



THE SUMMONS

SAN ANTONIO LEGAL SECRETARIES ASSOCIATION
Chartered in 1957



OUR ADDRESS:
SALSA
P.O. BOX 367
SAN ANTONIO, TX
78292

Co-Presidents' Message **July 2011**

Wine Fun Fact:

To Age or Not to Age?

It is a common misconception that all wines improve with age. In fact, more than 90 percent of all wines should be consumed within one year. The three major collectibles that should age more than 10 years are: a great Bordeaux, the best producers of California Cabernet Sauvignon, and the finest producers of vintage port.



Hopefully, everyone had a wonderful and memorable Fourth of July weekend. We may not have been able to set off fireworks or manage to stay outside in the heat for very long, but how about that long weekend? Happy Fourth of July!!

During our discussion regarding changing the name of our association, it was decided that we would table the discussion until after presenting additional information to membership. We will send out another email to all members soon, as we feel it is important to get as much feedback as possible on this matter. In the meantime, please feel free to send your inquiries regarding the name change with Barbara Perez at bperez@coxsmith.com, or Christy Coats at ccoats@coxsmith.com.

Christy Coats, PLS & Barbara Perez, PLS
San Antonio LSA Co- President's



HIGHLIGHTS

Committee Form	3
CLE Dinner Notice	5
Legal Ed Seminar	6
From NALS	8
Calendar	12

2011 — 2012 Leadership Roster

Office	Name	Email Address
Co-President	Christy Coats, PLS	ccoats@coxsmith.com
Co-President	Barbara Perez, PLS	bperez@coxsmith.com
Recording Secretary	Kim Busch	kbusch@coxsmith.com
Corresponding Secretary	Jane Harrison, PLS	janeharrison30@yahoo.com
Treasurer/Roster	Aurora R. Cavazos, PLS, CLA,CPS	rorycavazos@ymail.com
Director	Janet Brown, PLS	jbrown@kjlawpc.com
Parliamentarian	Cheryl Wenzel, PP, PLS	cwenzel@coxsmith.com
Committee	Chairperson	Email Address
Attendance/Reception/ Reservations	Michele Harmon	mrharmon@satx.rr.com
Bylaws and Standing Rules/Certification/ Legal Education/ Historian	Cheryl A. Wenzel, PP, PLS	cwenzel@coxsmith.com
Employment	Sharon Todd, PLS	salsajobbank@gmail.com
Membership	Bette Tower, PLS	btower@mdtlaw.com
Speakers/ Ways and Means	Barbara Perez, PLS	bperez@coxsmith.com
Summons/Website	Janet Brown, PLS	jbrown@kjlawpc.com

**SAN ANTONIO LEGAL SECRETARIES ASSOCIATION
2011-2012 COMMITTEE PREFERENCE FORM**

One of the best ways to learn about San Antonio Legal Secretaries Association is to work with the various committees sponsored by our organization. The committees below are those that are essential to our organization and are currently open. We welcome your ideas and encourage your participation. Only through teamwork will we be able to reach this organization's full potential and accomplish its goals.

Auditor

Responsible for auditing the books of the previous year

Award of Excellence

Responsible for obtaining nominations, preparing voting information, presenting award (formerly known as Boss of the Year and Legal Secretary of the Year) at Day-in-Court luncheon, and submitting Chapter's nomination for State LSY to State Committee Chair

Community Service

Responsible for making arrangements for various community service projects

Day-In-Court

Responsible for vendors, publicity, arrangements, etc. for annual Day-in-Court luncheon

Marketing/Public Relations

Responsible for all PR of Association (meetings, special events, press releases, etc.)

SALSA History

Responsible for keeping running history of events, special recognitions, etc. of San Antonio LSA

Scholarship

Responsible for forwarding information to schools, collecting applications, presenting applications to membership for vote, contacting students about scholarship, and submitting of chapter winner to state association for state scholarship award

Vendor-of-the-Month

Responsible for obtaining one vendor for each evening meeting to make a marketing presentation during the membership meeting

Please contact Christy Coats or Barbara Perez, Co-Presidents of SALSA for the 2011-2012 fiscal year, if you are willing to serve on any of these committees. Our contact information is as follows:

Christy Coats or Barbara Perez
San Antonio Legal Secretaries Association
c/o Cox Smith Matthews Incorporated
112 East Pecan Street, Suite 1800
San Antonio, Texas 78205
(210) 554-5536 or (210) 554-5397
(210) 226-8395 Fax
Email: ccoats@coxsmith.com or bperez@coxsmith.com



