



# The Texas Docket

[www.texasalp.org](http://www.texasalp.org)

October 2011  
Volume 9, Issue 2



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***Reboot Texas ALP with 2011-12 President,  
Kristy Turner, PP, PLS, CLA, TSC-CL, TSC-RE***

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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.

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*Kristy Turner, PP, PLS, CLA, TSC-CL, TSC-RE  
2011-12 President*

## Life moves forward

By: Ralph Marston

“The challenges show you how powerful and effective you can be when you must be. The positive possibilities give you satisfying and fulfilling ways to make use of your strength.

“The difficult times help you to more fully appreciate what you have. The good times help you to see how very much joy is possible.

“The disappointments bring you valuable, meaningful, and useful experience. The successes give you the confidence to reach even higher.

“Those who criticize you offer you priceless feedback and important new perspectives. Those who appreciate what you’ve done give you the encouragement to do even more.

“No matter which way the individual events may go, life moves forward. From each and every experience and outcome, there is something of value to be gained.

“Instead of worrying or judging or obsessing about what may or may not come, accept and appreciate what does come. Then, with a strong and thankful heart, make good and purposeful use of it all.”

\*\*\*\*\*

As I tried to write this message, I became distracted by all that is happening around me—the drought we are experiencing here in Texas, the wildfires that have destroyed thousands of acres and lives, and the flooding on the east coast, just to name a few. In an effort to shift my focus, I began searching the Internet and came across the motivational quote that opens this message. As we live our lives, we often forget that life moves forward. We become discouraged and want to give up when we face challenges, difficult times, and/or disappointments. We often fail to see any value in the “obstacles.” Good times, successes, and encouragements are what keep us going and help us continue on—they are the moments we want to cherish and remember.

Whether we are experiencing good or bad times, the reality is that life will continue to move forward—it doesn’t stop just because things are going good/bad for us today, although we often think it should. It is my hope that, whether you are experiencing a success or an “obstacle,” you are living, enjoying, and moving forward with life. Learn from the challenges of the past and focus on making tomorrow a better day!



In friendship ~ Kristy

## 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.*
  - dated reserve (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.*

2011 will bring you more opportunities to engage in NALS and your career.

- More CLE for your money.
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# Engage 5 Campaign

**TALP MEMBERS WHO SPONSOR 5 NEW MEMBERS BETWEEN MAY 2011 AND FEBRUARY 2012, WILL HAVE THEIR NAMES ENTERED IN A DRAWING FOR TALP TO PAY THEIR REGISTRATION FEE FOR THE 2012 ANNUAL EDUCATION CONFERENCE IN SAN ANTONIO, TEXAS, MAY 4-5, 2012.**

**THE WINNING MEMBER WILL BE RECOGNIZED AT THE RECOGNITION LUNCHEON HELD AT THE CONFERENCE.**

**NOW LET'S GET OUT THERE AND LASSO THOSE NEW MEMBERS!!!!!!**



**ENGAGE SOMEONE'S INTEREST  
INSPIRE OTHERS TO ACHIEVE  
ENHANCE YOUR ABILITIES  
PROMOTE NALS, TALP, AND  
YOUR LOCAL CHAPTERS**

# Real World Lessons

By: Janabeth F. Taylor, R.N., R.N.C./Litigation Paralegal

“We cannot direct the wind, but we can adjust our sails.”

Author Unknown

The beauty of the law is that it is dynamic—it changes as society changes. The law adapts to technological developments, to shifts in social values, and to the problems of modern society. The key to succeeding in this dynamic legal environment is that we, too, must learn to adapt—to adjust our sails.



As I write this, I think of my fellow paralegals. I cannot help but see myself nineteen years ago, as a new graduate of the University of Oklahoma Law Center-Legal Assistant Division program. This program was a very rigorous and highly regarded program, as well as one of the few in the nation then accredited by the American Bar Association.

Back in 1992, I was working part-time in a law office while teaching nursing full time, with a few weekends of hospital work thrown in the mix to keep in touch with the “real world of clinical nursing.” The rest of my “free time” was spent with studying and attending classes at the University of Oklahoma Law Center.

In anticipation of graduation, I sent resumes to several law firms, looking for the perfect place to begin my new career.

One firm stood out in my job search. This firm was over 100 years old and had attorneys with very different backgrounds and experiences. I was fortunate to be hired by this firm. Although I did not realize it at the time, working for this firm would be a life-changing and career-developing experience for me.

I worked with five different attorneys, each with his own style and personality. Very early I learned that part of my job was to adapt to their differing approaches and preferences. I was often “adjusting my sails” to accommodate them.

I was asked to work in areas of law that were unfamiliar to me. I had to learn to listen, to ask questions, to think creatively, to accept criticism, and to adjust my sails.

Some of the most important lessons I learned were not ones from a textbook. Among these “real world” lessons were:

- Most law offices are not like the ones depicted on shows like *Boston Legal*, *Harry’s Law*, or *Ally McBeal*, and most attorneys are not going to look or act like William Shatner, Kathy Bates, or Calista Flockhart.
- Do not assume; always verify the facts.
- Pay attention to detail. No one ever lost a case by knowing the facts too well.
- Never give an attorney an original or your only copy of a document.
- Develop your own daily reminder system. This way tasks and deadlines don’t fall through the cracks, and it also serves as a backup to the general calendar system of your firm.
- Abide by a stringent, ethical code in your practice as a paralegal. Never give legal advice. Do not hold yourself out as or in any way give the impression you are a lawyer.
- Develop relationships with court personnel—treat them all with respect.
- If you don’t know the answer, know the resources you can use to find it. Knowing the resource is half the battle. The other half is admitting you don’t know the answer and identifying the question (s) to ask in order to utilize the resources you have available.

