

TEXAS ROUNDUP

November 2008

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And the Answer Is...



Are you contagious?

Leslie Stokes, PP, PLS, TSC

One definition of the word “contagious” is tending to spread from person to person. That is a great concept for all of us to use as a member. Let’s **ALL** become contagious – about Texas ALP!

Be contagious when you meet a potential member. Share with them the benefits that you receive from your membership. *Be contagious when you meet a new member.* Share your enthusiasm about the committee you have volunteered for or the chapter

project you are involved with. *Be contagious when you meet with a seasoned member.* Ask them how they came to be involved in our association. This might be the spark they need to be reinvigorated or they might even have words of wisdom to share with you. You, in turn, could possibly share this information with others – *becoming contagious!*

I once read a proverb that said if you lead a meaningful life, you never really die. Instead, you break into 1,000 pieces, each of which stays alive within the people whose lives you’ve touched along the way. Now that is what I call contagious!

Dates to Remember



TEXAS ALP

December 20 Deadline to submit article for January issue of the *Texas Roundup* to Mary Smith

NALS

November 19	Online Learning Session * 8 p.m. Central * Recruit New Members
December 1	Deadline for early bird registration for NALS Professional Development Conference - Tulsa - March 12-14, 2009
December 1	Deadline to submit application for NALS Foundation Grant
December 3	Online Learning Session * 8 p.m. Central * Study Tips
December 6	ALS exam (LTC)
January 1	Deadline for PP, PLS, ALS exams to be given March 1
January 6	Online Study Group * 8 p.m. Central * Part 1 of the ALS, PLS, and PP Exams
January 7	Online Learning Session * 8 p.m. Central * New Year, New You, New Tulsa

HAPPY ANNIVERSARY

November 9 Congratulations to Dallas-Hartley-Moore-Sherman Counties LSA on
 your 26th Anniversary
November 29 Congratulations to Fort Worth LSA on your 56th Anniversary
December 20 Congratulations to Arlington LPA on your 37th Anniversary



Destination Success: From Sea to Shining Sea

Brenda Atteberry

Waco LPA is excited to be hosting the 2009 Annual Meeting here in Waco, Texas, on May 1-2, 2009. We are continuing our arrangements for the meeting and know that all TALP members attending will have a wonderful and informative time while attending. Our theme for the meeting is "Destination Success: From Sea to Shining Sea."

We are continually meeting with all committee chairmen and I'm excited to report that we have locked down on several plans that will make this a meeting that everyone will enjoy. Plans are coming together and we will be ready for this exciting meeting in May. We have our speakers lined up for the CLE, and I know everyone will enjoy our Mardi Gras dinner and especially our Hawaiian Luau on Saturday evening for installation of officers. Be sure to bring your Hawaiian clothes for the Saturday evening and why not bring your Mardi Gras masks for the dinner on Friday as well.

We know that this meeting will be one that everyone will enjoy as we welcome everyone to our wonderful city as guests for this event.

We look forward to seeing everyone there!

What is NALS Certification?

PLS Exam

Tina Hurley, PP, PLS

“Professional Paralegal – Certified PP”

Certified PP designation is an attainable goal for paralegals who wish to be identified as exceptional in all areas of law. The certificate is received after passing a one-day, four-part examination consisting of:

- PART 1: Written Communications
- PART 2: Legal Knowledge and Skills
- PART 3: Ethics and Judgment Skills
- PART 4: Substantive Law
-

Successful completion of the PP examination demonstrates that you have:

- A mastery of procedural skills and communication skills.
- An advanced knowledge of procedural law, the law library, and the preparation of legal documents.
- A working knowledge of substantive law and the ability to perform specifically delegated substantive legal work under an attorney’s supervision.
- The ability to interact on a professional level with attorneys, clients, and other staff.
- The discipline to assume responsibility and exercise initiative and judgment while adhering to legal ethical standards at all times.
- A mastery of procedural skills and communication skills.
- An advanced knowledge of procedural law, the law library, and the preparation of legal documents.
- A working knowledge of substantive law and the ability to perform specifically delegated substantive legal work under an attorney’s supervision.
- The ability to interact on a professional level with attorneys, clients, and other staff.
- The discipline to assume responsibility and exercise initiative and judgment while adhering to legal ethical standards at all times.

