

The SAPA Sentinel: October 2022



SAN ANTONIO PARALEGAL ASSOCIATION

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

School has started. Please keep an eye out for students as they navigate a new school year.

Thank you to all who supported SAPA's Stuff the Bus Mission.





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 Member

Kim Tindall & Associates

Magna Legal Services

In our August 2022 Newsletter



Magna Legal Services Adds Kim Tindall & Associates to the Greatest One-Stop-Shop for Legal Support Services.

Both Magna LS and KTA built their businesses to support clients from Discovery to Trial

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.

See Membership Renewal Event Flyer below.

A vibrant flyer for a membership renewal event. The top features a colorful zigzag pattern in shades of green, yellow, orange, and pink. Below this is a lime slice on a green background. The central part of the flyer is black with white and red text. On the left, there is a circular logo for SAPA (Sociedad Abogado Paralegal Asociado) featuring a building and the text 'SAPA Since 1977'. Below the logo is a guitar and a cactus. The text on the right side of the flyer reads: 'Membership, Mariachis & Margaritas!', 'Come renew your membership or join SAPA at our Membership Drive!', '1/2 price for Voting and Associate Memberships on day of event only.', 'Friday - August 19, 2022', 'Mi Tierra Cafe y Panaderia 218 Produce Row, 78207', '5:30 p.m. - 7:30 p.m.', 'Free appetizers & two free drinks!', 'Everyone is invited, RSVP at: https://www.saparalegal.org/event-4903729', and 'Please drink responsibly!'.

RSVP

SAPA August CLE Luncheon

Speaker: Cynthia Garcia

Topic: "Effective Organization"

Date/Time: Thursday, August 18, 2022 / Time: 12:00 p.m. noon

Location: Paloma Blanco

5800 Broadway

San Antonio, Texas 78209

Menu:

CHÍLE RELLENO DE VEGETAL

Poblano pepper, filled with crunchy zucchini, corn, poblano strips and queso Monterrey. Baked and covered with Salsa Española. Served with Spanish rice and frijoles borrachos.

or

FAJITAS DE POLLO

Marinated and grilled chicken, bell peppers and onions. Served with Spanish rice, frijoles borrachos, guacamole and pico de gallo, served on a plate.

CLE Prices:

In Person (Members): \$25

In Person (Non-Members): \$30

This CLE is IN-Person Only! NO Zoom!

[Register](#)



CYNTHIA GARCIA

Litigation Paralegal, Personal Injury Trial Law
San Antonio Paralegal Association, Membership Director
State Bar of Texas Paralegal Division, Sub Co-Chair Online CLE
National Association of Legal Assistants, Member

Cynthia is a litigation paralegal with Tinsman & Sciano, Inc. and has over 30 years of experience in the legal field. She found her calling in helping injured clients navigate through the complex issues of litigation. One of her goals as the Membership Director is to increase membership while maintaining our existing membership. Cynthia Garcia was recently a presenter for the San Antonio Trial Lawyers Association- CLE for Paralegals. Cynthia Garcia graduated from the University of Texas San Antonio with a Bachelor of Arts- BA. Philosophy, has a Minor Degree, in Legal Studies, and is a member of Phi Alpha Delta / Phi Alpha Delta Society of Scholars.

Paralegal Division – District 5

District 5 Members,

I'm so excited to welcome your 2022-2023 District 5 Team. We are fortunate to have such dedicated team of paralegals to assist you with your CLE, membership,

and professional development. Please join me in extending a big **CONGRATULATIONS** to the 2022-2023 Subchairs:

District CLE	Sandy Hartman, Subchair Tonya Barton, Co-Subchair Louis R. Garcia, Co-Subchair
Online CLE	Rosa Barrera, Subchair Cynthia Garcia, Co-Subchair Corry Garza, Co-Subchair
Elections	Melanie Langford, Subchair
Membership	Marcy Castanon, Subchair
Publications	Lisa Gutierrez, Subchair
Public Relations	Kerri Alexander, Subchair
Pro-Bono	Priscilla Nash, Subchair

TAPS 2022 Registration is now open: <https://txpd.org/taps-home/>. The CLE No. 1 Answer is “SURVEY SAYS - TAPS 2022!” September 28-30, 2022, at the Sheraton Downtown Fort Worth. Join us for three days of CLE, networking, socials and fellowship. Earn up to 13 hours of CLE. Looking forward to seeing you there!

Save the Date! The San Antonio Paralegal Day Luncheon will be held on **October 21, 2022**, at the Norris Conference Center. This year’s theme is “CLUE” board game. Speaker Topic: “Hide and Seek: More than Child’s Play. How Forensic Accounting Can Help Identify Undisclosed Assets.” For registration details, visit <https://saparalegal.org/>.

Volunteer Opportunity: Spanish Translation Assistance. SALSA is looking for paralegals to assist volunteer attorneys with Spanish-speaking clients at various legal clinics. For more information, go to www.sa-lsa.org and click on the link for non-attorney volunteer opportunities.

In closing, I’d like to share with you a recent post that came across my social media feed ...

Trial Notebooks: 101 – The best system for organizing the contents of a Trial Notebook is to follow the natural progression of the trial.

Hope you stay cool and enjoy the rest of the summer!

