

The SAPA Sentinel: July 2022



SAN ANTONIO PARALEGAL ASSOCIATION

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



President's Message



Success is not something you pursue. Success is something you attract by the person you become. So instead of going after success, you work on yourself. Personal Development. -Jim Rohn

Welcome to the 2022-2023 SAPA Board Year! This year I self proclaim the San Antonio Paralegal Association as one of the most potent Paralegal networks in San Antonio.

This term, I invite you to join me as an unapologetically ambitious paralegal achieving their professional goals! To do this, we must work on our personal development in the legal field and encourage our fellow paralegals to do the same.

As an organization, the SAPA board of directors is excited to help you with your personal development and success. We are currently working on scheduling social events to help you network with like-minded professionals, setting up charity causes, free NALA study sessions, and Continuing Legal Education luncheons.

I encourage you to visit our website (saparalegal.org) for updates and read the newsletters for more information. Our Technology Director, Stephen Herrera, frequently updates the website with new information and job postings. On the website, you will find the time and location for our free NALA study sessions taught by our NALA Liaison, Phoebe Glombik. I encourage you to invest in yourself by becoming a certified paralegal. You deserve to have the CP after your name on your signature line.

If one of your Personal Development goals is to teach at one of our CLE luncheons, or you want to learn more about a particular topic, don't hesitate to get in touch with our Education Director, Kathryn Flores. We want to provide you with the legal knowledge that will make you a superstar indispensable paralegal.

Is your personal development goal to network or be more involved? Our website has our upcoming events. If it's on the calendar, you as a member are invited and welcome to invite your paralegal friends. Don't be shy! Show up. Ask questions and give us feedback. Our Public Relations Director, Laura Lillie, will be more than happy to provide you will more information on our events.

May success find you and bring you joy. May you get recognized for the educated professional that you are. May you follow us on social media.



-Rocio Mayes
President



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**
- **County Records.com**

SAPA is proud to Spotlight Our Sustaining Members

Who Sponsored Our Full-Day CLE

In our July 2022 Newsletter





*Thank you for being
SAPA's Sponsors!*

Platinum Sponsors



Gold Sponsors



Silver Sponsors



Bronze Sponsors



Please support SAPA Sustaining Members.

**With their support, we are able to hold awesome
CLE Seminars and monthly CLE
luncheons**

Make sure to renew your membership as soon as possible to enjoy the full benefits of our organization.

SAPA July CLE Luncheon

Speaker: Steven Gilmore, JD

Topic: "Unauthorized Practice of Law

Date/Time: Thursday, July 21, 2022 / Time: 12:00 p.m. noon

Location: Milano on Wurzbach

11802 Wurzbach Road,

San Antonio, Texas 78230

Menu:

Plated Entrée Banquet Menu

(Choose one of the three entrees - in advance)

Spaghetti

Spaghetti with homemade meatball

Grilled Chicken

Grilled Chicken served with lemon butter caper and basil sauce,

seasonal fresh vegetables and pasta

Tilapia

Pan-Seared Tilapia with roasted garlic, Roma tomato base, seasonal fresh vegetables and pasta

Desserts

(Choose one dessert - in advance)

Crème Brûlée

Traditional Cheesecake

Tiramisu

CLE Prices:

In Person (Members): \$30

In Person (Non-Members): \$35

[Register](#)

Steven Gilmore, JD



Assistant Public Defender for Bexar County in the felony trial division. While in private practice, I was a criminal defense attorney appearing in State, Juvenile, and Federal Courts at the trial and appellate level across the State. I dedicated pro bono representation to persons arrested in the course of peaceful protest, and collaborated with organizations like Texas Appleseed to assist students facing administrative consequences for participating in the March for Our Lives demonstration. I have written articles for legal publications covering topics related to criminal justice, international law, juvenile issues in the classroom, and practical application of constitutional analysis in the courtroom. I am active in the San Antonio and Coastal Bend Criminal Defense Lawyer Associations—often presenting at continuing legal education seminars—as well as a board member of the San Antonio branch of the National Lawyers Guild. I was first introduced to criminal defense working in Corpus Christi as a legal assistant to Doug Tinker in 2004, and I've continued working uninterrupted in this field ever since.

