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- New Members
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Denton County Paralegal Association

School Supply Drive

This month to support our School Supply Drive endeavors, please bring to the luncheon **crayons, glue** and **glue sticks**. We are also accepting spirals, notebook paper, composition books, pens and pencils, markers and colored pencils, folders, dividers, watercolors and rulers!

Bingo Night Update

On June 13, 2013 the DCPA Fundraising & Social Committees joined forces to plan and hold Bingo Night with proceeds going to Denton County Paralegal Association and Denton County Friends of the Family! For those of you who were not able to attend, you missed a night of FUN!

Bingo Sales brought in \$417.50! After a few expenses were taken care of we issued a check to Denton County Friends of the Family for \$143.30!

A very big thank you to North Texas Fair Association for donating Fair Hall AND our Bingo Caller and MC for the Night, Michelle Houston! Great job Michelle!

Last but certainly not least, our Security Officer for the night, Deputy Scott Alvis! Thank you Deputy Alvis for keeping our energetic, fun loving group under control!

This event would not have been possible without the help and support of the businesses and committee members listed in the attached flyer!

2013 Officers

Ria Sherman, President
ria@cokerlegal.com

Kim Guertler, President-Elect
Kim.guertler@dentoncounty.com

Michelle James, Secretary/Parliamentarian
mljames1960@yahoo.com

Lisa Pittman, Treasurer
lpittman@hbwlw.com

Jennifer Stout, Historian
Jennifer.stout@dentoncounty.com

Meeting Notice

The Denton County Paralegal Association's next Luncheon will be on Thursday, **June 27, 2013** 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.

RESERVATIONS ARE REQUIRED and can be made via e-mail to ria@cokerlegal.com. The Deadline for making your reservation is 5:00 P.M. on Monday, June 24, 2013.

Notice: We must notify Oakmont of the number attending prior to the meeting for preparation of adequate food and seating arrangements. Those that have RSVP'd will get served and seated first. We cannot guarantee that you will have seating or food if you do not RSVP. Please note we are also required to bill those individuals who make reservations 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)

AGENDA FOR JUNE MEETING

Date: June 27, 2013
Place: Oakmont Country Club
1901 Oakmont Drive
Corinth, Texas 76210
Time: Noon

1. Welcome members and guests
2. Old Business
 - a. Approve May minutes
 - b. Approve May Treasurer's Report
3. New Business
 - a. Quarterly reports
 - b. Recap of Bingo Fundraiser
4. Adjournment

2013 Committee Chairs

CLE, Vicki Schmidt
Vicki@cmloveless.com

Fundraising, Michelle Beecher
mbeecher@dentonlaw.com

Legal Directory, Michele George
mgeorge@hbwlw.com

Membership, Gina Elliot
gottigina@yahoo.com

Newsletter, Lisa Pittman
lpittman@hbwlw.com

Social, Christy Powell
cpowell@csplaw.net

TAPA, Jennifer Stout
jennifer.stout@dentoncounty.com

Ad Hoc Scholarship, Georgya Rankin
georgya@cokerlaw.com

President's Message

By: Ria Sherman

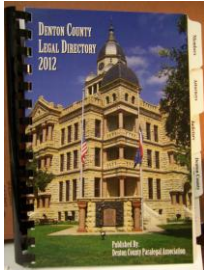
“My fellow Americans, ask not what your country can do for you, ask what you can do for your country.”

John F. Kennedy

An oft quoted sentiment it's true, but that is because it is an important concept for getting the most from any group endeavor: not just for our country, but for families, companies, and organizations such as ours. We get exactly as much out of belonging to the DCPA as we put into it! I enjoy networking, (also known as visiting with my peers over a delicious Oakmont lunch), but opportunities for real job satisfaction are here for the taking!

This month is our June business meeting: a time to take stock of our accomplishments, drill down on what remains to be done this year, and look forward to, and begin to plan for, next year. I hope you will come to the meeting to hear from the committee chairs. Since there will not be any CLE offered, there will be plenty of time to connect with them and pick their brains as to next year's plans. Which committee piques your interest? Perhaps you'd like to chair or co-chair one? Or maybe throw your hat in the ring for a spot on the Executive Committee? Elections will be held in October and announced at the November business meeting. I know it seems early to be thinking about this, but, to use another oft quoted axiom: “The early bird gets the worm!”





Legal Directory

The 2012 Legal Directory is available for purchase. This latest directory has been updated to include some of the newest attorneys in Denton County. The cost of the directory is \$25.00 each. If you have an old directory, turn it in for a \$2.00 rebate on the purchase price. This is a great resource! Get yours today! For more information contact Michele George or Lisa Pittman at (940) 387-3518 or at mgeorge@hbwlw.com or lpittman@hbwlw.com.