- If you make a mistake, admit it immediately. One can only correct a mistake if it is admitted, recognized, and addressed. It may be hard to admit to a mistake, but early admission may make the critical difference in being able to rectify the error.
- Don't be too quick to take "no" for an answer. Good paralegals always look for a way to work it out or get around an issue when someone initially says "no."
- Proofread all work. One mistake can compromise your case. Even though I didn't like it, I learned this lesson—sometimes the hard way—but I learned it.
- Respect your attorney and the client by meeting or exceeding deadlines. No one has ever been fired for finishing a project early.
- Conference frequently with your supervising attorney. Provide the attorney with a list of questions and topics for discussion prior to each meeting.
- Always repeat instructions as given to you when receiving an assignment. This way you can confirm you heard what the other person thought he/she was saying.
- Networking is invaluable. You can never know too many smart people.
- Treat legal secretaries and all support personnel in the office as equals. You will find that they know more about many things than you do and are valuable resources.
- Listen and learn. Everyone has something to offer. You can learn from the most experienced veterans and the most inexperienced "greenhorns." Great ideas sometimes come from the most unexpected sources.
- Keep up with new court rules, changes in the law, and changes in technology. With each passing year, computer technology plays a larger role in the practice of law.
- Document, document, document . . . each task completed, each client communication, each conference with an attorney, and all deadlines.
- Do not participate in office gossip; in the end it serves no purpose and is a distraction from your assigned tasks.
- Regardless of how adversarial your supervising attorneys are, it is important for the paralegal to be courteous, personable, and professional when dealing with court staff, witnesses, and opposing counsel.
- Do not lose sight of who you are really working for: the client. You may have twenty files on your desk, but to each client, his file is the only one that is important.
- Join and participate in local, state, and national professional organizations, and take advantage of continuing education programs offered to their members. Through these activities you can exchange ideas, learn new resources, and develop a valuable network of peers.

The most important lesson I have learned is that success can be achieved only on your terms. Everyone has his or her own idea of what a successful career is. Ultimately, true success is how each of us chooses to define it.

When I left a 10-year career in nursing education to work for attorneys, my nursing colleagues thought I was crazy. When I changed careers again to be an independent paralegal/ medical legal consultant, there were those who said I was crazy to leave the comforts and employee benefits provided when working for "the firm." But I am not crazy. I am happy. I am successful on my own terms.

Don't let someone else decide what your success should be. If your success is not on your own terms—if it looks good to the world but does not feel good in your heart—it is not success at all.

Regardless of what original motivation steered us into this profession, most paralegals would agree

we are heavily encouraged by our adversarial system's motivation to win, win, win!

Without a doubt, assisting your attorney in winning the case for the client is a strong benchmark for the measurement of success.

However, I prefer to think the true measure of a successful paralegal-attorney-client relationship is that of service. That would encompass service to the client and service to the client's best interest, regardless of whether you can record a "win."

The wind changed many times in my life, and each time I adjusted my sails. My career has been an incredible journey. Never in my wildest dreams would I have imagined in 1992 that I would be writing nineteen years later, addressing my peers, and telling of my experiences and life lessons.

Each class, each job, each life experience along my journey was a foundation for my next step. I encourage you to learn from each case you assist on. Learn from each attorney you work with. Let

each of these lessons be a foundation for your next experience.

And, most importantly, when the wind changes adjust your sails. An incredible journey awaits you.

*Janabeth F. Taylor, R.N., R.N.C.*, has a degree in Nursing from Oklahoma State University and Litigation Paralegal Certificate from the University of Oklahoma Law Center. She was a nursing instructor for ten years and has been a medical legal consultant since 1990. Ms. Taylor is currently President/Owner of Attorney's Medical Services, Inc., in Corpus Christi, Texas. In 2002, she was named the Association of Trial Lawyers of America's (AJJ) Paralegal of the Year. She provides litigation support for attorneys across the United States and specializes in case reviews and Internet information resources. Her web site is: <http://www.attorneysmedicalservices.com> and her e-mail address is: [jana@attorneysmedicalservices.com](mailto:jana@attorneysmedicalservices.com)



## in • spire | in<sup>l</sup>spīr |

- 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.*

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## *Texas ALP Scholarship Award*

Texas ALP is proud to offer to a deserving student each year a scholarship in the amount of \$1,500. As stated in the Official Guidelines, an applicant must be a high school senior or currently enrolled in a school of advanced education, such as junior college, community college, four-year college, university, or business school, and must be interested in pursuing a career in the *legal support field*.

Legal support professionals may be found in diverse roles today, some of which are legal secretaries, legal assistants, paralegals, court reporters, court staff, process servers, and investigators. No longer are they limited to law firms and courts as many corporations have their own in-house legal counsel. The military also utilizes support staff in a legal role. Because of the technology available today, paralegals are working from their homes as independent contractors under the supervision of an attorney. The world has definitely changed since I began my career as a legal secretary in 1973!

In addition to completing the scholarship application, the student must provide:

- Transcript of grades to substantiate at least a “B” average;
- Signed letter from applicant stating why applicant would like to pursue a career in the legal support field;
- Signed letter from school counselor or principal; and
- Signed letter from two persons (not relatives) with whom applicant is well acquainted to substantiate qualifications and financial need of applicant.

Scholarship applications must be signed and submitted to the Awards Chairman by the sponsoring chapter. Applications must be postmarked no later than February 1, 2012, and the winner of the scholarship will be announced at the Annual Conference in May.

Information regarding the scholarship application and the application form are located on the Texas ALP Web site. If you have questions, feel free to give me a call or e-mail me.

