

# The SAPA Sentinel: April 2022



## **SAN ANTONIO PARALEGAL ASSOCIATION**

*An Affiliate of the National Association of Legal Assistants, Inc.*

### **President's Message**



Dear SAPA Members:

I hope everyone was able to enjoy some Fiesta! And a little birdie told me that Susi Boss just celebrated 20 years with Higdon, Hardy & Zuflacht, L.L.P. **Congratulations to Susi!**

Our March CLE Luncheon was held on March 17, 2022, at The Guenther House. Our special guest speaker was Amy Geistweidt from Higdon, Hardy & Zuflacht, LLP, and the topic was “Collaborative Law.” I hope you were able to attend, it was a very informative meeting.

Our April CLE Luncheon will be held at Embassy Suites by Hilton, 10110 US Hwy. 281 North, San Antonio, Texas 78216. Our very special guest speaker is Phoebe Glombik, with Langley and Banack Law Firm, and her topic is “Perfecting the Client Intake: A Guide for Paralegals.” If any of you know Phoebe, this will be an informative and fun experience; so, please register soon.

If you have a topic that you want to have heard as a CLE, please reach out to any board member.

As a reminder, it is time to renew your membership. You can easily do this on our website or reaching out to a board member. And, if you know of someone who would like to join us, refer them to us! Our members are the best advertising that we can ask for.

We will be hosting an all-day CLE event on June 24<sup>th</sup>, on the Riverwalk, so be sure to save this date for our “*Summer Fling on the Riverwalk with SAPA.*” It will be my final event as President of SAPA and I promise it will be fun and informative!

We are still looking for board members for the 2022-2023 board year. If you are interested in serving on the board, please reach out to any board member. You can also attend our next board meeting, which is May 11, 2022, at Tessmer Law Firm, 7550 IH-10 West, Suite 1201, San Antonio, Texas, 78229 at 6:00 p.m.

If you want us to spotlight a member of SAPA, please reach out to me or any member of the board.

Finally, following are this year’s board members:

Rocio Mayes – President Elect

Phoebe Glombik – Secretary

Priscilla Nash – Treasurer

JoAnn Trevino – NALA Liaison

Diana Olack – Education Director

Marcy Castanon – Newsletter Director

Stephen Herrera – Technology Director

Kathryn Flores – Social Media

Finally, we are always open to new ideas, so be sure to reach out to me or a member of the board.

Elaine Simons, CP

President

(210) 394-8737

[president@saparalegal.org](mailto:president@saparalegal.org)

The Elle Woods I am right now vs the  
Elle Woods I'm trying to be





**Several of our Sustaining Members are set up to assist the legal community electronically. Please reach out to them with your needs.**

- **Kim Tindall & Associates**
- **Lexitas**
- **Preferred Counsel**
- **Blend Document Technology**
- **Hill Country Litigation Services**
- **L.O.R.R. (Law & Order Record Retrieval)**
- **Gulfstream Legal Group**
- **Capitol Services**
- **PIMLAR**
- **TxMLC**
- **TexasFile**

SAPA is proud to Spotlight Sustaining Member

## TexasFile

In our April 2022 Newsletter



## County Records, Statewide Search, Plat Maps, Mineral Ownership Data

<b>Clinton Ramey</b> Product Manager <a href="mailto:clinton@TexasFile.com">clinton@TexasFile.com</a> (214) 705-6400 Office (361) 815-8201 Cell	<i>Online access to courthouse records</i> <a href="http://www.TexasFile.com">www.TexasFile.com</a> 
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**Please support SAPA Sustaining Members. We are able hold our in-person CLE luncheons because of their support.**

**It's SAPA membership renewal time. Make sure to renew your membership as soon as possible to enjoy the full benefits of our organization.**

**SAPA CLE luncheons are in-person. Please keep an eye out for our email blasts and check out the SAPA Newsletter and Website for updates.**

### **SAPA April Luncheon**

**Date/Time:** Thursday, April 21, 2022 at 12:00 - 1:00 p.m.

**Speaker:** Phoebe Glombik, Legal Assistant

Langley & Banack, Inc.

