

# Welcome to YOUR SAPA Sentinel:

## August 2023



### SAN ANTONIO PARALEGAL ASSOCIATION

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

The San Antonio Paralegal Association ("SAPA") is a non-profit association established to promote the paralegal profession by utilizing community networks, continuing legal education, and public service. SAPA strives to promote excellence and ethical standards for all members and supports voluntary national certification to recognize those members who have demonstrated competency in our beloved profession. SAPA is dedicated to the use of networking opportunities to support paralegals and legal professionals in their career growth.



## Read the SAPA Newsletter and Win~!

Would you like to win a \$20 Amazon e-gift card?

**Read this issue** of the SAPA Sentinel and be the 10th *person* to *correctly* answer the question below and email the response to [newsletter@saparalegal.org](mailto:newsletter@saparalegal.org).

The monthly winner will receive a \$20 Amazon e-gift card to be mailed directly to them! Be sure you include the correct email address at which you would like to receive the e-gift card.

One winner per month.

**CONGRATULATIONS TO**

**ROXANN M. ENCIZO, CP, TBLS-BCP**

*SHE WAS OUR 10TH CORRECT ANSWER!!*

**JULY'S READ and WIN QUESTION:**

What day is the "Stuff the Bus" event?

**CORRECT ANSWER: AUGUST 5, 2023**

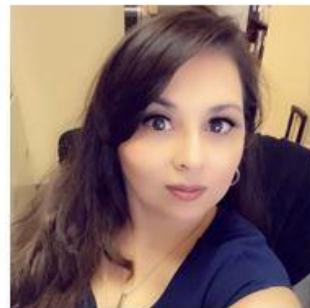
**READ and WIN QUESTION FOR AUGUST**

**This newsletter is for our members and associates look forward for it to be more interactive and entertaining!**

**Please feel free to email me ideas and suggestions!**

**[newsletter@saparalegal.org](mailto:newsletter@saparalegal.org)**

**President's Message**



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, A Magna Legal Service Company
- Texas Medical Legal Consultants, LLC
- Lexitas
- Preferred Counsel
- Veritext
- Blend Document Technologies
- Hill Country Litigation Services
- L.O.R.R. (Law & Order Record Retrieval)
- Capitol Services
- County Records.com
- The Legal Connection
- Texas File

**Please support SAPA Sustaining Members.**

**Without their support we would be unable to hold  
awesome CLE Seminars and monthly**

**CLE luncheons!**

**SAPA is proud to Spotlight Our Sponsors for our**

**2<sup>nd</sup> Annual**

**Summer Fling on the Riverwalk with SAPA 2023**



*We cannot be successful without you! Thank you for all the donations and time spent!*

**\* \* \* Membership Renewal Time \* \* \***

**We value our members and look forward to seeing everyone at our events throughout 2023.**

**We will be hosting a Membership Social in August, and new memberships will be 1/2 price! (Excluding Student Members)**

**Be sure to tell anybody that would be interested in joining!**

**For more information about his upcoming event, please email [membership@saparalegal.com](mailto:membership@saparalegal.com).**



**Kristi Clark**

**Werner & Augsburger**

## **Estate Planning and Probate**

Kristi earned a B.S. in Psychology at Texas Christian University (summa cum laude) in 1992, with a minor in Business, before moving on to Texas Tech University School of Law, where she graduated cum laude in 1995.

An appellate clerkship, then a general-practice law firm kept her in Fort Worth for a time. But in 1999, she began an estate planning practice with the San Antonio office of the Kleberg Law Firm.

She joined Werner & Augsburger in 2012 and continued her practice in Estate Planning and Probate Matters.

Kristi's adventures have included scuba diving the Great Barrier Reef in Australia and hiking the Camino de Santiago in Spain, and visiting Hawaii, Canada, Costa Rica, Italy, and St. Thomas (Virgin Islands). Having lived in five different U.S. cities by her mid-twenties, she was glad to begin putting down roots in San Antonio. Now, 22 years later, she is happily planted here with her husband Tim, two daughters, and three cats.

# **JOIN US!! AUGUST CLE LUNCHEON**

**Kristi Clark**

**Werner & Augsburger**

**Estate Planning and Probate**

**August CLE Luncheon**

**Date/Time:** Thursday, August 17, 2023

12:00 p.m. - 1:00 p.m.

