

Special Interest Articles:

- Membership Drive Contest - Update
- Blanket Brigade – Update
- Denton County District Clerk – E-Filing Tips
- Van Zandt County Disaster Relief Info

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Denton County Paralegal Association

DCPA Spring CLE Seminar –Registration Deadline Extended to Friday, May 12th!

DCPA’s annual CLE Seminar will be held May 18, 2017 at Oakmont Country Club. Check in will begin at 9:30 a.m. with speakers scheduled from 10:00 a.m. to 4:00 p.m. “Keep each other Safe – Aware, Prepared, and Ready to Respond” will offer 5 hours of CLE and feature presentations on:

- 9:30 a.m. Check In
- 10:00 a.m. Paula & Travis Bond, LTC Instructors at Tribute Tactical Open Carry Laws and Firearms Statutes in Texas
- 11:00 a.m. Shawn Clary, Firearm Instructor at Tribute Tactical Threat Assessment, Active Shooter Defense
- 12:00 p.m. Lunch Buffet
- 12:15 p.m. Christy Kerner, Refuge for Women Representative Introduction to Refuge for Women Program
- 1:00 p.m. Doug Bell, Financial Crimes Investigator at Denton County DA; Identity Theft Protection
- 2:00 p.m. Leah Harbour, Litigation Attorney at Flores Harbour Law Firm; Trial Procedures in Human Trafficking Cases in Denton County
- 3:00 p.m. George Lynch, CEO of Traffick911 Prevention, Identification, and Empowerment of Victims of Human Trafficking
- 4:00 p.m. Darcy Loveless, DCAP Director; New DCAP Order Updates

Please note: The May 18th seminar will take the place of our regular monthly luncheon. All May business for the association has been tabled until the June 15, 2017 business meeting.

Directions to Oakmont

Oakmont Country Club is located in Corinth off I-35 East between Lewisville and Denton.

2017 Officers

Pamela Snavely, President
psnavely@hbvwlaw.com

Daphina Park, President-Elect
Daphina.Park@dentoncounty.com

Martha Gallegos,
Secretary/Parliamentarian
Martha.gallegos@dentoncounty.com

Lisa Pittman, Treasurer
lpittman@hbvwlaw.com

Heather Walker, Historian
heather.walker@dentoncounty.com

- Exit 461 – Shady Grove Road/Post Oak Drive
- Turn west onto Post Oak Drive
- Turn right (west) onto Robinson Road at stop sign
- Turn left (south) onto Oakmont Drive – you will see an Oakmont sign in the median
- Turn right into Clubhouse Drive (second right)

2017 Committee Chairs

CLE, Deborah Nyarangi
Deborah@bowen-law.com

Fundraising, Daphina Park
daphina.park@dentoncounty.com

Legal Directory, Cheryl Cooper
ccooper@dentonlaw.com

Membership, Vicki Schmidt
vicki.dcpa@gmail.com

Newsletter, Lisa Pittman
lpittman@hbvwlaw.com

Social, open

Scholarship, Jenna Earhart
jearhart@hbvwlaw.com

Upcoming Events:

June 15, 2017 – Luncheon & Business Meeting of Association (No CLE)

July 20, 2017 - Litigation CLE (Service of Process)

August 17, 2017 - Family Law CLE (Grandparent's Rights)

Membership Drive Contest – Update

Submitted by Vicki Schmidt, Membership Chair

DCPA Members - Thank you for bringing guests to our meetings. The Membership Contest ends at the September meeting! The standings so far are:

In first place are Daphina Park has 15 points for bringing a guest who became a member.

Cheryl Cooper is hanging back in second place with 10 points (she brought two guests to a DCPA meeting) but watch out for Cheryl if one of her guests becomes a member she will add 10 more points to her score and could move into first place.

The following members each have five points for bringing a guest to a meeting: Melissa Boyd, Beth Honeycutt, Linda Lewis, Jodi Moss and Kim Spivey.

