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**Denton County Paralegal Association**

## Upcoming 2017 Officer Election

By Vicki Schmidt, Membership Chair

The Membership Committee is accepting nominations for officers for the 2017 year. The open positions that we will be receiving nominations for are Secretary and Treasurer.

If you want to run for Treasurer or Secretary, or if you want to nominate a DCPA member for one of those positions, nomination will be taken from the floor at the September meeting.

## Save The Date

A celebration is being planned to celebrate Paralegal Day. We will have a "Happy Hour" social either October 21<sup>st</sup> or October 22<sup>nd</sup>. More information will be sent out as the details are confirmed.



### Scholarship Information

**D CPA:** The Scholarship Committee offers \$500.00 in scholarship funds to be awarded to one member for the purposes of certification; or, if not applied for, the funds are alternatively available in (2) \$250.00 scholarships for professional continuing legal education and we urge members to apply. The scholarship application is on our DPCA website for your convenience at <http://www.dentonparalegals.org/Resources/Documents/ScholarshipApplication.pdf>.



Testing Window	Deadline	Late Filing Deadline*
January	December 1	December 10
May	April 1	April 10
September	August 1	August 10

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### TAPS



Texas Advanced Paralegal Seminar  
**TAPS on Track**  
**Journey to Excellence**  
(Three-Day Multi-Track CLE)  
**September 28-30, 2016**  
Wyndham San Antonio Riverwalk  
**San Antonio, TX**

Reserve your hotel room by calling [1-866-764-8536](tel:1-866-764-8536), and ask for the Paralegal Division of the State Bar of Texas or use the following web link: <https://resweb.passkey.com/go/PDSBOT>



## Meeting Notice

### 2016 Officers

Pamela Snavely, President  
psnavely@hbvwlaw.com

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

Heather Walker, Secretary/Parliamentarian  
heather.walker@dentoncounty.com

Lisa Pittman, Treasurer  
lpittman@hbvwlaw.com

Cheryl Cooper, Historian  
ccooper@dentonlaw.com

The Denton County Paralegal Association’s next Luncheon will be on Thursday, **September 22, 2016** at noon at Oakmont Country Club, 1901 Oakmont Drive, Corinth, Texas.

The all-inclusive cost of lunch is \$14.00 payable when you sign in. We cannot accept debit or credit cards, or make change, so please bring **exact** amount of cash or a check made payable to DCPA.

## Did you know...

Oakmont developed a menu specifically for our association so each individual can order his or her own personal lunch selection. A copy of the menu can be found on the DCPA website. Payments for the CLE Luncheon can now be made online. For more information and online registration see Events/CLE Luncheon at [www.dentonparalegals.org](http://www.dentonparalegals.org).

**RESERVATIONS ARE REQUIRED and can be made via e-mail to Pamela Snavely at psnavely@hbvwlaw.com. The deadline to RSVP is September 21, 2016 by 3:00 p.m. Please clearly mark you menu choices and forward to Pamela Snavely.** That will help Oakmont ensure each individual lunch is freshly prepared and ready shortly after you arrive for the meeting.

**Notice: We must notify Oakmont of the number attending prior to the meeting and menu choices for preparation of food and adequate seating arrangements. Please note we are also required to bill those individuals who make reservations to eat and do not 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 Oakmont Country Club (second right)

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### 2016 Committee Chairs

**CLE**, Debbie 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@hbvwlaw.com

**Social**, Lakesha Bell  
lakesha.bell@dentoncounty.com

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

## **AGENDA FOR MEETING**

Date: September 22, 2016  
Place: Oakmont Country Club  
1901 Oakmont Drive  
Corinth, Texas 76210  
Time: Noon

### **1. Welcome members and guests**

### **2. Speaker** – Jacqueline Cannon, shareholder with Coker Legal in Denton, TX

Ms. Cannon will give a presentation on "Practical Tips for Working with the Office of the Attorney General". Ms. Cannon is Board Certified in Family Law by the Texas Board of Legal Specialization, and is a past president of the Denton County Bar Association's Family Law Section.

