



PROFESSIONAL BULLETIN  
FOR THE  
BELL COUNTY BAR ASSOCIATION  
**PARALEGALS**

CENTRAL TEXAS, U.S.A

Publisher: **BCBA PARALEGALS.ORG**

Volume No. 2008

Issue Nos. 10

Date: OCTOBER 2008

NEWSLETTER EDITOR: MELISSA BARTON-WOOD

**PRESIDENT'S MESSAGE**

Summer is over. Fall has arrived...on the calendar, that is. I trust that everyone had a great summer and got in some rest and relaxation. If not, it's never too late for vacation!!

It seems that October starts the busiest part of the Bar Association's year. We have CLE's to attend, fund raisers to sponsor for the holidays, the annual Bell County Bar Christmas party, and our normal community service projects. Even though your calendar may be full, don't forget to take time out and do something for yourselves.

For those of you who missed the September meeting, you missed an informative and animated session with Tom Seigman. We truly appreciate the speakers that share their knowledge and time with us. On October 16, we have Edith Kohutek with the Bell County Attorney, Civil Division speaking to us on the prosecution of CPS matters. This should be an informative session as well. I don't believe we will be conducting much of a business meeting, so that we will have plenty of time for Mrs. Kohutek to speak. Please make plans to attend.

Don't forget about the Fall Bench Bar Conference next week, October 9<sup>th</sup> from 10 a.m. to 4:00 p.m. in the Bell County Justice Annex on Huey Drive in Belton. It is free for all members and it includes your lunch. If you haven't already RSVP'd please do so by emailing Jina Boydston at [jina@secrestlawfirm.com](mailto:jina@secrestlawfirm.com) or [bell\\_co\\_bar@yahoo.com](mailto:bell_co_bar@yahoo.com). Hope to see you there, along with your attorneys.

If you are interested in helping with the cookies and footies for the Veterans in the nursing home at the VA in Temple, please contact Merri Woodward and let her know how you can help. Our target is to make a delivery in conjunction with Veteran's Day.

If you have anything you would like to contribute or share with the rest of the paralegals, whether it be personal, professional or a question, please email me at

[bcba\\_lad@yahoo.com](mailto:bcba_lad@yahoo.com) and let me know. I can always pass your email along to the membership or we can also publish it in our newsletter. If you have a new addition to your family, want to make an announcement of any sort, it is more than welcome.

Have a great October!!!  
Brenda

**BCBA PARALEGALS  
'08-'09 OFFICERS**

- PRESIDENT – Brenda Colvin**
  - VICE PRESIDENT – Sherry Gonzalez**
  - SECRETARY – Esther Stoneburner**
  - TREASURER – Rene Murray**
  - PARLIAMENTARIAN – Susie Ivey**
  - COMMITTEE LIAISON – Billie Sue Scales**
  - HISTORIAN – Pat Simecek**
- [bcba\\_lad@yahoo.com](mailto:bcba_lad@yahoo.com)

**BOARD MEETINGS** are held at the Law Offices of Brett Pritchard in Killen from noon to 1:00 p.m. on the second Thursday of each month.

**UPCOMING BOARD MEETINGS:**  
**OCTOBER 9**

**GENERAL MEMBERSHIP MEETINGS** are held in Judge Mischian's courtroom from noon to 1:00 p.m. on the third Thursday of each month.

**UPCOMING MEETINGS:**  
**OCTOBER 16**

**OCTOBER BIRTHDAYS**

- BRENDA COLVIN – 4TH**
- SAMIA LEMASTER – 5TH**
- JEANNE YARNELL – 9TH**
- JUDY BENSON – 20TH**
- BROOKE JOHNSON – 20TH**
- JOANNA STATON – 27TH**



From left to right: Janice Johnson, Pat Simecek and Kathy Taylor in front of the saloon at Rio Cibolo Ranch during the Thursday night reception at TAPS



Kathy Taylor and Janice Johnson posing with a live longhorn at Rio Cibolo Ranch during TAPS

### IANICE JOHNSON'S TAKE ON TAPS

TAPS (Texas Advanced Paralegal Seminar) was held in San Antonio September 17-19, 2008. The conference provides several topic presentations that run concurrently, so you can pick whatever topics you want to attend; you do not need to select the topics ahead of time. In addition, you receive a CD of all topic papers, not just those you attended, supplying you with reference materials for all areas of law.

