



May 2010

Southeast Texas Association of Paralegals

Lex Amicus

A bi-monthly publication of the Southeast Texas Association of Paralegals, Inc., (SETAP), an affiliate of the National Association of Legal Assistants, Inc. (NALA).

P.O. Box 813, Beaumont, TX, 77704

Web Address: www.setap.org

MISSION STATEMENT

The Southeast Texas Association of Paralegals, Inc., is a nonprofit organization of paralegals committed to establishing good fellowship among association members and members of the legal community, encouraging a high order of ethical and professional attainment, and furthering education among member of the profession.

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President's Message

Well, a year has passed and my term as President will end on June 30, 2010. I would like to thank you for allowing me to serve as your President. This has been a banner year for SETAP and I am very proud to have been a part of it.

Over the past year we have had a lot of new things happen for SETAP. Among them is our new website at www.setap.org. Be sure to check the site often for news and announcements and upcoming events on our calendar page. Our bi-monthly newsletter is also available online with links to past and current issues.

Another new item for SETAP is the creation of our Facebook page. We currently have 195 fans and it is continually growing. Our page can be found by searching "The Southeast Texas Association of Paralegals" in the search field at www.facebook.com. If you are not already connected, I hope you will join us on Facebook as this is another way for your organization to connect with you and keep you updated on SETAP happenings. Please feel free to post your comments, ideas and suggestions and be sure to check out our photo albums of past events.

Among our biggest endeavor this year was hosting the 2010 TAPA Conference this past April. The two-day event was a huge success and the feedback we received was incredible! I hope all who attended enjoyed the seminar and was able to come away with some new knowledge and information. Our vendors and sponsors were awesome and served us far beyond our expectations. Please try to utilize these vendors when at all possible and show your support for them as they have for us. Next year TAPA will be hosted by the Texas Panhandle Paralegal Association (TPPA) in Amarillo, TX and will be attended by Jane Barron (2010-2011 President) and Marissa Paltz (2010-2011 President-Elect).

It has been a very busy and rewarding year, but one that holds a lot of great memories for me. I encourage you to seriously consider becoming more involved with SETAP. We are always in need of volunteers to serve, *in any capacity*, on planning committees for our annual Paralegal Day Luncheon, Christmas Luncheon and Spring Seminar. If you are interested in helping with any of these events please contact any SETAP Board member listed on our website and they will be happy to assist you. And, as always, you are more than welcome to contact me anytime at alaird@obt.com or (409) 838-6412, ext. 415.

I hope that everyone enjoys their summer, I know I will! It has been my pleasure to serve and I hope to see you soon!

Sincerely,

Angie Laird

Angie Laird
SETAP President 2009-2010

SETAP 2009-2010 VOTING BOARD

MEMBERS

Angie Laird	President
Jane Barron	President-Elect
Sheila Milbrandt	1 st Vice President
Misty Segrest	2 nd Vice President
Marissa Paltz	Secretary
Rene Crum	Treasurer
Cheryl Bryan	NALA Liaison
Cheryl Bryan	PD Liaison
Melissa LeJeune	Parliamentarian
Mary Beth Jones	Executive Advisor

SETAP 2009-2010 STANDING COMMITTEE CHAIR

PERSONS

Misty Segrest	Nominations & Elections
Sheila Milbrandt	Membership Development
Vacant	Public Relations (Special Projects)
Vacant	Audit
Misty Segrest	Programs/Speaker Meetings
Sheila Milbrandt	Job Bank
Caryl McBroom	Newsletter
Melissa LeJeune	Teen Court

INSUFFICIENT FUNDS POLICY

If collection efforts are unsuccessful for thirty (30) days, and the check is non-dues related, research whether the check may be turned over to the appropriate county district attorney and take steps to submit it.

If collection efforts are unsuccessful for thirty (30) days, and the check is dues related, draft a letter to the Membership Chair for the President's signature requesting member be removed from the membership roles and write member explaining that dues amount plus \$25.00 returned check charge must be sent to the Treasurer in order to reinstate membership.

Useful Links

<http://www.abanet.org/legalservices/paralegals/> - American Bar Association Standing Committee on Paralegals

<http://www.fjc.gov/public/home.nsf> - Federal Judicial Center

<http://www.hgexperts.com/> - HG.org Worldwide Legal Directories

<http://law.lexisnexis.com/communityportal/default.aspx?g=QfsTyU1USs=> - LexisNexis Paralegal Community

Teen Court



If anyone would like more information for Teen Court in the 2010-2011 year, please do not hesitate to contact Melissa LeJeune at 839-4545 or melissa@pwn-mediate.com.



REMINDERS:

**PLEASE VISIT THE CALENDAR PAGE AT WWW.SETAP.ORG FOR
UPCOMING SETAP EVENTS.**



**“Special thanks to Perry W. Neichoy for his
continued support of SETAP and TAPA”**

**Perry W. Neichoy, P.C.
LAWYER – Mediator**

(409) 839-4545 * Fax (409) 832-1378; www.pwn-mediate.com

Locations

Beaumont

Century Tower
550 Fannin Street, Suite 111
Beaumont, Texas 77701

Houston

5 Houston Center
1401 McKinney, Suite 2250
Houston, Texas 77701



JOB BANK

The Southeast Texas Association of Paralegals (SETAP) operates a Job Bank and needs resumes! Local employers have utilized this service for many years as a means of searching for qualified employees. If you know anyone looking for a position as a paralegal or legal secretary, please encourage him or her to submit their resume to SETAP's Job Bank by contacting:

Sheila Milbrandt
Germer Gertz, LLP
P. O. Box 4915
Beaumont, TX 77704
(409) 654-6725
(409) 835-2115
sheila@germer.com

The fee is \$10.00 for non-SETAP members and \$5.00 for SETAP members. All checks must be made payable to SETAP.



