social interaction.

Chapters, you can put events together with your members or you can join your sister chapters. We all realize that education is extremely important, not just individually, but as a complete chapter. One of the greatest assets of belonging to this association is the ability to network through education. As a part of the education committee, we encourage you to reach out to your TALP sister; communicate with each other and plan a CLE event together! If you plan an event, share it and invite the other chapters. The opportunities are out there; we just have to make them happen.

Are you ready to take yourself to the next level of superstardom by participating when these opportunities are offered?

Stay tuned for the 4-1-1!



# Why is Certification Important?

Ask yourself why certification is important. Hopefully you come up with several reasons, but ultimately one stands out above the rest: It distinguishes you from everyone else. When an employer looks at resumes and compares applicants, those who hold a certification show that employer that the legal field you have chosen to work in is your career, not just a job, and you have invested in your future.

NALS offers three certifications: the Accredited Legal Professional (ALP), the Professional Legal Secretary (PLS), and the Professional Paralegal (PP). Each has its own eligibility criteria and is attained through many hours of study and a comprehensive examination. Once the certification is attained, recertification is required every five years to maintain the integrity of the certification.

I encourage each and every one of you to take a serious look at where you are now and where you want to be in a year or five years from now and decide if becoming certified can help you achieve that goal. If your answer is yes, then don't wait, sign up today to take one of the NALS certification exams and up your game. You won't be sorry you did.

Diana Price  
NALS Certification & Education Manager



# WHAT MY MEMBERSHIP MEANS TO ME

By Marty S. Olson, PP, PLS, TSC-RE

I joined Houston Association of Legal Secretaries n/k/a Houston Association of Legal Professionals when I was 21. A coworker, Joan Bowen, invited me to a Houston Association of Legal Secretaries' membership meeting. Education, certification, and networking are the most important elements of our tri-level association. Our association is about educating the file clerk, secretary, and legal assistant.

When I first joined the association I took the NALS Basic Legal Secretaries course and exam. This was before the ALP certification was offered. During this time one of NALS' requirements to sit for the PLS was five years of legal experience. Once I had five years, HALP started a PLS study course, so I decided to take the study course and sit for the exam, which was a two-day and seven-part exam. I didn't pass. I knew that the Written Communications section would be my downfall. Many years later I sat for the PLS again; I passed everything except the Written Communications section. So, after trying and not passing all seven parts, I decided to go a different route. I decided to take classes at Houston Community College to see if the college courses could help me. When I took my first departmental final in English, I was surprised to discover that this final was so much like the PLS's Written Communications section. Since I had worked so hard in learning the many nuances of English, the English final

wasn't as hard for me as it was for some of my fellow students. (The departmental final caused many students to drop their grade by one letter.) After I had taken an accounting course I was ready to sit again for the PLS exam. This time I passed all seven parts. YEA!!!

In 2005 the Texas Institute for Specialty Certification (an entity formed by Texas ALP) presented the Texas specialty exam for real estate for the first time. I was excited! The only problem was that it had been less than a year since I had had a brain tumor removed in which my short-term memory was lost and I had been told that my short-term memory would not return for another year. I decided that I would show my doctors! HALP started a real estate study course for several weeks on Saturday mornings to prepare members to sit for this exam. Since this was the first real estate exam, we had no idea what to expect. We had many attorneys who specialized in real estate speak to us. What a great course! We had five people take the study course, but only two of us sat for the exam. In Houston, Sondra Heugatter and I would be the only two people to sit and pass the exam (three other Texas ALP members would pass on the first sitting also.)

In 2012, HALP decided to have a PLS and a PP study course on Monday nights. (In 2004, when the PP was first being offered, seven members of HALP put together their own study course and all seven passed the exam.) The 2012 study

course consisted of several classes where the PP and PLS students would be together and some where we would be separated. Sondra Heugatter took the students who were studying for the PP (two students) and Vickie French took the students who were studying for the PLS. I am proud to say that Jamie Perkins and I both passed the PP. Without this study course I would not have sat for the PP exam. Jamie has a little boy and cannot come to meetings, so she takes webinars offered by NALS to get the 75 hours of CLE that she needs to recertify.

