

**Special Interest Articles:**

- Back to School Supply Drive
- Blanket Brigade Work Night
- Retirement Tribute – Bruce Stewart
- In Memoriam – Dr. Jeff Robb
- Save the Date: Ceremony of Retired Denton County Judges Plaque

**Individual Highlights:**

School Supply Drive	1
Meeting Notice	3
Agenda	4
CLE Speaker	5
Blanket Brigade Work Nite	5
President's Message	6-7
DCPA Executive Office Overview	8-9
Birthdays	10
2017 TAPS Flyer	10
Membership Drive Update	11
Legal Directory Info	12
Sustaining Members	13
Retirement News	14
In Memoriam	14
Recognition Ceremony of Retired Denton County Judges	15
Minutes	16

*Denton County Paralegal Association*

## Back to School Supply Drive Benefiting Friends of the Family

Submitted by Daphina Park, Fundraising Chair



**BACK TO SCHOOL DRIVE!**



**Help Us Fill 400 backpacks!**  
(Thank you!)

Friends of the Family is currently looking for donations of back to school supplies for the kids in Denton County impacted by violence. Thank you for your help!

**Most Needed Items:**

- Backpacks (all ages)
- Binders
- Highlighters
- Scissors (kids and youth)
- Compasses
- Protractors
- Folders w/Brads
- Colored Pencils
- Red/Black/Blue Pens
- Dividers

**Other Needed Items:**

- 12 x 18 Manila Paper
- Facial Tissue
- Glue/Glue Sticks
- #2 Pencils
- Rulers
- Pencil Bags
- Erasers
- Spiral Notebooks
- College/Wide Rule Paper
- Crayons/Markers

We would like to collect school supplies for Friends of the Family. **You may bring your contributions to our August 17th meeting**, and I will collect them for delivery. I realize this is short notice, but I believe this is for a good cause. Please bring the following: pencils, loose leaf paper, dividers, scissors, protractors, graph paper, pocket folders, composition notebooks, and backpacks for teens.

Thank you so much for your continued help and support.

## **Back to School – First Day of Classes**

Denton ISD 8/16/17

Lewisville ISD 8/28/17

TWU Classes Begin 8/28/17

UNT Classes Begin 8/28/17

Be ready to slow down for School Zones and stop for school buses. Keep a watchful eye out for pedestrians in the crosswalks and bicycle riders on their way to school!



## **Handheld Device Ban**

City of Denton Ordinance 2016-394 bans all use of handheld communications devices while operating a vehicle in the Denton City Limits as of June 1, 2017. The ordinance prohibits use of hands to operate wireless communication devices, except answering or terminating a voice call on a hands-free system. Hands-free systems include Bluetooth, mounted or installed units, and other connected devices. A cell phone may be used to answer or terminate a call, or as a GPS unit, if the phone is mounted. The ban extends to all City and TXDOT roadways, including I-35E and I-35W. Violating the new ordinance is a Class C misdemeanor with a fine up to \$500.00.



## Meeting Notice

The Denton County Paralegal Association's next Luncheon will be on Thursday, **August 17, 2017** at noon at Oakmont Country Club, 1200 Clubhouse Drive, Corinth, Texas.

### 2017 Officers

Pamela Snavely, President  
psnavely@hbwwlaw.com

Daphina Park, President-Elect  
Daphina.Park@dentoncounty.com

Martha Gallegos,  
Secretary/Parliamentarian  
Martha.gallegos@dentoncounty.com

Lisa Pittman, Treasurer  
lpittman@hbwwlaw.com

Heather Walker, Historian  
heather.walker@dentoncounty.com

### 2017 Committee Chairs

**CLE**, Deborah Nyarangi  
Deborah@bowen-law.com

**Fundraising**, Daphina Park  
daphina.park@dentoncounty.com

**Legal Directory**, Cheryl Cooper  
ccooper@dentonlaw.com

**Membership**, Vicki Schmidt  
vicki.dcpa@gmail.com

**Newsletter**, Lisa Pittman  
lpittman@hbwwlaw.com

**Social**, open

**Scholarship**, Jenna Earhart  
jearhart@hbwwlaw.com

## Did you know...

We have streamlined the online registration process! Go to the DCPA website at <http://dentonparalegals.org/>. Under the Upcoming Events blue bar click the Monthly Luncheon & CLE link, then click the Register tab and provide the requested information. When registering online, you must indicate whether you plan to attend the CLE and pay for lunch, or will attend the CLE only. We encourage you to make the buffet lunch payment online. If you prefer to pay at the door, you can choose to receive an invoice during the registration process.