**SOUTHEAST TEXAS ASSOCIATION OF PARALEGALS
MONTHLY TREASURER'S REPORT
AS OF APRIL 1, 2010**

BEGINNING BALANCE – 4/1/10: **\$ 19,277.06**

RECEIPTS:

Sponsorship	325.00	
Registrations	360.00	
Sponsorship – Perry Neichoy (notebooks)	208.92	
Registrations	485.00	
		<u>1,378.92</u>
		\$ 20,655.98

DISBURSEMENTS:

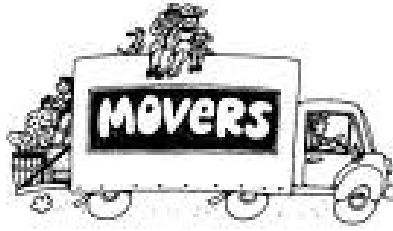
Jane Barron – TAPA Reim. gift bag accessories	61.37	
Tuesday Morning – door prizes	108.23	
Gator Country – food balance	1,947.75	
Juxtapose – April web hosting	27.06	
Caryl McBroom – TAPA Reim. gator packets	16.18	
Wal-Mart – door prizes	146.80	
Dena's Sweetly Unique Cakes – gator cake	120.00	
Candle Cottage – door prizes	200.00	
Cash Withdrawal – door prizes	700.00	
Kristen Morton – photographer	200.00	
MCM Elegante' Hotel – food balance	5,317.29	
Kenny Wiebuisch – the band	600.00	
Angie Laird – bus driver tip reim.	35.00	
Rene' Crum – flowers	8.60	
Thomson West – door prizes	97.43	
Misty Segrest – door prize reim.	74.00	
Spec's – gift card for Perry Neichoy	100.00	
		<u>9,759.71</u>

ENDING BALANCE – 4/30/10: **\$ 10,896.27**

Respectfully Submitted,

Rene' Crum
Treasurer





**HAVE YOU MOVED?
CHANGED JOBS?
NEW E-MAIL?**

**IF SO, PLEASE CONTACT SHEILA MILBRANDT AT
sheilal@germer.com SO SHE CAN UPDATE YOUR
INFORMATION ON THE ROSTER.**

Active Member..... 46
Associate Members..... 6
Sustaining Members..... 1
Freelance Members..... 1



Marla Mitchell	May 5
Michelle Simon	May 11
Becky Menard	May 30

Zandra Darmas	June 11
Charlene Wheeler	June 11
Julie Threlkeld	June 17
Melanie Lindsey	June 18
Donna Abshere	June 22
Kimberly Stephens	June 22
Lorilyn Huckaby	June 29

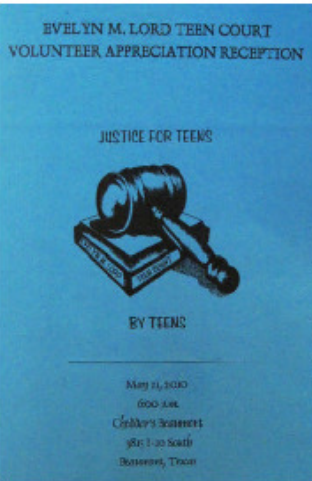
Jill Peloquin	July 9
Mona Doyle	July 14
Jackie Chavez	July 24

"And in the end, it's not the years in your life that count. It's the life in your years."- Abraham Lincoln





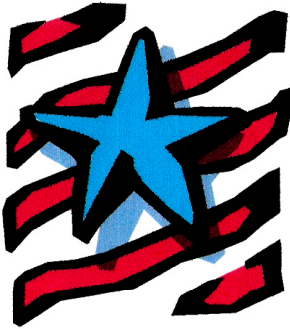
Teen Court Appreciation Banquet May 11, 2010



TAPA Conference & Seminar April 9-10, 2010



National Association of Legal Assistants * Paralegals



Texas Board of Legal Specialization

The Texas Certification Program for Paralegals was created in 1993 when the Supreme Court of Texas issued an order amending the Texas Plan for Recognition and Regulation in the Law to include the administration of the Paralegal Specialty Certification program.

The Supreme Court of Texas authorized the Texas Board of Legal Specialization (TBLS) to administer a certification program for Texas Paralegals which is patterned after the Texas attorneys' certification program. The purpose and objective of Paralegal certification is to recognize and promote the availability, quality, and utilization of Paralegals who work under the supervision of a duly licensed attorney, achieve a level of special knowledge in particular fields of law, and further, to assist attorneys in their dedication to serving the public interest and advancing the standards of the legal profession.

The TBLS goal is to promote a professional recognition and advancement for Texas Paralegals. Upon meeting the following requirements and successful completion of the examination, the Paralegal will receive a designation that recognizes their level of special knowledge in one of the following specialty areas: Civil Trial Law, Criminal Law, Estate Planning and Probate Law, Family Law, Personal Injury Trial Law, and Real Estate Law.

Required Professional and Educational Experience

- A minimum of 5 years of actual experience as a paralegal by December 31 in the year of application.
- Actual Texas experience in the particular specialty area during each year of the 3 years immediately preceding application.
- Meet at least one of the following by the application filing deadline:
 - Successful completion of the NALA (National Association of Legal Assistants) Certification examination; or
 - A baccalaureate or higher degree in any field; or
 - An ABA approved program of education and training for paralegals; or
 - A paralegal program that consists of a minimum of 60 semester credit hours (or equivalent quarter hours) of which at least 18 such credit hours are in substantive legal courses; or
 - A paralegal program that consists of at least 18 semester credit hours of substantive legal courses, plus at least 45 semester credit hours (or equivalent quarter hours) of general college curriculum courses; or
 - Four (4) additional years of actual experience working as a paralegal under the direct supervision of a duly licensed attorney, for a total of 9 years of actual experience by December 31 in the year of application.