Remember you too can go for the roses (\$100 for dinner at Hannah's and two theater tickets) if you have the most points at the September meeting. You get 5 points for each guest you bring to a meeting, 3 point for each guest you bring to a social event, and 10 points for each new member you get to join DCPA.

Benefits of Membership In The Denton County Paralegal Association Include:

- ❖ Receipt of the monthly issue of *The Verdict*
- ❖ Free Accredited CLE at monthly meetings
- ❖ Continuing Legal Education seminars on various topics
- ❖ Job Bank
- ❖ Motivation
- ❖ Networking with other paralegals in Denton County
- ❖ Professional growth through participation
- ❖ Communication and promotion of professional conduct and responsibility
- ❖ Continued individual and professional growth as paralegals
- ❖ Community Service Opportunities



President's Message

By: Pamela Snavelly, ACP

Many people view Memorial Day as a holiday weekend for travel and a nice break from work. Some see it as the harbinger of summer when school recesses for vacation, students graduate, and families gather to celebrate milestones. Others wish to pay respects to departed loved ones by adorning their final resting place with flowers or special mementos, and sharing personal remembrances. Many people will also take the time to honor and remember the courageous Veterans who gave their lives in service to the United States of America, the reason Memorial Day became a national holiday.

The observance of Memorial Day dates back to the years following the Civil War. It was originally known as "Decoration Day" and officially proclaimed on May 5, 1868 by General John Logan, the national commander of an organization of Union Veterans. Logan wrote in his order, "The 30th of May, 1868, is designated for the purpose of strewing with flowers or otherwise decorating the graves of comrades who died in defense of their country during the late rebellion, and whose bodies now lie in almost every city, village, and hamlet churchyard in the land."

The Civil War claimed more lives than any conflict in U.S. history. Nearly 500,000 military personnel died during the prolonged war between the Union and Confederacy, which lasted from 1861 to 1865. With such high casualty figures, there were very few American citizens who were not touched by loss and local cemeteries were quickly overburdened. The land surrounding the Arlington home of General Robert E. Lee was occupied by union troops in 1861 and, after a series of maneuverings, was set aside during the third year of the conflict as a National Military Cemetery specifically for casualties of the Civil War.

The first Decoration Day at Arlington National Cemetery was held in 1868, with General Ulysses S. Grant in attendance and General James Garfield as the featured speaker. There were 5,000 participants that decorated the graves of 20,000 Union and Confederate soldiers. Commemorative events were held by most northern states, and those that celebrated Decoration Day made it an official state holiday by 1890. Southern states honored their fallen soldiers on separate days until the conclusion of World War I. Due to the involvement of the United States in another major conflict, the observance was transformed into one honoring American military personnel who died in all wars and was renamed "Memorial Day".

The springtime tribute of decorating the graves of fallen soldiers with flowers and flags was held on the 30th of May until 1968, when Congress passed the Uniform Monday Holiday Act establishing the last Monday in May as Memorial Day. Cities and towns across the United States hold Memorial Day parades to commemorate the occasion. Individuals pay their respects to Veterans by visiting cemeteries or memorials in gratitude for the ultimate sacrifices of our fallen soldiers.

President's Message Con't

Whatever your plans may be for Memorial Day weekend, the National Moment of Remembrance encourages all Americans to pause wherever they are at 3:00 p.m. local time on Memorial Day, observe a moment of silence, and honor the memory of all the brave men and women who died in service to our nation.



Bibliography

History.com Staff. (2009). *Memorial Day*. Retrieved from History.com: www.history.com/topics/holidays/memorial-day-history

Poole, R. M. (2009, November). *Smithsonian.com*. Retrieved from How Arlington National Cemetery Came to Be: <http://www.smithsonianmag.com/history/how-arlington-national-cemetery-came-to-be-145147007/>

Sons of Union Veterans of the Civil War. (1994). *Memorial Day*. Retrieved from U.S. Memorial Day: www.usmemorialday.org

Blanket Brigade Volunteers

Submitted by President, Pamela Snavely, ACP

Our first Blanket Brigade volunteer work night in March was very productive! Thanks to all who participated, donated materials, and supported the effort. We made six blankets on site and had four completed at home, for a total of ten blankets to donate to kids at Denton County Friends of the Family. We're off to a great start on our community service project!