**Topic:** "Perfecting client Intake: A Guide for Paralegals"

**Location:** Embassy Suites by Hilton San Antonio Airport

10110 US Hwy 281 North, San Antonio, Texas 78216

**Cost:** Members: \$25 or Non-Members: \$30

## **Menu - Italian Buffet**

Chicken Parmesan, Caesar Salad with parmesan cheese and croutons, Angel Hair Pasta with garlic butter, Beef and Vegetarian Lasagna, Grilled Vegetables, Garlic Bread, Panna Cotta

[Register](#)



**Phoebe Glombik, Legal Assistant to Jo Chris Lopez**

### **Langley & Banack**

**Phoebe is a legal assistant specializing in family law at Langley & Banack, Inc. where she manages complex divorce cases.**

**Phoebe has held several legal positions ranging from managing pre-litigation lead paint poisoning cases in Baltimore to serving as a child support officer on the litigation team for the Texas Attorney General's Office.**

**Outside of her job, you will find Phoebe gardening, hiking, or planning her next adventure with her husband, Shane.**

### **Paralegal Division – District 5**

Happy Fiesta! So happy to be able to finally gather and celebrate after two long years. Looking forward to the parades, delicious food, and collecting medals! Stay safe and time to get into Fiesta mode!

**FRIENDLY REMINDER** – Don't forget to get your CLE hours before May 31st! Active and associate members are required to obtain 6 CLE hours for renewal, one of which must be legal ethics. Two of the six hours can be self-study or pro bono, but they cannot replace the legal ethics requirement. Visit the PD website for upcoming CLE opportunities.

**SAVE THE DATE!** We asked Texas Paralegals ... Where do you go for CLE, networking, socials and fellowship? And the **"SURVEY SAYS – TAPS 2022!"** Mark your calendars for **September 28-30, 2022**, at the Sheraton Downtown Fort Worth. Stay tuned for more details on registration and speakers.

**SHOEBOX PROJECT** – D5 is participating in the community effort to collect items and fill shoeboxes with everyday toiletries for those in need. Basic comforts such as soap, shampoo, toothpaste, and other personal care items are a luxury for many San Antonio children, veterans, elderly and homeless. Join us in reaching our goal of 20 shoeboxes.

- **Donate Supplies:** Donate adhesive bandages, baby wipes, conditioner, shampoo, soap/body wash, deodorant, hair comb/brush, lotion, hand sanitizer, toothbrush, toothpaste, sanitary items. **Not accepted:** Food, medicine, mouthwash, razors, sewing kits, used or opened items.
- **Decorate Shoeboxes:** We will be decorating shoeboxes and filling them up with the supplies donated on **Tuesday, April 26, 2022, at 6:00 pm, HHZ Law Office.** Bring shoeboxes, wrapping paper, tape, and scissors. Light refreshments will be provided.
- **Deadline to Drop-Off Donations: April 22, 2022, at HHZ Law Office, 12000 Huebner Rd. #200, San Antonio, TX 78230.**

Wishing you and your family a HAPPY EASTER!



Please contact Pearl Garza, District 5 Director, with any questions or suggestions at: [District5@txpd.org](mailto:District5@txpd.org).



## **SAPA OUT IN THE COMMUNITY**

SAPA Members have an opportunity to assist SALSA

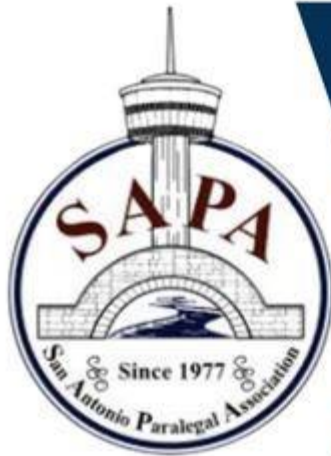
SALSA requests assistance from the paralegal community to help provide representation to Spanish-speaking clients. They are looking for paralegals to assist with translation for these clients so that their SALSA volunteer attorneys can provide wills, medical POAs, statutory durable POAs, declarations of guardianships, HIPAA releases, and physicians directives to qualifying clients seeking estate planning documents. All contact with the client occurs remotely.

Click the link below to sign-up for the paralegal wills program.