### **3. Old Business**

- a. Approve August Minutes
- b. Approve August Treasurer's Report

### **4. New Business**

### **5. Announcements**

- The general membership will hear declarations and nominations for candidates of the offices of Secretary and Treasurer for 2017 in accordance with our Bylaws.
- Cheryl Cooper is working diligently to get the DCPA Legal Directory to the printers. The EC met on September 1, 2016 to help Cheryl go through revisions one last time.
- There will be a joint happy hour between DCPA and SBPD to recognize Paralegal Day coming up October 20<sup>th</sup> or 21<sup>st</sup>. Drinks will be provided so please come celebrate with us.
- We've created a short survey regarding attendance and participation in DCPA luncheons and functions. Please take a moment to fill those out; your feedback will help us know what areas to focus upon.

### **6. Door Prize**

### **7. Adjournment**



## **President's Message**

By: Pamela Snavely, ACP

Our association accepted declarations for the offices of secretary and treasurer and will announce those candidates at our September 22nd meeting. It is always exciting to see individuals who are ready and willing to serve DCPA step up and commit their time, effort, and energy for the benefit of others. We appreciate their dedication and hope that you will show your support by attending the September luncheon.

While you prepare to exercise your right to vote locally at our officer election in October, our entire nation is gearing up for the Presidential Election to be held in November. You may not realize that of the 57 Presidential elections held since our nation's inception, women have had the right to vote in only 24 of them. It took many years of struggle to secure the right for women to vote by a group of dedicated individuals who stood strong and unwavering in their resolve despite the obstacles they faced.

The first womens' rights conference in New York was organized in 1848 by Elizabeth Cady Stanton. Elizabeth was a leading figure in the early suffrage movement. She performed legal research, drafted literature, and wrote speeches in collaboration with Susan B. Anthony. Susan traveled the nation to lecture and campaign for womens' suffrage, the right for women to own property, engage in business, keep their own wages, and be joint guardian of their children.

When calls for equality went ignored, suffragists united to peacefully picket in front of the White House. There were more than a thousand women who participated in the daily picketing, which continued for over two years. Many arrests were made during that time. In July 1917, a group was charged with obstructing traffic and sentenced to 60 days in jail at the Occoquan Workhouse in Virginia. They received a pardon after a few days, but later that same year Alice Paul was arrested and received a seven month prison sentence. Alice led a hunger strike to protest the appalling prison conditions at Occoquan. She was force-fed to break the strike, but her bravery and tenacity brought nation-wide attention to the struggle for womens' rights. Pressure from the lengthy picketing and press coverage of mistreatment at the prison finally led President Wilson to declare womens' suffrage a war measure priority, and request Congress to act.

**President's Message Con't**

From the first womens' rights conference to ratification of the 19th Amendment in 1920, it took 72 years to achieve equal voting rights for women. I encourage each of you to wield the power of your vote wisely and with care. Remember the courageous suffragists who made great personal sacrifices to ensure all women have the right to fully participate in the democratic process. Whatever your political leanings may be, or as difficult a choice you may feel it is to make, take the necessary steps to form an educated opinion and cast your vote!



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**Benefits of Membership  
In The Denton County  
Paralegal Association  
Include:**

- ❖ Receipt of the monthly issue of *The Verdict*
- ❖ Free Accredited CLE at monthly meetings
- ❖ Continuing Legal Education seminars on various topics
- ❖ Job Bank
- ❖ Motivation
- ❖ Networking with other paralegals in Denton County
- ❖ Professional growth through participation
- ❖ Communication and promotion of professional conduct and responsibility
- ❖ Continued individual and professional growth as paralegals

**Membership News**

Please encourage those paralegals and others in the legal field, whom are not currently members, to join. If you know of anyone who would like to join, please contact Vicki Schmidt at [vickidcpa@gmail.com](mailto:vickidcpa@gmail.com)

**Birthdays**

Our members with October Birthdays are:

- Kathy Geoffrion (10/2)
- Michelle Beecher (10/5)
- Suzie Wilkinson (10/24)
- Gloria Porter (10/31)

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

**CLE GUEST SPEAKER**



Our speaker this month is Jacqueline Cannon with Coker Legal in Denton, Texas.

Ms. Cannon will give a presentation on "Practical Tips for Working with the Office of the Attorney General". Ms. Cannon is Board Certified in Family Law by the Texas Board of Legal Specialization, and is a past president of the Denton County Bar Association's Family Law Section.

