

Nancy McLaughlin Scholarship Fund



Nancy Carmen McLaughlin, CLAS, TPS was a legal assistant at the Law Offices of William Schmidt for twelve years prior to her sudden death on Friday, December 8, 2000. She was dedicated, hard working, and attentive to the needs of clients and her employer.

Nancy received her Certification as a Legal Assistant in 1993 from the National Association of Legal Assistants (“NALA”). She also received a Specialty Certification from NALA and the State Bar of Texas.

Many remember Nancy as a very active member of the Capital Area Paralegal Association (“CAPA”) and the Legal Assistant Division of the State Bar of Texas, now known as the Paralegal Division (“Division”). She spent many hours volunteering for both organizations and motivating others to become involved themselves. She served in many capacities, most notably as Programs Chair and President of CAPA, and as Editor of the Texas Paralegal Journal, published by the Division.

Nancy touched the lives of many people and often you will hear them say they thought of her as family. She was an animal lover and left behind four dogs and a cat. She was a kind and generous friend and devoted her free time to animal causes, Meals on Wheels, and those in need. She is still missed sorely by her many friends.

NANCY McLAUGHLIN
SCHOLARSHIP GUIDELINES

Award: Four \$250 scholarships for any of the following:

- Texas Advanced Paralegal Seminar (TAPS)
- Certified Paralegal/Certified Legal Assistant Testing Fee (CP/CLA)
- Texas Board of Legal Specialization Testing Fee (TBLS)
- Advanced Paralegal Certification Testing Fee (ACP)
- CLA Short Course
- Other CLE that has received credit from NALA, State Bar of Texas and/or TBLS.

Each calendar year, two scholarships to be awarded in May and two scholarships to be awarded in November. An individual cannot receive more than one award each calendar year.

The specific award does not need to be identified at the time of the application. Within nine months of receiving written notification from CAPA of the award, it is the responsibility of the scholarship winner to contact the Scholarship Committee Chair for approval of the seminar choice and to make arrangement for the award to be paid directly to the seminar/testing provider. If the seminar/testing fee is less than \$250, the remainder, in an amount not to exceed \$50, will be given to the recipient to cover other costs related to the seminar/testing.

Eligibility: All voting, associate and student members of CAPA in good standing are eligible.

Criteria: The Scholarship Committee Chair will appoint a committee of attorneys and paralegals to judge the essays on an anonymous basis. The Scholarship Committee Chair will not be allowed to participate in the judging process.

The winning essays will be published in the CAPA Brief.

Incomplete applications will not be considered.

The scholarship application and essay must be forwarded by April 15th for the May award and October 15th for the November award to:

Nancy McLaughlin Scholarship Committee Chair
Linette A. Edwards, ACP
Winstead PC
401 Congress Avenue, Suite 2100
Austin, Texas 78701
Phone: 512-370-2909
Fax: 512-370-2850
Email: ledwards@winstead.com



CAPITAL AREA PARALEGAL ASSOCIATION

An Affiliate of the National Association of Legal Assistants, Inc.

**Nancy McLaughlin Scholarship
CLE SCHOLARSHIP APPLICATION**

I. General Information

Name: _____

Home Address: _____

City/State/Zip: _____

Home Telephone: _____ Alternate Telephone: _____

Business Address: _____ Business Telephone Fax: _____

City/State/Zip: _____

Email: _____

II. CAPA Information

Are you a current member of CAPA?			
Membership Type:	Voting	Associate	Student

II. Scholarship Request

Does your employer pay for your CLE?	
If so, what portion?	

IV. Education Background:

High School / College / University	Degree Obtained	Date of Graduation

V. Professional Certifications:

Certification	Date Obtained

V. Activities

List all club memberships, including school, civic, community service, honorary, and fraternal organizations.

Please list volunteer work.

Please list hobbies, talents or interests.

What are your professional career goals?

VI. Essay Topic

Select one of the following essay topics and submit a two-page, single spaced, typewritten essay with this application.	
1.	Why I chose to be a Legal Assistant/Paralegal.
2.	Why Professional Certification is important to the paralegal profession.
3.	Continuing Legal Education as a means of professional development.
4.	What is a Legal Assistant/Paralegal.
5.	What do Legal Assistants/Paralegals contribute to the legal team.
6.	My career goals.
7.	My favorite community service project, including how and why I participate in this project.

VII. Agreement/Authorization

Should you receive this award, are you willing to have your picture published in our newsletters and/or any publication in an effort to promote this scholarship? If yes, initial here _____

I understand this application and supporting information becomes the property of CAPA and it shall have the discretionary authority in all matters pertaining to this award.

I understand that all applications will be reviewed by the Nancy McLaughlin Scholarship Committee to select the recipient of the Scholarship.

I understand that this award may be taxable under the tax laws of the United States and that it is my responsibility to pay such taxes.

I authorize the Nancy McLaughlin Scholarship Committee to contact my employer or school for additional information for the CLE Scholarship program criteria.

I certify that the above information is true and correct and that according to the attached Scholarship criteria, I submitted the appropriate supporting documents and completed the requirement to respond in writing to one essay topic.

Signature of Applicant

Date

Mail completed application and essay to:

CAPA (Nancy McLaughlin) Scholarship Committee Chair
Linette A. Edwards, ACP
Winstead PC
401 Congress Avenue, Suite 2100
Austin, Texas 78701
Phone: 512-370-2909
Fax: 512-370-2850
Email: ledwards@winstead.com