Working under the supervision of a practicing lawyer or a judge, you as a Certified PP are expected to possess:



- The same high standard of ethical conduct imposed upon members of the Bar.
- Excellent written and verbal communication skills.
- Knowledge and understanding of legal terminology and procedures, as well as procedural and substantive law.
- The ability to assume responsibility, exercise initiative and judgment, and prepare substantive legal documents within the scope of assigned authority.
- Attaining this goal demonstrates dedication to professionalism and acceptance of the challenge to be exceptional. Personal motivation is necessary to attain such a goal.

If you have any questions regarding certification, please contact the Chair of the Certification Committee, Tina Hurley, PP, PLS, at tina.hurley@haynesboone.com.

Thanks Everyone!

Kathie Keys, PP, PLS

TEXAS ALP FINANCE

We would like to extend a huge thanks to everyone that donated to the Holiday Raffle and purchased tickets during the Fall Board Meeting in Wichita Falls, Texas. Through your support, we raised \$960 during the raffle and received some pretty great prizes as you can see below.

#	Item Donated/Description	Donated by	Won by
1.	Wicked Pillow	Leslie Stokes	Laquetta Graves
2.	Pink Pearl & Crystal Bracelet	Leslie Stokes	Doris Compton
3.	White Pearl & Pink Crystal Bracelet	Leslie Stokes	Julie Abernathy
4.	Purple Crystal Earrings & Necklace Set	Leslie Stokes	Meri Nelson
5.	Multi Gemstone Bracelet	Leslie Stokes	Kathie Keys
6.	Black Crystal & Silver Bracelet	Leslie Stokes	Sylvia Vela
7.	Tiger Eye Bead Bracelet	Leslie Stokes	Doris Compton
8.	Happy Halloween Bracelet	Meri Nelson	Julie Abernathy
9.	Penguin Hand Towels	Meri Nelson	Jane Harrison
10.	Halloween Candy Bowl	Meri Nelson	Kristy Turner
11.	Santa Claws	Meri Nelson	Sylvia Vela
12.	Bark the Herald Angels Sing	Meri Nelson	Betty Wells

#	Item Donated/Description	Donated by	Won by
13.	Christmas Placemats	John and Kathie Keys	Judy Smith
14.	Fall Candy Dish (Leaves)	Mary Smith	Tina Hurley
15.	Metal Pumpkin	Kristy Turner	Theresa Ann Alba
16.	Glass Easter Eggs	Betty Wells	Laquetta Graves
17.	Black Cherry Candle w/Topper	Sheryl Mann	Jane Harrison
18.	Fall Candy Dish (Pumpkins)	Sheryl Mann	Tina Hurley
19.	Cranberry Candle & Scarecrow Topper	Kathie Keys	Gina Picasso
20.	Blue Murano Vase	Pat and Larry Phelps	Beverly Sloan
21.	Fine Crystal Covered Candy Dish	Pat and Larry Phelps	Doris Compton
22.	Fine Crystal Basket w/Handle	Pat and Larry Phelps	Julie Abernathy
23.	Fine Crystal Vase	Pat and Larry Phelps	Theresa Ann Alba
24.	Crystal Bell Candy Dish	Deb Montoya	Ann Stecco
25.	Bath Gift Set	Deb Montoya	Julie Abernathy
26.	Red Bag	Laquetta Graves	Barbara Griffin
27.	Yellow Bag	Laquetta Graves	Sheryl Mann
28.	Green Bag	Laquetta Graves	Sheryl Mann
29.	Blue Bag (Teal)	Laquetta Graves	Marcia Lefler
30.	Red Makeup Bag	Theresa Ann Alba	Julie Abernathy
31.	Zebra Purse	Scotti Beam	Gina Kammerdiener
32.	\$50 Wal-Mart Gift Card	Austin LSA	Theresa Ann Alba
33.	Happy Harvest Towel Set & Wreath	Sylvia Vela	Leslie Stokes
34.	Christmoos Wreath	Barbara Griffin	Meri Nelson
35.	Snowman Figurine w/Broom	Barbara Griffin	Sheryl Mann
36.	Fiesta Holiday Earrings & Necklace	San Antonio LSA	Betty Wells
37.	Silver & Green Earrings & Necklace	Jane Harrison	Laquetta Graves
38.	Stuffed Scarecrow	Gina Kammerdiener	Dianna Roberts
39.	Zippo Lighter & Candle	Dallas ALS	Pat Phelps
40.	Heartwood Creek Snowman	Lanelle Douglas	Leslie Stokes