Mary D. Teague, PP, PLS  
Chairman, Awards Committee  
mary@namanhowell.com

## Calendar of Events

**October 13-16, 2011**

NALS 57th Annual Education Conference  
& National Forum  
Cincinnati, Ohio

**March 1-3, 2012**

NALS Professional Development & Education  
Conference  
Tulsa, Oklahoma  
*Featuring Installation of NALS 2012-13  
President, Helene Wood, PP, PLS, TSC-RE  
(Houston ALP)*

**May 4-5, 2012**

Texas ALP 57th Annual Education Conference  
San Antonio, Texas



**Changed jobs?**

**Changed your name?**

**Moved? New Certification?**

**New preferred e-mail?**

**Please provide changes to:**

**Rita Alesi, PP, PLS, TSC  
ralesi56@yahoo.com**

**en • hance | en'hans |**

[trans.] intensify, increase, or further improve the quality, value, or extent of :  
*Her dedication and involvement will enhance her career. | Continuing legal education  
enhances the value of employees.*

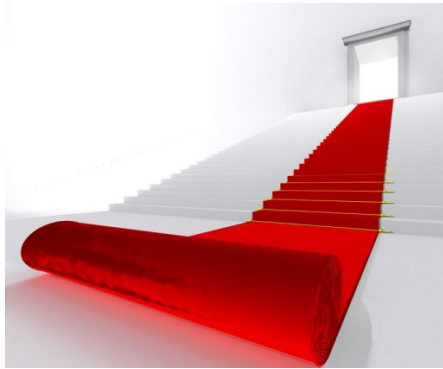
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## ***Roll Out the Red Carpet and WELCOME TALP's Newest Members!!!!!!***

Meghan Rigdon – Dallas ALP  
Angie Brashore – Dallas ALP  
Bernice Gist – Dallas ALP  
Dian Gwinnup – Dallas ALP  
Roseanne Cisneros de Chairez, PLS – Dallas ALP  
Deanna L. Diamond – Houston ALP  
M. Clara Malina, CP – Houston ALP  
Rosie St. Julian – Houston ALP  
Beth McKinney - Houston ALP  
Kevin McKnight – Houston ALP  
James D. Reeves – Houston ALP  
Joni K. Ries – Houston ALP  
Michelle Miley – Houston ALP  
Anita T. Pickett – Houston ALP  
Alice M. Rodgers – Houston ALP  
Donald M. Spence – Houston ALP  
Jamie L. Perkins, PLS – Houston ALP  
Jennifer C. Fuller – Houston ALP  
Angela Marshall – Houston ALP  
Denise Moore, Houston ALP  
Suhan A. Shae – Houston ALP  
Kevin Sodowsky – Houston ALP  
Judy Wright – Houston ALP  
Penny Younker – Houston ALP  
Nina Villarreal – San Antonio LSA  
Victoria S. Fortenberry – San Antonio LSA  
Annette Martinez – San Antonio LSA  
Krystin Pechacek – San Antonio LSA  
Lori D. Mitchell - Austin LPA  
Christina R. Mitchell – Austin LPA

Jane R. Nunziato – Corpus Christi ALP  
Marty Alvarez – Corpus Christi ALP  
Missy Celeski – Corpus Christi ALP  
Thelma Ferry – Corpus Christi ALP  
Laura Mendez – El Paso County LSA  
Virginia G. Munoz – El Paso County LSA  
Theresa Pearson – El Paso County LSA  
Evelyn Rey – El Paso County LSA  
Martha L. Vallee – El Paso County LSA  
Misty L. Barr – Wichita County LSA  
Cheryl Whalen, CLA – Wichita County LSA  
Allison Covey – NALS of Amarillo  
Rebecca Braden – NALS of Amarillo  
Mena Smith – NALS of Amarillo  
Nancy Mojica – Lubbock LPA  
Ofelia T. Posada – Lubbock LPA  
Deane M. Strauss – Waco LPA  
Rebecca Whitton – Waco LPA  
Temple Walker – Waco LPA  
Mary E. Burch – Waco LPA  
Jessica Cortez – Waco LPA  
Devona McNeal – Waco LPA  
Linda Stanford – Waco LPA  
Christina R. Mitchell – Austin LPA  
Erica Sweeney – Austin LPA  
Claudia J. Tucker – Austin LPA  
Lynne B. Braver – Austin LPA  
Karen M. Christensen – Austin LPA  
Karen Mallios - Austin LPA  
Ann Pettigrew – Austin LPA

**Welcome to our Family!!!**

# CONGRATULATIONS

## 2011 TALP MEMBERSHIP

### MILESTONE ANNIVERSARIES

#### 5 YEARS

Debra H. Bergeron, PP, PLS - (Houston ALP)  
Ruth Davis (El Paso Co. LSA)  
Julie Gamboa (Austin LPA, Inc.)  
Therese Gansle (Austin LPA, Inc.)  
Michele R. Harmon (San Antonio LSA)  
Margey Maroney Harrison (Austin LPA, Inc.)  
Donna S. Koch, ALS (San Antonio LSA)  
Heather MacFarlane (Houston ALP)  
Amy Martin, ALS (Houston ALP)  
Jill Moore (Austin LPA, Inc.)  
Lisa L. Ognanovich, PLS (Houston ALP)  
Norma Rios, PLS (Houston ALP)  
Trudy Rush (Austin LPA, Inc.)  
Samantha L. Tandy, PLS (Midland ALP)  
Donna Waters, PLS (Houston ALP)

#### 15 YEARS

Cheryl D. Allen, PLS (San Antonio LSA)  
Deborah A. Bishop, PLS (Corpus Christi ALP)  
Veronica Fowler (Houston ALP)  
Linda C. Goodwin, PLS (Dallas ALP)  
Sheri Hiroms (Austin LPA, Inc.)  
Tina Hurley, PP, PLS (Dallas ALP)  
Alexis Montgomery, PP, PLS, TSC-CL (Austin LPA, Inc.)  
Brenda E. Moos (San Antonio LSA)  
Lynne K. Mottley (El Paso Co. LSA)  
Virginia Coronado Quijada (Waco LPA)  
Mary D. Teague, PP, PLS (Waco LPA)

#### 25 YEARS

Joyce Cranford, PLS, TSC-CL (Houston ALP)  
David A. DeFranco, PLS (Houston ALP)  
Marilyn W. Lewis, PLS (Houston ALP)  
Meri Nelson, PP, PLS, TSC-CL (Austin LPA, Inc.)

