

**Special Interest
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September
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Denton County Paralegal Association

Are You Ready For Some Football? - Raffle

The Fundraising Committee is having a raffle for the chance to win a football autographed by TROY AIKMAN, the Legendary Dallas Cowboys Quarterback. Raffle tickets are \$5.00 each and may be purchased from any DCPA Member or may be purchased from Michelle Beecher, Alagood & Cartwright, 1710 Westminster, Denton, Texas. The deadline to return you money is **Thursday, September 26, 2013, by 10:00 am** to Michelle Beecher. The drawing will be held on September 26th. Proceeds are for the benefit of Denton County Paralegal Association and Denton County Friends of the Family. If you have any questions, please call Michelle Beecher at (940) 891-0003.

Santa In September – Cancelled

Ladies and Gentlemen:

The Social and Fundraising Committees wish to inform you that Santa in September scheduled for Thursday, September 26th has been cancelled due to low participation.

However, we will still be doing the Toy Drive for Friends of the Family until December 2, 2013. We hope that each of you will be able to participate in providing a toy donation. You may drop off your toy donation at any of the remaining CLE Luncheons or to the addresses listed below.

If you or your firm made a donation to DCPA for Santa in September, we will personally contact each sponsor.

Thanks

Christy Powell Rodgers
Social Committee Chair

Michelle Beecher
Fundraising Committee Chair

Meeting Notice

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@hbwvlaw.com

Jennifer Stout, Historian
Jennifer.stout@dentoncounty.com

The Denton County Paralegal Association's next Luncheon will be on Thursday, **September 26, 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, September 23, 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 SEPTEMBER MEETING

Date: September 26, 2013
Place: Oakmont Country Club
1901 Oakmont Drive
Corinth, Texas 76210
Time: Noon

1. Welcome members and guests
2. Old Business
 - a. Approve August minutes
 - b. Approve August treasurer's report
3. New Business
 - a. Elections
4. Speaker – David Wilson "Discover the Naked Truth."
5. Adjournment

2013 Committee Chairs

CLE, Vicki Schmidt
Vicki@cmloveless.com

Fundraising, Michelle Beecher
mbeecher@dentonlaw.com

Legal Directory, Michele George
mgeorge@hbwvlaw.com

Membership, Gina Elliot
gottigina@yahoo.com

Newsletter, Lisa Pittman
lpittman@hbwvlaw.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

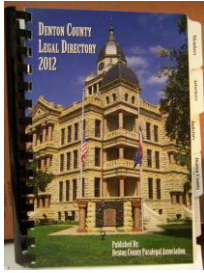
By: Ria Sherman

“Change is inevitable. Progress is optional.”

Tony Robbins, life coach extraordinaire, said that. Change: either you love it or you hate it. There seems to be no middle ground! I'm one of those people who welcome change since, to me, it is a chance for growth and progress. Of course, after a summer of incredible growth and change at my office, I can't believe I'm still a fan! But I can vouch for the progress Tony speaks of and it's well worth the effort.

This past year at the DCPA I have tried to facilitate and encourage positive changes in the DCPA to better serve our members as well as to provide to our committees the opportunity to follow their DCPA dreams. Increasing our service to our members, connecting to each other, our employers, and the community in a positive and ethical way so that we enhance the public view of paralegals, has been my goal, and is in line with our stated mission. I am happy to say I have not been alone in this quest! We have so many great members who've helped this year and I appreciate each and every one of you. But I have to admit we have had some wins and some losses. That is part of the pain of change, we are out of our comfort zone, and sometimes that is hard.

So, as we look to our elections, I am thinking about our President-Elect and her plans for the coming year. Kim Guertler is a strong, steady leader. You will enjoy her. I have come to rely on her counsel. DCPA is lucky to have her, so show her your support as she works to steer this organization through this transitional period where new leaders are coming up and new ideas are embraced to prepare DCPA for the future. Together we can make Tony's "change = progress" a reality for the DCPA. Be brave! Be team spirited, enthusiastic, and willing, and you won't be disappointed. Volunteer for a committee, or throw your hat in the ring for a place on the Executive Committee. This is ***your*** association, so I invite you to be a part of bringing about our future!



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@hbwwlaw.com or lpittman@hbwwlaw.com.

CLE Guest Speaker

Our Speaker this month is David Wilson who is a Certified Computer Forensic Examiner, who will speak about "Discover the Naked Truth."

Birthdays

Our members with October birthdays are:

Michelle James (10/3)
Michelle Beecher (10/5)
Gloria Porter (10/31)

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.