#	Item Donated/Description	Donated by	Won by
41.	Harvest Spoon Rest - S & P Shakers	Sharon Simpson	Gina Picasso
42.	Christmas Spoon Rest - S & P Shakers	Sharon Simpson	Deb Montoya
43.	Spider Candle Holder	Sharon Simpson	Carol Gutierrez

The premium item – “Twas the Night Before Christmas” - donated by the Finance Committee was won by Deb Montoya. Betty Wells was the lucky winner of the incentive item – a purse and bottle of wine.

Don't forget you can order Texas ALP finance items by e-mail at kathie@wbwpc.com or by mailing an order form to Kathie Jean Keys, PP, PLS, at 615 N. Upper Broadway, Suite 1100, Corpus Christi, Texas 78477.



MEMBERSHIP 101

Elizabeth G. Wells, PP, PLS, TSC-RE

Have you ever visited a firm to “pitch” membership in our association to an HR manager and been asked for 10 good reasons why the firm should encourage their support staff to join and, even more importantly, why the firm should pay the annual membership dues? Here are 10 GREAT reasons you should share with them.

1. The primary purpose of the Texas Association is to enhance members' education and expertise which also encourages high standards of professionalism.
2. Many local chapters have monthly education meetings, as well as professional development seminars. There are two state meetings and two national meetings each year as well where members can obtain additional legal education.
3. A nationwide network among peers can be developed instantly establishing a source for assistance with out of state filings, court rules, and local legal information.
4. Serving as a committee member, chair, or officer provides opportunities for professional growth.

5. Many local chapters publish a monthly newsletter, the state publishes a magazine three times each year, and NALS offers their publication quarterly. These publications are filled with educational articles.
6. Leadership programs are offered at little or no costs to members.
7. Recognition programs recognize accomplishments with award presentations at local, state, and national levels. We grow winners in our association.
8. Certification programs offered through NALS target new legal staff personnel (ALS...a basic certification), tenured personnel (PLS ... an advanced certification), and paralegals (PP ... Professional Paralegal) as well. The Texas Institute for Specialty Certification also offers Texas specific certification in civil litigation and real estate.
9. Involvement in a professional association encourages dedication to the legal profession and promotes a strong sense of ethical responsibility.
10. Working in a constantly evolving profession requires continuing education for all members of the legal team. Continuing legal education is offered and encourages members locally, statewide, and nationally.

Nominations And Election Dates

Amelda Perritt, PLS



What an exciting Presidential election we have had this year! Citizens turned out in record numbers to cast their ballot. I hope that all of you participated in this honored process. In that same spirit, I hope that all of you will participate in the election process for Texas ALP officers for 2009-2010. The dates you will want on your calendar are:

- Ballots will be distributed to all voting members **no later than February 1, 2009.**
- A written request for a replacement ballot (if original ballot is not received by a voting member) must be received by the Nominations and Elections Chairman **no later than February 20, 2009.**

- Ballots must be returned to the Nominations and Elections Chairman (postmarked or hand delivered) **no later than March 1, 2009.**
- Results of the election will be announced to the members **no later than March 15, 2009.**

It is the sole responsibility of each voting member to notify the Roster Chairman, Tracy Kemp, of any change of address before the ballots are distributed on February 1, 2009.

Chapter Officers: Please make sure that all of your members are aware of these deadlines.

A list of the candidates will be posted on the TALP official Web site no later than January 1, 2009, and the candidates' profiles and pictures will be posted to the Web site no later than February 1, 2009.

If anyone has any questions, don't hesitate to contact me at:
amelda.perritt@haynesboone.com.



What's New on the Web?

Meri Nelson, PP, PLS, TSC

Have you visited the Texas ALP website lately? There is a ton of information to be found with a few simple clicks of your mouse.

Are you interested in the "view from the top"? Or would you just like to be inspired and reenergized? Then check out the latest Message from President Leslie Stokes. Just click on the President's Message tab.

Would you like to volunteer to serve on the 2009-10 Texas ALP Leadership Team? Then President-elect Mary Smith would love to hear from you! Just click on Leadership Opportunities for a "volunteer" form which contains Mary's contact information, and feel free to e-mail Mary if you have any questions about the duties of the officers and committees or how you might best serve Texas ALP.