Texas Association of Legal Professionals

Texas ALP Certification Committee

★ NALS Online Study Group ★ www.nals.org ★

**Deadline to Register
For September 2011 Exams**

Postmarked by August 1

**Sessions are held at 8:00pm
August 2-30, 2011**

August 2: Written Communication
August 9: Office Procedures & Legal Knowledge
August 16: Ethics, Human Relations
August 23: Legal Knowledge & Skills
August 30: PP Substantive Law Review

**Sessions are held at 8:00pm
September 6-21, 2011**

September 6: ALS Review
September 13: PLS Review
September 20: PP Review
September 21: Test Taking Tips

*SAN ANTONIO LEGAL
SECRETARIES ASSOCIATION
JULY 2011 MEMBERSHIP MEETING*

Speaker: Ellen Lockwood, ACP, RP w/Clear Channel

Topic: Avoiding Ethical Issues In a Digital World

Location: Crowne Plaza Hotel (Lonestar Room)
111 East Pecan
San Antonio, Texas 78205
*Self parking is available at the Crowne Plaza
garage at no charge ~ Front desk will validate
after the meeting. Valet parking available at \$7*

Date: Wednesday – July 27, 2011

Time: Noon

Cost: \$15

Menu: Salad Bar & Deli Station Buffet,
Chefs' choice of dessert, tea and coffee

RSVP: Please email **MICHELE HARMON** at
mrharmon@satx.rr.com or call her at 829-1938

*Cancellations must be made no later than FRIDAY prior
to the meeting for you and/or your guests or you will be
billed for the meal.*



LEGAL EDUCATION SEMINAR

Date: Saturday, August 6, 2011

**Place: Cox Smith Matthews Incorporated
112 E. Pecan, Ste. 1800, San Antonio, TX 78205**

Cost: \$50 SALSA/TALP members; \$75 non-members; \$50 students

Course Topics are as follows:

ETHICS
FAMILY LAW
EDUCATION LAW
OIL & GAS LAW
ESTATE PLANNING
DATA PRIVACY LAW

The seminar includes: morning break, lunch, and afternoon break

**Special room rates available through Crowne Plaza, see attached
sheet for hotel and parking information.**

For any further information, please call or e-mail
Cheryl A. Wenzel, PP, PLS at (210) 554-5359 or cwenzel@coxsmith.com.

****UP TO SIX HOURS OF NALS ACCREDITATION****

Complete the REGISTRATION FORM below and mail with your registration fee by July 29, 2011. Space is limited. Please make checks payable to "SALSA" and send to Cheryl A. Wenzel, PP, PLS, c/o Cox Smith Matthews Incorporated, 112 E. Pecan Street, Suite 1800, San Antonio, Texas 78205.

Registration Form

Name: _____

Address: _____

City, State, Zip Code: _____

Firm/Company Name: _____

Phone Number: _____ E-mail: _____

Member: _____ Guest: _____ Student: _____ Total Amount Enclosed: _____

Do you want to receive handouts prior to seminar by e-mail? _____

SAN ANTONIO LEGAL SECRETARIES ASSOCIATION

LEGAL EDUCATION SEMINAR

**SAN ANTONIO TEXAS
SATURDAY, AUGUST 6, 2011**

SCHEDULE OF EVENTS

TIME	TOPIC	SPEAKER
9 a.m. – 10 a.m.	Oil/Gas/Real Property - Oil and Gas Leasing	Matt Crowell, Esquire
10 a.m. – 11 a.m.	Estate Planning - Advanced Directives	Carol Bertsch, Esquire
11 a.m. – 11:15 a.m.		Break
11:15 a.m. – 12:15 p.m.	School Law – Civil Rights Issues	Phil Marzec, Esquire
12:15 p.m. – 12:30 p.m.	Lunch	Sponsored by DepoTexas and Magee Litigation Support
12:30 p.m. – 1:30 p.m.	Privacy and Data Security: Overview and Important Topics for 2011.	Charles Salmon, Esquire
1:30 p.m. – 2:30 p.m.	Ethics	Chief Justice Catherine Stone, 4th Court of Appeal
2:30 p.m. – 2:45 p.m.		Break
2:45 p.m. – 3:45 p.m.	Family Law - Texas Family Law Code and Domestic Violence	Nailya Maryanchik, Esquire Family Violence Prevention Services, Inc.