**Speaker:** Krisit Clarke, Attorney

Werner & Augsburger

**Topic:** They Died without a Will; Now What?"

Probate/Estate Planning

**Location:** Old San Francisco Steakhouse

10223 Sharaha Street

San Antonio, TX 78216

**Cost:** Members: \$30 / Non-Members: \$35

**Menu:**

Grilled Chicken in Lemon Herb Sauce with Pasta; Broccoli, Carrots and Cauliflower Medley; Caesar Salad; Iced Tea and Water

**Link for Registration:** <https://saparalegal.org>

**Please Register in Advance....Space Limited!**

You have the option to pay online with credit card or to be invoiced.

If invoiced, you must pay by cash or check on the date of the event.

**\*\*\*\*\*No Shows will be invoiced\*\*\*\*\***

**\*\*\*\*\*Cancellations should be made no later than**

**5:00 pm, Monday, August 14, 2023\*\*\*\*\***

**\*\*\*\*\*NO refunds for registrations will be available after that date**  
**due to contractual obligations with venue\*\*\*\*\***

If you have any questions, please contact SAPA's Education  
Director: [education@saparalegal.org](mailto:education@saparalegal.org)



Paralegal Division, State Bar of  
Texas - District 5



### Paralegal Division – District 5

It surely has been a hot, HOT Summer! I hope you've been staying cool and enjoying some vacation time with family and friends. It's the final countdown for back to school! Join me in extending a special "Thanks" to the following District 5 and SAPA members who volunteered for the Stuff the Bus School Supply Drive on August 5th at HEB: Kerri Alexander, Susi Boss, Lilia Cervantes, Gricelda Gonzalez, Monica Harris, Sandy Hartman, Terii Lopez, Vanessa Lopez, Nicole Rodriguez.

I had a great planning session with District 5's Sub-Chairs. We are working on upcoming CLEs both online and in-person, membership social, Thanksgiving Drive, Blanket Brigade and so much more! Please check your contact information on the "My Account" PD website and make sure it is up to date, so that you get the e-blasts with the information on these upcoming events from me.

FYI, the San Antonio Paralegal Day Committee is hard at work planning our Paralegal Day celebration for October 20, 2023. This year, we will be awarding two (2) educational scholarships up to \$500 each at the Paralegal Day celebration. The purpose of the scholarships is to make the pursuit of taking a paralegal certification exam (NALA, TBLS), or attending a CLE seminar (NALA, TAPS), a little more affordable and attainable to members of District 5 and SAPA. If you are interested in completing a scholarship application, please visit SAPA's website for the application form and more information.

HAPPY AUGUST! Let's have a great month. Here are some announcements ...

### TAPS REGISTRATION IS OPEN

Come "Spy" some great CLE with us! Register today for TAPS in Frisco, September 27 – 29, 2023. Link to register is available at: <https://txpd.org/taps-home/>. If you are attending this year, please send me an email at [District5@txpd.org](mailto:District5@txpd.org) and let me know. I'm working on coordinating a group photo for District 5 members at TAPS and will be sending information on where to meet. Looking forward to seeing you there!

SAN ANTONIO PARALEGAL DAY CELEBRATION

Mark your calendars for the San Antonio Paralegal Day luncheon to be held on **Friday, October 20, 2023, at the Norris Conference Center**. We will be celebrating our 20th Anniversary! For more details, visit SAPA's website at: <https://saparalegal.org/>.

Please contact me by email at [District5@txpd.org](mailto:District5@txpd.org) with your ideas, suggestions, or questions. Thank you for being a valued member of our legal community.

Pearl Garza

District 5 Director

State Bar of Texas

Paralegal Division

**\* \* \* UP COMING EVENTS \* \* \***

**SAPA Board of Director's Meeting**

**September 5, 2023, at 6:30 p.m.**

**Location: Reuter Law Group, PC**

**112 E. Pecan Street, Suite 2920**

**San Antonio, Texas 78205**

**State Bar of Texas**



## **Paralegal Division**

**2023 TAPS Registration is now open.**

**This year's theme: I Spy CLE - TAPS 2023**

**September 27 – 29, 2023**

**Embassy Suites Hotel and Convention Center, Frisco, Texas**

**Membership Social in August –**

**Date TBA**

**20<sup>th</sup> Annual**

**San Antonio Paralegal Day Celebration and  
recognition of *Paralegal of the Year***

**Your presence is requested on**

**October 20, 2023**

**11:30 a.m. -1:30 p.m.**

**Norris Conference Center**

**Speaker: TBD**

## SHOUT OUTS

WELCOME HERE!

