



October 2011

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

THE SUMMONS

**SAN ANTONIO LEGAL SECRETARIES ASSOCIATION
Chartered in 1957**

President's Message



WINE FUN FACT: Chardonnay's Home
California has more Chardonnay grapes than anyplace in the world. It has been the most successful white grape in the state, yielding a wine of tremendous character and magnificent flavor. It is also the top selling varietal in the United States.

Words of Inspiration to all members:

"When things go wrong as they sometimes will,
When the road you're trudging seems all up hill,
When the funds are low and the debts are high
And you want to smile, but you have to sigh,
When care is pressing you down a bit,
Rest if you must, but don't you quit.
Life is funny with its twists and turns,
As every one of us sometimes learns,
And many a failure turns about
When he might have won had he stuck it out;
Don't give up though the pace seems slow--
You may succeed with another blow,
Success is failure turned inside out--
The silver tint of the clouds of doubt,
And you never can tell how close you are,
It may be near when it seems so far,
So stick to the fight when you're hardest hit--
It's when things seem worst that you must not quit."

~ Unknown



*Christy Coats, PLS & Barbara Perez, PLS
2011-2012 Co-Presidents*

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
SEPTEMBER 2011 MEMBERSHIP MEETING**

Speaker: Child Advocates of San Antonio (CASA)

Topic: Court Appointed Advocates Making an Impact

Location: Luby's – Fiesta Banquet Room
911 North Main Avenue (@ IH 35)
San Antonio, Texas 78212

Free parking available onsite.

Date: Wednesday – September 28, 2011

Time: Noon

Cost: \$18

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.



YOUR HELP IS NEEDED!

Day in Court is fast approaching and your help is needed. If you are interested in helping with Day in Court contact :

Christy Coats, PLS—ccoats@coxsmith.com

or

Barbara Perez—bperez@coxsmith.com

Also, San Antonio LSA will be hosting the TALP 57th Annual Education Conference on May 4-5, 2012. Our own Cheryl Wenzel, PP, PLS will be installed as TALP President. If you are interested in helping make this an amazing event contact Co-Presidents Christy or Barbara.



COMMUNITY SERVICE PROJECT REMINDER



SA READS

...One Book At A Time

Just a friendly reminder that this month is the last month to donate new or gently used books appropriate for elementary aged to high school aged children at the membership meeting.

If you are unable to make the meeting or forget to bring them with you, I will be happy to pick them up from your office and hand-deliver them to Literacy San Antonio. Literacy San Antonio also accepts monetary donations and can be done on the SA Reads website.

Again, Literacy San Antonio and San Antonio Youth Centers have joined forces with Representative Joaquín Castro to create SA Reads, a city-wide book drive to get books into the hands of the many young children who hunger for them. All book lovers know the feelings of excitement and anticipation that accompany cracking open the pages of a new book for the first time. Let's all work together to share that feeling with the children of our great city!

Thank you in advance for you donations!

~Barbara Perez, PLS



MESSAGE TO ALL DIRECTORS/PRESIDENTS OF TEXAS CHAPTERS:

Houston ALP has recently become involved with **Wreaths Across America** (WAA), a nonprofit organization dedicated to honoring and thanking our military veterans for their service and sacrifice. In 1992, WAA began the tradition of placing wreaths on the headstones of the Nation's fallen heroes at Arlington National Cemetery. Today wreaths are placed on headstones at military cemeteries around the country and as you may know, Texas has several military cemeteries.

Wreaths are purchased through WAA's Web site for \$15. Houston ALP has joined this worthwhile project through creation of our fundraising page and invites you to join us in raising funds for WAA. As well as supporting a worthy cause, our association can also raise money by selling wreaths. We are eligible to receive \$5 for every wreath purchased through our fundraising page. The money received will be placed in Houston ALP's Scholarship Fund for scholarships to be awarded throughout the year.

Your chapter is invited to make donations through our fundraising page to help us achieve our goal **OR** we encourage you to set up a fundraising page for your own chapter. The easiest way to access HALP's fundraising page is through HALP's Web site at www.houstonalp.org. Scroll to the bottom of HALP's home page and click on *Click here to purchase a wreath*. You will be directed to our WAA fundraising page.

For more information concerning Wreaths Across America, go to its Web site at www.waahouston.com.

For more information on HALP's WAA project, contact Kip Hall, Houston ALP Marketing Chair, at marketing@houstonalp.org or kiphall19@yahoo.com.



