

November 2008



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

A lot has happened since I last wrote to you. I hope that by now we are all getting back on our feet following the punch we suffered by Hurricane Ike. I am still dealing with contractors, much like most everyone else, so I know how hectic it can be to try to

organize repairs at home, yet still devote our attention to our work and continue with the progress of the various organizations to which we belong. With the support of each other we can and will overcome the current dilemmas facing our community.

With much dedication, sacrifice and determination, the committee for the Paralegal Day Luncheon organized a highly successful luncheon. The annual Paralegal Day Luncheon was held at Suga's Deep South Cuisine on October 23, 2008. We had an impressive number of attendees. Hopefully this is a sign of renewed interest in our organization!!

As a working mother, I realize the demands of every day life. It is, at times, overwhelming to juggle school functions, fund-raisers, trial dockets, social events and CLE functions. It takes help and encouragement from friends and co-workers to find the inner strength necessary to manage our busy schedules. It is also nice to know we are not alone in endeavors. As a member of SETAP, you have a large network of friends and resources at your service. Through my involvement with SETAP and regular meetings, I have come to know many of you on a personal level and have forged lasting friendships that I truly appreciate and value.

I encourage each of you to become active in some way with SETAP. There are always committees that need members. Remember, we only get out of SETAP what we put in to it. This is an invaluable resource for our area. It takes all of us to nurture it to make it grow and prosper.

Again, I would like to remind you that SETAP is scheduled to host the 2010 TAPA Conference. For those who may not know, the TAPA Conference is a very important annual event which enables paralegal associations across the state to send their Presidents and Presidents-Elect to meet, confer and share ideas about their particular organization. The conference is a forum for those officers to discuss their experiences and allow others to capitalize on ideas of how to better serve the membership. I cannot stress enough the importance of this conference. There is a lot of work to be done to prepare for it and we really need volunteers who are willing to serve on the committee. **To date, I have not received a response from any non-board member that they are willing to help!** I would encourage you to **please consider serving** on the TAPA committee. There is so much work to be done and so few to do it. I would not want to see our regular volunteers overworked to the point of exhaustion, as that would be to the detriment of SETAP. If you are interested in serving on this, or any other committee, please contact me as soon as possible.

I look forward to seeing everyone at the November speaker meeting! In the meantime, please feel free to contact me with any comments, questions or suggestions!

Sheila Milbrandt
SETAP President 2008-2009

SETAP 2008-2009 VOTING BOARD

MEMBERS

Sheila Milbrandt	President
Angie Laird	President-Elect
Cheryl Bryan	PD Liaison
Melissa LeJeune	1 st Vice President
Jane Barron	2 nd Vice President
Marissa Paltz	Secretary
Rene Crum	Treasurer
Cheryl Bryan	NALA Liaison
Kim Stephens	Parliamentarian
Jill Hoffman	Executive Advisor

SETAP 2008-2009 STANDING COMMITTEE

CHAIR PERSONS

Jane Barron	Nominations & Elections
Melissa LeJeune	Membership Development
Needs to be Filled	Public Relations (Special Projects)
Needs to be Filled	Audit
Jane Barron	Programs/Speaker Meetings
Sheila Milbrandt	Job Bank
Kim Stephens	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

www.paralegalsecrets.com

www.legalassistanttoday.com

www.us.searchboth.net

Teen Court



Teen Court will be starting up soon. It will be held on Tuesday evenings from 5:15p.m. to 7:30p.m. at the Beaumont Municipal Court. I have provided you with the 2008-2009 schedule for those who would like to participate in this worthwhile experience.

2008:

November 4
18
December 16-Christmas Celebration

2009:

January 6
20
February 3
17
March 3
17
31
April 14
28
May 12- Appreciation Reception

If anyone would like more information please do not hesitate to contact Melissa LeJeune at 839-4545 or melissa@pwn-mediate.com.

REMINDERS:

THE NEXT SPEAKER MEETING IS SCHEDULED FOR NOVEMBER 20TH.

