



The SAPA Sentinel: May 2023



SAN ANTONIO PARALEGAL ASSOCIATION

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





President's Message

I commend you on your professional development.
I wish you continued success in your career as a paralegal.
May your legal knowledge remain current and relevant, and
may you continue to be a valuable asset to your team.

Rocio Mayes
President



Dear SAPA Members,

Welcome to the May 2023 SAPA newsletter! I am excited to bring you this information to help you stay up-to-date on the latest news and trends in the paralegal field. I hope you find this newsletter helpful and informative.

Paralegal Job Market Update

The paralegal job market is continuing to grow, with demand for paralegals expected to increase. This growth is being driven by the increasing complexity of the legal system and the growing number of lawsuits. Paralegals play a vital role in the legal system, providing support to attorneys and helping to ensure that cases are prepared and presented effectively.

See <https://money.usnews.com/careers/best-jobs/paralegal> and <https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>

Tips for Working with Attorneys

Paralegals who work closely with attorneys can help to improve the efficiency and effectiveness of the legal process. Here are a few tips for working effectively with attorneys:

- Be organized and efficient.
- Be proactive and anticipate the needs of your attorney.
- Be accurate and detail-oriented.
- Be able to communicate effectively, both verbally and in writing.
- Be able to work independently and as part of a team.

Paralegal Certifications

The National Association of Legal Assistants (NALA) has two paralegal certifications: the Certified Paralegal (CP) and the Advanced Certified Paralegal (ACP). See <https://nala.org/certification/>

The Texas Board of Legal Specialization is the only governing board authorized by the Texas Supreme Court and the State Bar of Texas to board certify paralegals in seven legal specialty areas.

See <https://www.tbls-bcp.org/cert>

Upcoming Events outside of SAPA

- The NALA Annual Conference will be held in Boston, MA from July 12-14, 2023. See <https://nala.org/2023/conference-2023-registration/>
- The American Association for Paralegal Education (AAPLE) Annual Conference will be held in Seattle, WA from October 4-7, 2023. See <https://www.aafpe.org/national-conference>
- The National Federation of Paralegal Associations (NFPA) Annual Conference will be held in Washington, D.C from October 5-8, 2023. See <https://www.paralegals.org/i4a/pages/index.cfm?pageid=3919>

There was an error on the previous newsletter. Please disregard the dates and times listed in the previous newsletter for the upcoming events.

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**

SAPA is proud to Spotlight Our Sustaining Member

Veritext Legal Solutions

In our May 2023 Newsletter

THE SPOTLIGHT



VERITEXT
LEGAL SOLUTIONS

Veritext is the leader in deposition and litigation support solutions with a proven track record of industry excellence. For law firms and corporations, we provide coverage across all of North America, state-of-the-art conference rooms, facilitate the connection with highly skilled reporters and videographers, provide advanced technology, remote services, unparalleled client service, and on-time delivery. Our solutions utilize the latest easy-to-use technologies to streamline the deposition process, and reliably handle the most complex cases. All of this combined with unmatched data security (including HIPAA and PII compliance) ensure that Veritext clients have the best tools available and the confidence of working with the market leader.

Veritext Legal Solutions

515 Congress Avenue, Suite 1700

Austin, Texas 78701

(800) 497-0277

Please support SAPA Sustaining Members.

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

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

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

The SAPA Board of Directors has the following positions:

President-Elect

Secretary

Treasurer

Parliamentarian

NALA Liaison

Student Liaison

Newsletter Director

Membership Director

Education/Mentor Director

Public Relations Director

Technology Director

Nominations from the floor will be taken at the April Luncheon. If you would like to nominate yourself for a position on the Board, please submit your candidacy statement to presidentelect@saparalegal.org by April 14, 2023.



Brent De La Paz

Law Office of Brent De La Paz

May CLE Luncheon

Date/Time: Thursday, May 18, 2023
12:00 p.m. - 1:00 p.m.

Speaker: Brent De La Paz,
Law Office of Brent De La Paz

Topic: "All Knowing Expert or Button Pusher?"