**You and your staff are cordially invited to attend the
SAN ANTONIO LEGAL SECRETARIES ASSOCIATION'S
ANNUAL DAY-IN-COURT LUNCHEON**

"LEST WE FORGET"

Commemorating the 10th Anniversary of 9/11

Wednesday, October 12, 2011

12 noon to 1:30 p.m.

Crowne Plaza Hotel
111 East Pecan Street
San Antonio Texas 78205

Guest Speaker:

**Professor Jeffrey F. Addicott
Distinguished Professor of Law and
Director of the Center for Terrorism Law at
St. Mary's University School of Law**

Cost: \$28 per person

Please R.S.V.P. by October 5, 2011

Please mail your reservations to:

San Antonio Legal Secretaries Association
c/o Barbara Perez, PLS
Cox Smith Matthews Incorporated
112 E. Pecan, Suite 1800
San Antonio, Texas 78205
(210) 554-5397 (work)

Detach and mail registration form with your check payable to "SALSA"

YOUR NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ NO. ATTENDING LUNCH: _____

CHECK ENCLOSED IN THE AMOUNT OF \$ _____
(IF REGISTERING MORE THAN ONE, PLEASE ATTACH A LIST OF NAMES.)

(NOTE: TABLE RESERVATIONS WILL BE ASSIGNED ON A FIRST-COME, FIRST-SERVED BASIS. SORRY, BUT WE ARE UNABLE TO ACCOMMODATE WALK-INS.)

LEGAL "ED"



By Edward M. Lavin, Attorney
September 2011

E-Filing in the Texas Supreme Court

Effective September 12, 2011, all attorneys practicing before the Texas Supreme Court must e-file all documents. *Pro se* litigants may but are not required to e-file.

A copy of the Court's Order with four pages of rules follows this article. There is also a 43 page Guide to Creating Electronic Appellate Briefs, authored by the Clerk of the Texas Supreme Court which you can download in Adobe Acrobat .pdf format from the Court's web site at <http://www.supreme.courts.state.tx.us/pdf/AppellateBriefsOfTheFuture.pdf>.

For those of you practicing in the federal or bankruptcy courts, this won't be anything new, you know that e-filing in those courts using the federal CM/ECF (Pacer) system has been mandatory for several years. Unfortunately, however, the Supreme Court's mandate doesn't come with all the same benefits to attorneys and their clients.

For one thing, the Supreme Court still requires paper copies of most filings, too, just not as many. Of greater significance, while you have to e-file you won't be able to electronically view those filings, nor those of anyone else, so attorneys are still going to have to exchange paper (or e-mail attachment) copies of them. The exception to this is attorneys who have previously consented to electronic service on them.