When I joined HALP, HALP had a member, Elsbeth Baskette, who always had her finger in a member's back encouraging the members who had five years of experience to sit for the PLS exam. Her finger would stay in a member's back until the person sat for the PLS exam and passed. Elsbeth had been a school teacher before becoming a legal secretary. If I ever had a grammar question, I knew that I could always call for Elsbeth for a correct answer. (Elsbeth is now deceased, but I now have another grammar guru, Myra Miles.)

Due to my membership in HALP I have learned about great jobs that otherwise I would not have known about. In 1982 I went to work at Woodard, Hall & Primm due to a member calling me about the position. When this firm was downsizing 11 years later, my two bosses decided to form their own firm. At this time another friend of mine who worked for a federal judge knew what was going on and called to ask me if I wanted to interview for her job. I told her no, but told her about another coworker who had

nowhere to go. I am pleased to say that my coworker got the job with the federal judge. After seven years out on our own my two bosses decided to join a larger firm, and a year later that firm closed its doors. I needed to find another job. I told the members at a HALP board meeting that I needed to find another job, and the next morning a HALP member left me a voicemail telling me about two job openings (one in real estate and one in litigation). WOW! (This year marks 15 years since I started working for the firm that I found through a HALP member.)

By being a member of NALS I have been able to travel to parts of the United States that I normally would not have traveled to, but with NALS having a national meeting in a particular location, I have been able to visit them. Our state association has had meetings in El Paso, Laredo, and Padre Island, places I doubt I would have traveled to if not for a state meeting taking place there.

Over the years Joanie, my former coworker, and I would room together whenever we went to a TALP or a NALS meeting. After working at Foreman Dyess, I went back to work for my former boss who was a sole practitioner. This attorney specialized in commercial real estate, but being a sole practitioner he would not turn down other types of work. By becoming involved in HALP I discovered who worked in different types of law and who I could call for information. Without getting involved in HALP I would never have known who to call for this information. During the years I have gained many friends through my NALS membership. If not for my

membership in NALS, I would never have met them.

NALS membership has something to offer to you. Why not join and become

active? If you don't become active, you will never really know what NALS can do for you!



# en • gage | en'gāj |

- 1 [trans.] occupy, attract, or involve (someone's) interest or attention : *NALS offers programs to engage members in their careers helping them advance in life.*
- (engage someone in) cause someone to become involved in
  - arrange to employ or hire (someone) : *He was engaged as a paralegal.*
  - date reserved (accommodations, a place, etc.) in advance: *She had engaged the Online Learning Center.*
- 2 [intrans.] (engage in) participate or become involved in : *NALS members engage in a variety of activities.*
- (be engaged in) *Some are actively engaged in leadership.*
  - (engage with) establish a meaningful contact or connection with : *New members can engage with local leaders in their profession.*
  - (of a part of a machine or engine) move into position so as to come into operation: *Your career will engage.*

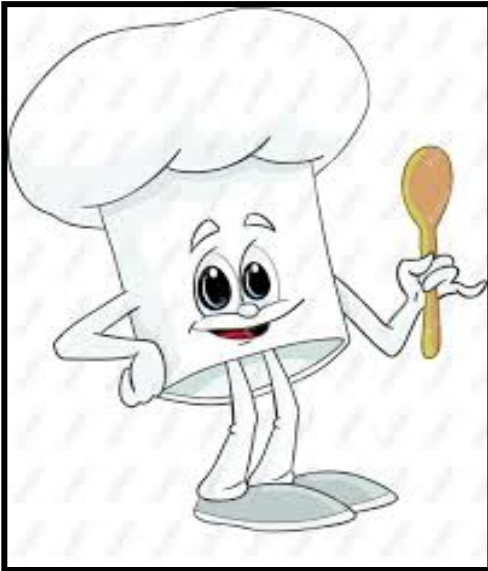
## NALS is providing more opportunities to help you engage in your career.