## In Memoriam

### Andrew “Andy” Franklin Lewis



Long-time DCPA member, Linda Lewis, and her husband, Mark Lewis, suffered a terrible tragedy on September 8<sup>th</sup> when their 24-year old son, Andrew Lewis, died. Their grief is enhanced by the fact that Andrew leaves behind a 2-year old son, Rylen, and his sister, Amy Anderson, who is expecting her first child; a child who will never know his Uncle Andy.

Many of us know Linda as a strong and efficient paralegal who supports a busy family law practice. Many of us did not know of the personal issues she dealt with daily. As his obituary stated, and his sister repeated in her eulogy of Andrew, “Although Andrew battled the demons of depression, addiction and mental illness for years, he had a compassionate heart, a quick wit and a good sense of humor as well as keen intelligence....He gave unconditional love to his son Rylen, and of late had been making progress in his long road to sobriety and wellness.”

If any of you are facing similar crises involving alcohol or drug abuse or depression of loved ones, co-workers or maybe even yourself, please be aware that there are many resources available that can offer help to those who suffer the same demons that destroyed Andrew.

DCPA sent flowers and food to the Lewis family and I am sure all of us will continue to hold Linda and her family in our hearts and prayers.

### Peggy Meek Broyles



Our condolences go out to Beth Honeycutt on the loss of her mother, Peggy Meek Broyles of Denton on August 23, 2016. Mrs. Broyles enjoyed a variety of experiences, from attending business school in Fort Worth, working as a secretary at TCU and TWU, to embracing the role of a stay-at-home mother devoted to raising her family. She celebrated her 90<sup>th</sup> birthday in January with a full complement of family and friends, who are grateful for her presence in their lives and will miss her dearly.





## Employment Opportunity

**LEGAL SECRETARY/LEGAL ASSISTANT/PARALEGAL:** Flower Mound firm is seeking a strong legal secretary, legal assistant or paralegal with at least several years' experience working in a law office handling estate planning and transaction matters.

We expect the successful candidate to have skills and experience with filing business entity formation documents; communicating directly with the Secretary of State and Comptroller's Office; obtaining EINs from the IRS; organizing entity formation documents; communicating with estate planning and business clients; proofing and editing contracts and other documents; assisting attorneys with document signing conferences; organizing tasks lists; and assisting attorneys with scheduling and prioritizing files.

We place a high emphasis on attracting and retaining clients through being personable and responsive to their needs. The successful candidate will be expected to aid attorneys in keeping clients informed and gathering information from clients. Outgoing personalities are necessary to succeed in this office environment. The successful candidate must be able to adapt to daily change, be responsive, be self-motivated and have attention to detail. Experience with drafting, as well as finalizing and proofing the work of others is a necessity. Excellent grammar and writing skills are essential.

The firm will offer a competitive salary consistent with experience. Please submit your salary requirement with your resume to [JessicaCannon@TexasBusLaw.com](mailto:JessicaCannon@TexasBusLaw.com). (8/16)

**LITIGATION PARALEGAL:** Lloyd & DuPuy, PLLC is seeking a paralegal with litigation experience. The firm handles Family, Civil, Criminal, and Personal Injury Law. Paralegal should be familiar with drafting template pleadings, motions, and judgments/final decrees. Some custom work on pleadings and motions will be necessary as well. Preparing and responding to discovery, various motions for fees, familiarity with billing practices, e-filing experience, and a working knowledge of the Texas Rules of Civil Procedure are required. Tech savvy is a plus, but must at least know how to work in current Microsoft Office programs. Familiarity with the Family Code and/or Personal Injury law a plus. Paralegal will support 1-2 attorneys. Will handle primary contacts with clients, coordinate attorney's schedule, and prepare exhibits for hearings/trials. Salary commensurate with experience. Please send your resume with salary requirements to Argentina at [Argentina@LDFirm.com](mailto:Argentina@LDFirm.com) to apply for the position, or call Argentina at 940-381-2600. (8/16)

**TRANSITIONAL PARALEGAL:** Full time position available in Denton law firm for person with experience in real estate document preparation including drafting deeds, deeds of trust, releases, notes and affidavits of heirship. Probate experience a plus. Must be proficient in Word, Outlook, Adobe and Pro Doc. Salary commensurate with experience. Send resume and salary requirements to [lawfirmjob12@gmail.com](mailto:lawfirmjob12@gmail.com). (8/16)

## Update on Yoga Classes

Instructor Carin Schaab has currently put her yoga classes on hold due to a location change. She will contact members who previously participated in her classes once she has secured a new venue. You can contact Carin at [jockinaskirt@gmail.com](mailto:jockinaskirt@gmail.com) if you have any questions.