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

Stoffels & Associates, Inc.

Janel M. Stoffels

207 W. Hickory St., Ste. 304
Denton, Texas 76201
Phone: 940-565-9797
Fax: 940-565-9197
Email – jmstoffels@aol.com

Employment Opportunity

Paralegal Position

Senior Paralegal opening in-house with international company headquartered in Denton County. Ideal candidate will have 7+ years experience with an emphasis on litigation (including personal injury and e-discovery) and commercial real estate. Position requires strong drafting skills as well as a legal understanding of policies, practices, contracts and leases. Excellent analytical and communication skills are required. Motivated self-starter with the ability to multi-task, prioritize and pay exceptional attention to detail. Position will require discretion and the good judgment necessary to deal with highly confidential and sensitive matters. Must be proficient in MS Office (Word/Excel/Outlook/Access). Associates degree and Paralegal Certificate are strongly preferred. Competitive compensation package (\$55K-\$60K base) including excellent benefits. Qualified candidates should contact Cortland Kelly Grynwald, JD – Newhouse + Noblin Legal Search - 214.369.3345 or cgrynwald@nnlegalsearch.com. (8/13)

Part-Time Receptionist

The Law Offices of Durand & Associates PC is seeking an individual with experience answering multi-phone lines and greeting clients for multiple law offices. The position is 20 hours per week, 8:30 a.m. – 12:30 p.m., Monday through Friday. Responsibilities include front desk, multi-line telephone, greet clients, sort mail, and some light office work.

The qualified candidate shall possess strong communication skills and able to interact with clients and co-workers, have a pleasant speaking voice, be organized, reliable, dependable, able to multitask and work independently. Please send resumes to Monica Smith at monica@durandlaw.com. (8/13)

Paralegal/Legal Assistant

Minor & Jester, P.C. in Denton is looking for an experienced, full-time paralegal or legal assistant. Qualified candidate must have solid law firm experience and must possess the following: 3+ years of recent, strong experience in a law firm. 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 and Timeslips is a plus, but not a must. Qualified candidate must have the ability to: Be a team player who can also work independently. Prepare correspondence, pleadings, petitions and discovery with minimal supervision. 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 jjester@minorandjester.com.

Applications without a complete resume and salary requirements will not be considered. No phone calls, recruiters or agencies, please. (8/13)

Legal Services Administrator

Sally Beauty Holdings is the world's largest wholesale and retail distributor of beauty supplies. We are searching for a Legal Services Administrator to join our Legal team!

The position of Legal Services Administrator provides administrative assistance in variety of areas for the legal department, and supports the oversight and maintenance of Sally's and affiliates' global trademark portfolio. Under direction of corporate attorneys, prepares and files trademark applications, form documents, filing receipts, and other documents.

Qualifications:

- Bachelor's degree required.
- Paralegal certificate or other recognized form of certification demonstrating coursework in preparation for becoming a paralegal.
- 5+ years' experience of trademark, patent, or IP paralegal experience
- Proficient in MS Office (Word/Excel/Outlook/Access)
- Ability to draft legal documents, such as pleadings, discovery responses, affidavits and the like.
- Knowledge of legal implications of company policies and practices, contracts, and leases.
- Excellent analytical skills.
- Ability and willingness to take initiative to address problems and make continuous process improvements.
- Excellent communication skills, both written and verbal.
- Motivated self-starter with the ability to multi-task, prioritize and pay exceptional attention to detail.
- Discretion and good judgment necessary to deal with highly confidential and sensitive matters.

We offer a competitive salary, outstanding benefits package that includes medical, dental, vision, life Insurance, paid vacation and sick days, paid holidays, merchandise discounts, tuition reimbursement, profit sharing, and 401(k) with company match. Sally Beauty is an Equal Opportunity Employer. If interested in the Legal Services Administrator position, please apply at: <https://careers-sallybeauty.icims.com/jobs/1622/legal-services-administrator/job> or send your Microsoft Word resume to Csolares@sallybeauty.com for consideration. (8/13)

In The Know

By Wanda Woodworth

Talking with: Patti Biffar, Denton County District Attorney's Office - Appellate Division

Years experience: 17

What made you want to become a paralegal? I like this type of work especially the writing and editing part. I wanted to get my paralegal certificate because my job was slated to be reclassified.

What was it like being a new paralegal? It was easy...I had taken 3 years of court reporting school. I also earned my Paralegal Certificate at the Court Reporting Institute of Dallas.