Respectfully,

Pearl Garza

District 5 Director

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



**Registration Is Now Opened
for San Antonio Paralegal Day**

[Register Paralegal Day](#)



CLUE
19th Annual



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



Your presence is requested on

**October 21, 2022
11:30 a.m. - 1:30 p.m.
Norris Conference Center**

Speaker : Rebecca H. Lorenz

Topic: Hide and Seek: More than Child's Play
(How Forensic Accounting Can Help Identify Undisclosed Assets)

For more information: saparalegal.org



State Bar of Texas
Paralegal Division
District 5



San Antonio
Paralegal Association



San Antonio
Paralegal Association



State Bar of Texas
Paralegal Division
District 5

2022 “PARALEGAL OF THE YEAR” **CALL FOR NOMINATIONS**

REQUIREMENTS

The “Paralegal of the Year” program was created to honor an outstanding paralegal from the San Antonio area based on the following requirements:

1. Paralegal **MUST** be a current voting member of SAPA or PD District 5;
2. Paralegal **MUST** have at least five (5) years of legal experience; and
3. Paralegal **MUST** be in good standing.

QUALIFICATIONS

Nominee should have a demonstrated ability of the following qualifications:

1. Legal community activities;
2. General legal work experience;
3. Involvement in legal professional organizations;
4. Professional and volunteer awards, appointments, offices, etc.; and
5. Any other applicable activity of honor.

NOMINATION PROCESS

Use attached Nomination Form, which can also be found at <https://saparalegal.org> and:

1. Nomination Form **MUST** include a letter of recommendation (two pages approx.) of why Nominee should be selected and describe their legal work experience, community activities, involvement in legal professional organizations, professional and volunteer awards, or any other qualifying information to be presented to the Selection Panel; and
2. Submit a completed Nomination Form with letter of recommendation by close of business on **Friday, September 23, 2022** to: kshiplev@lanolevbanack.com.

Selection Panel - A committee comprised of a three (3) person panel will consider the requirements and qualifications in making its determination for selection of “Paralegal of the Year” on a point value system.

The “Paralegal of the Year” recipient will be announced at the San Antonio Paralegal Day Celebration Luncheon on **Friday, October 21, 2022**.

NOMINATION FORM
2022 "PARALEGAL OF THE YEAR"

NOMINEE NAME:

EMPLOYER:

ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

LETTER OF RECOMMENDATION REQUIRED: Please attach a letter of recommendation (two pages approx.) describing how the Nominee has fulfilled the requirements and qualifications. Include in the recommendation letter the Nominee's legal work experience, community activities, professional and volunteer awards, and any other qualifying information. The recommendation letter will be presented to the Selection Panel for consideration.

NOTE - All information regarding the identity (name, address, phone number, and email address) of the Nominee should be listed on this form or at the TOP of the recommendation letter only. **DO NOT** put the Nominee's name in the body of the recommendation letter.

Submit To: Paralegal of the Year Committee
kshiplev@lanolevbanack.com

**NOMINATION DEADLINE IS
FRIDAY, SEPTEMBER 23, 2022**

NOMINATIONS SUBMITTED WITHOUT THE
REQUIRED LETTER OF RECOMMENDATION
WILL NOT BE CONSIDERED.

**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**



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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 are participating in "Stuff the Bus" again this year.

Our Goal is to raise \$500.00 to purchase school supplies. We are very close to our goal at this printing. Thank you for your support.



UTSA - Paralegal Program

Student Spotlight this month is

Juliana Hopkins

SAPA Student Spotlight this month is

Joyce Marie Jackson



- How has the Paralegal Certificate Program improved or launched my career?

My certificate has given me the resources and tenacity to pursue the life I've wanted. Before this program I was unhappily working in the hospitality industry, my chances of getting a job in the legal field were very low, but now I can interview with confidence because of the things I learned in the program. I feel the curriculum especially prepared me with the familiarization of the legal world and skills that can be used in any area of law.

- How has the Paralegal Certificate Program changed my life?

It has changed my life in a very distinct way – I now earn more than I ever have before in my life; not to say that I'm wealthy by any means, but I no longer have to worry about getting through a pay period, and I have the ability to save and plan for my future. The ability to cover all your bills, save some, and have a little left over for

recreation is an amazing feeling. They say money doesn't buy happiness – but it does, up to the point where your bills are paid.

It has also changed my life because I have discovered a career field in that maximizes the use of my talents, which is very validating, and satisfying. I would recommend this program to anyone who is considering it, but not sure if they should make the jump. TAKE THE PLUNGE – three semesters fly by in no time, and this time next year, you'll be so glad you did.

WELCOME - NALA Study Group

New Leader - New Location

Phoebe Glombik
NALA Liaison
nala@saparalegal.org

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


A pile of dark coffee beans is scattered in the upper left corner. Below it, a white coffee cup filled with dark coffee sits on a matching saucer. Large, vibrant green coffee leaves are arranged around the cup and beans, extending across the left and bottom portions of the image. The background is a dark, textured surface, possibly wood or stone, with a yellow border framing the entire scene.

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



SAPA's NALA Study Group
Summer Moon Coffee
3233 N St Mary's St., Ste. 102
San Antonio, TX 78212

- August 25th from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 2 - Civil Litigation
- September 29th from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 3 - Contracts
- October 20th from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 4 - Corporate and Commercial Law
- November 16th from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 5 - Criminal Law & Procedure
- December 15th from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 6 - Estate Planning and Probate
- January 20th from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 7 - Real Estate and Property
- February 25th from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 8 - Torts
- March 23rd from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 9 & 10 - Professional and Ethical Liability and Grammar
- April 27th from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 11 & 12 - Spelling and Punctuation
- May 20th from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 13 & 14 - Clarity of Expression and Critical Thinking
- June 29th from 6:00 p.m. – 7:00 p.m.
 - * NALA Study Session: Ch. 15, 16 & 17 - Reading Comprehension, Analysis of Information and Decision Making

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

Wednesday, September 7, 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@tspd.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



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