If you were unable to attend in March, you have another chance to participate at our second Blanket Brigade Work Night scheduled for Wednesday evening, **May 24, 2017** at 5:30 p.m. at the office of Hayes, Berry, White & Vanzant. Members who wish to participate and become a part of the Blanket Brigade are asked to donate or solicit donations of materials or funds for their own project. You are also welcome to work on your own individual project at home in your spare time. Either way, fleece is typically on sale at many fabric stores so you can purchase your materials at big savings. The instruction sheet found on our website contains material specifications.

Please email Pam at psnavely@hbwvlaw.com by Monday of that week if you will attend so that we can make plans for sufficient work space. Thank you for helping make a difference in our community!

*Mother's hold their children's hands
for a short while, but their hearts forever.*

- Author Unknown



To all that have given a Mother's Love

TAPA - Update

Submitted by Daphina Park, President-Elect

Martha Gallegos and I were honored to take part in the Texas Alliance of Paralegal Associations (TAPA) Leadership Conference held in Lubbock on April 7-8, 2017. It was put on by the West Texas Paralegal Association, and we were very impressed by what a great job they did putting it together because they only have 10 members in their association.

The purpose of TAPA is for members interested in serving on the board of their association to join others from all the different associations from around Texas, and to share what they have done the previous year within their association. With everyone sharing their experiences and what areas they had problems in, we could offer suggestions to each. There were so many great ideas from so many different organizations, and I wanted to share just a few of them.

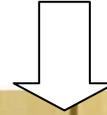
Several chapters mentioned they host student Q&A Forums at the colleges to help students interested in the legal field understand from a paralegal perspective, as well as, recruit students for membership within their associations. El Paso's Paralegal Association holds an annual golf tournament as their only fundraiser, and they provided their flyer and the sponsorship page if anyone would like a copy to review, just let me know. Another great idea was the preparation and participation in a mock mediation/arbitration/voir dire for our seminar next year. Some organizations participated in adopting portions of highways to keep clean, and I thought we might volunteer for Keep Denton Beautiful on a Saturday morning, and then we could have a Social Happy Hour afterwards. Another idea I got from Houston Corporate – they have a Sustaining Members Showcase during a monthly luncheon where they allowed each Sustaining Member to set up a table to showcase their business, and provided them with a certificate of appreciation. A service provided by the Paralegal Division of the State Bar is past presidents will come and speak at our luncheons, at no charge. Also, if you are a member of the Paralegal Division, you can show your PD membership at Costco and they waive their membership dues. One last thing I thought would be helpful (as I serve on the Fundraising Committee), we might look into having a silent auction at one of our monthly luncheons with stuff being donated by members, as a fundraiser.

I am excited for what we are doing in our association, and look forward to learning and growing, as I serve on the Executive Committee. I would encourage you all to think about serving on our different committees, and if you get a chance to attend a TAPA Conference in the future, definitely take it! It was such an uplifting experience to listen and share ideas with so many different organizations.



TAPA 2017

Daphina Park, President Elect (r)
Martha Gallegos, Secretary/Parliamentarian (l)



Birthdays

Our members with June Birthdays are:

Alberta Northcutt-Whitley (6/9)
Deborah Nyarangi (6/10)

Hope each of you will have a **Happy Birthday!**

TBLS Board Certification

Experienced legal assistants and paralegals can earn their Board Certification through the Texas Board of Legal Specialization ("TBLS") by testing and proving special competence within a select field of law. There are seven legal specialty areas offered: Bankruptcy, Civil Trial, Criminal, Estate Planning & Probate, Family Law, Personal Injury Trial, and Real Estate. Each area contains both General Requirements and Specific Area Requirements. The Paralegal Certification Application must be submitted by June 30th in order to take the annual TBLS Paralegal Exam offered in November. Go to <http://www.tbls-bcp.org/> for more information.