Do you have a friend who wants to join our tri-level association? Or do you know a NALS member from another state who would like to join Texas ALP as a secondary member? The latest application forms for both primary and secondary memberships are available under the Membership tab by clicking on Membership Applications. And don't forget to collect your virtual train ticket "punch" for sponsoring a new member by contacting Betty Wells, Membership Chairman and Chief Engineer on Texas ALP's Train to Tomorrow.

Would you like to join in the fun plus get some CLE at the 54th Annual Educational Conference in Waco next May? Then put it on your calendar and make plans to attend! A registration form and schedule of events can be found under the Calendar tab.

And how about nominating someone who is deserving of recognition or needs some financial assistance with their legal education? Guidelines, rules and nomination forms for Legal Professional of the Year and Scholarship submissions are located under the Membership tab—just click on Forms Manual to access the applicable forms and documents. You can recognize someone from either your chapter or Texas ALP who you believe is an outstanding example of adherence to the goals and ideals of our association. And you can assist someone who wants to enter our profession by nominating for the Texas ALP scholarship a student attending legal secretary or paralegal courses in your local community—and possibly help groom a future leader in our association! (Just ask past Texas ALP president Debbie Wheeler or past NALS president Mary Burns what it meant to them to receive an association-sponsored scholarship when they were beginning their careers as legal professionals.)

And finally, the Texas ALP Bylaws and Standing Rules have been revised in accordance with amendments adopted by the Texas ALP Board of Directors at their meeting in Wichita Falls in September. For the latest versions of those governing documents, click on the appropriate item in the Forms Manual located under the Membership tab. The Forms Manual also contains the most up-to-date guidelines for bidding and planning a Texas ALP conference, including templates for registration forms, plus updated calendars for members, officers and chairmen.

So the next time you're surfing the web, don't forget to visit the Texas ALP website! If you have any questions about any of the information on the website, or if you have a suggestion for additional information which you'd like to see there, please contact Webmaster Cindy Curry, any of the Texas ALP officers or your local chapter director. New ideas are always welcome!

YOU are Wanted!

Mary Smith, PP, PLS



As you know, we are an all-volunteer association. Contrary to what you may have heard, the officers do not receive six figure salaries and an out-of-this-world CEO retirement benefit package at the end of their term!

We are all in this together, and we are grateful when you, the member, step up to volunteer to serve as a committee chair or serve on a committee. The more volunteers - the easier the job (and more fun). So many things demand our time and efforts -

family, job, personal time - but if we each share a small portion of our time with TALP, we can accomplish our goals.

I challenge you to see yourself as a vital part of the 2009-10 leadership team that is even now beginning to plan creative ways to grow our association and meet the needs of our members. After all: "Winners make things happen - losers let things happen."

You can be a Winner by completing and forwarding to me the committee preference sheet posted on the Texas ALP Web site. A copy is also attached to this issue of the Roundup. Please contact me (254-755-4100 or mary@namanhowell.com) if you have any questions. Just click on *Leadership Opportunities* to join your fellow members on the journey to Destination Success.

Don't make me come and get you!!

The Voice of Leadership: How Leaders Inspire, Influence, and Achieve Results

(Part 2)

Julie Abernathy, PP, PLS
NALS President-Elect



Okay, you ran for office, got elected, liked what you were doing, decided to run for the next step up, got elected, caught the NALSitis bug, and here you are now a chapter president. Oh my. How can I get everything done, keep it all organized, carry myself as unbiased, and yearn for the end of my term?

It starts with a great transition. From the magazine *Law Practice*, September 2007 issue, there are six tips for making a successful transition.

1. Communicate often with the chapter's outgoing leadership. Start the transition well in advance of taking office. It will be important – whenever possible – to engage in regular discussion with your predecessor. Don't wait until you are installed to develop your plan of action. Your members will count on you for optimism, to lead them into a positive future. Unfortunately, there is no definitive path to follow. What works for one chapter will depend on culture and appetite for change. When you take office, it will be essential to do so with confidence and a proactive attitude. You need your predecessor to be a source of support, both publicly and privately. Discuss overall strategies and how to build effectively on good works already set in motion. Ask for help.