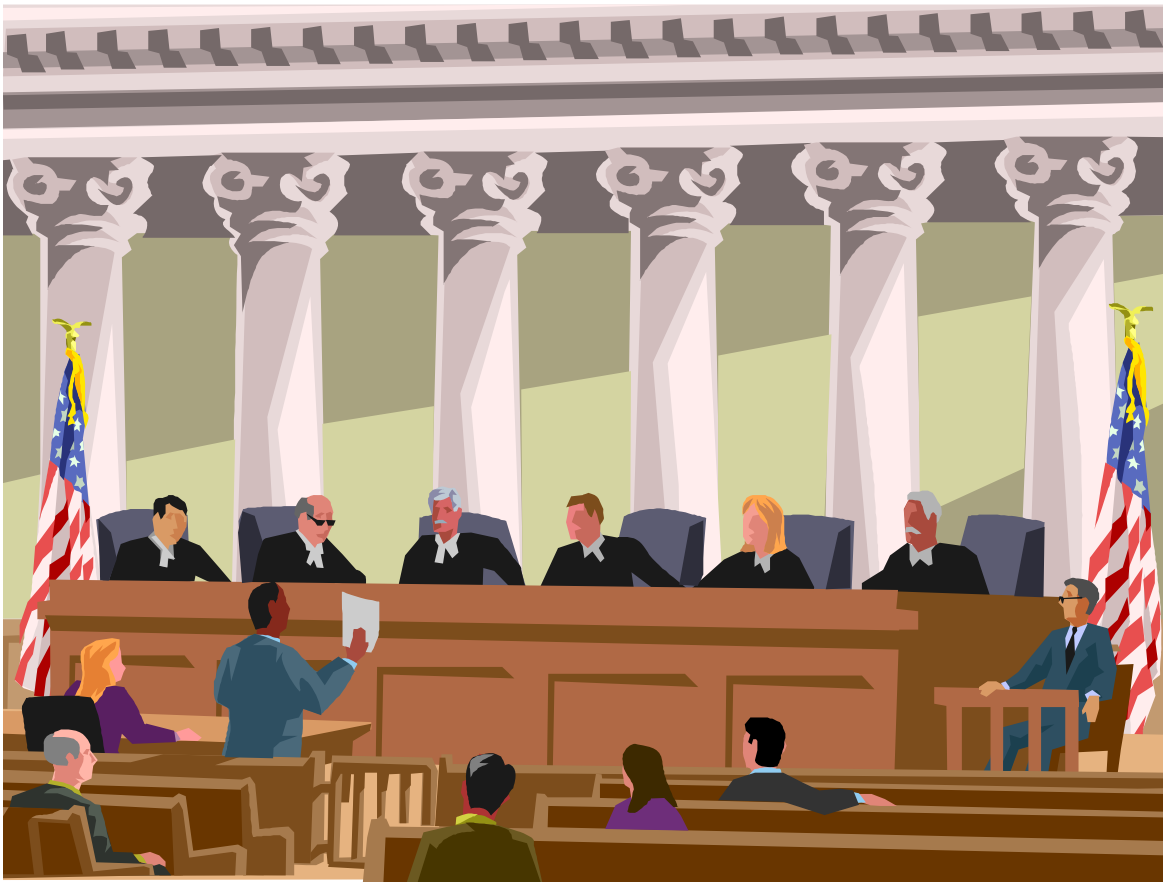
E-filing in the Supreme Court is done through Texas.gov, the portal established by the Texas legislature, and directions for its use are found on its web site. You must first register with an Electronic Filing Service Provider (EFSP), with a list of approved ESFPs also found on the web site, www.texas.gov. There are additional fees, charged by Texas.gov, over and above filing fees charged by the Supreme Court.

Another significant difference between the federal system and the new Supreme Court mandate is the format to use to e-file. As with the federal system it's still an Adobe Acrobat .pdf document format, however, you can't simply scan the original document as a .pdf file. The original document must be converted to a text searchable .pdf format. Exceptions to this rule are for documents which must be notarized or signed by the opposing party or counsel which must be scanned and e-filed with the appropriate signatures.

As noted above the Court still requires paper copies of most filings, just not as many. One paper copy of the record from the court below, two paper copies of petitions, responses, replies and amicus briefs, and four copies of briefs on the merits must be filed within three business days after the document is e-filed. Paper copies must bear the electronic file stamp of the previously e-filed version. No paper copies of motions are required.

If you or other lawyers in your firm practice in the Supreme Court, or may do so in the future, now is the time to get up to speed on the requirements summarized above. Very important: Don't rely on this summary, study the entire Supreme Court Order and download and study the 43 page article written by the Supreme Court Clerk.

My personal opinion: I think the Supreme Court made this procedure unduly complicated and if you're going to go electronic, I say go all the way like the federal courts did. The federal courts have what I consider to be an excellent system, why the Supreme Court didn't emulate it, I do not know.



IN THE SUPREME COURT OF TEXAS

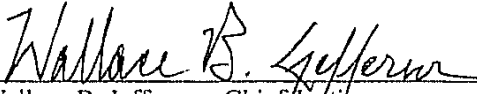
Misc. Docket No. 11-9152

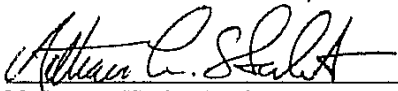
ELECTRONIC-FILING RULES FOR THE SUPREME COURT OF TEXAS


It is hereby **ORDERED**:

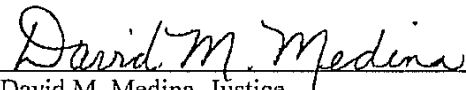
1. This Order governs electronic filing at the Supreme Court of Texas and supersedes and vacates the Order dated March 14, 2001 in Misc. Docket No. 11-9033. Attorneys must e-file all documents (except documents submitted under seal) through Texas.gov—the portal established by the legislature. Persons not represented by an attorney may e-file documents, but e-filing is not required. Anyone e-filing documents must provide the Court with one paper copy of a record in an original proceeding, two paper copies of petitions, responses, replies, and amicus briefs, and four copies of any brief on the merits must be filed within three business day after the document is e-filed. The paper courtesy copies must be the printed version of the file-stamped e-filed document.
3. The procedures prescribed by this Order apply in lieu of those prescribed by the Texas Rules of Appellate Procedure to the extent there are differences between the procedures; otherwise, the Rules of Appellate Procedure continue to apply with full force and effect.
4. This Order takes effect September 12, 2011.