**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”**

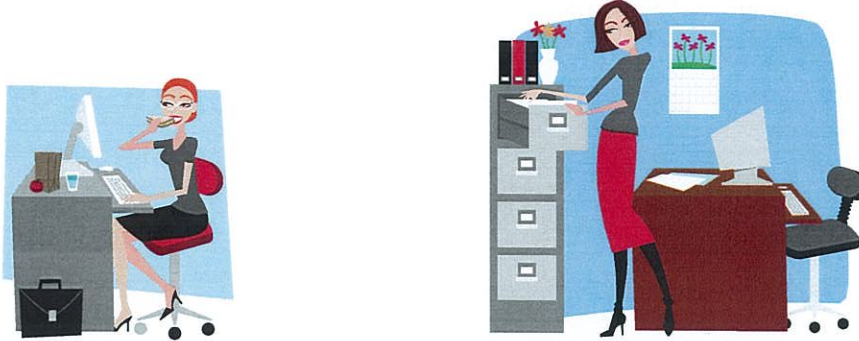
**Perry W. Neichoy, P.C.
LAWYER – Mediator
(409) 839-4545 * Fax (409) 832-1378
www.pwn-mediate.com**

Locations

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

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

*****Please see Mr. Neichoy’s resume attached at the end of the Lex Amicus*****



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
sheilal@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.



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

**IF SO, PLEASE CONTACT MELISSA LEJEUNE AT
MELISSA@PWN-MEDIATE.COM SO SHE CAN UPDATE YOUR
INFORMATION ON THE ROSTER.**

Active Member.....	45
Associate Members.....	4
Sustaining Members.....	0
Student Members.....	1

HAPPY BIRTHDAY!!!

November 5	Courtney McClusky
November 20	Helen Case
December 9	Melissa LeJeune
December 16	Karina Arenas
December 18	J. Merice Mills
December 21	Jackie Smith

**SOUTHEAST TEXAS ASSOCIATION OF PARALEGALS
MONTHLY TREASURER'S REPORT
AS OF September 30, 2008**

OPENING BALANCE – 12/01/07:		\$8,259.77
RECEIPTS:		
Job Bank	\$10.00	
New Member	\$35.00	
Renewals	\$1,755.00	
		<u>\$1,800.00</u>
		\$10,059.77
 DISBURSEMENTS:		
Juxtapose – September webhosting	27.06	
Angie Laird – Luncheon invitations	31.43	
		<u>58.49</u>
 ENDING BALANCE – 7/31/08:		 \$10,001.28

Respectfully submitted,

Rene' Crum
Treasurer

**MINUTES OF THE PARALEGAL DAY LUNCHEON OF THE
SOUTHEAST TEXAS ASSOCIATION OF PARALEGALS
October 23, 2008**

The Paralegal Day Luncheon was held October 23, 2008, at Suga's Deep South Cuisine in Beaumont, Texas. There were 63 people in attendance. The signature sheets are attached hereto.

President, Sheila Milbrandt, introduced guest speaker Charlene Mobley who is a licensed realtor and the franchise owner of ReMax Pro-formance in Vidor. Ms. Mobley spoke of many challenges and choices in her life. She was most inspirational as well as entertaining.

Cheryl Bryan made an introduction on behalf of the Paralegal Division of the State Bar of Texas as liaison.

The ballots from active members were collected for Paralegal of the Year, tallied and the award was presented to our current president, Sheila Milbrandt.

A motion was made by Cheryl Bryan to destroy the ballots and seconded by Angie Laird.

The Scholarship award was presented to Karina M. Arenas who is studying for her certification.

At the conclusion of the drawing for door prizes, Sheila Milbrandt thanked all vendors; Admissible Evidence, American Real Estate, Associated Court Reporting, Avon Cosmetics, Beau Visage, Charlotte Smith Reporting, Complete Litigation, Jan Girouard & Associates, Mary Kay Cosmetics, Attorney Mike Laird, Matthews Jewelry, Nell McCallum & Associates, Paralegal Division of the State Bar of Texas, Premier Designs High Fashion Jewelry, Stratos Legal Services, The Candle Cottage and U.S. Legal Support, for contributing to the SETAP organization and gave a special thanks to all members of the committee who helped plan and organize to make this event successful.

The meeting was then adjourned.