- More CLE for your money.
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- More active in social media.
- Area of law focused education.
- The same support you have grown to love.

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engage  
inspire  
enhance  
promote



## CHEF'S CORNER

# Wake Up Casserole

8 frozen hash brown patties  
4 cups shredded Cheddar cheese  
1 pound diced fully cooked ham  
7 eggs  
2 cups milk  
½ tsp. salt  
½ tsp. ground mustard

Place hash brown patties in a single layer in a greased 13x9 pan. Sprinkle with cheese and then ham.

In a bowl, beat eggs, milk, salt, and mustard. Pour over ham. Cover and bake at 350 degrees for 1 hour. Uncover; bake 15 minutes longer or until edges are golden brown and a knife inserted near the center comes out clean.

Great for any meal, not just breakfast!

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!

# **Pass Me a Cold One**

Few things are as enjoyable as a beer with your best friend after a hard day of honest work.

Have you ever considered brewing your own beer? Worried that it's illegal? Let's discuss the legalities of brewing beer at home, as well as how much you can brew.

*"The great point is to bring them the real facts, and beer."*

—Abraham Lincoln

Actually, even though beer is more popular, we're going to talk about much more than just beer!

## **Wine, Ale, Malt Liquor, and Beer**

What kind of ale, malt liquor, and beer? Today, we're only discussing ale, malt liquor, and beer that is made from the normal alcoholic fermentation of malted barley with hops, or their products, and with or without other malted or unmalted cereals.

What kind of wine? Today, we're only discussing wine made from the normal alcoholic fermentation of the juices of dandelions or grapes, raisins, or other fruits.

—See [Tex. Alco. Bev. § 109.21\(b\)](#).

## **Some Restrictions**

The Texas Alcohol and Beverage Commission can restrict the types of ingredients used in this process to prohibit any ingredient it finds detrimental to health or susceptible of use to evade this law.

Just for your peace of mind, possession of wine, ale, malt liquor, or beer produced under this section is not an offense if the person making it complies with all provisions of this section and the wine, ale, malt liquor, or beer is not distilled, fortified, or otherwise altered to increase its alcohol content.

—See [Tex. Alco. Bev. § 109.21\(b\)](#).

## **Head of the Family**

According to Texas law, the head of a family, or an unmarried adult, may produce for the use of his family or himself not more than 200 gallons of wine, ale, malt liquor, or beer per year.

—See [Tex. Alco. Bev. § 109.21\(a\)](#).

Who is the head of a family? And why must the head of a family be a "he"? Unfortunately, there is no case law in this area to guide us. But have no fear ladies, despite this law apparently appearing to be sexist, women may also be the head of a family. It appears that the intent was for each family to have one producer instead of each member being allowed 200 gallons.



Additionally, you should know that no license or permit is required for you to produce your family's 200 gallons of wine, ale, malt liquor, or beer.

—See [Tex. Alco. Bev. § 109.21\(a\)](#).

### **What About State Fees?**

It is commonly known that it wasn't the crime that landed Al Capone in jail, it was the tax evasion. Well, have no fear! Despite the state collecting heavy fees on most alcohol, your home-brewed wine, ale, malt liquor, and beer aren't subject to these fees.

—See [Tex. Alco. Bev. § 109.21\(c\)](#).

### **Something to be Thankful For**

Let's each take a moment to reflect on what we're thankful for. If nothing more, you can always be thankful for beer. However, on behalf of all of us at Matthew Harris Law, we are thankful for our loyal weekly readers, patient clients, and extremely supportive families who make it possible for us to do what we do.