Dated: August 13, 2011.



Wallace B. Jefferson, Chief Justice

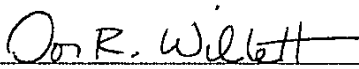

Nathan L. Hecht, Justice


Dale Wainwright, Justice


David M. Medina, Justice


Paul W. Green, Justice


Phil Johnson, Justice


Don R. Willett, Justice

Eva M. Guzman, Justice

Debra H. Lehrmann, Justice

E-FILING RULES FOR THE SUPREME COURT OF TEXAS

1. **Electronic filing required.** Attorneys must electronically file (e-file) any document that may be filed with the Court in paper form, except a document under seal or subject to a motion to seal. An attorney may file a motion in connection with a particular case requesting permission to file documents in paper form. Persons not represented by an attorney may e-file documents, but e-filing is not required.

2. **E-filing mechanism.** E-filing must be done through Texas.gov, the portal established by the Texas Legislature. Directions for its use may be found on its website. This is a summary. A person must first register with an Electronic Filing Service Provider (EFSP). A list of approved EFSPs is on the Texas.gov website. The EFSP will provide the registrant with a confidential, secure username and password to use when e-filing a document. This username and password will also function as a signature on each e-filed document, and will authorize payment of all filing fees and service fees. A document to be e-filed must be transmitted to the EFSP, which will send the document to Texas.gov, which in turn will send the document to the Clerk of the Court. The e-filer will receive by email an immediate acknowledgment of the e-filing, a confirmation of the Clerk's acceptance of the filing, and a file-stamped copy of the document. Fees charged by Texas.gov for the e-filing of a document are in addition to any filing fees and are costs of court.

3. **Electronic service.** A party who has registered to e-file documents through an EFSP may electronically serve (e-serve) documents through that EFSP on any other party who has consented to e-service by registering for the e-service option with an EFSP or by setting up a complimentary account with Texas.gov. Directions may be found on the Texas.gov website.

(a) Service through an EFSP is complete on transmission to the e-served person's EFSP or complimentary Texas.gov account. The e-filer's EFSP will send proof of service to the e-filer. Fees that an EFSP charges for e-service are not costs of court.

(b) If an e-filer must serve a copy of a document on a party who has not consented to e-service, the e-filer must comply with the service requirements in Texas Rule of Appellate Procedure 9.5 and, on the same day the document is e-filed, must send the document to:

(1) the party's lead counsel by email if the e-filer has an email address for the lead counsel; or

(2) if the party is not represented by counsel, to the party by email if the e-filer has the party's email address.

4. **Redaction of information in e-filed document.**

(a) Unless the Court orders otherwise, an e-filed document must not contain a social security number; a birth date; a home address; the name of any person who was a minor when the

underlying suit was filed; a driver's license number, passport number, tax identification number, or similar government-issued personal identification number; or a bank account number, credit card number, or other financial account number. The e-filer must redact all of this information in accordance with the redaction guidelines posted by the Court's Clerk on the Court's website; however, the e-filed document may contain a reference to this information as long as the reference does not include any part of the actual information (e.g., "passport number"). For good cause, the Court may order redaction of additional information.

(b) The e-filing of a document constitutes a certification by all attorneys of record for the party filing the document that the document complies with paragraph (a) of this rule.

(c) If an e-filer believes any information described in paragraph (a) of this rule is essential to an e-filed document or that the e-filed document would be confusing without the information, the e-filer may submit the information to the Court in a reference list that is in paper form and under seal. The reference list must specify an appropriate identifier that corresponds uniquely to each item listed. Any reference in the e-filed document to a listed identifier will be construed to refer to the corresponding item of information. If the e-filer provides a reference list pursuant to this rule, the front page of the e-filed document must indicate that the reference list has been, or will be, provided.

(d) On its own initiative, the Court may order a sealed reference list in any case. The Court may also order that a document be filed under seal in paper form, without redaction. The Court may later unseal the document or order the filer to provide a redacted version of the document for the public record.

5. **Format of e-filed document.** An e-filed document must be formatted as follows:

(a) An e-filed document must be formatted in accordance with Texas Rule of Appellate Procedure 9.4(b)–(e). The "paper" requirements in Rule 9.4(b)–(c) apply equally to a "page" of the e-filed document.