#### 35 YEARS

Donna K. Dendy, PP, PLS, CLA, TSC-CL (Waco LPA)  
La Nelle C. Douglass, PP, PLS, CLA (Ft. Worth LPA)  
Barbara G. Kocian (Houston ALP)

#### 45 YEARS

Jackie Birkby, PLS (Houston ALP)  
Jeanice Johnston, PP, PLS, TSC-CL (San Antonio LSA)

#### 10 YEARS

Jerri Boone (El Paso County LSA)  
Sylvia C. Bruchman, ALS (Houston ALP)  
Dayna Dieringer (Corpus Christi ALP)  
Susan Fisher, PLS, TSC-CL (Houston ALP)  
Anne Hoover, PLS (San Antonio LSA)  
Fay M. Jordan, PP, PLS, TSC-CL (Austin LPA, Inc.)  
Alicia R. Martinez, ALS (Houston LPA)  
Thelma A. Martinez, PP, PLS (El Paso Co. LSA)  
Terry McGrew, PP, PLS (Lubbock LPA)  
Terry Ann Schoemer Castillo (El Paso Co. LSA)  
Penny Stautberg, PLS (Houston LPA)  
Wendi K. Taylor, CLA (Dallas ALP)  
Melody Werry (Dallas ALP)

#### 20 YEARS

William C. Blank (Houston ALP)  
Ann S. Byers, PLS (Houston ALP)  
Wilma Herese Cook (Dallas ALP)  
Judy Golden-Bentley, PLS, BS (Austin LPA, Inc.)  
Rosa L. Guerra (Corpus Christi ALP)  
Tracy H. Kemp, PP, PLS, CLA, TSC-CL (Arlington ALP)  
Sharon J. Lee (Dallas ALP)  
Cheryl McReynolds, PLS (Dallas ALP)  
Susan E. Moore, PLS (Houston ALP)  
Judy Stephenson, PP, PLS, CLA, TSC-CL (Ft. Worth)  
Millie S. Weiss, PLS (Houston ALP)

#### 30 YEARS

Debi Iden, PLS (Lubbock LPA)  
Sandra K. Pfluger, PLS, CPS (Corpus Christi LPA)

#### 40 YEARS

Georgia Kattner, PLS (Waco LPA)

#### 55 YEARS

Kitty Hawthorne (Waco LPA)

# HAPPY ANNIVERSARY!!!



## *How Successful Are Your Goals to Develop a Professional Development Plan?*

*By: Anne Hoover, PLS*

While I am reviewing my notes and jotting down my thoughts to prepare this article, I'm sitting in the waiting room of a hospital. My son is undergoing surgery to hopefully repair the severed nerves and tendons in his right hand. I think back through the years to my goal to be a good mom. I wonder if I was successful since my son has turned out to be so accident prone.

Then my mind switches gears, and I think about the goals I have set for myself as a legal secretary. I wonder if I have developed those goals to the point that they can be considered "professional" goals.

What are your goals? What are your expectations of yourself? I once read that there is no greater road to success than exceeding your expectations one day at a time. Do your goals include exceeding your expectations of yourself?

Goals are most meaningful when they tie in with your overall vision of how you want life to be. Every goal you set should be accompanied by a specific plan of how to reach it. Then you can focus on what actions to take to complete the plan.

One way to think of pursuing your goal is to picture the goal as a jigsaw puzzle. While you ultimately see the final outcome, the completed puzzle, you can only reach the goal by assembling the puzzle piece by piece. The pieces are our gained knowledge and our actions. Are you approaching professional development without all the pieces in place? Are there pieces of your puzzle that are missing or misshaped that cause it to be incomplete? An incomplete puzzle is unsatisfying. It shows potential unrealized. Don't let this be the description of your professional development efforts. Examples of your missing or misshaped pieces might be skills working independently or as part of a team, writing skills, communication skills, planning skills, or time management, all of which must fit together for your professional development.

There is a time to learn and a time to do. Success motivates continued effort. Take advantage of the opportunities available to you, through TALP for example, to increase your knowledge. Then apply it in your career. Develop excellence, but enjoy what you are doing.

John Seamans Gains stated, "*Real leaders are ordinary people with extraordinary determinations.*" As a legal professional, what are you determined to accomplish? What is your plan? The way a plan works can be simple, but the effects can be significant. Analyze your skills and steer yourself toward a plan that allows you to experience the fulfillment of accomplishing something meaningful. We have the ability to positively impact the lives of many and make a difference in our noble profession if we develop and use our skills wisely, with purpose and energy.

Remember, it is not enough to want something, you have to do something about it. Make the "a" in your professional development plan represent active and action. Exceed your expectations!



## What We Can Learn From Kindergartners

By: Betty Wells, PP, PLS, TSC-RE

The tax-free weekend is well behind us, school is back in session, and the task of learning is before us. Forget about the long afternoon naps, the cookies and milk, and eating paste of yesteryear. Children starting school today are learning on iPads, have smartphones, and can teach us all a thing or two. While we are learning from children, let us not forget to share our newfound knowledge with others.

Read books about lots of stuff. Don't just read leadership books, or management books, or dealing with difficult people books. Instead, pick up a book or magazine you may not otherwise read. When was the last time you read Dr. Seuss or a novel about young love?

Don't be afraid to ask why. If you don't understand how something works or why something should be done a specific way to work, ask why. If you can see things others may not have thought of, don't be afraid to say, "Have you ever thought about or what about . . ."

Incorporate different visual ways to communicate. Learn to draw, write poetry, learn to sculpt. Stimulate your brain. Are you and your chapter members discussing the same old things at board meetings, sometimes beating a dead horse? Add a little humor to your next meeting and put a picture or drawing of a dead horse up on the wall for everyone to see. When someone refuses to let the matter "die," just point to the horse.

If you are considering running for office in your local or state chapter, you may want to create your own report card. Make a list of what you think

you need to accomplish and when you need to accomplish the task. Get your "teachers" on board with you and ask them to give you feedback on a quarterly basis. Take careful notes, make a commitment to learn, and ask your teachers to hold you accountable for improving any weakness you may have.

Start a journal and scribble in it every day. Don't worry about spelling and grammar because that will slow you down. You are just capturing your thoughts, hopes, dreams. If you write daily, you will boost your reading, memory, and communication skills. Research has shown this to be an effective stress-reducer. So what are you waiting for?