Location: Volare Italian Restaurant and Pizzeria,
3902 McCullough Ave, San Antonio, TX 78212

Cost: Members: \$35 / Non-Members: \$40

Menu:

-Small house salad, Tea or Soda (Coke, Diet Coke, Sprite, or Dr. Pepper)
-Choice of personal pizza meat lovers,

personal pizza Margherita Bianca,

Chicken Piccata (Thin sliced chicken cooked with capers in a lemon, white wine
sauce, served with a side of garlic butter spaghetti)

or Spaghetti e Polpette (Spaghetti topped with homemade meatballs and marinara).

Please Register in Advance....Space Limited!

You have the option to pay online or to be invoiced.

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

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

*******Cancellations should be made no later than
5:00 pm, Monday, May 15, 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

[Register](#)



**Paralegal Division, State Bar of
Texas - District 5**



Paralegal Division – District 5

I want to begin by personally extending my THANKS to each of you! I appreciate your trust in me to serve as your Director for the 2023-2025 term. It is my honor, and I will do my best to represent you. The Paralegal Division Board will be meeting on June 9-10, 2023, in Dallas. If you have any questions or suggestions that you would like for me to take to the Board, please send them to me at District5@txpd.org.

Second, we are seeking Sub-Chairs to assist with D5's leadership for the 2023-2024 year! There is a role for everyone – no matter how behind the scenes or active you would like to be in D5. The Sub-Chair positions available are:

- • Online CLE
- • District CLE
- • Elections
- • Membership
- • Pro-Bono
- • Professional Development
- • Publications

If you are interested and would like to step up, please reach out to me by phone at (210) 803-3089 or email at District5@txpd.org. Thank you for your continued support and below are some additional announcements.

PARALEGAL DIVISION MEMBERSHIP RENEWALS

It is that time of year again! Online renewals are taking place now for current PD members whose membership expires on May 31, 2023. **Don't delay and renew today at www.txpd.org.** Please note that Active and Associate members are required to: (i) obtain at least 6 hours of CLE, 1 hour of which must be legal ethics (2 hours can be self-study) between June 1, 2022 and May 31, 2023, in order to renew for 2023-2024; and (ii) document the required CLE *prior* to completing the online membership renewal application by accessing the "Manage My CLE Records" page on the PD website.

TAPS 2023 – Scholarship Application IS Now Available

The Paralegal Division will be awarding up to two (2) educational scholarships for the three-day registration fee. This is to attend the "I Spy CLE – TAPS 2023" seminar on September 27-29, 2023, in Frisco. **Scholarship Application Deadline is July 14, 2023!** The scholarship application can be found [HERE](#).

VolunteerS NEEDED FOR PRO BONO PROJECT

The San Antonio Legal Services Association (SALSA) is seeking paralegal volunteers to assist with the Don't Bully Me (DBM) Project. The purpose of the DBM Project is to bridge the gap between targets of bullying, their families, and the civil legal system across Texas. Volunteers will assist in the intake process and can be located anywhere in Texas. Comprehensive training is provided. If you are interested in volunteering, please fill out a volunteer form at: <https://www.sa-lsa.org/volunteerform/>.

Please contact me with any questions, suggestions, or ideas at: District5@txpd.org.

Respectfully,

Pearl Garza

District 5 Director

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

SAPA Board of Director's Meeting

June 7, 2023 at 6:30 p.m.

Location: TBD

2nd Annual Summer Fling on the Riverwalk with SAPA



Friday, June 23, 2023
8:00 AM – 5:00 PM
Hyatt Place-Riverwalk
601 S St Mary's St, SA, TX 78205



SAVE THE DATE!

Summer Fling on the Riverwalk with SAPA Second Annual

Date: Friday, June 23, 2023

Time: 8:00 a.m. - 5:00 p.m.