From NALS Nominations and Elections Committee:

This year is an exciting year for NALS and all NALS members are all part of the excitement. As announced in Tulsa, this is the inaugural year for Electronic Ballots for the NALS 2012-13 officers.

In order to receive a ballot, you **must, Must, MUST** have a valid e-mail address registered with NALS. Each NALS member should log into the Members Only section of the NALS website and review and update your contact information.

If you have never logged into the Members Only section, the instructions for doing so are right there on the login page. Those members who do not have e-mail or a computer can visit their local library or community center and use available free computers.

There are several companies that offer free e-mail such as Gmail with Google or Yahoo. Sign up for a free e-mail account and calendar a reminder to check your e-mail account after September 19 to find your electronic ballot in your InBox.

But it is very, very important that every member has a valid e-mail address registered with NALS. No paper ballots will be mailed.

The NALS Nominations and Elections Committee is relying upon all state association and local chapter presidents and membership chairs to reach out and make direct contact with your members to advise them of this exciting news.

TEXAS ALP FALL EDUCATIONAL CONFERENCE

Waco, Texas ♦ September 30, 2011 – October 1, 2011

Early Registration Deadline is August 31, 2011

REGISTRATION FORM

Name _____

Address _____

City/State/Zip _____

Daytime Telephone _____

Email _____

Certifications

- ALS PLS PP CLA
 CLAS/ACP TSC RP Other _____

Local Chapter _____

Current Texas ALP Position Held _____

Current Local Position Held _____

- NALS Life Member
 This is my FIRST Texas ALP meeting!
 Special dietary request (contact Registration Chair)
 I want to be a Texas ALP Pal

SCHEDULE OF EVENTS

Mark each event you will attend:

Note: CLE topics are subject to change

Friday, September 30, 2011

- 10:00 am - 11:00 am Open Forum/Provide Your Input
 11:30 am - 1:00 pm Welcome Lunch/CLE
 1:30 pm - 3:00 pm CLE
 3:30 pm - 5:00 pm Business Meeting
 5:00 pm - 6:00 pm Committee Meetings
 6:30 pm - 8:30 pm Friday Night Function

Saturday, October 1, 2011

- 9:00 am - 10:00 am CLE
 10:30 am - 11:30 am CLE
 11:45 am - 1:30 pm Professional Development Lunch
 2:00 pm - 3:00 pm CLE
 3:30 pm - 4:30 pm CLE

REGISTRATION FEES

The Regular and Late registration fee includes ALL events

Regular - postmarked on or before August 31, 2011

- Texas ALP Member \$110
 Nonmember \$130
 Student \$70

Late - postmarked after August 31, 2011.....Add \$25

INDIVIDUAL EVENTS

- Education only (member; lunch not included) \$80
 Education only (nonmember, lunch not included)..... \$100
 Education only (student, lunch not included) \$65
 Friday Welcome Lunch \$20
 Friday Dinner..... \$30
 Saturday Lunch..... \$20

GUEST REGISTRATION

- Friday Welcome Lunch \$20
 Friday Dinner..... \$30
 Saturday Lunch \$20

PAYMENT INFORMATION

Total Due: \$ _____ (due with registration form)

Please make check payable to:

Waco LPA Special Meeting Account (Tax ID: 74-6064252-7)

- A \$30 fee will be assessed for returned checks.
- Refunds requested and confirmed in writing will be made until August 31, 2011 (less a \$25 fee)

If you have any questions, please contact the Meeting Chair:

Annual Meeting Co-Chairs:

Brenda Atteberry, 254.399-9400, bjabatteberry@centexitigation.com

Donna Dendy; 254.297-7300, dkd@pakislaw.com

Mail Registration Form to:

Mary Bullard
 Deaver & Deaver
 200 West Highway 6, Suite 501
 Waco, Texas 76712
 254.761.5970; mary_bullard@agtitle.com

HOTEL INFORMATION

Reservations should be made directly with Holiday Inn Express, 1801 Development Blvd., Waco, Texas 76705 (254.799-9997; fax: 254.799-5272)

The room block is held under Texas Association of Legal Professionals until August 31, 2011

Room rates: \$99 (Executive Double/King) ♦ \$109 (Suite Upgrade)

{TALP//00005605}

Contributions or gifts to Texas ALP are not deductible as charitable contributions for income tax purposes

Corporate Members of San Antonio LSA

San Antonio LSA appreciates all of its corporate sponsors and the support they provide our Association. There are times when our corporate sponsors go beyond expectations and we would like to give all of our sponsors a big **THANK YOU**.