Eat a good breakfast and bring nutritional snacks from home. You don't want your child snacking on M&Ms and soda for breakfast, so why should you? Breakfast is the best way to get a fresh start each day. Get serious about taking care of your health.

Some companies are establishing a routine naptime each day because they have recognized a rested body and mind improves productivity. Maybe a quick snooze after lunch each day would re-energize you. You may want to line up a coworker to give you a call so you don't oversleep. If you are not able to work in a quick nap, perhaps a recess is what you need. Take one of those breaks your employer told you to take each day, write in your journal, read a chapter of a book, let your mind wander.

Find a way each day to give yourself a timeout. We've seen how calming it can be for children to stop and think about what they have been doing that they shouldn't have. This is your chance to stop thinking about anything. Turn off your smartphone, your computer, disconnect totally. Stretch out and relax, from the top of your head to the bottom of your feet. There's a reason kids set up tents in their bedrooms.

Set up regular, in-person play dates; share more; forgive easily; cut people slack even when they don't deserve it; compliment often and sincerely; learn to manage anger (pull out the journal and

scribble); don't bully; listen even when you've heard it a hundred times before; and force yourself to practice patience. Most of all, tell people regularly that you consider them a friend, someone you like and admire. If you have to make an appointment to spend time with that person, do it. A standing lunch date, a movie date when your favorite actor has a new film, trying out a new restaurant. There's no limit to finding ways to spend time together.

Turn off the computer. Look around when you are stopped in traffic. Don't try to be everything to everybody, take time for yourself. Slow down to experience the joy of life around you. Don't be afraid to ask why, to try new things, to look at the

world through the eyes of a child. It is amazing what you can learn without even trying.



## 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.*

## Get help in promoting yourself by being a part of something greater.

- More than 80 years of serving legal professionals.
- Three certifications to help get that promotion.
- Leadership opportunities.
- Professional and personal development focused.
- Build your network of legal professionals.
- Career Center linked to other legal associations.

[www.nals.org](http://www.nals.org)



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## ME AND MY BIG MOUTH:

Ten Ways To Get The Word Out About Your Association

By: Daniele Mitchell

Marketing can be intimidating if you don't have any professional experience or education specifically regarding marketing or advertising. When TALP President Kristy Turner asked me to consider filling the position of TALP Marketing Chairman, I thought she had either lost her mind

or sent the e-mail to the wrong person. What in the world do I know about marketing?!?!? The more I thought about it, I realized that I was born with the perfect instrument and skill for marketing—my big mouth and the gift of gab.

There are many ways to get the word out about your association, but I am going to talk about what I consider the ten easiest and most effective ways to market your group. In the spirit of David Letterman, I am going to start at the bottom and work my way up to my favorite method of marketing.

10. **Direct Mail**—This form of marketing was extremely popular before the Internet came along. It can be very effective; however, it can be expensive with the costs of printing and postage.
9. **Blogs**—Many groups and businesses use blogging to communicate with their target audience. If you have someone in your association who loves to write informative op-eds and has the time to keep it current, this might be a great option for you.
8. **Promotional Products**—I love promotional products. They're fun, and everyone loves getting free stuff. Our local chapter likes to wear shirts with our logo to whatever events we attend as representatives of our association. We also purchase some form of giveaway item(s) for our annual membership drive. Last year was keytags, and this year it's pens and notepads with our name and logo.
7. **Fax**—It's a little old-school and can be time consuming, but, in most cases, it's basically free. One copy of a flier or letter can be faxed to hundreds of numbers, saving printing and postage costs.
6. **Web sites**—Web sites are great. They can contain all of the information anyone would want to know about your association, including membership applications, event calendars, contact information for asking questions, pictures, etc. Some Web sites are free, some are cheap, and some are very expensive. If you decide to do a Web site, do your homework. If there is a tech-savvy person in your association, maybe he/she would be willing to build and maintain your Web site at no cost.
5. **E-mail**—This is my most-used method of getting the word out to my peeps. I love creating one e-mail and sending it to multiple parties at once within seconds. It's even better when I can attach a flier or other document that I want to be seen by many. This allows multiple people to see it, forward it to their friends, print it, or save it for later use.
4. **Volunteer/Co-Sponsor**—Nothing feels better than helping someone else, so I volunteer a lot. Our local chapter has two liaisons for each monthly meeting of our local bar association and luncheon. We recently assisted the local Legal Aid Society with its fundraiser golf tournament. We are also co-

sponsoring a CLE event with another local association for paralegals or legal assistants. All of these are great ways to bring awareness of your association.

3. **Charity Drives/Events**—Each time you have an event like Court Observance Week’s Day in Court, annual membership event, Christmas Party, Bosses’ Night, etc., have a coinciding charity drive. Our local chapter has collected socks for school kids, toiletries and personal items for nursing home residents, teddy bears for adopted children and their siblings, and clothes for residents of a halfway house. I am sure that the recipients of these items appreciated them very much and told everyone they knew.
2. **Social Networks**—Like it or not, social networking sites are the best form of free advertising that has ever been created. They have proven to be better than television. When the power is out or your Internet is down, social networking sites can still be accessed by cell phone. We saw this during and after the earthquakes, hurricanes, and tornadoes that have ravaged the world in the last few months. Creating a Facebook, Twitter, or Linked-In account for your association is a great way to let everyone know what’s happening within your group before, during, and after it has happened.
1. And my favorite form of marketing and advertising is . . . **MY BIG MOUTH!** There is simply nothing that can come close to replacing the power of the word. Talk, talk, talk it up. No matter where you are, you can tell people of all walks of life about your awesome association, what its purpose is, what it does, and what’s in it for potential members. So, get busy. Talk about it at the grocery store, the post office, Wal-Mart, the courthouse, and school. Your voice will never go out of business, go down in a storm, or cost a penny.



## ***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 *Docket* editor, Tina Hurley, PP, PLS, at [tina.hurley@haynesboone.com](mailto:tina.hurley@haynesboone.com).