The 2008 TAPS was a huge success and very well organized, with top-notch speakers on a variety of subjects. I primarily attended the personal injury/civil trial law tracks, learning about topics such as e-discovery and digital footprints, federal rules, effective depositions, confidentiality of medical records, developing a product liability case, effective presentation of evidence, litigating trucking and motor vehicle collision cases, insurance coverage issues, effective legal writing, and the paralegal's role assisting at trial and in dealing with experts. There were many other topics and tracks available, including family law, real estate, estate planning, probate, bankruptcy, criminal law, corporate law, construction law, employment law and intellectual property law. There is something for everyone.

TAPS is very affordable thanks to the many vendors who support the Paralegal Division. Vendors have booths set up with lots of freebies and door prizes. This year I won an awesome gift basket from Esquire Deposition Services and two tickets to a Houston Astros home game. There were many door prizes throughout the conference, including several Ipods and lots of gift certificates. The big prize was given away at the closing luncheon (the luncheon is free to all registered attendees) – a \$1,500 gift card – to be eligible to win all you had to do was visit with each vendor and collect a sticker from each booth, and turn in the card.

The Paralegal Division works hard to provide networking opportunities at the seminar, so we end up with fun social events for a nominal fee. This year's socials included a welcome social Wednesday evening with appetizers, cowboy-style entertainment, and two palm readers. Thursday evening we rode buses to the beautiful Rio Cibolo Ranch, where we were greeted with a bang, and entertained with a synchronized horse show, amazing rope tricks (the man was STANDING on the horse's

back while doing the rope tricks!), hay rides, live entertainment, storytelling and smores around a firepit, and pictures with a real longhorn. The socials are a great way to meet other paralegals across the state.

The seminar is held yearly in different cities around the State. Next year TAPS will be in League City, Texas at the South Shore Harbour hotel on October 14-16, 2009. Make plans to attend - there's no better way to get quality, affordable CLE.

### PAT SIMECEK'S TAKE ON TAPS

TAPS is a well-organized event. Check-in registration is simple and convenient. Courses are relevant topics. Instructors enjoy teaching the paralegals and always run past their allotted time. The seminar materials are saved on a compact disk for easy reference. It is like an annual retreat for paralegals and legal assistants.

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### **BELL COUNTY BAR ASSOCIATION Annual Dove BBQ & Golf Tournament**



Wildflower County Club in Temple  
Thursday, October 23, 2008  
Check In at 12:00pm  
Shotgun Start at 1:00pm

Dinner and Awards Ceremony - 6:00pm  
Las Casas Mexican Restaurant

Paralegals and their immediate family can golf and/or are welcome to attend dinner at Las Casas restaurant.

**REGISTRATION DEADLINE IS:  
October 17<sup>th</sup>**

**NO LATE REGISTRATIONS ACCEPTED**

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### **FALL BENCH BAR CONFERENCE**

Thursday, October 9, 2008  
\*\*\*10:00 a.m. to 4:00 p.m.\*\*\*  
Bell County District Courts Building  
1201 Huey Road, Belton, Texas  
Courtroom for 146<sup>th</sup> Judicial District  
Moderator: Honorable Rick Morris

For more information or to register: email Jina Boydston ([jina@secrestlawfirm.com](mailto:jina@secrestlawfirm.com)) or Bell County Bar Association ([bell\\_co\\_bar@yahoo.com](mailto:bell_co_bar@yahoo.com))

RSVP's need to be sent in by 10/7 if possible!!!

\*\*\*4.75 CLE Credit Hours (2.25 Ethics)\*\*\*

**Free to BCBA and BCBA Paralegal Members**

# PARALEGAL DAY

The House of Representatives of the 80<sup>th</sup> Texas Legislature recognizes **October 23, 2008**, as Texas Paralegal Day and commend the paralegals of the Lone Star state for their important work!