Peer Review

Contact by TBLS of applicant's supervising attorneys and other non-attorney professionals to attest to the applicant's competence as a paralegal in the specialty area.

Continuing Legal Education

Complete 30 hours of CLE in the specialty area within the 3 years immediately preceding application through December 31st in the year application is submitted

Substantial Involvement

Devote a minimum of 50% of paralegal duties to the specialty area during each year of the 3 years immediately preceding application and submit information demonstrating substantial involvement in the specialty area, evidencing that the applicant has acquired experience and expertise in the specialty field by showing a level of utilization necessary to justify the representation of special competence.

To view the Paralegal Certification Process and request the 2009 Application for Certification, visit www.tbls.org and click on "Get Certified". For additional questions contact Molly Galvez at mgalvez@texasbar.com or by telephone at: 1-800-204-2222 x1454 or 512-453-7266 x102.

TEXAS CERTIFIED PARALEGALS

Field	#Certified
Family Law	104
Personal Injury Trial Law	90
Civil Trial Law	79
Criminal Law	10
Real Estate Law	18
Estate Planning & Probate Law	15
Total Active Paralegal Certificates	316
Total Active Individual Paralegal Certificates	292



**THE ASSOCIATION OF
LEGAL ASSISTANTS • PARALEGALS**

1516 SOUTH BOSTON AVENUE, SUITE 200 • TULSA, OK 74119 • 918.587.6828

Karen Greer McGee Elected NALA President



Karen Greer McGee, *ACP*, First Deputy Clerk for the Second Circuit Court of Appeal in Shreveport, and a member of both the Louisiana State Paralegal Association and the Northwest Louisiana Paralegal Association, has been elected President of NALA, The Association of Legal Assistants/Paralegals.

She was elected for the 2010–11 term during the March 6 meeting of the NALA Board of Directors at the Association's national headquarters in Tulsa, OK, and brings many years of leadership experience to her role as President. She will officially take office in July at NALA's 35th Annual Meeting in Jacksonville, FL.

She has said that her focus for her term of office is continued development of NALA's top-quality educational and certification programs for all paralegals, and the greater use of technology to foster communication and involvement among NALA members. She will also be working with the NALA Board of Directors on ideas and programs to further serve the expectations of NALA members, and to advance the paralegal career field.

Ms. McGee has been a paralegal since 1988, earned the NALA Certified Paralegal credential in 1990, and earned her Advanced Certified Paralegal (ACP) in the field of civil litigation in 1994. She is a graduate of the Institute of Paralegal Studies at Louisiana State University, Shreveport, LA.

She is a past president and served in various leadership roles for both the Northwest Louisiana and Louisiana State Paralegal Associations. She was named Outstanding Paralegal of 1996 by the LSPA. She is also a member of the National Conference of Appellate Court Clerks.

Ms. McGee has been a member of the NALA Board of Directors since 1998, serving as Treasurer, Secretary, Second Vice President and First Vice President. She has also served as Chair of the NALA Certifying Board and the NALA Continuing Education Council.

The National Association of Legal Assistants has more than 6,500 individual members among approximately 18,000 paralegals represented through affiliated associations across the nation.

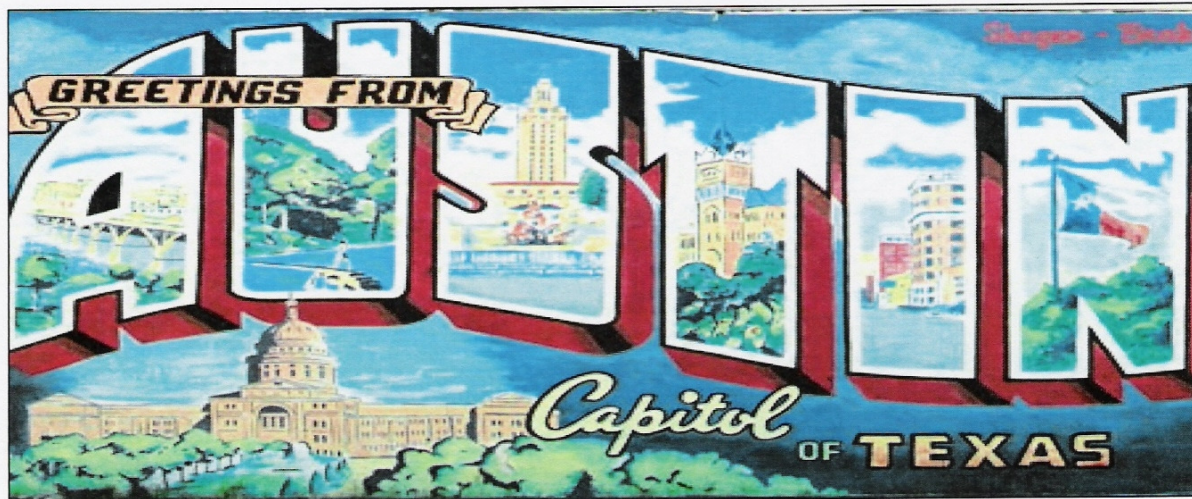
-end-

Make plans to join us next year!



Austin, Texas

2010 Texas Advanced Paralegal Seminar
Doubletree Hotel - Austin
September 29 - October 1, 2010



Save the date!



State Bar of Texas - 2010 Annual Meeting

The 2010 Annual Meeting will be held June 10-11, 2010 at the beautiful new Omni Fort Worth Hotel in downtown Fort Worth. More details to come!