<u><b>Ad Options</b></u>	<u><b>Ad Rates</b></u>	
Full Page (9 h x 7 w)	<u>Annual</u>	<u>One Issue</u>
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

## Upcoming WebEd – powered by: ReadyTalk

**ALL SESSIONS ARE AT 8:00 p.m. CENTRAL**

WebEd sessions are multimedia Webinars. Registration fees are \$35 for NALS members and \$50 for nonmembers for each CLE session. Registered attendees are provided the audio portion of the Webinar at no cost. A toll-free number is provided with your registration. For special group rates or possible group discounts please e-mail [WebEd@nals.org](mailto:WebEd@nals.org). All attendees must register in order to receive certificates of attendance and CLE credit. If you have more questions, please e-mail [WebEd@nals.org](mailto:WebEd@nals.org).

- October 6      \$1,000 Tennis Shoes: This session will be about caregivers who misuse a client’s money.  
Stephen W. Dale, Esq. of The Dale Law Firm, P.C. (1 CLE – Litigation/Civil Law)
- October 20      General Law Session – TBA
- October 24      Time Management: Future Leaders Development
- October 27      ABCs of BOPs: What Business Attorneys Need to Know About Property Insurance  
Timothy Sullivan (1 CLE – Corporate Law)
- November 3      Estate Planning/Family Law Session – TBA
- November 10     Building Your Leadership Portfolio: Future Leaders Development
- November 17     Litigation/Civil Law Session – TBA
- November 21     Corporate Law Session (*free to members*) – TBA
- December 1      Future Leaders Development: Coaching and Mentoring
- December 8      Estate Planning/Family Law Session – TBA
- December 15     Litigation/Civil Law Session – TBA
- January 5        Dealing with People: Future Leaders Development
- January 12       Ethics (*free to members*) – TBA





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Need to update your address? Need to update your firm name due to a job change? Look no farther than your keyboard and fingertips. NALS' Web site has the ability for you to be in control of your personal information, register for conferences, and attend sessions in the Online Learning Center. Below are the instructions on how to login to the system and access your profile. If you have any questions or need assistance, please contact Sandra Bates, NALS Membership Services Manager, at [bates@nals.org](mailto:bates@nals.org) or 918.582.5188 ext. 15.

Go to [www.nals.org](http://www.nals.org). Hover your mouse over the "Welcome" tab, and it will give you a Member Login link. Once you are at the login screen, follow the directions below to gain access. If you are an existing user, enter the Login Name and Password you set up previously. Login Name and Password are always case sensitive. If you do not know, or if you are an existing user and have forgotten, your username and/or password, click on the forgotten password link and enter your e-mail address. Your login name and password will be reset to the default explained below, then e-mailed to you.

If you are not an existing user, click on the "sign up here" link.

- \* Login Name is your member or constituent number. (Note: Member or constituent numbers are found on membership cards, renewal notices, and magazine address labels.)
- \* Password is the first three letters of your last name plus your membership or constituent number, where the first letter of your last name is capitalized.

Example: John Jones (#01234) gained access the first time using the following:

Login Name = 01234  
Password = Jon01234

Enter all required information. You will get added to our database as a new user, then you will be prompted to create a new login name and password. Once you have logged in you will see a "Welcome Jane Doe" and on the left side are links for access to member benefits. Take your pick and away you go to accessing your membership benefits to their fullest.

### **CODE OF ETHICS**

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall:

- \* Encourage respect for the law and the administration of justice;
- \* Observe rules governing privileged communications and confidential information;
- \* Promote and exemplify high standards of loyalty, cooperation, and courtesy;
- \* Perform all duties of the profession with integrity and competence; and
- \* Pursue a high order of professional attainment.

Integrity and high standards of conduct are fundamental to the success of our professional association. This Code is promulgated by NALS and accepted by its members to accomplish these ends.

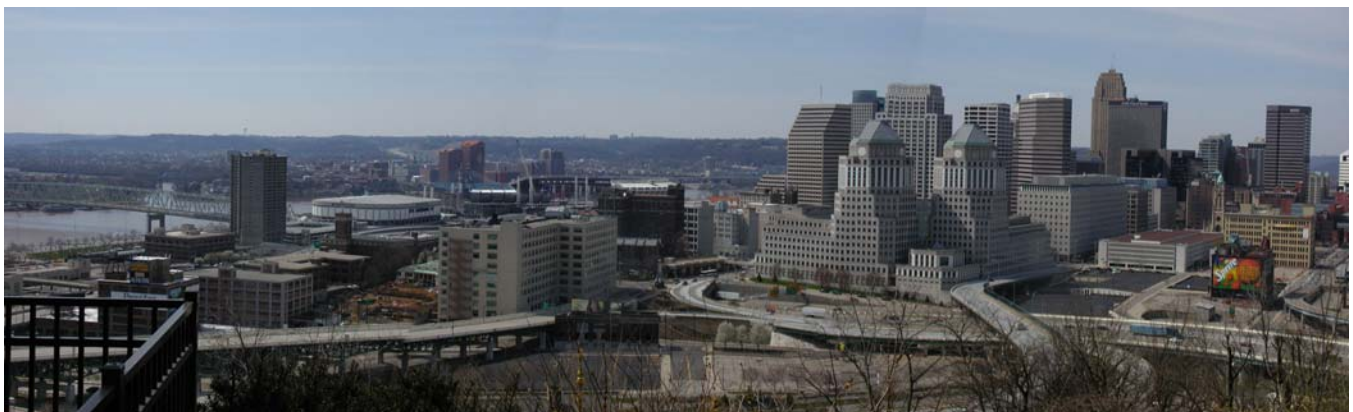


October 12-16, 2011  
Hyatt Regency Cincinnati  
51 West 5th Street  
Cincinnati, OH 45202

Many members will be traveling to Cincinnati for the conference and to be a part of this exciting and CLE-packed weekend.

20 hours of CLE are being offered with 43 sessions to choose from in four different specialty tracks: Litigation/Civil Law; Corporate Law; Estate Planning/Family Law; and General Law.

Stay tuned for a Recap of this exciting conference!



# NALS ELECTRONIC VOTING FOR 2012-13 BOARD OF DIRECTORS

## Electronic Voting - A New Frontier

This year is an exciting year for NALS as we embark on the inaugural year for Electronic Ballots for the NALS 2012-13 officers!