In Memoriam

Wendy Keever



With heavy hearts we share the news that longtime Denton paralegal Wendy Keever passed away on Wednesday, April 26, 2017. Wendy served as a mentor to many paralegals and attorneys in probate matters for 25 years while working with David Bouschor. Our thoughts and prayers are with her husband Ed, her family, and David and all her coworkers.



Canton – Van Zandt County Disaster Relief

Submitted by President, Pamela Snavely ACP

As many of you know, our neighbors in the Canton-Van Zandt County area have been ravaged by recent tornadoes. If you are interested in making a contribution by means of labor, donations, or your time, please see the information below:

The staging area for volunteering is at the Canton-Van Zandt County Fairgrounds. If you want to assist in any way, please call 903-502-0151 to see how you can help. There are all types of clean-up efforts going on, food service, and collection of necessary items. The Mayor of Canton, Lou Ann Everett, emphasized to *please call that number first* as they are the “control booth” for all of the volunteer efforts. They did not ask for water, food, or clothing donations initially because there was no additional space to store those items; the information below will keep you updated regarding the status of current needs.

Van Zandt County Tornado 2017 is the Official Facebook Page from County Officials. All updated information will be posted on this page. It is not monitored for questions, only for distributing information.

You may access the Facebook Page of Canton Mayor *Lou Ann Gullett Everett* at www.facebook.com/laeverett1. The Mayor is posting updates as she can regarding the situation.

The Facebook Page for *Radio Station KWJB 95.1 “The Bee”* is providing updates at <https://www.facebook.com/TheBEE95.1/>

When civilian volunteers are needed to come in and clean up debris after the storm damage has been fully assessed, it will be posted on the *City of Canton Fire and Rescue* Facebook page at www.facebook.com/cityofcantonfirerescue/

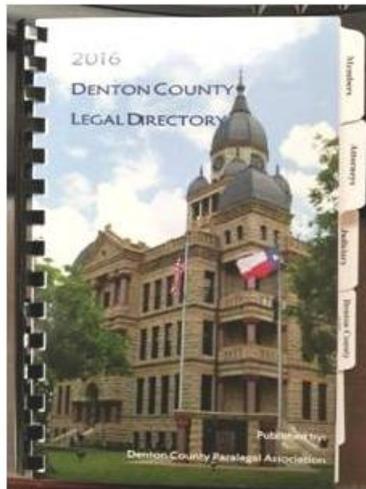
The Canton Animal Shelter contact numbers are 903-567-4880 or 903-603-5024 in regard to rescued animals.

A Canton-Van Zandt County Tornado Relief Fund 2017 has been set up for donations to directly assist victims of the tornadoes at the First State Bank branches located in Canton, Erin, Ben Wheeler and Edgewood, Texas.

We hope this information will provide direction to those of you that would like to provide aid and assistance to our friends in east Texas. Please continue to keep all of the folks in the Canton-Van Zandt County area and volunteers in your thoughts and prayers!

2016 Legal Directory

By: Cheryl Cooper, Committee Chair



The 2016 Legal Directory Committee of the Denton County Paralegal Association is pleased to report that we have published our Denton County Legal Directory.

We are providing two options for the directory this year: a bound hard copy of the directory, as well as a digital copy of the directory that is on a flash drive. This is the first time in the history of DCPA that we have offered a digital copy of the directory and we are very pleased at the way they turned out.

If you, or someone you know, would like to purchase one of these directories, please contact Cheryl Cooper at ccooper@dentonlaw.com; Work (940) 891-0003; or Cell (979) 277-8761.

Digital directory - \$15.00 (\$2.50 Shipping Fee)

Bound directory - \$22.00 (\$4.50 Shipping Fee)

Both directories - \$35.00 (\$6.50 Shipping Fee).