Paralegal Division Texas Advanced Paralegal Seminar

“Capitalizing on CLE”

A Three Day Multi-Track CLE Seminar

September 29 - October 1 DoubleTree Hotel - Austin, TX

Join the Paralegal Division for three days of career advancing education sessions, networking, and professional development. TAPS rounds out the conference with fun socials including “The Capital Laugh-In” at Esther’s Follies, a Capital Networking Social, and the TAPS Caucus luncheon. TAPS is a great opportunity to earn up to 14 CLE hours - pick and choose the classes you want to attend!

Three Day Admission		One Day Admission	
PD Members	\$285	PD Members	\$149
Non-members	\$385	Non-members	\$249

Registration for TAPS opens on June 1, 2010 at www.txpd.org/taps.
Register by August 20, 2010 and save!

Full 3-Day registration includes admission to all CLE and Exhibit Halls, seminar materials, a complimentary Continental breakfast each day, as well as tickets to social events and the Friday CLE luncheon. One-day registration includes one day of CLE, speaker materials, and continental breakfast (socials and luncheon available at an additional price). Scholarships to TAPS are available for Paralegal Division members in need of financial assistance.

Conference rates are available for rooms at the DoubleTree Hotel. *1-2 guests \$109 - 3-4 guests \$125*

Deadline for reservations is Wednesday, August 28, 2010. Call 800-347-0330 and ask for TAPS. Online hotel registration available at www.txpd.org/taps beginning June 1. Room rate available for three days before and after event.



For more information on TAPS please visit www.txpd.org/taps. Updates will be made as new information becomes available.

A seminar brochure will be included in the Summer 2010 Texas Paralegal Journal.

Join the Paralegal Division today to save on TAPS 2010!



State Bar of Texas
Paralegal Division



The Paralegal Division is traveling to Germany in 2011. For information about this exciting trip, please check out the PD website at www.txpd.org. Sign up by June 30, 2010 to receive a \$100.00 discount.

Paralegals Fly to Germany - April 23 - April 30, 2011

...Join the Paralegal Division on its trip to Germany and visit Munich, Fussen, Nuremberg, and Salzburg.

The Paralegal Division is planning a trip to **Germany** in the Spring 2011. PD Members and PD Members' friends and family are welcome to join us on this trip. In the past, the Division has planned and hosted trips to London (2005), Paris (2006), Italy (2007), Ireland (2008), Greece (2009) and Spain (2010).

Travelers have all been educated on these trips as well as forged friendships and enjoyed culture from around the world. Hope you can join us in 2011. For complete details of the trip go to www.txpd.org and view under the **NEWS** (or click http://txpd.org/news_display.asp?cid=55 to view flyer).

Sign up by June 30, 2010 to receive a \$100 discount!

Note: Registration Deadline to sign up for trip: October 1, 2010

PARALEGAL DIVISION

STATE BAR OF TEXAS



ACTIVE MEMBERSHIP APPLICATION

TO BE FULLY COMPLETED BY APPLICANT

DUES: \$70.00 per year. An additional \$25 fee will be assessed for any returned check.
The Membership Year for the Paralegal Division is June 1 – May 31; with renewals mailed in April. (Annual Membership Dues includes \$15 for a 1-year subscription to the *Texas Paralegal Journal*; if joining mid-year, the pro-rated dues of \$35 includes \$7.50 for a one-half year subscription to the *Texas Paralegal Journal*.)

Acceptance for membership in the Paralegal Division of the State Bar of Texas will not grant: [1] Certified Paralegal (CLA/CP/ACP, or RP) status to the applicant; [2] specialization by the Texas Board of Legal Specialization; or [3] any other certification or specialty which may be applied for through other state or national organizations.

I hereby apply for Active Membership in the Paralegal Division of the State Bar of Texas. I hereby certify that I am currently employed as a paralegal in the State of Texas, that I work under the direct supervision of a duly licensed attorney at all times, and that I qualify as a member under the category(s) checked below. I hereby give consent to the Paralegal Division to contact my present and/or former supervising attorney(s), education programs, and/or credentialing bodies for verification or clarification of my qualifications for membership, and I understand that if any information submitted in this application is false, it will be grounds for denial of my application. I have read the "Definition of a Paralegal" as herein stated and I have read the Division's Code of Ethics and Professional Responsibility and, if accepted, I agree to be bound by the Division's Bylaws and Code of Ethics.

ANY APPLICATION NOT COMPLETED FULLY MAY BE DELAYED IN PROCESSING OR RETURNED TO APPLICANT FOR ADDITIONAL INFORMATION
INSTRUCTIONS:

1. Complete in **FULL**, all pages of this application. Attach CLE attendance records and any additional pages if necessary to complete answers.
2. Sign and date the application.
3. Make sure the Attorney Acknowledgment of Applicant is completed, signed and dated.
4. **Keep a copy** of the Code of Ethics for future reference and make a copy of your application for future reference.
5. Return the application along with a check or money order in the amount of \$70.00 (if applying February - October) or \$35.00 (if applying November - January) made payable to the Paralegal Division to the following address:

Paralegal Division
Norma Hackler, Coordinator
PO Box 1375
Manchaca, TX 78652
512/280-1776 (o) 512/291-1170 (fax)
pd@txpd.org www.txpd.org

Did you remember to:

- Complete contact info and personal data questions?
- List detailed job descriptions at your current job?
- Select any **AND ALL** applicable criteria for membership?
- Attach CLE attendance records?

Please note that an additional \$25 fee will be assessed when a check for dues is returned for any reason. **ATTACH A SEPARATE CHECK FOR EACH APPLICATION.** The approval process of your application will take approximately 30 days upon receipt. Thank you for your interest.