EMAIL ME THE NAME OF A PARALEGAL  
THAT DESERVES A SHOUT OUT!

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

I want to give a shout out to the 2023-2024 SAPA Board - First official meeting and we talked, shared ideas (old and new), laughed and dealt with serious matters and all walked away smiling! Great start to a great year!

-Susi Boss of Higdon, Hardy & Zuflacht, LLP



## **IN THE COMMUNITY**

### **Pro Bono Opportunity with San Antonio Legal Services Association (SALSA)**

**I am Priscilla Nash the Treasurer for SAPA and I volunteer with SALSA in the intake process with the “Don’t Bully Me Project” and they are currently looking for more volunteers. Please take time to read below and click on the link to sign up. If you have any questions about this program, please reach out to me at [treasurer@saparalegal.org](mailto:treasurer@saparalegal.org) and I will be happy to answer any questions you may have.**

**San Antonio Legal Services Association (SALSA) is seeking paralegal volunteers to assist with its Pro Bono program aimed at stopping serious bullying and cyberbullying of children all across Texas. SALSA is partnered with the David's Legacy Foundation to conduct intake with parents statewide and refer appropriate cases to volunteer attorneys as part of its "Don't Bully Me" (DBM) project. Volunteers will assist in the intake process by discussing issues**

with parents and determining if cases should be referred for pro bono placement. Volunteers can be located anywhere in Texas and will receive comprehensive training. If you are interested to assist in this important project, please fill out a volunteer form here: <https://www.sa-lsa.org/volunteerform/>

## ***EVENTS THIS WEEKEND***

*in San Antonio*

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**HAPPY BIRTHDAY!!**

**Maureen Purcell - August 1**

**Stephanie Shokrian - August 1**

**Laura Lillie - August 2**

**Summer Galarpe - August 4**

**Helena Rodriguez - August 5**

**Amalia Bullis - August 11**

**Clara Medina - August 12**

**Nicole Woods - August 12**

**Marcel Lemelle - August 13**

**Megan McCarty - August 13**

**Rafael Reyes - August 13**

**Jan Tschirhart - August 19**

**Montana Harrison - August 21**

**Lisa Gutierrez - August 22**

**Karina Pullen - August 22**

**Maggie Keller - August 23**

**Leticia Ortiz - August 23**

**Monica Harris - August 28**

**Sheila Witcher - August 31**

**\* \* Paralegal Positions \* \* \***

If you are looking to make a move or just want to checkout new opportunities, see our JOB BOARD.

San Antonio Paralegal Association

[View More Jobs](#)





# 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)



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](#)



# LET'S SEE YOUR PET PICS!

We love pets and want to see yours! Please send me your pet pics at

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



**Your Recipe Corner!**

# Send me your favorite recipe to share!

## REMINDERS :

- We are now accepting payments via the Cash App.
  - Just use the Cash tag: **\$SAParalegal21**
  - Registration for luncheon is still required.
- 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.



## ONCE UPON A TIME...

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We didn't envision building a national company when we started Capitol Services in 1978. A small office in Austin offering Texas UCC searches was all we really had in mind. In fact, if our banker had required us to prepare a business plan, we probably wouldn't be here today.

Many years ago, our first CPA commented that the best thing we had done was hire nice people. We think that still rings true. Some of those people are still with us today, including two who started with us in our first year of business. Quite a few clients who gave us an opportunity to earn their business that first year remain with us too.

Forty years later, Capitol Services has offices from coast-to-coast providing a full range of corporate, registered agent, and lien services. More importantly, we still hire nice people and retain them. Even though we have continued to grow and add new people, 40% of our employees have been with us for over 10 years.

A lot has changed over the past 40 years, but our mission has remained the same – “to provide friendly, efficient, and cost-effective service to our clients amid a relaxed atmosphere that encourages a balanced work-life experience for our employees.”

John Robinson and Cheryl Roberts

Co-Founders