Respectfully submitted,

Marissa E. Paltz
Secretary

2008 NALA Report
33rd Annual Convention
July 29 – August 2, 2008 – Oklahoma City, OK

I would like to begin by thanking SETAP for the opportunity to serve as the NALA Liaison at the 2008 NALA Convention held in Oklahoma City, Oklahoma. The theme of the convention was “Cowboy Up.” The following Texas associations sent designated voting representatives: Southeast Texas Association of Paralegals; South Texas Organization of Paralegals; Northeast Texas Association of Legal Assistants; Tyler Area Association of Legal Assistants; and, North Texas Paralegal Association.

The convention began on July 29th with Early Bird Registration, where attendees picked up their registration packets. This was followed by the Early Bird Reception, which was well attended.

On Wednesday, July 30th, the Exhibit Hall opened and the various vendors began setting up their booths and offering information about their companies. Opening ceremony began at 9:00 with welcoming remarks from NALA President, Tita A. Brewster, ACP, and a keynote address from Charles P. “Chuck” Schroeder of Oklahoma City. Mr. Schroeder is the Executive Director of the National Cowboy & Western Heritage Museum.

The educational sessions began each morning at 9:00 or 10:00 with five tracks to choose from – Corporate Law Institute, Criminal Law Institute, Mediation Institute, Healthcare Track, Litigation Track, and Technology Track. There were also various a la carte sessions held: 11th Hour Case Management Survival; Effective Tools for Better Communication; and, Exploring the Mystery of Ethics and Technology.

I also attended the convention luncheon, the opening night reception, and the 2008 Membership Forum. The election and introduction of Officers and Regional Directors were held at the 33rd Annual Meeting. All officers gave their annual reports to the membership along with a short speech stating their intentions. The elections were held, and among other officers, a new President, Linda J. Wolf, ACP (from Dallas, Texas), was elected.

On Friday, August 1, 2008, Houston Paralegal Association participated in the Affiliates Tables and shared a table with the only other Texas association exhibiting, North Texas Paralegal Association. The HPA table was decorated with an oil derrick, cowboy hat, Houston and Texas-themed postcards, a plastic longhorn steer head and other cowboy-themed decorations. HPA gave away mini-buttons with "World's Greatest Paralegal" printed on them and packs of gum. North Texas gave away boxes of Hot Tamales and held a drawing for a \$100 SpaFinder gift certificate. Many of the other affiliate tables were similarly decorated and had written material about their associations and gave away all kinds of goodies for us to take back home with us. Many of them also held drawings for door prizes.

At the closing reception, Linda Wolf, ACP, was inducted as President of NALA. The 2009 NALA convention will be in San Diego, CA.

Finally, as a side note, I was really excited about attending my first NALA Convention. I became a Certified Paralegal way back in 1992, but never really knew anything about NALA. Attending this convention really gave me the chance to not only meet paralegals from all over the country but also meet some of the people behind the scenes. Everyone was extremely nice, and I came away with feelings of much greater interest in and appreciation for this organization. SETAP was one of the first NALA affiliates, which I am very proud of.

Very truly yours,

Cheryl A. Bryan, CP

Cheryl A. Bryan, CP
2008 NALA Liaison

NALA Headquarters

NALA 2008 Fall CLA/CP Short Course will be held from November 13-15 in Dallas, Texas. For those of you who still need to register, the cut off date for guest room reservations at the Renaissance Dallas has been extended to November 7, 2008. For more details please visit <http://www.nala.org/08ShortCourse.htm>. This is a terrific program for those preparing for the CLA exam AND for those who are also involved in teaching a CLA Exam review program for your own associations or schools. A maximum of 21 hours of CLE credit is awarded to Certified Paralegals who attend this program.

The **NALA Campus LIVE!** fall schedule will continue through November. Don't forget that the necessary phone call is TOLL FREE. These presentations offer real-time instruction by acknowledged authorities on a variety of topics ranging from CLA/CP review courses to advanced courses in substantive law areas. It is also an excellent way to earn CLE credit.

For more information and registration links please visit www.nalacampus.com. The cost of a NALA Campus LIVE! course is \$80 for NALA members and \$105 for non-NALA members.