(b) An e-filed document must be in text-searchable portable document format (PDF) compatible with the latest version of Adobe Reader. Except as otherwise provided by this rule, an e-filed document created by a word processing program must not be a scan of the original but must instead be converted directly into a PDF file using Adobe Acrobat, a word processing program's PDF conversion utility, or another software program. Whenever possible, scanning should be avoided. An EFSP may convert each e-filed document from its original form into a PDF file that complies with this rule.

(c) Records filed in original proceedings and appendix materials may be scanned if necessary, but scanning creates larger file sizes with images of lesser quality and should be avoided when possible. An appendix must be combined into one computer file with the document it is associated with, unless the resulting computer file would exceed Texas.gov's

size limits for the document. If a record filed in an original proceeding or an appendix contains more than one item, it should include a table of contents and either bookmarks to assist in locating each item or separator pages with the title of the item immediately following and any number or letter associated with the item in the table of contents.

(d) A scanned document must be made searchable using optical-character-recognition software, such as Adobe Acrobat, and have a resolution of 300 dots per inch (dpi).

(e) An e-filed document may contain hyperlinks to another part of the same document, an external source cited in the document, an appendix item associated with the document, an embedded case, or a record cite. Hyperlinks within an appendix item are also permitted.

(f) An e-filed document must not contain a virus or malware. The e-filing of a document constitutes a certification by the e-filer that the document has been checked for viruses and malware.

(g) The Court may strike an e-filed document for nonconformance with this rule.

6. Signatures on e-filed documents.

(a) Except as otherwise provided by this rule, the confidential, secure username and password that the e-filer must use to e-file a document constitute the e-filer's signature on the document, in compliance with signature requirements in the Texas Rules of Appellate Procedure. When a signature is provided in this manner, the e-filer must also include either an "/s/" and the e-filer's name typed in the space where the e-filer's signature would otherwise appear or an electronic image of the e-filer's signature, which may take the form of a public key-based digital signature or a scanned image of the e-filer's signature. The e-filer must not allow the e-filer's username or password to be used by anyone other than an agent who is authorized by the e-filer.

(b) If a document must be notarized, sworn to, or made under oath, the e-filer must e-file the document as a scanned image containing the necessary signature(s).

(c) If a document requires the signature of an opposing party, the e-filer must e-file the document as a scanned image containing the opposing party's signature.

(d) When an e-filer e-files a scanned image of a document pursuant to paragraph (b) or (c) of this rule, the e-filer must retain the original document from which the scanned image was made until the case in which the document was filed is resolved. If the original document is in another party's possession, that party must retain the original document until the case in which the document was filed is resolved.

(e) If an e-served document was also e-filed and the person who completes a certificate of service under Texas Rule of Appellate Procedure 9.5(e) is different from the person who

e-filed the document, the person who completes the certificate of service must sign the certificate by including either an “/s/” and his or her name typed in the space where his or her signature would otherwise appear or an electronic image of his or her signature.

7. **Time of e-filing.** A document will be considered filed timely if it is e-filed at any time before midnight (in the Court’s time zone) on the date on which the document is due.

(a) An e-filed document is deemed filed when the e-filer transmits the document to the e-filer’s EFSP, unless the document is transmitted on a Saturday, Sunday, or legal holiday or requires a motion and an order allowing its filing.

(b) If a document is transmitted on a Saturday, Sunday, or legal holiday, it will be deemed filed on the next day that is not a Saturday, Sunday, or legal holiday.

(c) If a document requires a motion and an order allowing its filing, it will be deemed filed on the date the motion is granted.

(d) If an e-filed document is untimely due to a technical failure or a system outage, the e-filer may seek appropriate relief from the Court.

8. **Paper copies.**

(a) One paper copy of a record in an original proceeding, two paper copies of petitions, responses, replies, and amicus briefs, and four copies of any brief on the merits must be filed within three business day after the document is e-filed.

(b) All paper copies must comply with Texas Rule of Appellate Procedure 9 and must be the printed version of the e-filed document bearing the electronic file stamp.

(c) Unless voluminous or impracticable, the appendix to a paper copy need only include the content required by Texas Rules of Appellate Procedure 52.3(k) and 53.2(k).