**Online Registration Is Required!** The deadline to register for this month's meeting is **August 15<sup>th</sup> at 5 p.m.** Be sure to complete the registration sequence to notify us that you will either attend the CLE and purchase lunch, or will attend the CLE only. That will help us ensure Oakmont is prepared for the number of guests who will go through the buffet line, and that we provide adequate seating for those attending CLE only. **Please note we must bill individuals who register for lunch even if they are unable to attend.**

## Directions to Oakmont

Oakmont Country Club is located in Corinth off I-35 East between Lewisville and Denton.

- Exit 461 – Shady Grove Road/Post Oak Drive
- Turn west onto Post Oak Drive
- Turn right (west) onto Robinson Road at stop sign
- Turn left (south) onto Oakmont Drive – you will see an Oakmont sign in the median
- Turn right into Clubhouse Drive (second right)

## Upcoming CLE Events:

September 21, 2017 – Litigation CLE (Veteran's Court)

## **AGENDA FOR MEETING**

Date: August 17, 2017  
Place: Oakmont Country Club  
1200 Clubhouse Drive  
Corinth, Texas 76210  
Time: Noon

### **1. Welcome Members and Guests**

### **2. Speaker:**

Tiffani Lohmann Kilgore , attorney with Legal Aid of Northwest Texas will give a presentation regarding “Grandparents’ Rights.”

### **3. Old Business**

- a. Approve July Minutes
- b. Approve July Treasurer’s Report

### **4. New Business**

### **5. Announcements**

- Martha Gallegos – Ad Hoc Committee for Judge’s Plaque – presentation set for Thursday, September 4, 2017 at 11:00 a.m. in the Courthouse on McKinney
- Sunnie Palmer - Ad Hoc Committee for Bylaws and Standing Rules working on draft for September – Executive Committee review and October for members to vote on
- Vicki Schmidt - Membership Drive Contest – Current Status & Winner TBA September 21st
- Pam Snavely - Blanket Brigade Work Night – Work Night August 29<sup>th</sup> and Deadline to turn all blankets in September 21<sup>st</sup> with presentation October 19<sup>th</sup>
- Daphina Park – Ad Hoc Committee for Christmas Party – planning for the first week of December at Ghenti’s in Corinth – will send out save the date in next couple weeks
- Pam Snavely – Announcements for Office Deadline September 15<sup>th</sup>

### **6. Door Prize**

### **7. Adjournment**

## CLE GUEST SPEAKER



Our August speaker will be Tiffani Lohmann Kilgore, attorney with Legal Aid of Northwest Texas, and will give a presentation entitled “Raising Grandchildren in Texas: Grandparent Conservatorship and Access.” The presentation will include topics of grandparent standing, rebutting the parental presumption, and authorization for adult caregivers.

## Blanket Brigade Volunteers

If you haven’t become part of the Blanket Brigade, you are missing a wonderful opportunity to give back to the community! You have another chance to participate in our final official Blanket Brigade Work Night scheduled for Tuesday evening, **August 29th at 5:30 p.m.** at the office of Hayes, Berry, White & Vanzant.

Members who wish to participate and become a part of the Blanket Brigade are asked to donate or solicit donations of materials or funds for their own project. You are also welcome to work on your own individual project at home in your spare time. Either way, summer is a great time to purchase fleece while it is on sale and make a contribution to this worthy cause. Please see the instruction sheet on our website which contains material specifications for Friends of the Family, and suggestions regarding the best type of material for a no-sew project.