How many paralegals are at your current firm? Just me.

What kind of law is practiced at your current firm? Appellate law.

What is your advice to new paralegals? Become real detail oriented, good at grammar and spelling, and be willing to do anything work-related that your attorneys ask of you...WITHOUT BITCHING.

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

How do you relax after a tough day at work? I drink a glass of wine or go outside and visit the horses and other animals. I also knit and crochet to relax.



August Minutes

1. President Ria Sherman, called the business meeting of August 22, 2013, to order at 12:08 p.m. at the Oakmont Country Club. There were 26 attendees (23 members and 3 guests), all of whom were welcomed by President Sherman.

OLD BUSINESS:

2. President Sherman asked for a vote on the July 25, 2013, meeting minutes. A motion for approval was presented by Michele George, seconded by Michelle Beecher, and the motion carried by unanimous vote.
3. President Sherman asked for a vote of approval for the July, 2013, Treasurer's report. A motion for approval was presented by Michelle Beecher, seconded by Carolyn Ganzer, and the motion carried by unanimous vote.

NEW BUSINESS:

4. The following announcements were made:
 - a. Election of 2014 DCPA officers and committee chairs is coming up soon. By September 15, 2013, each person desiring service on a committee or election to an office in 2014 should send an email declaring their desire for service or candidacy to Gina Elliott.
 - b. Michele George, Chair of the Legal Directory announced that advertising letters were sent out last week, that pre-paid ads for the back cover and both inside covers have already been secured. Attorney profile letters will go out as scheduled.
 - c. Michelle Beecher, Fundraising Chair, announced an update regarding the fundraising event "Are You Ready for Some Football?" Bar Association members and county offices were all sent a letter announcing the fundraiser. For every 10 tickets that a member sells, they get an extra ticket. Carol Pelzel is the contact for the Denton County Courthouse. The pool party is scheduled for September 26, 2013, at which time the drawing will take place.
 - d. Christy Powell, Social Chair, announced that there are flyers on the front table regarding the joint Fundraising/Social Committee event entitled, "Christmas in September" to be held at Michelle Beecher's house in Argyle. Chair, Christy Powell, also announced that they were giving the gift of more time to members during the hectic Christmas season. The toy drive benefitting Friends of the Family requires each member to bring an unwrapped toy to the social. Be sure to sign up and give your t-shirt size. The Santa in September t-shirts will have the event sponsors on the back. There will be no ornament exchange in lieu of the Friends of the Family toy drive. An email will be sent to members tomorrow. The menu is hot dogs and hamburgers, tea, and water. The sponsor forms are available. The \$200 sponsorship gives the sponsor name on the back of the event shirt, their business card on our website and in The Verdict for 3 months, and a toy donated in their name. The \$100 sponsorship gives the sponsor their name on the shirt, and a 30 day business card in The Verdict. The \$50 sponsorship gives the sponsor's name on the event shirt.
5. Michelle James, CLE committee member introduced the speaker - Terry Derrick from TexFile, and guests- Denton County District Clerk Sherri Adelstein, and Denton County Clerk employees - Camille Franklin and Rena Garza to answer questions regarding the upcoming mandatory e-filing.
6. There being no further business, President Sherman adjourned the meeting at 1:05 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](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 September 16, 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
June Luncheon	112.00
CLE Registration	400.00
School Supply Donations	20.00
Bingo Night – Vendor Registration	350.00
Bingo Night – Sales: Cards & Daubers	417.50
Bingo Night – Deposit Refunded	500.00
Administration:	
TAPA	60.00

DEBITS:

May Luncheon	238.00
June Luncheon	140.04
CLE – Expenses	661.55
Bingo Night Expenses:	
Bingo Supplies	130.89
Deposit (Refundable)	500.00
Donation (Friends of the Family)	143.30
Fundraising – Expenses	
Football	71.92
Administration:	
Stamps	9.20
Website	129.60

THIRD QUARTER 2013**CREDITS:**

Dues	250.00
July Luncheon	616.00
August Luncheon	266.00
Football Raffle	195.00
Legal Directory-Advertisers	445.00

DEBITS:

July Luncheon	602.00
August Luncheon	294.08
Fundraising – Expenses	
Autograph – Troy Aikman	50.00
Administration:	
Deposit Slips/Address Labels	30.80
Postage – Legal Directory	32.66
Post Office Box Rental	96.00

BALANCE AS OF 8/19/13 \$6,484.01