November Schedule

Basic Business Organizations with Kelly LaGrave, ACP, November 5th at 11 a.m. Central Time

PowerPoint for Paralegals with Kathy Miller, ACP, CAS, on November 6th at 11 a.m. Central Time (originally scheduled for October 29th)

Written Communications with Virginia Koerselman, Attorney, on November 7th at 11 a.m. Central Time

Power Up Your PowerPoint with Kathy Miller, ACP, CAS, on November 12th at 11 a.m. Central Time

Ethics and Technology with Vicki Voisin, ACP, on November 13th at Noon Central Time

Blue Book Review of Citing with Mary Kubichek, BS, MA, JD, on November 14th at Noon Central Time

Working for a Corporate Law Department with Christine Garber on November 21st at 11 a.m. Central Time

Group Registration is available. A minimum of two people from the same site is required to qualify as a group; and group members must use the same

telephone line. The registration fee is discounted for groups. The first registrant is full price (\$80 for NALA members and \$105 for non-NALA members) and each additional registrant is \$45. To register your group or if you have questions concerning group registration contact Mariah Williams (mwilliams@nala.org) at NALA Headquarters.

CLE Credit- Many of these courses are approved by the NALA Certifying Board toward maintaining the CLA/CP credential. Most courses have also been approved by the Texas Board of Legal Specialization, Montana State Bar, State Bar of California, the North Carolina State Bar, and for Florida Registered Paralegals. For more information please visit www.nala.org or contact NALA at 918-587-6828 or nalanet@nala.org.

NALA Headquarters

This program is designed so that a reply to this message ends up in never-never land. To contact us about this newsletter, write to nalanet@nala.org or call NALA Headquarters. We are interested in hearing from you and your comments on how you like this means of communication. Also, let us know if you do not want to receive these newsletters or would like them directed to an alternate e-mail address.



PARALEGALS FLY TO GREECE — APRIL 25 - MAY 2, 2009!

Join the Paralegal Division on its trip to Greece and visit Nauplia, Mycenae, Corinth, Athens, Delphi with an optional Saronic Gulf day cruise.

The Paralegal Division is hosting a trip to Greece in the Spring of 2009. 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) and Ireland (2008). On these trips travelers have been educated, have forged friendships and enjoyed culture from around the world. We hope that you can join us in 2009.

For complete details of the trip and how to sign up, please go to www.txpd.org and look for "Travel to Greece in 2009" under the *News* Column on the Home Page at www.txpd.org or choose the following website link for details <http://txpd.org/files/file/webpages/Greece%20Itinerary%20with%20photos%20June%202008.pdf>.

Sign up by **August 31, 2008 and save \$100**. Register at www.ACIS.com, by selecting the REGISTER tab below the logo on the top left on the home page, choose participants, and sign in using: Group Leader ID: 91260 Group Leader Last Name: Hackler

Rhonda J. Brashears, President
Paralegal Division of the State Bar of Texas

PARALEGALS FLY TO GREECE
April 25 – May 2, 2009
**(Seven Days and Six Nights in Nauplia
Athens and Delphi)**



Saturday, April 25

Departure from the United States

Sunday, April 26

Arrive in Athens and meet your ACIS Tour Manager. Drive south to Nauplia, once the Venetian capital of Morea, spectacularly built around a rocky peninsula with a castle on top. Check into your hotel and relax. This evening, enjoy a Welcome Dinner with wine. (D)

Monday, April 27

Enjoy a walking orientation with your Tour Manager this morning. Next you will have to opportunity to taste some locally produced olive oil. Those with a head for heights may wish to climb the 999 steps to the Palamidi Fort which sits above the town and was built by the Venetians during their second occupation. This afternoon you will visit the great Theater of Epidaurus. Test the most famous acoustics in the world and visualize 14,000 ancient spectators who sat here all day long, held spellbound by the tragedies of Sophocles or comedies of Aristophanes. (B) Dinner on your own.

Tuesday, April 28

Today drive to Mycenae to see mainland Europe's oldest city, including the Lion Gate, Royal Tombs and Acropolis. Drive to Corinth, once the richest city of Greece, notorious for its excesses. Visit one of the world's first shopping malls, complete with cafés, fountains and temples. Continue to Athens. Lunch at a countryside Greek taverna is included today instead of dinner. (B,L) Dinner on your own.