Please email Pam at [psnavely@hbwvlaw.com](mailto:psnavely@hbwvlaw.com) by Monday of that week if you will attend the BBWN so we can make plans for sufficient work space. If you have prepared a blanket in your leisure time at home that you plan to donate to our collection, please bring it to the August CLE Luncheon or drop it off at Hayes, Berry, White & Vanzant. We must have all blankets in hand by **September 21<sup>st</sup>**.

This is a great outreach that will offer an extra bit of warmth, comfort, and security to kids who find themselves in difficult circumstances. Thank you for helping us make a difference for them!



## President's Message

By: Pamela Snavelly, ACP



Vacations have come and gone, August has arrived, and students will be headed back to school soon. It is the perfect time to evaluate your personal plans for advancing, growing, and becoming more effective as a paralegal. We know that education doesn't stop when you earn your certificate, advanced certification, or specialization credentials. Paralegals understand that expanding your base of knowledge doesn't cease when you graduate with an Associate's, Bachelor's, or Master's Degree. Learning is a lifelong process for paralegals that includes formal education through CLE seminars, on-the-job lessons, cross-training, peer group discussions, volunteer opportunities, leadership development programs, and gleaned information from your working relationships with other legal professionals. Another excellent way to learn, grow, and develop your potential is by serving as an Executive Committee Officer in your local paralegal association!

### Executive Committee Members

The DCPA Executive Committee (or Executive Board) consists of the President, President-Elect, Secretary, Treasurer, and Historian. The responsibilities of the Executive Committee generally include, but are not limited to, brainstorming, determining priorities, providing direction, setting parameters, and decision making. The Executive Committee is ideally composed of forward-thinking individuals who have a positive attitude, good communication skills, and the ability to prioritize tasks, who are willing to work as a team in support of the association's mission. Officers should also possess the basic technical aptitude to keep website information up-to-date and social media posts current.

Executive Officers are elected by a general election of all eligible voting members annually with two exceptions: the position of President is assumed by the prior years' President-Elect, and the Historian is appointed by the President. Each officer must be an active member of the Association in good standing in order to declare his or her intent to run or be nominated for office, and remain in good standing throughout the term of office. Eligibility for office also includes at least one (1) year of prior active membership in the Association. The official duties of Executive Committee Officers are listed in the Standing Rules. A practical overview of each position follows this message.



## **President's Message Con't**

### **How to Throw Your Hat in the Ring**

An active member may declare as a candidate for office of President-Elect, Secretary/Parliamentarian, or Treasurer by submitting written notice of candidacy to the Chair of Elections and Membership Committee, Vicki Schmidt, no later than **September 15<sup>th</sup>** this year. The notice must include your name, business address, telephone number, and the office for which you want to be considered.

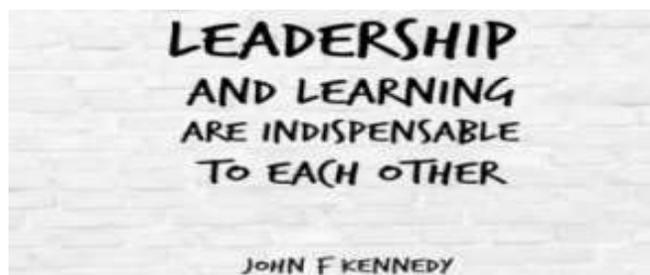
The Membership Committee will review each notice of candidacy received for the member's eligibility to serve as an officer. At the meeting of the association set for September 21st, the general membership will hear declarations and nominations of candidates for each office. At the meeting of the Association set for October 19th, elections will be conducted by official ballot. In the event that any active member cannot be physically present, that member may vote by proxy. Each officer will be elected by a majority vote of the active membership present and voting at the October 19<sup>th</sup> meeting.

### **Take the Next Step!**

DCPA is an all-volunteer organization. We depend on our fellow members to serve in different capacities to ensure we meet our goals and continue to move the association forward. We are very fortunate to have President-Elect Daphina Park readying for the role of DCPA President in 2018! Daphina is a dedicated paralegal with proven leadership skills, a positive attitude, and some great new ideas to explore.