--Authored by [Matthew L. Harris, Esq.](#)

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# VOX POPULI

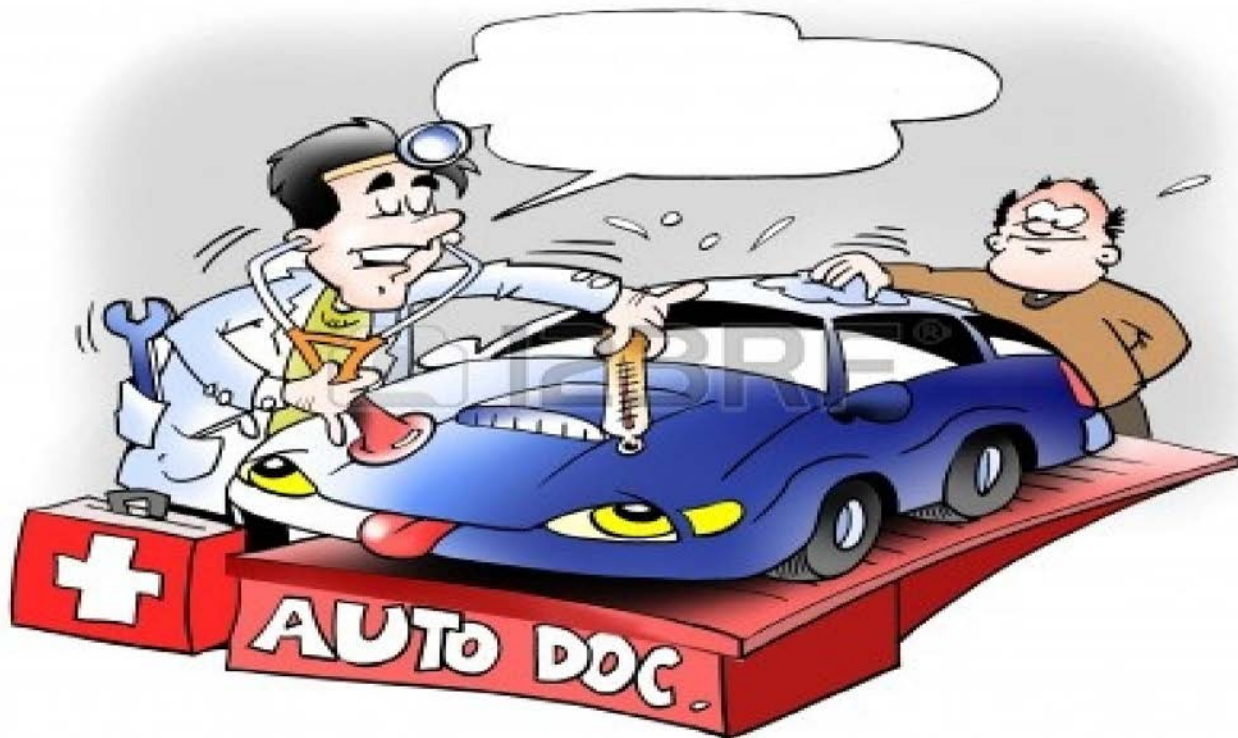
By Hizonor JQ

You are never too old to learn something new.

A Lexus mechanic was removing a cylinder head from the motor of an LS460 when he spotted a well-known cardiologist in his shop. The cardiologist was waiting for the service manager to look at his car when the mechanic shouted across the garage. “Hey Doc, want to take a look at this?” The cardiologist, a bit surprised, walked over to where the mechanic was working.

The mechanic straightened up, wiped his hands with a rag and asked, “So, Doc, look at this engine. I opened its heart, took out the valves, repaired or replaced anything that was damaged. Then I put everything back in. When I finished, it worked just like new. So how is it that I make \$48,000 a year, and you make \$1.7 million, when you and I are doing basically the same work?”

The cardiologist paused, leaned over the engine, and whispered to the mechanic, “Try doing it with the engine running.”



# Chapter Anniversaries

*Wichita County LSA received its charter on July 7, 1958.*

*Midland ALP received its charter in September 1961.*

*Waco LPA received its charter on September 22, 1956.*





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

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Half Page Horizontal (4.5 h x 7 w)	Full = \$100	Full = \$50
Quarter Page Vertical (4.5 h x 3.25 w)	Half = \$75	Half = \$35
	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 email is [drea.griffin75@gmail.com](mailto:drea.griffin75@gmail.com).