Rev. 02/2009
Active Membership Application /Page 1

ACTIVE MEMBERSHIP APPLICATION

For Use by the Division:
Date Received:
District Number:
Date Approved:

Name: (Print your name and designation, as it should appear on your membership card)

Birth date: / / Social Security number:

Employer:

Current Business Mailing Address:

City: County: State: Zip: (9-digit code)

Office Phone: Fax: E-Mail Address:

Home Address: Home Phone:

City: County: State: Zip: (9-digit code)

Preferred Mailing Address: Home [] or Office [] Male [] Female []

Have you been convicted, given probation (whether deferred or not) or fined for a felony or misdemeanor involving moral turpitude? Yes [] No [] Pursuant to Standing Rule I.B.7., conviction of a felony offense (deferred or not), or a misdemeanor involving moral turpitude, makes an applicant ineligible for membership in the Paralegal Division.

Are you a former member of the Division? Yes [] No [] If yes, please provide your membership number: along with your former membership status: Active Associate Student Subscribing

Have you been a former member of the Division within the past twelve (12) months? Yes [] No [] If yes, please attach proof of six (6) hours of CLE. Pursuant to Standing Rule 1.1.2., if you have been an Active member within the past twelve (12) months, you must submit proof of six (6) hours of CLE and meet at least one of the membership criteria below.

Please list detailed current job functions/substantive areas of law that constitute 80% of your time (attach resume if space is insufficient to complete job description):

[Blank lines for job functions]

Please list your employers and each employer's phone number for the last three (3) years.

[Blank lines for employers and phone numbers]

How did you hear about the Division?

Active Membership Criteria

To meet the Active membership criteria, at least one of the following categories must be answered in the affirmative. Please check only those criteria that apply to you. If you do not answer any of the answers in the affirmative, you may not be eligible for membership as an ACTIVE member. However, you may be eligible for Associate membership.

- a. Are you a Board Certified Paralegal through the Texas Board of Legal Specialization? Yes [] If yes, please give the year you became certified and the specialty:
b. Are you currently certified by the National Association of Legal Assistants or registered by the National Federation of Paralegal Associations and have one year of employment experience as a paralegal under the direct supervision of a duly licensed attorney? Yes [] If yes, please give the year you became certified or registered:

c. Do you have a bachelor's or higher degree in a field other than legal studies plus ten (10) hours of substantive continuing legal education within the past 12 months and one year of employment experience as a paralegal under the direct supervision of a duly licensed attorney? Yes [] If yes, give the name and address of school and the date of graduation: _____

Note: Three (3) hours of the required ten (10) CLE hours may be self-study; the remaining CLE must be from on-site attendance, video, internet, CD ROM, or an approved paralegal program course. If yes, please list the date, provider, location, topic, speaker, and number of hours for the CLE. Please attach all CLE attendance records to your application. _____

d. Have you completed an ABA approved program/college of education and training for paralegals and have one year of employment experience as a paralegal under the direct supervision of a duly licensed attorney? Yes []
If yes, give the name and address of school and the date of completion: _____

e. Have you completed a paralegal program/college that consists of a minimum of sixty (60) semester hours (or equivalent quarter hours) of which fifteen (15) are substantive legal courses and have one year of employment experience as a paralegal under the direct supervision of a duly licensed attorney? Yes []
If yes, give the name and address of the program and the date of completion: _____

f. Have you completed a paralegal program/college that consists of fifteen (15) semester hours of substantive legal courses and have two (2) years of employment experience as a paralegal under the direct supervision of a duly licensed attorney? Yes []
If yes, give the name and address of the program and the date of completion: _____

If you have answered "NO" to all of the above, please see below for additional eligible criteria:

g. Do you have a minimum of four (4) consecutive years of experience as a paralegal, under the direct supervision of a duly licensed attorney plus ten (10) hours of substantive continuing legal education within the past 12 months? Yes [] **Note: Three (3) hours of the required ten (10) CLE hours may be self-study; the remaining CLE must be from on-site attendance, video, internet, CD ROM, or an approved paralegal program course. If yes, please list the date, provider, location, topic, speaker, and number of hours for the CLE and attach CLE attendance records.**

SIGNATURE: _____ DATE: _____

ATTORNEY ACKNOWLEDGMENT OF APPLICANT

DEFINITION OF A PARALEGAL

A paralegal is a person, qualified through education, training or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts, that, absent such assistant, the attorney would perform the task (*Adopted April 8, 2005, by the Board of Directors of the State Bar of Texas*). I HAVE READ THE "Definition of a Paralegal" as stated above and I hereby verify and acknowledge that I personally know the applicant, _____, and can acknowledge that the applicant is performing paralegal duties in the State of Texas and:

▶ _____ works under my direct supervision and performs specifically delegated substantive legal work for at least eighty percent of the time and that a licensed attorney is responsible for the Applicant's work product; OR

▶ _____ is a freelance paralegal who has performed specifically delegated substantive legal work under my direct supervision during the past six (6) months.

Name of Attorney: _____ Bar Card No: _____
(Use one primary attorney only-print or type name)

Firm: _____
Phone: _____ Fax: _____ Email: _____

Attorney's Signature: _____ Date: _____

**CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY OF THE
PARALEGAL DIVISION OF THE STATE BAR OF TEXAS**

Preamble

Fundamental to the success of any professional organization are the integrity of its members and a high standard of conduct. This Code of Ethics and Professional Responsibility is promulgated by the Paralegal Division of the State Bar of Texas and accepted by its members to accomplish these ends.

The paralegal profession is by nature closely related to the legal profession. Although the Code of Professional Responsibility of the State Bar of Texas does not directly govern paralegals except through a supervising attorney, it is incumbent upon the members of the Paralegal Division to know the provisions of the attorneys' code and avoid any action which might involve an attorney in a violation of that code or even the appearance of professional impropriety.

The canons set forth hereafter are intended as a general guide, and the enumeration of these canons does not exclude others of equal importance although not specifically mentioned.