### Valid E-mail Address Registered with NALS

In order to receive a ballot, each NALS member must have a valid e-mail address registered with NALS. How do you know if NALS has your correct e-mail address? Log on to the Members Only section of the NALS website and review and update your contact information by following these easy steps:

- Log on to nals.org;
- Select "Log In" under the Welcome tab;
- Click on "Click here to log in";
- Follow the instructions for logging in;
- Select "My Profile";
- Review the information listed and correct as needed; and
- Press "submit."

If this is your first time logging into the Members Only section, clear instructions are available on the log-in page.

Any member who does not have a personal computer can visit their local library or community center to use available free computers. It is easy to sign up for a free e-mail account and there are several companies that offer free e-mail such as Google, Yahoo or Hotmail. Don't forget to calendar a reminder to check your e-mail account after October 3 to find your electronic ballot in your Inbox.

Remember, you must register a valid e-mail address with NALS prior to October 3, 2011. No paper ballots will be mailed.

### Electronic Ballots – How It Works

Notice of candidates' web pages will be noted in E-news. All NALS members should view candidates' web pages in advance of the opening of electronic ballot, (that is, prior to October 3). Viewing candidate web pages allows you to learn about the candidates and make an informed decision when voting.

Beginning October 3, 2011, each NALS member will receive (in their valid e-mail account Inbox) and e-mail from NALS providing a hyperlink and voting instructions.

The hyperlink will take you to your electronic ballot. Once you click on the hyperlink, *you must complete the voting process*. You cannot click on the hyperlink, close out of your incomplete ballot, and then try to click on the hyperlink again because the hyperlink will be disabled. This procedure is necessary to prevent possible double voting.

Completing the ballot is very simple, easy to do, and should take less than a minute to complete. Contested positions will list candidates in alphabetical order, but members should vote for their candidate *in order of preference*. For instance:

<b>Please choose your candidate for:</b>			
<b>President-Elect</b>			
	First Preference	Second Preference	Third Preference
<b>Nancy Apostrophe</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Joseph Colen</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Lulu Singer</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

or

<b>Please choose your candidate for:</b>		
<b>Secretary/Treasurer</b>		
	First Preference	Second Preference
<b>E. Stephen Muster</b>	<input type="radio"/>	<input type="radio"/>
<b>Marjorie Pride</b>	<input type="radio"/>	<input type="radio"/>

The ballot will eventually time-out if it remains open and idle on your computer. Members should plan to click on the hyperlink and immediately complete the ballot in its entirety. Once you are timed out – you won't be able to get back in a second time.

Once voting opens, if you do not see your ballot in your e-mail Inbox, please check your spam filter (particularly at work).

Once your electronic ballot is completed and you cast your vote, your ballot will be sent to an outside source for the counting of the ballots after October 28, 2011. No NALS member, or staff member, or Nominations and Elections Committee member can view or count the votes.

The elected officers will be announced in a November E-news after all candidates have been notified of the election results.

### How Can YOU help?

The NALS Nominations and Elections Committee asks all NALS members to review their own e-mail address on the NALS Directory (available through the NALS web site) and to reach out and make direct contact with those members who do not have an e-mail account and assist members with the sign-on process.

This opportunity provides a wonderful reason for members to come together and have a "sign-on/log-in/get connected" party. Further, it would be a great excuse for reestablishing contact with members who haven't been in attendance recently.

Electronic voting is fun, easy, and exciting! This change from the mailing of paper ballots to electronic voting is a positive, proactive response that is in line with members' requests that NALS "Go Green."

Any questions should be directed to Nominations and Elections Chair, Patricia E. Infanti, PP, PLS, at [infanti@ballardspahr.com](mailto:infanti@ballardspahr.com) or [PattiPPPLS@Gmail.com](mailto:PattiPPPLS@Gmail.com) or 609-471-2153; or Staff Liaison Jennifer King at [king@NALS.org](mailto:king@NALS.org) or 918-582-5188.

Thank you for being part of this historic NALS event!

Patricia E. Infanti, PP, PLS  
NALS Nominations and Elections Chair



## Texas ALP 2011-12 Leadership Roster

### Officers

President	Kristy Turner, PP, PLS, CLA, TSC-CL, TSC-RE—kristyalt@gmail.com
President-elect	Cheryl Wenzel, PP, PLS—cheryltalp@gmail.com
Treasurer	Patti Heaney, PLS—pattitalp@gmail.com
Secretary	Samantha Tandy, PLS—sltandy@dgclaw.com
Parliamentarian	Kathie Jean Keys, PP, PLS—kathietalp@gmail.com

### Standing Committees

Annual Education Conference (2012)	Christina (Christy) Coats, PLS—ccoats@coxsmith.com Barbara Perez, PLS—bperez@coxsmith.com
Awards	Mary Teague, PP, PLS—mary@namanhowell.com
Bylaws/Standing Rules	Rebecca Widner—rhwidner@dgclaw.com
Certification	Leslie Stokes, PP, PLS, TSC-CL—legal1superstar@yahoo.com
E-Distributor	Rita C. Alesi, PP, PLS, TSC—ralesi56@yahoo.com
Education	Karen Moss, PP, PLS—kmoss@wphk-law.com
Fall Education Conference (2011)	Brenda Atteberry—bjatteberry@centxlitigation.com Donna Dendy, PP, PLS, CLA, TSC-RE—dkd@pakislaw.com
Finance/Fundraising	Cheryl Moseley, PLS, CP, TSC-CL—cmoseley@qscclpc.com
Financial Review	Faynell Poe, PP, PLS—chattelone@yahoo.com
Marketing	Daniele Mitchell—Danielemitchell1020@yahoo.com
Meetings Coordinators	Donna Dendy, PP, PLS, CLA, TSC-RE—dkd@pakislaw.com
Membership	Leatha Kopech, PP, PLS—lkopec@albmlaw.com
Nominations and Elections	Betty Wells, PP, PLS, TSC—bettyalp@gmail.com
Professional Development	Mary Bullard, CLA, TSC-RE—msbullard@grandecom.net
Region 6 2011 Annual Meeting	Tina Hurley, PP, PLS—tina.hurley@haynesboone.com
Roster	Rita C. Alesi, PP, PLS, TSC—ralesi56@yahoo.com
Strategic Planning	Julie Abernathy, PP, PLS—julie.abernathy@haynesboone.com
The Texas Docket	Tina Hurley, PP, PLS—tina.hurley@haynesboone.com
Webmaster	Betty Wells, PP, PLS, TSC—bettyalp@gmail.com