9. **Email address requirements and communications with the Clerk.** An e-filed document must include the e-filer’s email address on the front cover and wherever else the e-filer’s contact information appears, in addition to any other information required by the Texas Rules of Appellate Procedure. If the e-filer’s email address changes, the e-filer must provide the Clerk and the e-filer’s EFSP with the new email address within one business day of the change. If there is a change in the email address of a party who has consented to receive e-service, the party must provide Texas.gov or, if applicable, the party’s EFSP with the new email address within one business day of the change. The Clerk may send notices or other communications about a case to an attorney’s email address in lieu of mailing paper documents.

10. **Casemail registration.** Lead counsel must register for Casemail and follow the instructions for receiving notices for cases in which they represent a party.

11. **Construction of rules.** These rules must be liberally construed so as to avoid undue prejudice to any person who makes a good-faith effort to comply with requirements in these rules.



State Notary Commission
Presents
Texas Notary Law & Procedures Seminars
2011 Registration

This notary training is provided specifically for Texas Notaries. This class is excellent for both current and prospective notaries and will provide you with the most up-to-date information available. In addition to answering your questions, the class will cover:

New Legislation from the 81st Legislative session (Don't Miss it!)

- Current Notary Laws
 - Proper Record Keeping*
 - Avoiding Official Misconduct
 - Administering Oaths & Acknowledgments
 - Legal Procedures & Processes of Notarization
 - Liability Protection Practices for Notary & Employer
- Apply for your Notary Public Commission

**CALL NOW! TO REGISTER-1-512-497-2253 or
email: dixielucey@prodigy.net**

HURRY AND REGISTER EARLY! SEATING IS LIMITED
OCTOBER 2011 LOCATION

San Antonio (Loop 410 Area)
October 18, 2011
1:30 to 4:30 pm
Alamo Area Council of Governments
8700 Tesoro Drive
Room # 1-01 (1st Floor)
San Antonio, TX 78217

Includes updates on new legislation from the 82nd session. Only State Notary Commission will offer this! Notary education is recommended every 2 years for all Texas Notary Publics due to legislative changes.

State Applications for new applicants and renewing notaries will be available for processing at the seminar.

Training at your location is available for groups of (10 +)
For immediate registration by email please contact: Dixie Lucey at: dixielucey@prodigy.net

State Notary Commission specializing in notary education through out the state of Texas since 1990 is providing the notary public training seminar. Look for our listing on the Texas secretary of states office website under notary education.

OCTOBER 2011 SEMINAR REGISTRATION FORM

Seminar Date: _____ Check# _____ Amt: _____
Location: _____
Name(s): _____ **Payment in full is required when paying at the door**
Company Name _____
Phone # _____ Fax# _____ *** REFUNDS ARE NOT GIVEN FOR SEMINAR ATTENDANCE. BUT SUBSTITUTIONS ARE ALLOWED.**
Email Address: _____
#Attending _____

- \$145.00 seminar registration fee with course manual paid by mail.
- \$160.00 seminar registration fee, course manual and state record book (required for new notaries) paid by mail.
- \$150.00 seminar registration fee with course manual paid at the door.
- \$165.00 seminar registration fee, course manual and state record (required for new notaries) book paid at the door.
- \$105.00 state application, surety bond and liability insurance fee (required for new applicants and renewing notaries payable by separate check to American Surety Bond.)

ATTENTION: PAYMENT FOR THE SEMINAR ATTENDANCE FEE AND STATE RECORD BOOK IS PAYABLE TO STATE NOTARY COMMISSION. PLEASE MAKE A SEPARATE CHECK PAYABLE TO AMERICAN SURETY BOND UNDERWRITER'S AGENCY FOR THE \$105.00 APPLICATION AND BOND FEE, AND ERRORS AND OMISSIONS LIABILITY INSURANCE. PLEASE MAIL PAYMENTS WITH THE REGISTRATION FORM TO THE PO BOX ADDRESS BELOW.

State Notary Commission*P.O. Box 10141*Austin, TX 78766 PHONE 1-512-497-2253*FAX (512) 323-9192*EMAIL: dixielucey@prodigy.net Payment forms are: business or personal check, money order or cash payment at the door. No credit cards are accepted.

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

September

7.....SALSA Board Meeting – 6:15 pm
Cox Smith Matthews, 18th Floor

28.....SALSA CLE Luncheon– Luby’s

30–Oct. 1Texas ALP Educational Conference
Waco, Texas



October

5.....SALSA Board Meeting – 6:15 pm
Cox Smith Matthews, 18th Floor

12Day in Court Luncheon– Noon
Crowne Plaza Hotel