Paralegal Division – District 5

HAVE YOU RENEWED YOUR PD membership? GOOD NEWS! The Board elected during its annual meeting in June to waive the \$25 late fee. That's right ... no late fee! However, you have until July 31, 2022, to renew or your name will be removed from the membership roster. New and lapsed members must apply using the online membership application process. You may access the online membership renewal application here: <https://txpd.org/online-membership-renewal/>.

Scholarships are available for the upcoming 2022 Texas Advance Paralegal Seminar (TAPS). PD will award up to two (2) educational scholarships for the three-day registration fee. All applications must be received by July 15, 2022. To

complete your Scholarship Application, click: <https://txpd.org/wp-content/uploads/2022/03/Scholarship-Application-2022.pdf>

Online Registration for TAPS 2022 is now open. The CLE No. 1 Answer is "SURVEY SAYS - TAPS 2022!" Mark your calendars for September 28-30, 2022, at the Sheraton Downtown Fort Worth. Visit <https://txpd.org/taps-home/> for more details and registration.

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

* * * UP COMING EVENTS * * *



Registration Is Now Opened

for TAPS

REGISTRATION NOW OPEN WWW.TXPD.ORG/TAPS-HOME



JOIN US FOR THREE DAYS OF CLE, NETWORKING AND ENTERTAINMENT

- NETWORK WITH OTHER PARALEGALS FROM ACROSS THE STATE
- EARN UP TO 13 HOURS OF CLE
- EXPERIENCE CAREER ADVANCEMENT THROUGH EDUCATION
- PROFESSIONAL DEVELOPMENT OPPORTUNITIES
- VISIT THE EXHIBIT HALL AND MEET TOP VENDORS IN THE LEGAL FIELD
- WEDNESDAY WELCOME SOCIAL
- THURSDAY NETWORKING SOCIAL
- FRIDAY ANNUAL MEETING LUNCHEON



**PLEASE LIKE OUR TAPS BY PARALEGAL DIVISION
FACEBOOK PAGE AND KEEP UP WITH EVERYTHING
YOU NEED TO KNOW ABOUT TAPS 2022**

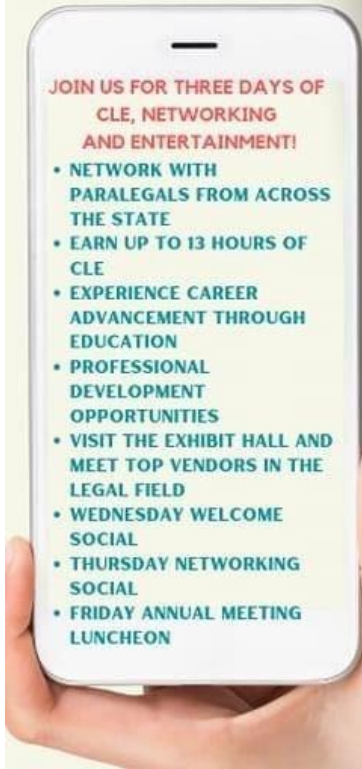


Survey Says
TAPS
2022
CLE NO. 1 ANSWER

Three-Day Multi-Track CLE
September 28-30, 2022
Sheraton Fort Worth
Downtown Hotel,
Fort Worth, TX

To reserve a guest room, either CALL the hotel directly (817) 806-3757 and mention TAPS 2022 Paralegal Division to get the blocked rate. To book online go to: TAPS 2022-Sheraton. Guest room rate is \$135.00 for single/double. Reservation deadline for hotel rooms is September 12, 2022. Negotiated daily parking rate – \$30 per night and \$20 daily.