Location: Hyatt Place - Riverwalk
601 S St Mary's St, San Antonio, TX 78205

Speakers:

- Rules of Evidence for the Everyday Paralegal – Jared Hall @ Soyars & Morgan Law
- Domestic Violence & Reflejo Court – Judge Rosie Speedlin Gonzalez @ County Court 13
- Probate Law – Matt Badders @ Drought Drought & Bobbitt
- Why Every Law Firm Needs Chat GPT- Chase Hardy @ Griffin Purnell
- Family Law/Collaborative Law - Amber Liddell Always @ Orsinger, Nelson, Downing, Anderson
- Essential HIPAA Training for Attorneys & Staff – Ann W. Jamieson @ Higdon, Hardy & Zuflacht, LLP

Cost:

\$75.00 for Members/\$80.00 for Non-Members

If registered by June 10th

(After June 10th it will be \$85.00 for Members and
\$95.00 for Non-Members)

Menu:

Lunch and Snacks during breaks provided

This CLE is IN-Person Only! NO Zoom!

Please Register in Advance....Space Limited to 80 People!

****EVERYONE MUST REGISTER!!! – NO WALKINS!!****

You have the option to pay online or to be invoiced.

**If invoiced, you must pay by cash, check or Cash App by
June 17th, 2023 or registration will be cancelled.**

****No payments will be taken on the day of event****

Please be prepared to pay for parking.

****The CLE credit forms will be provided at the event for 6 hours****

****PENDING - TBLs Approval****

**** attorneys can report it as self-study credit****

If you have any questions, please contact SAPA's Education Director:
education@saparalegal.org



SAPA OUT 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 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/>

DONATIONS NEEDED FOR:

GOOD



United Way of the
Chattahoochee Valley

As individuals and families transition out of homelessness or transitional housing, they are often starting over.

Many are moving into their new home with little to no personal or household items.

United Way Home for Good baskets are designed to provide basic household necessities and the essential supplies needed to create a safe and stable home.



Gather some of the following supplies in a laundry basket or storage bin.

Bedroom/Laundry, Laundry Detergent, Fleece Blanket (Check out our Easy No Sew Blankets Project), Light Bulbs, Bathroom, Hygiene items, First Aid Kit, Toilet Paper, Toilet Brush, Toilet Bowl Cleaner, Shower Curtain, Hand Towels, Wash Clothes, Kleenex, Kitchen, Silverware & Cup Kit, Plate Kit, Dishwashing Kit, Disinfectant Wipes, All-purpose Clear, Garbage bags, Hand Soap & Add an encouraging note (optional)!

Please bring your donations to any of SAPA's Luncheons

SAPA's NALA Study Group

With NALA Liaison Director

Phoebe Glombik

nala@saparalegal.org

Location:

Summer Moon Coffee

3233 N St Mary's St., Ste. 102

San Antonio, TX 78212

4/27/23 6:00 p.m. – 7:00 p.m.	Ch. 11 & 12 – Spelling and Punctuation
5/25/23 6:00 p.m. – 7:00 p.m.	Ch. 13 & 14 – Clarity of Expression and Critical Thinking
6/29/23 6:00 p.m. – 7:00 p.m.	Ch. 15, 16 & 17 – Reading Comprehension, Analysis of Information and Decision Making



SAPA's NALA Study Group

Location:
Summer Moon Coffee
3233 N St Mary's St., Ste. 102
San Antonio, TX 78212

Contact: Phoebe Glombik
nala@saparalegal.org

[Register for NALA Study Group](#)

* * 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



Legal Assistant/Paralegal

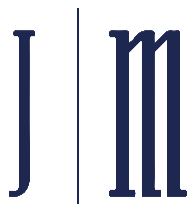
Posted: Mar 29, 2023

Watkins & Shattles, PLLC - San Antonio, TX

Salary: \$45,000.00 - \$52,000.00 Annually

Full-time

Application Deadline: N/A



Case Manager (Paralegal)

Posted: Mar 16, 2023

Juris Medicus, LLC - San Antonio, TX

Application Deadline: N/A

Full-time

[View More Jobs](#)

[SAPA Job Board](#)



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



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

A graphic showing several hands holding up large, red, 3D block letters that spell out the word "MENTOR". The hands are positioned below each letter, and the background is plain white.

MENTOR

A graphic for a membership drive. The words "MEMBERSHIP" and "DRIVE" are written in large, white, bold, sans-serif capital letters. The text is centered over a background of overlapping, colorful speech bubbles in shades of green, yellow, orange, and red. The speech bubbles have a textured, slightly grainy appearance.

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!



ONCE UPON A TIME...

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