**TEXAS ALP 57<sup>TH</sup> ANNUAL EDUCATIONAL CONFERENCE**  
**San Antonio, Texas - May 4-5, 2012**

**SCHEDULE OF EVENTS**

**Friday, May 4, 2012**

- ◆ 9:00 am – 3:00 pm Registration
- ◆ 9:00 am – 5:00 pm Vendors
- ◆ 9:30 am – 10:30 am Open Forum
- ◆ 10:30 am – 11:00 am Committee Meetings/Orientation
- ◆ 11:00 am – 12:00 pm CLE
- ◆ 12:00 pm – 1:30 pm Professional Development Luncheon
- ◆ 1:30 pm – 1:45 pm Break
- ◆ 1:45 pm – 2:45 pm CLE
- ◆ 2:45 pm – 3:00 pm Break
- ◆ 3:00 pm – 4:00 pm CLE
- ◆ 5:30 pm – 7:00 pm Drury Kickback Rooftop Reception

**Saturday, May 5, 2012**

- ◆ 9:00 am – 10:00 am CLE
- ◆ 9:00 am – 5:00 pm Vendors
- ◆ 10:00 am – 10:15 am Break
- ◆ 10:15 am – 11:15 am CLE
- ◆ 11:30 am – 1:00 pm Recognition Luncheon
- ◆ 1:15 pm – 2:15 pm CLE
- ◆ 2:15 pm – 2:30 pm Door Prizes
- ◆ 2:30 pm – 2:45 pm Break
- ◆ 2:45 pm – 4:45 pm Business Meeting
- ◆ 6:30 pm – 9:30 pm Presidents' Reception/Celebration  
at Enchanted Springs Ranch

# TEXAS ALP 57<sup>TH</sup> ANNUAL EDUCATIONAL CONFERENCE

San Antonio, Texas ♦ May 4 – 5, 2012

Registration Deadline April 3, 2012

## REGISTRATION FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Email \_\_\_\_\_

Certifications:  ALS  PLS  PP  CLA  CLA/CP  
 TSC  RP  Other \_\_\_\_\_

Local Chapter \_\_\_\_\_

Current Texas ALP/NALS Position Held \_\_\_\_\_

Current Local Position Held \_\_\_\_\_

Will you be reserving a room at the Drury Inn: YES  NO

NALS Life Member

Texas ALP Past President

This is my first Texas ALP Meeting

I want to be a Texas ALP PAL

Special dietary request (contact Registration Chair)

## SCHEDULE OF EVENTS

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- 2:15 pm – 2:30 pm Door Prizes
- 2:45 pm – 4:45 pm Business Meeting
- 6:30 pm – 9:30 pm Presidents' Reception/Celebration at Enchanted Springs Ranch

## FULL REGISTRATION

- Texas ALP Member..... \$135
- Nonmember..... \$150
- Student..... \$85

## INDIVIDUAL EVENT REGISTRATION FEES

- Education only, member (meals not included)..... \$55
- Education only, nonmember (meals not included)..... \$80
- Education only, student (meals not included)..... \$55
- Friday Professional Development Luncheon..... \$25
- Saturday Recognition Luncheon..... \$25
- President's Reception/Celebration..... \$35

Late Fee: Postmarked on or after April 4, 2012..... \$25

## GUEST REGISTRATION

- Friday Professional Development Luncheon..... \$25
- Saturday Recognition Luncheon..... \$25
- President's Reception/Celebration..... \$35

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

## PAYMENT INFORMATION

Total Amount Due: \$ \_\_\_\_\_ (Due with registration)

Total Due for Texas ALP Chairman: \$85 to be paid by Chairman, and \$50 to be paid by Texas ALP

Please make check Payable to:  
San Antonio LSA Special Meeting Account  
(Federal Tax ID No.: 74-6062778)

- A \$30 fee will be assessed for returned checks.
- Refunds requested and confirmed in writing will be made until April 3, 2012 (less a \$25 fee).

Please contact the Conference Co-Chairs with any questions:

Christy Coats, PLS, 210-554-5536, [ccoats@coxsmith.com](mailto:ccoats@coxsmith.com)  
Barbara Perez, PLS, 210-554-5397, [bperez@coxsmith.com](mailto:bperez@coxsmith.com)

Mail Registration Form to:  
Sharon Todd, PLS  
8798 Ridge Mile Drive  
San Antonio, Texas 78239  
[stull4250@yahoo.com](mailto:stull4250@yahoo.com)

## HOTEL INFORMATION

Reservations should be made directly with the Drury Inn San Antonio Near La Cantera, 15806 IH-10 West, San Antonio, TX 78249, Telephone: (210)696-0800, Fax: (877)450-3516 - [www.druryhotels.com](http://www.druryhotels.com)

Room Rates: \$94.50 (single/double/triple/quad) ~ \$124.50 (Suite Upgrade). Quoted rates are available until April 3, 2012.

**ONLY ATTENDEES BOOKED WITH HOTEL RECEIVE W/ROOM RESERVATION free breakfast buffet**

(Fri. 6 am–9:30 am & Sat. 7 am–10 am) and free Kickback Meal (Fri. 5:30 pm–7 pm).

**ATTENDEES NOT BOOKED WITH THE HOTEL** will be expected to pay for these meals, separately.

Not included in registration fee (Breakfast Buffet \$5.99 (plus tax) and Kickback Meal \$8.99 (plus tax)).

*Contributions or gifts to Texas ALP are not deductible as charitable contributions for income tax purposes.*