UP TO 13 HOURS OF CLE



JOIN US FOR THREE DAYS OF CLE, NETWORKING AND ENTERTAINMENT!

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TAPS SPEAKERS

A list of our Awesome Speaker Line-Up will be available soon! TBLS Specialty Areas will be provided as soon as they are available.



REGISTRATION OPTIONS

FULL REGISTRATION — PRICE INCLUDES THREE DAYS OF CLE, SPEAKER MATERIALS (via conference App), SOCIALS, AND THE FRIDAY ATTENDEES' LUNCHEON.

AS AN ATTENDEE YOU CAN ATTEND ANY SESSION DURING THE THREE DAYS OF THE SEMINAR, YOU PICK AND CHOOSE THE SESSIONS YOU WANT TO ATTEND.

ONE-DAY REGISTRATION — PRICE INCLUDES ONE DAY OF CLE AND SEMINAR MATERIALS (SOCIALS AND FRIDAY LUNCHEON AT AN ADDITIONAL PRICE).

AS A ONE-DAY ATTENDEE, YOU CAN ATTEND ANY SESSION YOU CHOOSE DURING THE DAY YOU

ONLINE REGISTRATION WILL END ON SEPTEMBER 19, 2022

REGISTER AT www.txpd.org/taps-home



PLEASE LIKE OUR TAPS BY PARALEGAL DIVISION FACEBOOK PAGE AND KEEP UP WITH EVERYTHING YOU NEED TO KNOW ABOUT TAPS 2022

[Register](#)



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.



SAPA members joined SALSA (San Antonio Legal Services Association) on Tuesday, July 12th at St. Mary's University School of Law Center for Legal and Social Justice to help with Spanish translation and Notary services providing wills and ancillary documents to qualifying clients seeking estate planning.

Non-attorney Volunteer Opportunities



SAPA Student Spotlight this month is

Joyce Marie Jackson

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Joyce Marie Jackson



Wife, Mom, and grandmother of 11 grandchildren and 1 on the way. I married at a young age and later found myself divorced and starting the single parent journey. Learning how to manage and set systems in place was rough at first but with the support of my parents I was able to successfully work, attend college and raise my children. Going to college was key, I could not expect my children to seek a higher level of education if I didn't. I needed to show my children that if I could do it with all my responsibilities, so could they. I received my Associate Degree in May 1999 in RTVF which stands for Radio Television and Film. All five of my children have completed a Bachelor's degree and four have earned other degrees and certifications. Most are Educators, one is an entrepreneur and one is a Lt. Colonel in the Army.

It's not enough to learn something new, it's important to share by pouring into others. On February 1st, 1988 I started work with the Office of the Attorney General. If anyone could say I started at the bottom, that would be absolutely true. However, in nearly 30 years of service I excelled to Child Support Enforcement Officer IV. The greatest joy of my job was the people I helped in the process. After retiring, I segued into the Real Estate industry. Looking back, I can see how a lot of what I did at the Attorney General's Office prepared me for my role in real estate. Systems, meeting deadlines, settings goals, follow-up and so on is key in every profession. Since becoming a Realtor in 2016, I have gained a number of designations and certifications; however, there is one that I am most excited about is my CPRES designation, Certified Probate Real Estate Specialist. This is an area of real estate that can take time. It allows me the opportunity to get to know

the family that I am working for and how I can best serve. It doesn't always end in a transaction, but there is often a good ending and growth for me.

In addition to being a Realtor, I am also a photographer. This is something I started when my children were in high school. The senior packages did not agree with my budget, so my answer to this dilemma was take the pictures myself. I later started taking pictures of my children's friends and eventually a business was born. In May 2009, I married the one whom my soul loves. We are a blended family of seven wonderful children. My husband has been my rock, my best friend, supporter and encourager. In the fall of 2021, I told him I want to be a paralegal. I told him about the UTSA program. He told me to sign up and he would support me. I am currently a P2 student, learning and loving every minute of this Journey. I am grateful for this opportunity and so much more.