Alpha & Omega Records Retrieval
14080 Nacogdoches Road, Suite 281
San Antonio, Texas 78247
(830) 714-7575; (210) 797-6254
Contact: Cheryl Calaway
cheryl@aorr.net

Dependable Express LLP
5975 Babcock Road
San Antonio, Texas 78240
(210) 877-6161 or 837-8771
Contact: Shelly Miller
Shelly@DependableExpress.com

DEPOTEXAS – San Antonio
1383 E. Bitters Road, Suite 3
San Antonio, Texas 78216
(210) 481-7575
Contact: Rodney Magee
rodney@depotexas.com

Law Office of Edward M. Lavin
8918 Tesoro Drive, Suite 418
San Antonio, Texas 78217
(210) 829-1938
Contact: Edward M. Lavin

Legal Preference, Inc.
30448 Blueberry Ridge
Bulverde, Texas 78163
(210) 867-6426
Contact: Patty Hall
legalpreference@hotmail.com

Preferred Counsel Legal Placement
The Ariel House
8118 Datapoint Drive
San Antonio, Texas 78229
(210) 614-6400
Contact: Morgan M. Matson
mmm@preferredcounsel.net

Special Counsel
10999 I.H. 10 West, Suite 290
San Antonio, Texas 78230
(210) 824-0300
Contact: Rani Spaulding or Jessica
Hernandez (214) 871-0202
rani.spaulding@specialcounsel.com

Kim Tindall & Associates, Inc.
5119 Beckwith Blvd., Suite 101
San Antonio, Texas 78249
(210) 697-3400
Contact: Kim Tindall
ktindall@ktanda.com



THANK YOU

NALS Mission Statement

NALS® is dedicated to enhancing the competencies and contributions of members in the legal services profession. It accomplishes its mission and supports the public interest through:

- Continuing legal education and resource materials;
- Networking opportunities at the local, state, regional and national levels;
- Commitment to a Code of Ethics and professional standards;
- Professional certification programs and designations.

NALS Code of Ethics and Professional Responsibility

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall:

- Encourage respect for the law and the administration of justice;
- Observe rules governing privileged communication and confidential information;
- Promote and exemplify high standards of loyalty, cooperation and courtesy;
- Perform all duties of the profession with integrity and competence; and
- Pursue a high order of professional attainment.

NALS Standards of Conduct

Integrity and high standards of conduct are fundamental to the success of our professional association. This Code is promulgated by NALS and accepted by its members to accomplish these ends.

Canon 1. Members of this association shall maintain a high degree of competency and integrity through continuing education to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

Canon 2. Members of this association shall maintain a high standard of ethical conduct and shall contribute to the integrity of this association and the legal profession.

Canon 3. Members of this association shall avoid a conflict of interest pertaining to a client matter.

Canon 4. Members of this association shall preserve and protect the confidences and privileged communications of a client.

Canon 5. Members of this association shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of a lawyer and shall not act in matters involving professional legal judgment.

Canon 6. Members of this association shall not solicit legal business on behalf of a lawyer.

Canon 7. Members of this association, unless permitted by law, shall not perform paralegal functions except under the direct supervision of a lawyer and shall not advertise or contract with members of the general public for the performance of paralegal functions.

Canon 8. Members of this association unless permitted by law, shall not perform any of the duties restricted to lawyers or do things which lawyers themselves may not do and shall assist in preventing the unauthorized practice of law.

Canon 9. Members of this association not licensed to practice law shall not engage in the practice of law as defined by statutes or court decisions.

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

Calendar



July

- 6..... SALSA Board Meeting —6:15 pm
Cox Smith Matthews, 18th Floor**
- 15 – 17 2011 NALS Region 6 Annual Meeting
and Educational Conference –
Amarillo, Texas**
- 20 NALS Online Learning Center –
8 PM – Recertification (1 Hr. CLE)**
- 27..... SALSA CLE Luncheon— Crowne Plaza**
- 27..... NALS Online Learning Center—
8 PM – Benefits of Volunteering at a
National Level (1 Hr. CLE)**



August

- 2 NALS Online Study Group Begins (8 PM)**
- 3 SALSA Board Meeting — 6:15 pm
Cox Smith Matthews, 18th Floor**
- 3 NALS Online Learning Center –
8 PM – NALS Foundation (1 Hr. CLE)**
- 6 Legal Education Seminar—Crowne Plaza**
- 17 NALS Online Learning Center –
8 PM – Corporate CLE (1 Hr. CLE)**
- 24 SALSA CLE Dinner—CSM**