If you prefer to pick up a copy at no additional cost, you may do so at Alagood Cartwright Burke P.C., 319 W. Oak Street, Denton, Texas, 76201, with advance notice.

Checks should be made payable to Denton County Paralegal Association and either hand-delivered or mailed to our address.

DENTON COUNTY DISTRICT CLERK E-FILING TIPS

These TIPS are being provided to assist you with the filing and acceptance of efiled documents by the Denton County District Clerk's office. Some are suggestions but most are required based on our business practices within the office and with the district courts. Following these TIPS will ensure your document moves electronically through the district court system as quickly as possible.

CONTACT INFORMATION: When filing a new suit or an appearance in a current suit, please be sure and add your information in the "contacts" section. If you are already listed in a current suit, please do not add yourself again as it will cause a duplication of information on the case.

PARTY INFORMATION: When entering a party for a new suit, please enter their name and information in sentence case and complete address when possible. Having complete information assists us with identifying the party should they already be listed in our case management system. (Party identifiers are not shared with the public on our courts record search.)

DOCUMENT: Original Petition (Civil)

When filing a Petition, we suggest filing it without any additional fees/services. Should the submission need to be returned for correction, your credit card will only be held for the minimum amount. Any additional services (citation, jury fee, etc.) would then need to be submitted in a subsequent envelope once a cause number and court have been assigned.

DOCUMENT: e-filed Attachments

Attachments are exhibits. If you would not staple the document to the petition/motion/application if it were paper, then please do not add it as an attachment in the efile program. Only true exhibits to a document should be added as an attachment. Case information sheets, cover letters, notices of hearings and proposed orders for possible signature should not be added as attachments when efile.

DOCUMENT: Original Petition for Divorce

- When filing a Petition, please file it without any additional fees/services. Should it need to be returned for correction, your credit card will only be held for the minimum amount.
- Please make sure that a current copy of the Denton County Standing Orders are attached. For the most current orders please go to the Forms & Additional Information link above.
- If the Standing Orders are not attached, we will accept the petition but will be unable to issue any service until it is amended to include the current Standing Orders.

Denton County District Clerk E-Filing Tips Con't

DOCUMENT: Motion to Modify and Motion to Enforce (including Modifying/Enforcing Temporary Orders)

- Please make sure you select the proper event code to include the \$20 fee.
- Please make sure that a copy of the current Denton County Standing Orders are attached. If the Standing Orders are not attached, we will accept the petition/motion but will be unable to issue any service until it is amended to include the Standing Orders.

DOCUMENT: Standing Orders

- Applies in every divorce suit and every suit affecting the parent-child relationship, including a suit for modification or enforcement of a prior order.
- Citation will not issue until a petition is submitted with a copy of the Standing Orders attached.
- Only one copy of the Standing Orders is required in a pending action therefore they do not need to be included with a counter-petition or intervention.

DOCUMENT: Issuance Requests

Having the necessary information for issuance of anything requires we have particular information. It is preferred our Issuance Request forms be used but a letter requesting issuance will suffice if the relevant information is included. A link to the Issuance Request forms may be found on the District Clerk's webpage.

DOCUMENT: Notice of Hearing:

- File as a separate stand-alone lead document. If included within a pleading or as an attachment to another document, the hearing information will not be completed.
- Do not include with a new suit. The suit needs to be filed (accepted) in order for a court to be assigned. Once assigned, contact the court for a setting date and then submit a Notice of Hearing for completion.
- Issuance requests (as a separate lead document) and fees may be included in the same envelope submission.

The District Judges are signing hearing notices within the e-filing program. If the Notice is filed with a pleading that has a filing fee, it will need to be printed and placed in the Coordinator's inbox for pick up. Once signed, it will be faxed to the e-filer who submitted it.

We suggest:

For a faster return: Do not submit a notice of hearing with any type of filing or additional services fee. If it is the only document in the envelope, it will be forwarded to the Coordinator's e-filing queue. Upon review and completion by the court administrator or judge, the envelope will be accepted and a signed copy will be sent to you and the service contacts listed in the envelope.