2. Appetite for change. Whether your chapter has been around for five years or 20 years, it already has its roots and culture that will not change overnight. However, your first year as a leader poses the greatest opportunity for implementing a new initiative that complements the chapter's vision. Pushing through change can actually help reenergize a chapter or move it in necessary directions. At the same time, remember that attempting to make too many changes too quickly may lead to adverse consequences.

3. Select other leaders who are comfortable with your style, ability and vision. You may begin your new position thinking you can do it all on your own. What a perfect recipe for disaster and burnout. Be aware of appearing that you are building an elite clique and resist the temptation to work with "yes-only" people. Although positive support is welcome, it is equally important that your chapter is representative of differing perspectives and opinions. Coach and empower your leaders – your successor may be among their company.

4. Narrow your focus during your year. Although you will inherit a list of infinite concerns voiced by your peers, work hard early on to maintain focus on initiatives that you and your leadership team have collectively identified as priority issues. Instead of doing all the programs each year, why not choose the most important one to your chapter? As an example, recognition banquet, membership drive, day in court program, certification study group, etc. If all of your chapter members want to become certified, then make that program your top priority. If your chapter members need new members, then focus on membership drives or even the day in court program. Don't burn out your chapter members by thinking you HAVE to do it all.

5. Accept early on that you cannot be all things to all people. Both petty and major issues will be brought to your attention in all manners and formats. Learning when to say "no" is paramount. Patience and good listening skills are also essential. While there will never be enough time to respond to every e-mail or phone message in detail, as time goes on you will tailor your leadership style and adopt an approach that works well and, ideally, achieves a positive response. Always acknowledge receipt of an e-mail or phone message.

6. Recognize that you will need to learn to juggle Association time with work-required responsibilities. As you step up to lead your chapter, you will need to learn how to respond to your Association communications and work outside of your job commitments and responsibilities. Never put NALS first before a job assignment. Learn to answer e-mails and phone calls during your down time (lunch hour, breaks, after hours). Communicate that practice with your members so they respect the fact that you will get to their needs, but your job comes first.

Bottom line, leadership is also organization. A great leader is organized, focused, and determined to succeed.

Each person has their own leadership style. You too will learn your style and it will be comfortable. Ease into a leadership role slowly. Leaders aren't born, they learn from example.

Read and Ride

All members who read this issue of the *Texas Roundup*, answer the following six questions, and submit **the correct answers to all six questions** to Betty Wells, Vice President/Membership Chair at bettywe11s@austin.rr.com and Mary Smith, President-elect at mary@namanhowell.com will receive a punch on their virtual ticket to The Texas ALP Train 2008-09 to Tomorrow. The member accumulating the most virtual ticket punches will be announced at the 2009 Annual Meeting. All members, including officers and chairmen, are eligible to participate.

The questions for this issue are:

1. What are two great reasons why a firm should encourage their support staff to join our association?
2. What is the early bird registration deadline for the NALS Professional Development Conference in Tulsa to be held March 12-14, 2009?
3. How much money was raised during the raffle at the Fall Board Meeting in Wichita Falls?
4. The latest application forms for both primary and secondary memberships are available under which tab on the Texas ALP Web site?
5. By what date must ballots be returned to the Nominations and Elections chair?
6. What is the date of the 2009 Annual Meeting to be held in Waco?



Top 4 Reasons to Join the Texas ALP 2009-10 Leadership Team

- Strong commitment to education
- Professional certifications
- Exceptional networking connections
- Growth in professionalism

YES! I want to participate in the Journey to Success!

Name: _____

Chapter: _____

Address: _____

Telephone: (Work) _____ (Home) _____
(Cell) _____ (Fax) _____

E-mail: (Work) _____ (Home) _____

I would like to serve on the following committee(s) and/or subcommittee(s) and have designated my first, second and third choice.

Committee	1, 2 or 3	Committee	1, 2 or 3
Awards		Marketing	
Bylaws/Standing Rules		Membership	
Certification		Nominations and Elections	
Mock Exam		Credentials	
Education		Roster	
Professional Development		Strategic Planning	
Finance		<i>The Texas Docket</i>	
Financial Review			

Please return to:

Mary Smith, PP, PLS Texas ALP President-elect
P. O. Box 1470, Waco, Texas 76703-1470
25477554100
mary@namahowell.com