Canon 1. A paralegal shall not engage in the practice of law as defined by statutes or court decisions, including but not limited to accepting cases or clients, setting fees, giving legal advice or appearing in a representative capacity in court or before an administrative or regulatory agency (unless otherwise authorized by statute, court or agency rules); the paralegal shall assist in preventing the unauthorized practice of law.

Canon 2. A paralegal shall not perform any of the duties that attorneys only may perform or do things which attorneys themselves may not do.

Canon 3. A paralegal shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of any attorney, and shall not act in matters involving professional legal judgment.

Canon 4. A paralegal shall preserve and protect the confidences and secrets of a client.

Canon 5. A paralegal shall not solicit legal business on behalf of an attorney.

Canon 6. A paralegal shall not engage in performing paralegal functions other than under the direct supervision of an attorney, and shall not advertise or contract with members of the general public for the performance of paralegal functions.

Canon 7. A paralegal shall avoid, if at all possible, any interest or association which constitutes a conflict of interest pertaining to a client matter and shall inform the supervising attorney of the existence of any possible conflict.

Canon 8. A paralegal shall maintain a high standard of ethical conduct and shall contribute to the integrity of the paralegal profession.

Canon 9. A paralegal shall maintain a high degree of competency to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

Canon 10. A paralegal shall do all other things incidental, necessary or expedient to enhance professional responsibility and the participation of paralegals in the administration of justice and public service in cooperation with the legal profession.

Paralegal Division/ State Bar of Texas
Adopted March 27, 1982, revised June 23, 2005

Rev. 02/2009
Active Membership Application /Page 4

**PARALEGAL DIVISION
STATE BAR OF TEXAS**



PARALEGAL DIVISION
STATE BAR OF TEXAS
STUDENT MEMBERSHIP APPLICATION

Date Received: _____
District No: _____
Date Approved: _____

TO BE FULLY COMPLETED BY APPLICANT:

(Dues \$35.00 per year. An additional \$25 fee will be assessed for a check marked "return unpaid.")
(Annual Membership Dues includes \$15 for a 1-year subscription to the *Texas Paralegal Journal*; if joining mid-year, the pro-rated dues of \$17.50 includes \$7.50 for a one-half year subscription to the *Texas Paralegal Journal*.)

I hereby apply for student membership in the Paralegal Division of the state bar of Texas. I hereby certify that I am currently enrolled in an accredited Texas paralegal program leading to a degree or certificate of completion. I hereby give my consent to a representative of the Paralegal Division to contact the administrator of this program for verification or clarification of my qualifications for membership, and I understand that if any information submitted in this application is false, it will be grounds for denial of my application.

Name: _____ Male () Female ()
(Print your name as it should appear on your membership card)

Date of Birth: _____ Social Security No.: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Paralegal Program/College Attending: _____

Address: _____ City: _____

State: _____ Zip: _____ Administrator: _____

Expected date of graduation: _____

Length of Program: _____ Hours/Semesters Completed: _____

Have you been convicted of a felony offense? Yes () No ()

Pursuant to Standing Rule 1.G.4., conviction of a felony offense (deferred or not), or a misdemeanor involving moral turpitude, makes an applicant ineligible for membership in the Paralegal Division.

How did you hear about the Division? _____

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To meet the membership criteria, one of the following categories must be answered affirmatively.
NO HOME STUDY, VIDEO OR CORRESPONDENCE COURSES WILL BE ACCEPTED.

- a. Are you currently enrolled in an ABA approved program/college of education and training for paralegals?
Yes () No ()
- b. Are you currently enrolled in a paralegal program/college that consists of a minimum of sixty (60) semester hours (or equivalent quarter hours) of which fifteen (15) are substantive legal courses? Yes () No ()
- c. Are you currently enrolled in a paralegal program/college that consists of fifteen (15) semester hours of substantive legal courses? Yes () No ()

I understand that I may apply for active or associate membership at such time as I satisfy the criteria for that membership by submitting a current active/ associate application but that as a student member, I may not vote, hold office or serve in a voting capacity on any committee. I agree to be bound by the Division's Code of Ethics and Professional Responsibility.

DATE: _____ STUDENT SIGNATURE: _____

ENROLLMENT VERIFICATION

I hereby verify that _____ is currently enrolled in the paralegal program at _____ and is a student in good standing with this institution.

DATE: _____ SIGNATURE: _____
Title: _____

APPLICANT, DID YOU REMEMBER TO:

1. Complete in FULL, all pages of this application
2. Sign and date the application.
3. Make sure your school administrator signs and dates the verification.
4. Keep a copy of the Code of Ethics for future reference.
5. Make a copy of your application for future reference.
6. Return the application along with a check or money order in the amount of \$35.00 (if applying February - October) or \$17.50 (if applying November - January) made payable to the Paralegal Division to the following address:

Norma Hackler, CMP
Coordinator, Paralegal Division
P. O. Box 1375
Manchaca, TX 78652

512/280-1776 (o) 512/291-1170 (fax)
e-mail: pd@txpd.org web site: www.txpd.org

Please note that an additional \$25 fee will be assessed when a check for dues is returned marked "return unpaid."

The approval process of your application will take approximately 15 days upon receipt. Thank you for your interest in joining the PARALEGAL DIVISION.

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**SOUTHEAST TEXAS ASSOCIATION OF PARALEGALS
(SETAP)**

An affiliate of National Association of Legal Assistants, Inc. (NALA)

APPLICATION FOR MEMBERSHIP

TO BE COMPLETED BY ALL APPLICANTS: (Please type or print)

Name: _____ Preferred E-mail: _____

Employer: _____ Birthdate (Month/Day): _____

Business Address: _____ City: _____ State: _____ Zip: _____

Immediate Supervisor: _____ Business Phone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Should mail be sent to your Home _____ or Work _____

Professional Designations/Certifications: _____

SETAP is an affiliate member of the National Association of Legal Assistants, and as such, has adopted the Code of Ethics and Professional Responsibility of NALA. As an applicant for membership in SETAP, you are required to review the code carefully and to attest your willingness to abide by its tenets.