I hope you will give serious consideration to running for an office on Daphina's leadership team, and announce your intent to do so by the September 15<sup>th</sup> deadline. It is a wonderful opportunity to develop your potential and build on your strengths. You will grow personally and professionally by serving as an officer in the association. It will enable you to establish lasting connections with your colleagues in the legal community, and provide you the opportunity to give back to the paralegal profession!

Contact our Elections and Membership Chair, Vicki Schmidt ([vicki.dcpa@gmail.com](mailto:vicki.dcpa@gmail.com)) to let her know you are interested in running for a position by September 15<sup>th</sup>. If you would like to nominate another member for a position, please contact that individual first to ensure their willingness to run for the office, and then notify Vicki of your nomination.



## **DCPA Executive Office Overview**

### **President:**

The President serves as the official spokesperson for the association and presides as Chair of the Executive Committee to run the monthly meetings. The President works with the Executive Committee to set goals and focus on key issues during his or her term. By virtue of the office, the President serves as a member of each Committee within the association. The President reviews development plans of Committee Chairs, shows support by attending functions, and maintains visibility of the association within the community.

### **President-Elect:**

The President-Elect observes a year of training in preparation for taking over at the helm of the association the following year. The President-Elect prepares the monthly agenda and is kept apprised of all association business. The President-Elect takes an active part in decision making as a member of the Executive Committee. The lead-in year of training gives the President-Elect an opportunity to observe, participate, and grow in confidence and leadership skills. The process enables the President-Elect to readily step into and assume the role of President.

### **Treasurer:**

The Treasurer keeps detailed accounts of the association's finances by tracking all income, expenses, payments, and reimbursements in accordance with association policy. The Treasurer must provide a monthly report to the membership in the newsletter and at our membership meetings. Quarterly reports and an Annual report are also required. The candidate for this office must pay great attention to detail and be responsive to time-sensitive matters. The Treasurer takes an active part in decision making as a member of the Executive Committee and works closely with the Membership Chair regarding new member application payments and membership renewals. The Treasurer also assists with luncheon/CLE registrations and check-ins at the membership meetings.

### **Secretary/Parliamentarian:**

The Secretary/Parliamentarian takes detailed notes at each membership meeting, prepares meeting minutes, and maintains official minutes of the Membership Meetings and Executive Committee meetings. It is imperative that this officer regularly attend the monthly meetings as the Secretary/Parliamentarian also keeps the meetings on track regarding the proper procedures required by Robert's Rules of Order. The Secretary/Parliamentarian also takes an active part in decision making as a member of the Executive Committee. This individual works closely with the Membership/Elections Chair to prepare and provide official notices to the membership regarding elections and special elections. The Secretary also regularly monitors and handles email communications from our website.



## **DCPA Executive Office Overview Con't**

### **Historian:**

The Historian is appointed by the President and serves the same term as the President, with the appointment subject to approval by a majority vote of the Executive Committee. The Historian also takes an active part in decision making as a member of the Executive Committee. This position is typically held by someone with prior experience as an officer in the association. In addition to the official duties of Historian, it is preferred this officer have knowledge and understanding of DCPA business and events that occurred the prior year. The background knowledge received from a prior leadership role helps to ensure a smooth transition of the Executive Committee as a whole.



**It's Time to Join  
The Executive Committee  
Leadership Team!**

## Birthdays

Our members with September Birthdays are:

Jenna Earhart (9/3)  
Angela Juarez (9/16)  
Kimberly Spivey (9/23)  
Estina Childs (9/29)

Hope each of you will have a **Happy Birthday!**

## 2017 TAPS – Registration Is Open!

Paralegal Division of the State Bar of Texas

10/4/17-10/6/17  [www.txpd.org/taps](http://www.txpd.org/taps)

**TAPS**  
*UnMasqued*  
**KNOWLEDGE AWAITS 2017**

Crowne Plaza  Addison, Texas

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**Online Registration Opens June 1**

Three-Day registration includes 14 CLE hours, speaker materials, 2 social events, and Keynote luncheon. Single day registrations are available for CLE and seminar materials.