At 60 years old, outside of work and school, I enjoy knitting, crafts, writing, and most of all spending time with family. None of this would be possible without my faith in God, my true strength.

SAPA Voting Member Spotlight this month is

SUSI BOSS



**HAPPY
BIRTHDAY
MONTH SUSI
BOSS! !**

We love you and want to thank you for the wonderful impact you have had in all of our lives. We thank you for helping us grow professionally and for your continued guidance.



**CONGRATULATIONS ON
YOUR 20TH YEAR
ANNIVERSARY AT
HIGDON, HARDY AND
ZUFLACHT, L.L.P.**

**2021- 2022 President of the State Bar of Texas Paralegal Division.
2020-2021 President- Elect of the State Bar of Texas Paralegal Division.
2017-2018 President of the San Antonio Paralegal Association
2017 Paralegal of the Year**

SAPA MEMBERS AND SUSTAING MEMBERS

HAVING FUN AND EARNING CLE AT

THE SUMMER FLING ON THE RIVERWALK





NALA Study Group

NALA Information:

“Hello, all! The NALA Certified Paralegal Exam Study Session is scheduled on **July 28, 2022; 6 - 7:00 p.m. via Zoom.**

Please contact Phoebe Glombik at pglombik@langleybanack.com to RSVP.”

Phoebe Glombik

NALA Liaison

nala@saparalegal.org

NALA - Up Coming Webinars

[Click Here](#)

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

Wednesday, August 3, 2022 at 6:00 p.m.

In person meeting at Higdon, Hardy & Zuflacht, 12000 Huebner Road, Suite 200, San Antonio, Texas 78230. All members are welcome to join us. Please email 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@txpd.org



MENTOR



MEMBERSHIP
DRIVE

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.
- 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!

JOB POSTING

Paralegal Needed

Pearson Legal, PC

San Antonio, TX

\$50,000 to \$60,000 base salary plus bonuses

Hybrid work from home / office schedule

Medium-sized contingency plaintiff litigation firm with statewide practice is currently seeking candidates for a paralegal position in their downtown San Antonio office. The ideal candidate for this opportunity will have at minimum:

3 years of litigation experience

Complex case document management experience with E-Discovery software

Knowledge and experience with litigation, including trial support software

Excellent oral and written communication skills; and

Strong interpersonal, organizational, and time management skills.

Benefits available including medical, dental, vision, 401K, and paid parking. Salary DOE

Please submit resumes to clientservices@pearsonlegalpc.com

Legal Assistant/Paralegal

1. Experience in state and federal law;
2. Experience in criminal filing in state and federal courts;
3. Experience in downloading criminal discovery through the counties ediscovery portals;
4. Experience with Microsoft Outlook; MyCase case management software;
5. Preparing trial notebooks;
6. Scheduling appointments with clients;
7. Bilingual;
8. Schedule consists of 30-35 hours a week to start.

Please submit resumes to:

Alfonso Cabanas

Cabanas Law Firm

alfonso@cabanaslaw.com

Receptionist - Front Desk Help

Well-established law firm seeking a full-time front desk receptionist. Primary duties will be to answer the multi-line phone and direct/screen calls. The receptionist will also provide day-to-day administrative support to the office manager and paralegal. Our ideal candidate will have great phone etiquette, punctuality, a good work ethic, be a self-starter, and have a professional appearance. Attention to detail is crucial as this can be a fast-paced position.

Additional duties will include inventorying office supplies, helping maintain files, coordinating the flow and processing of paperwork, mail distribution, office equipment management, and any other tasks as required or assigned. Must be able to lift 25lbs. Bilingual required.

Must be able to start August 1st at the latest. Hours will be 8:30 – 5:30 Mon – Fri.

Resumes may be submitted to: LL@DDB-LAW.COM