Denton County District Clerk E-Filing Tips Con't

DOCUMENT: Proposed Orders

- Should be filed as a lead document
- Do not file as an attachment to a Cover Letter
- Do not e-file with a pleading with filing fees
- Do not file with original petitions, file as a subsequent filing
- Do not file the order if you are expecting to present it in person

The District Judges are signing orders within e-filing program. If a Proposed Order is filed with a pleading that has a filing fee, it has to be printed and placed in the Coordinator's inbox for pick up. Once signed, it will be faxed to the e-filer who submitted it.

We suggest:

For a faster return: Do not submit a proposed order with a fee of any kind. If it is the only document in the envelope, it will be forwarded to the Coordinator's e-filing queue. If signed by a judge, the envelope will be accepted and a signed copy will be sent to you and the service contacts listed in the envelope.

DOCUMENT: Attachments

When possible please file the pleading and attachments as one document and bookmarked. When exhibits to a pleading are submitted as separate attachments, they come into the case management system (CMS) as separate documents. Our CMS does not combine them therefore if the Judge needs to look at an exhibit/attachment he/she must open the documents separately to determine the exact document needed.

E-SERVICE: When initiating a new case, under "Add/Select a Party" add your attorney and email. Also add your assistant/paralegal email information under "other service contacts". Checking the attorney and assistant/paralegal's email will ensure you both receive file-marked/signed pleadings and orders.

E-SERVICE: The person submitting a proposed order must check all parties and specific other contacts in order for a signed order be e-served to them. Any party or other contacts not checked will not receive the signed order by eservice and will be charged \$1.00 per page if/when requesting a copy from the clerk's office.

Denton District Clerk's Office website <http://dentoncounty.com/Departments/District-Clerk.aspx>
Forms & Additional Information <http://dentoncounty.com/Departments/District-Clerk/Request-Forms-and-Court-Support-Information.aspx>

Support Our Sustaining Members

Please help support our Sustaining Members by calling them when you have a project that needs outside support. Remember it is through their continued support and generosity that DCPA is able to provide social events at a low cost.

Stewart Process Service, Inc.

Bruce G. Stewart

110 Sheraton Place
Denton, Texas 76209
Phone: 940-367-4643
Fax: 940-484-0999
Email – stewartprocess@verizon.net

County Process Service

Fred Bowles

159 Sunny Side Lane
Valley View, Texas 76272
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Fax: 940-484-6054
Email – fbowles@ntin.net

Stoffels & Associates, Inc.

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File & ServeXpress

Jesse Guerrero

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Minutes

1. President Pamela Snavelly called the meeting held on April 20, 2017 to order at 12:14 p.m. at Oakmont Country Club in Denton. President Snavelly welcomed members, guests and the speaker.
2. Guest speaker was Natalie Rasco. Ms. Rasco is a nationwide training and development specialist for File & ServeXpress.

OLD BUSINESS

3. President Snavelly asked for a vote on the March meeting minutes. A motion for approval was presented by Sunnie Palmer and seconded by Daphina Park. The motion carried by unanimous vote.
4. President Snavelly asked for a vote of approval for the March Treasurer's Report. A motion for approval was presented by Jenna Earhart and seconded by Michele George. The motion carried by unanimous vote.

NEW BUSINESS

5. President Snavelly gave an update on the Membership Drive Contest. Daphina Park is currently in first place.
6. An update of the 2017 Spring CLE Seminar scheduled for May 18, 2017, 10:00 a.m. to 4:00 p.m. at Oakmont Country Club was given. The schedule on Keep Each Other Safe was discussed.
7. A quick review of the TAPA Conference was given by Daphina Park.
8. President reminded members of elections and encouraged members to submit their names for Office in the Executive Committee or Committee Chair.
9. Lisa Pittman was the winner of the door prize.
10. There being no further business, President Snavelly adjourned the meeting at 1:05 p.m.