**Hotel Reservations**

The reservation deadline is September 12, 2017. Hotel reservations must be booked and cancelled through the Crowne Plaza. Guest room rate is \$139 for single/double. To reserve a room, [register online](#) or call 972-980-8877 and specify group **TAPS 2017 Paralegal Division State Bar Group** (call in only).  
Note: Call if the desired room you are reserving is not available online.

## Membership Drive Contest – Update

Submitted by Vicki Schmidt, Membership Chair

It's time to kick it into sprint mode -- the finish line is in sight. The Membership Contest ends at the September meeting!

Daphina Park is in first place with 15 points and Cheryl Cooper is in second place with 10 points. Several other members also brought guests, so the winner is still to be determined. The August meeting features a great guest speaker so find a guest or two and join the contest. There is still time for you to take home the grand prize of \$100 for dinner at Hannah's and two theater tickets, if you have the most points at the September meeting.

You get 5 points for each guest you bring to a meeting, 3 point for each guest you bring to a social event, and 10 points for each new member you get to join DCPA.

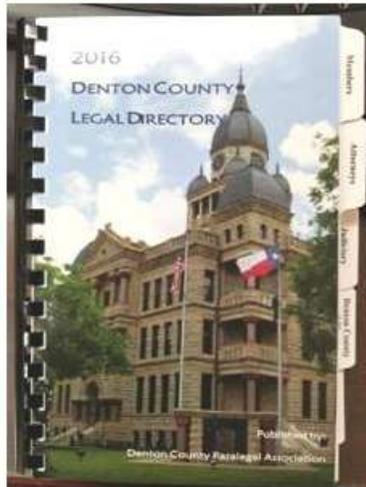
# HANNAH'S

FORKS + CORKS + OLIVES



## 2016 Legal Directory

By: Cheryl Cooper, Committee Chair



The 2016 Legal Directory Committee of the Denton County Paralegal Association is pleased to report that we have published our Denton County Legal Directory.

We are providing two options for the directory this year: a bound hard copy of the directory, as well as a digital copy of the directory that is on a flash drive. This is the first time in the history of DCPA that we have offered a digital copy of the directory and we are very pleased at the way they turned out.

If you, or someone you know, would like to purchase one of these directories, please contact Cheryl Cooper at [ccooper@dentonlaw.com](mailto:ccooper@dentonlaw.com); Work (940) 891-0003; or Cell (979) 277-8761.

Digital directory - \$15.00 (\$2.50 Shipping Fee)

Bound directory - \$22.00 (\$4.50 Shipping Fee)

Both directories - \$35.00 (\$6.50 Shipping Fee).

If you prefer to pick up a copy at no additional cost, you may do so at Alagood Cartwright Burke P.C., 319 W. Oak Street, Denton, Texas, 76201, with advance notice.

Checks should be made payable to Denton County Paralegal Association and either hand-delivered or mailed to our address.

## **Support Our Sustaining Members**

Please help support our Sustaining Members by calling them when you have a project that needs outside support. Remember it is through their continued support and generosity that DCPA is able to provide social events at a low cost.

### **Stewart Process Service, Inc.**

#### **Bruce G. Stewart**

110 Sheraton Place  
Denton, Texas 76209  
Phone: 940-367-4643  
Fax: 940-484-0999  
Email – [stewartprocess@verizon.net](mailto:stewartprocess@verizon.net)  
*(Retiring as of August 31, 2017)*

### **County Process Service**

#### **Fred Bowles**

159 Sunny Side Lane  
Valley View, Texas 76272  
Phone: 940-390-0914  
Fax: 940-484-6054  
Email – [fbowles@ntin.net](mailto:fbowles@ntin.net)

### **Stoffels & Associates, Inc.**

#### **Janel M. Stoffels**

207 W. Hickory, Suite 304  
Denton, Texas 76201  
Phone: 940-565-9797  
Fax: 940-565-9197  
Email – [jmstoffels@aol.com](mailto:jmstoffels@aol.com)

### **File & ServeXpress**

#### **Jesse Guerrero**

500 E. John Carpenter Fwy  
Irving, Texas 75062  
Phone: 972-893-6691  
Fax: 888-529-7587  
Email – [jguerrero@fileandserve.com](mailto:jguerrero@fileandserve.com)



## Retirement News

Stewart Process Service, Inc. is closing their business effective August 31, 2017. Bruce and Dixie Stewart have been fixtures in the Denton legal community for many years. Their business was built on a solid reputation of high standards and great customer service. Their commitment and dedication in giving back to our community is widely known. Bruce and Dixie have been long-time supporters of DCPA and could always be counted on to sponsor an event, support our charitable causes, and promote good working relationships within the paralegal profession and the legal community at large. We sincerely appreciate their enthusiastic support over the years, and wish them all the best as they enter this new and exciting chapter of their lives!