I hereby attest that I have reviewed the Code of Ethics and Professional Responsibility, a copy of which has been given to me, and I further attest that I will adhere strictly to the accepted standards of legal ethics and will live by general principles of proper conduct.

DATE: _____ SIGNATURE: _____
(Applicant)

NOTE: All applications must be accompanied with payment of dues. Your dues in the amount of \$ _____ should be enclosed.

PLEASE RETURN COMPLETED APPLICATIONS TO:

**SETAP
First Vice-President
P.O. Box 813
Beaumont, Texas 77704**

Join Us on Facebook!

“The Southeast Texas Association of Paralegals”

www.facebook.com

Periodic updates and photos are posted on our facebook page.

We want to hear from you!

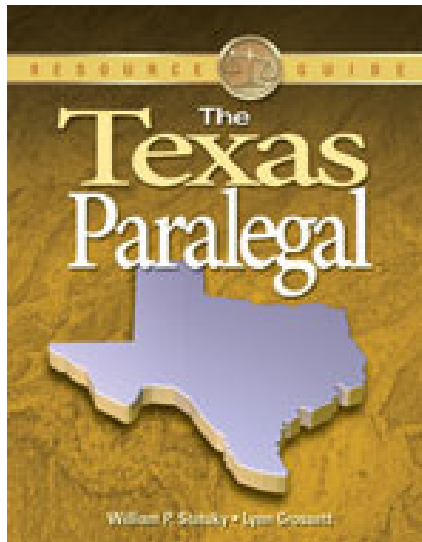
Feel free to post pictures, comments, suggestions, ideas, etc.

The screenshot displays the Facebook interface for the Southeast Texas Association of Paralegals. The page header includes the Facebook logo, a search bar, and navigation links for Home, Profile, and Account. The main content area shows the association's profile picture, a list of board members, and several posts. The top post is a congratulatory message about the newly elected Board of Directors. Below it is a post celebrating Memorial Day with a picture of fireworks. Other posts include a congratulatory message and a job listing for Glam GlamLegal. The page also features a 'What's on your mind?' text box and a 'Facebook Pages' sidebar.

<http://www.facebook.com/pages/The-Southeast-Texas-Association-of-Paralegals/183391963747?v=wall&ref=ts>

Click on the link above or hit Control + Click on link to go directly to page.

The Texas Paralegal 1st Edition



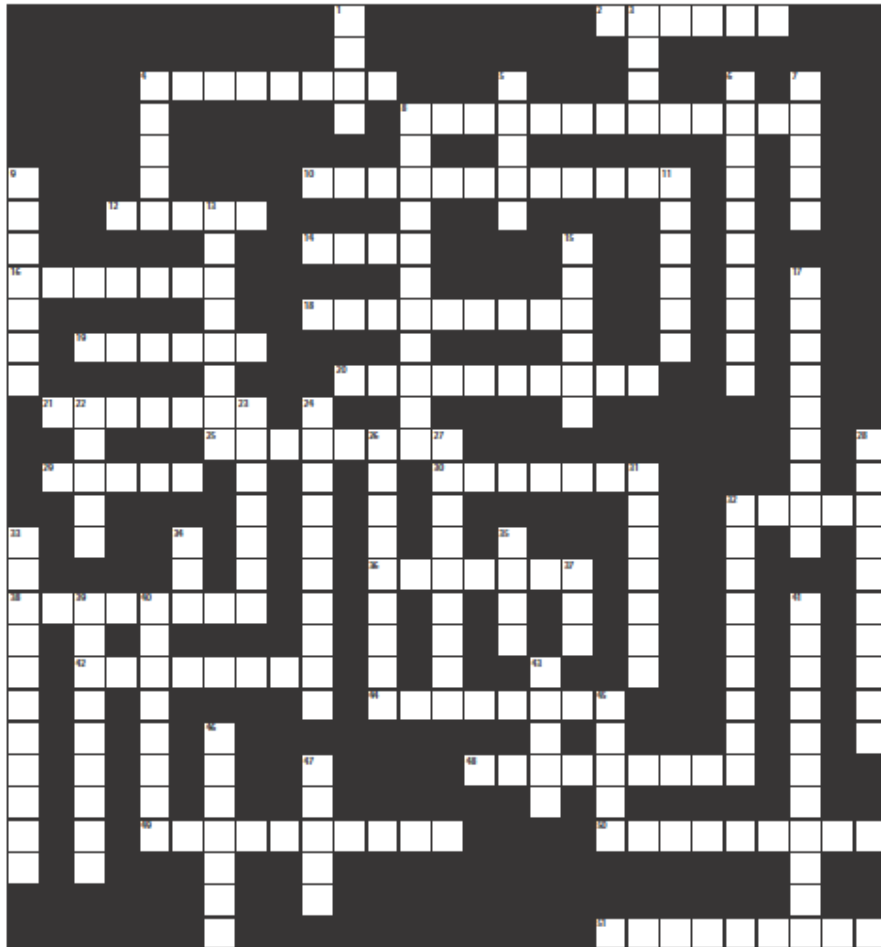
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The Texas Paralegal, 1st Edition is a great reference tool. SETAP is also listed in this book! The book is packed with information, documents, and resources including an overview of the paralegal profession, ethics, the legal system, research, and even a comprehensive legal dictionary - all as they pertain to Texas State laws and statutes. The end result is an indispensable, handy, all-in-one reference guide that is packed with highly tailored, highly relevant content.