Birthdays

Our members with July birthdays are:

Lisa Jones (7/30)
Shirley Shelburne-Ramos (7/17)

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

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 Gina Gotti at gottigina@yahoo.com, (972) 436-7584.

WELCOME NEW MEMBERS

Michael McNeil, *Student*
Patty Ochoa, *Merrill Corp., Sustaining*

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.

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

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

The Reporting Professionals

Cheryl K. Perlich
2925 Country Club Road, Suite 104
Denton, Texas 76210
Phone: 940-484-6053
Fax: 940-484-6054
Email – reportingpros@sbcglobal.net

Employment Opportunity

Legal Assistant; 29 hours/week Part-Time, Non-Exempt

Position Description: Provide legal options, resources, and advocacy to victims of relationship violence and/or sexual assault. Collaborating with attorneys to provide legal representation, maintain and organize files, draft and file pleadings, motions and orders, maintain client contact. Document actions; input information into file database and case management software Also dedicate 5h/wk to Career Resource Center.

Qualifications: Applicant must demonstrate knowledge and understanding of relationship violence and sexual assault dynamics; cultural issues; good organization and communication skills; ability to work with minimal supervision; understanding of agency goals, philosophy and services, must have legal administration skills, provide client relationships, organization, planning, attention to detail, dependability, client confidentiality, experience drafting legal documents preferred, Spanish-speaking preferred but not required

Submit resume or application to:

Denton County Friends of the Family, Inc.

PO Box 640

Denton, TX 76202

FAX (940) 383-1816

Attn: Jessica Guerra

Email: Jessica@dcof.org

(6/13)

Paralegal / Legal Assistant

KoonsFuller, P.C. is looking for an experienced, full-time paralegal or legal assistant for its Dallas, Denton and Southlake locations. Benefits: Paid Time Off, health, dental, vision, life

Qualified candidate must have solid family law experience and must possess the following:

3+ years of recent, strong experience in family law

Working knowledge of Outlook, Excel, WordPerfect and Word

Excellent communication skills, both written and verbal

Excellent presentation and organizational skills

Ability to multi-task, prioritize workflow and deadlines, and coordinate work with others

Strong analytical and problem solving skills

Proficiency in e-filing is a plus, but not a must

Qualified candidate must have the ability to:

Be a team player who can also work independently.

Assist attorneys in all areas of law operations, including billing.

Prepare memos, correspondence, pleadings, petitions and discovery with minimal supervision.

Communicate effectively.

Excel in a fast-paced environment and learn new tasks quickly.

Show discretion and professionalism when dealing with sensitive or confidential information.

Candidates must submit their resumes, along with references and salary requirements to Tina@koonsfuller.com.

Applications without a complete resume and salary requirements will not be considered. No phone calls, recruiters or agencies, please.

(6/13)

In The Know

By Wanda Woodworth

Talking with: Gina G. Elliott, Law Office of Phillip E. Romero

Years' experience: 10 years

What made you want to become a paralegal? When I was a legal secretary I had an opportunity when the paralegal left the company and I was able to move up by learning new skills. I worked there about 1.5 years and then moved on to another Family Law attorney.

What was it like being a new paralegal? It was intimidating because I was only 19 years old when I started. It took me about 1 year to move up to the Paralegal position.

How many paralegals are at your current firm? Just me ;) I've been there 3 years.

What kind of law is practiced at your current firm? Criminal and Family Law, and some Estate Planning.

What is your advice to new paralegals? Be patient. Have a thick skin (you never know what type of attorney you'll be working with - stress has a way of making some people abrasive). Stick with it can turn into lots of opportunity for growth. Don't eat lunch at your desk. LEAVE WORK AT WORK! Don't drag files, emotions or mental stress home with you. Most important get a hobby that has nothing to do with the legal field.

Advice for Paralegals seeking their first job: Dress accordingly. Google how to dress professionally if you need to, but know that appearance is everything. Spell check your resume as the job entails using good spelling and grammar when preparing pleadings and you want to demonstrate you are capable.

To which paralegal organizations do you belong? Denton County Paralegal Association

How do you relax after a tough day at work? I like socializing with others in our field. The legal profession is so complex that only other Paralegals understand the work issues and can relate to the happenings and pitfalls. My hobby is boxing - I can burn off a lot of steam. When my coach wants to get me going he'll ask whose face I am picturing on the bag.