Thank you. Andrea

9 insert<sup>#</sup>space the{car}red january is a month  
 passive Tom Dick and Harry summer is a season  
**Proofreading and Editing**  
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**MEMBERSHIP CAMPAIGN  
2014/2015**

**Chapter With Highest Retention**

First Place (Superstar): \$100  
Second Place (Shining Star): \$50

**Chapter With Greatest Number of New Members**

First Place (Superstar): \$100  
Second Place (Shining Star): \$50

**Individual Member Recruiting Most Members**

First Place (Superstar): \$75  
Second Place (Shining Star): \$25

**Quarterly Awards to Member Recruiting Most Members (can win only 1 quarter)**

First Quarter (Superstar): \$25  
Second Quarter (Rockstar): \$25  
Third Quarter (Roadie): \$25  
Fourth Quarter (Groupie): \$25



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

*Elected Officers*

**PRESIDENT**  
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05/19/2014



# Engage 50 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**  
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inspire  
enhance  
promote

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Tulsa, OK 74145  
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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).**



# NALS 63rd Annual Education Conference & National Forum

October 2-4, 2014 • Houston, Texas • Crowne Plaza Houston Near Reliant Medical

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

Will this be your first NALS National Conference?  Yes  No

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix (PP, PLS, ALP, etc.) \_\_\_\_\_

List name as it should appear on name badge \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_

### Attendee Registration

*(Includes Thursday and Friday luncheons, Welcome Party, and three days of (LE))*

- Early Bird** *(postmarked before July 1, 2014)*
- Member \$299
  - Nonmember \$399
  - Educator \$344

- Regular** *(postmarked before August 1, 2014)*
- Member \$329
  - Nonmember \$429
  - Educator \$374

- Late** *(postmarked after August 1, 2014)*
- Member \$355
  - Nonmember \$455
  - Educator \$400

- Other** *(flat fee if received by August 1, 2014)*
- Life Member \$299
  - Student \$199
  - Daily Registration (LE only) \$245

- Ticketed Events**
- NALS Foundation Gala \$50
  - Recognition Luncheon \$50

### Guest Registration

*(Includes Thursday and Friday luncheons, and Welcome Party)*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

List name as it should appear on name badge \_\_\_\_\_

- Guest \$139

- Ticketed Events**
- \*NALS Foundation Gala \$50
  - \*Recognition Luncheon \$50

\* See guest policy

### Payment Information

Total Amount Due \_\_\_\_\_

Select Payment Type:  Check # \_\_\_\_\_  Visa  Mastercard  Discover

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Cardholder's Name \_\_\_\_\_ Signature *(credit card registrants only)* \_\_\_\_\_

### CANCELLATION POLICY

Refunds will be given (less a \$25 processing fee) for cancellations received no later than August 1, 2014. After August 1, 2014, registration fees (less a \$75 processing fee) are transferable, but not refundable.

### DIETARY OR PHYSICAL RESTRICTIONS

Please notify NALS Meetings Manager, of any dietary or physical restrictions that require special arrangements.

918-582-5188 | collins@nals.org

### GUEST POLICY

\*In order to purchase special event tickets for your guest, they must first be registered as a conference guest.

### PAYMENT INSTRUCTIONS

Payment must accompany registration form. Please DO NOT mail the original form if faxing or registering online with a credit card payment. A \$20 handling fee will be assessed for returned checks.

**MAIL TO:**  
NALS Resource Center  
8159 East 41st Street  
Tulsa, OK 74145

**FAX TO:** (918) 582-5907

**EMAIL TO:** collins@nals.org

**REGISTER ONLINE:**  
[www.nals.org/conferences](http://www.nals.org/conferences)

NALS reserves the right to change speakers or modify program content.