***Congratulations and Happy Retirement, Bruce & Dixie Stewart!***

## In Memoriam



Dr. Jeff Robb, Professor of Government at Texas Woman's University and Speaker of the Faculty Senate, passed away unexpectedly on August 3, 2017. Dr. Robb was a dedicated professor, advisor, and mentor to many members of DCPA throughout the years. He had an impact on many students through the paralegal certificate program. He was very helpful to those seeking bachelor's degrees in government, and of great assistance to graduate students with law school aspirations. Dr. Robb was involved in Many TWU campus activities and was recognized with both the University's "Distinction in Service" and the Pioneer athletics' "Champion" award. His gentle spirit, sharp wit, and keen mind will be missed by all who had the privilege of knowing him. Please keep Dr. Robb's family and friends in your thoughts and prayers.



# Recognition Ceremony

DCPA acquired and will donate a commemorative plaque in honor of our esteemed Judges who have retired from the bench within the last several years. This beautiful plaque commemorates each Judge with his or her name and years of service inscribed on a gold bar affixed to the plaque.

We will dedicate the Judge’s Plaque in a special recognition ceremony to be held in the Jury Assembly Room of the Denton County Courts Building on September 14, 2017 at 11:00 a.m. Many of the Judges that will be honored have agreed to participate and attend this special event. All DCPA members are invited and encouraged to attend this recognition ceremony to honor our retired Judges!

**SAVE THE DATE!**

**Recognition Ceremony**  
**September 14, 2017**  
**11:00 a.m.**



**To Honor Retired Judges of Denton County**



Join us in the Jury Assembly Room  
 Denton County Courts Building  
 1450 E. McKinney  
 Denton, Texas 76209

Hosted By:



**Denton County Paralegal Association**



*For more details please contact:*  
**Martha Gallegos**  
 Email: [mgallegos@dentoncounty.com](mailto:mgallegos@dentoncounty.com)  
 Phone: 940-349-2687

## **Minutes**

1. President Pamela Snavely called the meeting held on July 20, 2017 to order at 12:13 p.m. at Oakmont Country Club in Denton. President Snavely welcomed members and guest.
2. The Guest Speaker was Melissa Woodward-King. She is a partner at North Texas Litigation Support and marketing director for the Legal Support Guide. Her topic was about the Art of Process Serving.

### **OLD BUSINESS**

3. President Snavely asked for a vote on the June 2017 meeting minutes. A motion for approval was presented by Beth Honeycutt and seconded by Michele George. The motion carried by unanimous vote.
4. President Snavely asked for a vote of approval for the June 2017 Treasurer's report. A motion for approval was presented by Michele George and seconded by Jenna Earhart. The motion carried by unanimous vote.

### **NEW BUSINESS**

5. Martha Gallegos gave an update on the Judges Retirement Plaque. The ceremony will take place on Thursday, September 14, 2017 on the first floor of the Denton County Courts Building.
6. Vicki Schmidt gave an update on the membership drive. There are 2 more meetings left before the winner is announced.
7. President Snavely announced there would be another Blanket Brigade scheduled for Thursday, July 27<sup>th</sup> at 5:30 p.m. Deadline for all the blankets to be turned in will be September 21, 2017.
8. Jenna Earhart gave a scholarship update. Deadline for applications will be October 15, 2017. If there are no applicants that money will apply to TAPS event.
9. President Snavely announced this is the associations 25<sup>th</sup> Year.
10. Pam Snavely was the winner of the door prize.
11. There being no further business, President Snavely adjourned the meeting at 12:51 pm.