Wednesday, April 29

A morning sightseeing tour reveals the glory of Greece. Ascend the Acropolis for a visit of the Parthenon. See the Agora and the National Archaeological Museum's dazzling treasury of Greek art, including the Mask of Agamemnon and mighty Poseidon. You will

also enjoy entrance to the exciting new Acropolis Museum. The afternoon is free to take snapshots from atop Mount Lycabettus. (B) Dinner on your own.

Thursday, April 30

Drive over rugged mountains to Delphi, where the famous oracle once advised ancient kings and statesmen. A local guide shows you the site, including the Temple of Apollo and stadium. Return to Athens in the late afternoon. Lunch is included instead of dinner today. (B,L) Dinner on your own.

Friday, May 01

Spend a day further exploring Athens or choose an **optional** Saronic Gulf Cruise with lunch included (\$129 per person, minimum 15 payees required). Evening Farewell Group Taverna Dinner including Wine. (B,D)

Saturday, May 02



Transfer to airport for return flight to the United States.


Fees: Departure from DFW is \$3,676 (includes departure tax & fuel charge and non-refundable Registration Fee of \$300). Departure from Austin is \$3,716; San Antonio is \$3,726; and Houston is \$3,726 (includes departure tax & fuel charge and non-refundable Registration Fee of \$300). Upgraded insurance can be purchased: Comprehensive - \$120 and Ultimate - \$200; Over 66 – Comprehensive - \$220 and Ultimate - \$300 (insurance covers the entire eight days of travel). Tips for tour guide (\$4 per day) and bus driver (\$2 per day while using bus) is not included. Small contingency fee may be added in January 2009 for fuel surcharge.


Fees based on 20 persons. Airfare and Hotel (double room) with daily breakfast is included in price as well as two lunches, two dinners, olive oil tasting, and all tours listed above.

Payment Schedule: Deadline for registration is November 1, 2008; Initial deposit is \$300; second payment of \$300 is due 45 days following registration payment; balance due on February 15, 2009. **Sign up by August 31 and save \$100.**


Register at www.ACIS.com, by selecting the REGISTER tab below the logo on the top left on the home page, choose participants, and sign in using: Group Leader ID: 91260 Group Leader Last Name: Hackler

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>November 2008</h1>						
2	3	4 Election Day 	5	6 Publication date for <i>Lex Amicus</i>	7	8
9	10	11	12	13 Board Meeting	14	15
16	17	18	19	20 Speaker Meeting	21	22
23	24	25	26	27  THANKSGIVING	28 HOLIDAY	29
30						


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>December 2008</h1>						
1	2	3	4	5	6	
7	8	9	10	11 Board Meeting	12	13
14	15	16	17	18 Christmas Luncheon	19	20
21	22	23	24	25 CHRISTMAS 	26 HOLIDAY	27
28	29	30	31 NALA Quarterly Report Due			


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>January 2009</h1>						
				1 	2	3
4	5	6	7	8 Board Meeting	9	10
11	12	13	14	15 Speaker Meeting	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Paralegal Division ½ Day Seminar in Conroe	7
8	9	10	11	12 Board Meeting	13	14 
15	16	17	18	19 Speaker Meeting	20	21
22	23	24	25	26	27	28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>March 2009</h1>						
1	2	3	4	5	6	7
8	9	10	11	12 Board Meeting	13	14
15	16	17	18	19 Speaker Meeting	20	21
22	23	24	25	26	27	28
29	30	31 NALA Quarterly Report Due				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>April 2009</h1>						
			1	2 TAPA Conference (travel/arrive) Texarkana	3 TAPA Conference (CLE) Texarkana	4 TAPA Conference (meeting) Texarkana
5	6	7	8	9 Board Meeting	10 Good Friday	11
12 Easter 	13	14	15	16	17	18
19	20	21	22	23	24 All-Day Seminar	25
26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>May 2009</h1>						
3	4	5	6	7	8	9
10	11	12	13	14 Board Meeting	15 Annual Business Meeting/Election of Officers	16
17	18	19	20	21	22	23
24	25 Memorial Day 	26	27	28	29	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>June 2009</h1>						
1	2	3	4	5	6	
7	8	9	10	11 Board Meeting	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 NALA Quarterly Report Due				