**DAN CORBIN'S** office has an immediate need for a paralegal with experience in Probate, Guardianship, Wills, POA, Real Estate, Landlord/Tenant, and Civil Litigation. Knowledgeable of ProDoc and must have good organizational skills. To apply, please send resume to Genita Ellis at [genita@dancorbin.com](mailto:genita@dancorbin.com).

## BELL COUNTY DISTRICT ATTORNEYS OFFICE HENRY GARZA, DISTRICT ATTORNEY JOB ANNOUNCEMENT

### POSITION TITLE: LEGAL ASSISTANT III

#### **General Summary**

Performs secretarial and clerical duties for the District Attorney's Office. Minimum starting pay is \$24,216 with benefits, depending on experience.

#### **Essential Functions**

This position works closely with all levels of office personnel in the District Attorney's Office, as well as other Bell County departments, law enforcement agencies and general public. Main duties include daily filing of incoming mail to case files throughout the office; closing case files at disposition including data entry, scanning and statistical reporting; maintaining the central file room.

As support for assigned prosecutor(s), duties include typing motions, subpoenas, plea papers, screening complaints, and related correspondence as needed; maintaining daily docket, assisting attorney with trial preparation, and any other duties as deemed necessary.

General office duties include assisting with any function within the office with the ability to maintain other support desks as needed, including backup to the front desk.

#### **Essential Job Requirements**

A well-organized, detail-oriented individual with ability to multi-task and work well under pressure with flexibility and professionalism. Personable individual, able to interact well with co-workers, County offices, law enforcement agencies, and the general public.

Ability to exchange routine information in an appropriate manner requiring good oral and written communication skills. Ability to use computer and basic office support software programs with strong typing and data entry skills. Familiarity with Microsoft Office 2003.

Interested applicants may mail, fax or e-mail resumes to:

**KATHY HOGUE**  
OFFICE MANAGER  
BELL COUNTY DISTRICT ATTORNEY'S OFFICE  
PO BOX 540  
BELTON, TEXAS 76513  
FAX 254.933.5714  
[kathy.hogue@co.bell.tx.us](mailto:kathy.hogue@co.bell.tx.us)

## BELL COUNTY CLERK'S OFFICE JOB ANNOUNCEMENT

### DEPUTY CLERK II PROBATE DEPARTMENT

The Bell County Clerk's Office has immediate opening for a Deputy Clerk II position in the Probate Department. Salary Range: \$23,424 - \$24,852 with benefits, depending upon experience. Education: High school diploma or equivalent; ability to use computer and basic office support software programs with strong typing and data entry skills. Working knowledge of MicroSoft Office 2003

#### **REQUIRED EXPERIENCE:**

A minimum of two (2) years experience with a thorough working knowledge of Wills, Trusts, and Probate Administration including Guardianships. Applicant must be able to read and interpret the Texas Probate Code.

Qualified applicant will be a well-organized, detail oriented individual with the ability to multi-task and work well under pressure with flexibility and professionalism.

Qualified applicant must possess excellent customer service skills with the ability to interact with the general public, co-workers and Court personnel. Applicant must possess basic accounting skills. Applicant will process information by collecting and verifying accuracy of information, documenting to system and collecting and receipting filing fees.

Qualified applicant will provide clerical support and perform general office duties to include, but not limited to answering the telephone, making copies, preparing and mailing documents, filing, faxing and assisting with any function essential to the office.

Interested applicants submit Bell County application and resume to:

**SHELLEY COSTON**  
BELL COUNTY CLERK  
P.O. BOX 480  
550 EAST 2<sup>ND</sup> AVENUE  
BELTON, TEXAS 76513



**Don't forget to set your clocks  
back one hour. Daylight Savings  
ends Sunday, November 2.**



Have an idea for an upcoming  
Newsletter? E-mail it to:  
[melissabartonwood@bcswlaw.com](mailto:melissabartonwood@bcswlaw.com)

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BELL COUNTY (TX) BAR ASSOCIATION