Helpful Tip of the Month

How to organize your office

1. Get rid of pens and pencils you don't need.
2. Have a place for pocket stuff. Your keys, phone, PDA, wallet, bluetooth ear piece, etc. should have a home.
3. Proximity based on frequency of use. This is the key organization tip for any type of organizing.
4. Move electronics out of sight. Your cable modem, wireless router, firewall, battery backup, etc. shouldn't be on your desk.
5. Easy to access files. Without moving your chair or getting up, you should be able to grab an unused manila folder, label it and put it in your file cabinet. Easy filing is one of the most important organization tips.
6. Scanning documents into PDFs and keep them on computer. Use OCR so documents are searchable. Keeping papers off your desk is an important part of desk organization.
7. Cleaning supplies. Keeping an organized desk clean helps you maintain the organization. If you clean your desk with Windex and a paper towel, make sure you have some nearby.
8. Scratch notepad. During the course of the day, you will have telephone numbers, names, addresses, order confirmations, flight numbers, etc. The Franklin Planner method is to keep all of this info in the diary page of the planner.
9. Organize those wires. Some pieces of Velcro wrapped around wires can go a long ways toward cleaning things up. Sometimes wireless is an option.
10. If you don't have enough drawers. Use dresser for storage, bookshelves with a bunch of boxes with lids for more drawer like storage, two drawer file cabinet slides under desk.
11. Lighting. Enough light on your desk. Bright work area is easier to keep clean than a dark one.
12. Organize as you go. If it gets disorganized in the middle of a big project, take small steps. Clear a 1 foot by 1 foot area before you leave for the day.

May Minutes

1. President, Ria Sherman, called the meeting of May 23, 2013, to order at 12:12 p.m. at the Oakmont Country Club. There were 21 attendees (20 members and one speaker), all of whom were welcomed by President Sherman.

OLD BUSINESS:

2. President Sherman asked for a vote for the March 28, 2013, meeting minutes. A motion for approval was presented by Lisa Bowles, seconded by Beth Honeycutt, and the motion carried by unanimous vote.
3. President Sherman asked for a vote of approval for the March 28, 2013, Treasurer's report. A motion for approval was presented by March 28, seconded by Heather Collard, and the motion carried by unanimous vote.
4. President Sherman asked for an update on the April 25, 2013, half day seminar that was done in conjunction with the State Bar of Texas Paralegal Division. CLE chair, Vicki Schmidt, provided a brief overview of the seminar and its success.

NEW BUSINESS:

5. President Sherman asked for an update from Christy Powell (Chair of the DCPA Social Committee) on the upcoming Bingo Night co-sponsored with the Fundraising Committee (Michelle Beecher, Chair). Christy Powell provided the details of Bingo Night that is scheduled from 6-8 pm on June 13, 2013, at the NT Fairgrounds (Fair Hall) and provided further information on the vendors and announced that there would be food and non-alcoholic drinks provided, and that the event is BYOB.
6. Michelle James (CLE Committee member) introduced the speaker, Damon Wykrent, who gave a power point presentation on "*Ins and Outs of TRS and the Basics of the QDRO Process.*"
7. There being no further business, President Sherman adjourned the meeting at 12:50 p. m.

**Denton County
Paralegals Association**

PO Box 2641
Denton, TX 76206

Visit us on Facebook:

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

We're on the Web!

See us at:

www.dentonparalegals.org

Treasurer's Report As of June 14, 2013

Balance 01/01/13 \$2,182.41

FIRST QUARTER 2013

CREDITS:

| | |
|---------------------------|------------|
| Dues | \$1,755.00 |
| Valentine's Day Grams | 1,765.00 |
| Valentine's Day Donations | 38.00 |
| January Luncheon | 251.00 |
| February Luncheon | 280.00 |
| March Luncheon | 294.00 |
| CLE Registration Fees | 245.00 |
| School Supply Donations | 100.00 |
| Administration: | |
| TAPA Registration | 40.00 |

DEBITS:

| | |
|-------------------------------|--------|
| January Luncheon | 266.04 |
| February Luncheon | 324.52 |
| March Luncheon | 358.68 |
| Valentine's Day Gram Expenses | 147.62 |
| Administration: | |
| TAPA | 180.00 |

SECOND QUARTER 2013

CREDITS:

| | |
|--------------------------------------|--------|
| Dues | 85.00 |
| May Luncheon | 224.00 |
| CLE Registration | 400.00 |
| School Supply Donations | 20.00 |
| Bingo Night – Vendor Registration | 300.00 |
| Bingo Night – Sales: Cards & Daubers | 417.50 |
| Administration: | |
| TAPA | 60.00 |

DEBITS:

| | |
|--------------------------------|--------|
| May Luncheon | 238.00 |
| CLE – Expenses | 661.55 |
| Bingo Night Expenses: | |
| Refundable Deposit – Fair Hall | 500.00 |
| Bingo Supplies | 130.89 |
| Administration: | |
| Stamps | 9.20 |
| Website | 129.60 |

BALANCE AS OF 6/14/13 \$5,265.81