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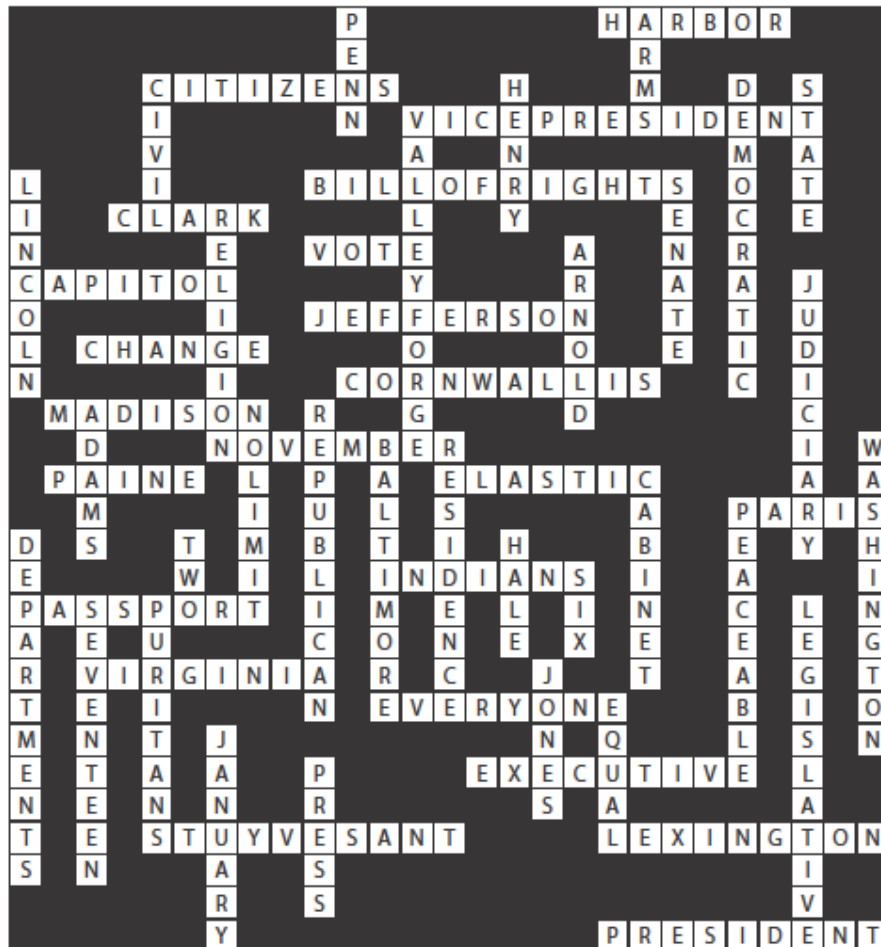
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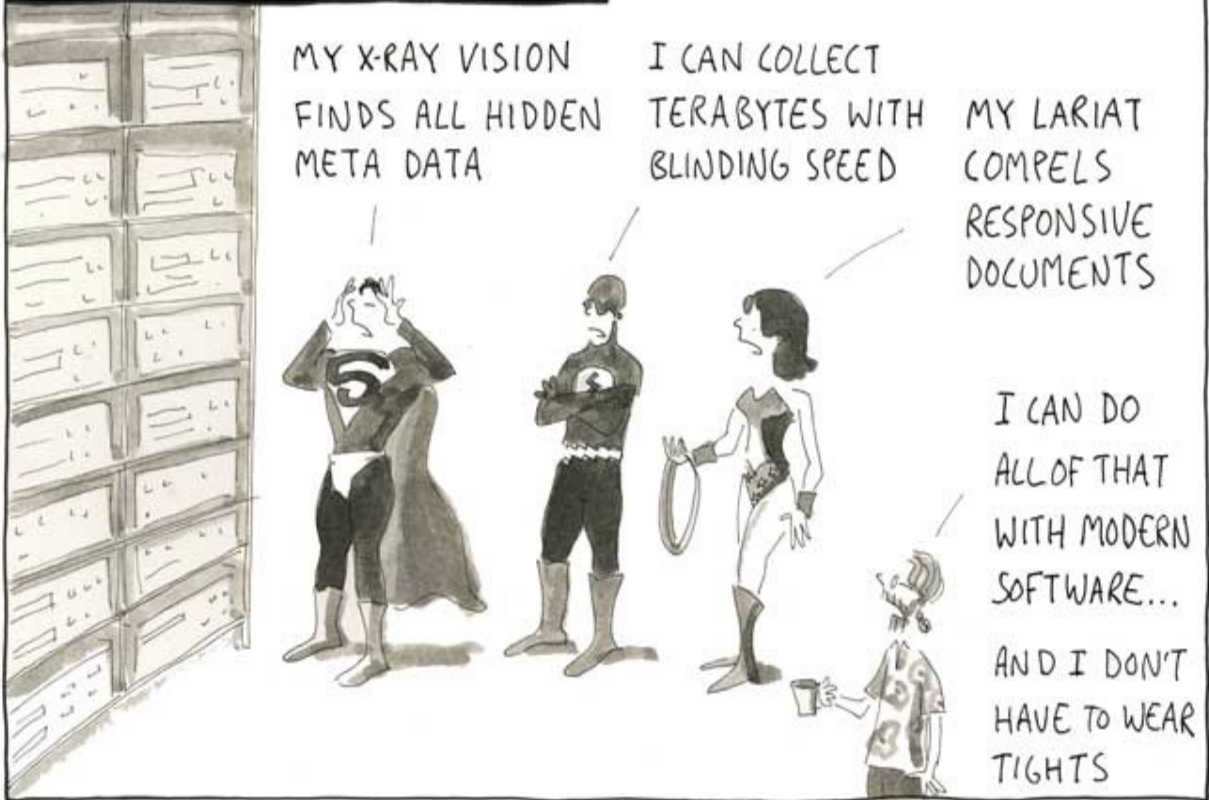


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