## **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)

### **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)



## **Minutes**

1. President Pamela Snavelly called the meeting held on August 25, 2016 to order at 12:17 p.m. at Oakmont Country Club in Denton. President Snavelly welcomed 14 attendees, 12 members, 1 guest, and the speaker.
2. The speaker for August's meeting was Don R. White Jr., Commercial and Residential Real Estate Attorney with Hayes, Berry, White & Vanzant, LLP, discussing Tips and Traps of Texas Deceptive Trade and Practices Act.

### OLD BUSINESS

2. President Snavelly asked for a vote on the July 2016 meeting minutes. A motion for approval was presented by Michele George and seconded by Vicki Schmidt. The motion carried by unanimous vote.
3. President Snavelly asked for a vote of approval for the July 2016 Treasurer's report. A motion for approval was presented by Adriana Sanchez and seconded by Deborah Nyarangi. The motion carried by unanimous vote.

### NEW BUSINESS

4. Vicki Schmidt, Membership Chair, will be taking nominations for secretary and treasurer up to September 15, 2016. If you would like to nominate yourself or someone else, please do so by that date.
5. Back to School Bash was held on Friday, July 29<sup>th</sup> and we had a great time! Thanks to everyone who came out and enjoyed the evening!
6. Thank you members who donated back to school supplies. A total of 3 boxes were taken to Friends of the Family.
7. Amy Hoffee was the winner of the door prize.
8. There being no further business, President Snavelly adjourned the meeting at 1:09pm.

**Treasurer's Report** As of September 12, 2016

Balance 01/01/16	\$8,523.64
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**FIRST QUARTER 2016****CREDITS:**

Dues	\$665.00
Dues (PayPal)	630.00
January Luncheon	210.00
January Luncheon (PayPal)	42.00
February Luncheon	266.00
February Luncheon (PayPal)	70.00
March Luncheon	168.00
March Luncheon (PayPal)	28.00
Valentine's Day Grams	410.00
Valentine's Day Grams (PayPal)	45.00
Painting With A Twist	20.00

**DEBITS:**

January Luncheon	\$327.60
February Luncheon	453.60
March Luncheon	391.20
Administration	
Administrative	119.06
Branding	
LogoTech	210.00
Denton Depot	561.52
Legal Directory	175.00
TAPA Registration	35.00
Denton County Bar Association	
Staff Appreciation Sponsorship	350.00
Fundraising (Valentine's Day Grams)	
-Expenses	167.53
Social (Fuzzy's Taco)	87.23
Social (Christmas Party -Deposit)	75.00
Membership (Door Prizes)	109.95
CLE - Speaker Gifts	294.71
PayPal Fees	
Membership	23.45
Luncheon	7.10
Valentine's Day Grams	1.91
Painting With A Twist	.58

**Denton County  
Paralegals Association**

PO Box 2641  
Denton, TX 76206

Visit us on Facebook:

<https://www.facebook.com/pages/Denton-County-Paralegal-Association>

**SECOND QUARTER 2016**

**CREDITS:**

Dues	280.00
Dues (PayPal)	70.00
March Luncheon	28.00
April Luncheon	84.00
April Luncheon (PayPal)	42.00
May Luncheon	84.00
May Luncheon (PayPal)	28.00
June Luncheon (PayPal)	42.00
Valentine's Day Grams	20.00

**DEBITS:**

April Luncheon	138.00
May Luncheon	211.20
June Luncheon	110.40
Administration	
Administrative	317.00
TAPA Expenses	375.39
Social (Brunswick Bowling)	222.34
PayPal Fees	
Membership	2.64
Luncheon	2.84

**THIRD QUARTER 2016**

**CREDITS:**

Dues (PayPal)	35.00
May Luncheon (PayPal)	42.00
July Luncheon (PayPal)	56.00
August (PayPal)	56.00

**DEBITS:**

July Luncheon	171.60
August Luncheon	211.20
Administration	
Administrative	70.37
Social (Back to School Bash)	180.00
Membership (Office Depot)	37.82
Membership (Door Prizes)	55.78
PayPal Fees	
Membership	1.32
Luncheon	3.65

**BALANCE AS OF 9/12/16      \$6,442.65**