Button

# **ARE YOU INTERESTED IN SERVING ON THE SAPA BOARD OF DIRECTORS FOR THE 2022-2023 BOARD YEAR?**

**We are excited to welcome our members to pursue positions of leadership to make this upcoming year even more exciting.**



## **SAPA BOARD POSITIONS**

**PRESIDENT-ELECT  
TREASURER  
PARLIAMENTARIAN  
SECRETARY  
NEWSLETTER  
TECHNOLOGY  
PUBLIC RELATIONS  
EDUCATION  
NALA LIAISON  
SOCIAL MEDIAS  
STUDENT LIAISON**

**Any qualified individual who is interested in running for a position on the board should send a letter of intent to run, to Rocio Mayes, President-Elect, at: [presidentelect@saparalegal.org](mailto:presidentelect@saparalegal.org)**

**TO BE RECEIVED NO LATER THAN MAY 2, 2022**

## **UPCOMING EVENTS**

**Save the Date**

# **SAPA's full-day CLE is scheduled for June 24, 2022 at the Hyatt Place - Riverwalk**

## **NALA Study Group**

*Welcome 2022 NALA Study Group!*

*Our next meeting is scheduled for April 18, 2022 at 6:00 p.m. via Zoom.  
Send a message to the following email account if you're interested in  
attending: [nala@saparalegal.org](mailto:nala@saparalegal.org)*

**JoAnn Trevino**  
NALA Liaison  
[nala@saparalegal.org](mailto:nala@saparalegal.org)

**NALA - Up Coming Webinars**  
**[Click Here](#)**

**SAPA's Next Board of Director's Meeting is Scheduled for**

**Wednesday, May 11, 2022 at 6:15 p.m.**

In person meeting at Tessmer Law Firm located at 7550 IH 10, Suite 1201, San Antonio, Texas 78229. All members are welcome to join us. Please email [president@saparalegal.org](mailto:president@saparalegal.org) to let us know if you will be joining us.



# MENTOR PROGRAM

BE A MENTOR | HAVE A MENTOR

## Protégés:

- Receive guidance/direction/support on topics such as ethics, career advancement, & professionalism.
- Access to valuable networking opportunities with other paralegals and the legal community through your mentors and others at state-wide and district PD events.
- Opportunities to learn more about the PD and PD activities & opportunities to get more involved.

## Mentors:

- Opportunity to share your guidance/direction/support on topics such as ethics, career advancement, & professionalism.
- Encourage and promote the Division, and opportunities to participate in the Division.
- Invite Protégés to attend Division functions, and introduce Protégés to Division leadership, as well as some of the members.

\*Voting, active members in good standing, with at least seven (7) years of experience as a paralegal, are qualified to serve as Mentors. Mentors must complete the requisite application acknowledging Mentor has read and agrees to follow the Mentor Program Guidelines.

**SIGN UP TODAY**

For more information contact:  
[mentorprogram@tspd.org](mailto:mentorprogram@tspd.org)



MENTOR



The State Bar of Texas Paralegal Division is accepting Membership Applications on-line.

Online applications can be processed with payment options by check or money order (made payable to the Paralegal Division) or by credit card using an American Express, Visa, or Master Card. If paying by check, mail your check along with a copy of your membership application to Paralegal Division, P. O. Box 19163, Amarillo, TX 79114. **Application payments are non-refundable.**

- **Important** - Active and Associate members must provide your supervising attorney's bar number when asked for during the application process, so please have it available before beginning.
- We strongly suggest you apply via a computer that has print capability so you can print your application for your records.

*Once you start the application process, be aware that periods of inactivity greater than 20 minutes will cause your online session to time out and require that you start over, so be sure to have any required information available before you begin.*

[Click to Apply Online](#)

#### REMINDERS :

- We are now accepting payments via the Cash App.
  - Just use the Cash tag: **\$SAParalegal21**
  - Registration for luncheon is still required.
- Would you like SAPA to recognize one of our members for their accomplishments? If you ever have something that you want us to share; news, events, feedback, a member you would like to recognize or an article that you enjoyed, I would be happy to review your entries at [Newsletter@saparalegal.org](mailto:Newsletter@saparalegal.org).
- Do not forget to renew your membership and encourage the Paralegals in your life to join SAPA or renew their memberships if they have not yet, as well. 2020 is going to be a great year to be a member of SAPA and you do not want to miss it!