



# THE BRIEF

THE MONTHLY NEWSLETTER OF THE CAPITAL AREA  
PARALEGAL ASSOCIATION

MARCH 2020

## PRESIDENT'S MESSAGE



Welcome to spring!

If you attended the January and February CLE Luncheon and General Membership Meeting, you probably noticed that those meetings were presided over by your Board Members, Ariane Walton, Sherry Stowers, and Amber Haney, with support from Jennifer Rogers, and Committee Chairs Francesca Romans and Carli Collins. True to the wild world of litigation, I lived in Houston for the month of January for an extended trial and was in trial yet again in February and was unable to preside over these luncheons. Why do I mention this? I want the membership to know how hard the leadership works toward keeping the organization moving forward and how appreciative I am that I can rely on these leaders to share the load when needed.

*Nothing is too heavy when everyone carries ~*

Sometimes, life and work demands your attention and your perfectly planned routine is shaken. It's comforting to know that CAPA has a strong leadership to help carry the load. CAPA's leadership of the Board and Committee Chairs is made up of volunteer members, and while we are pressing forward and growing the organization, with growth comes the necessity for more hands to carry the load.

CAPA's committees develop activities and programs that the membership relies on. As just **one** example, when you attend a monthly CLE luncheon, **did you know there are 6 committees that are involved in putting together that one-hour activity?** Before the CLE, our Programs Committee works year-round in soliciting and scheduling speakers, reviewing member surveys of suggestions, and obtaining CLE credit from NALA and TBLS. The Programs Committee then works with the Web Team Committee to post the CLE luncheon on our calendar and notify you of open registration with reminder emails so you don't miss it. The RSVP Committee reviews the registration list, makes name tags for the luncheon, handles checking in attendees, collecting registration fees, obtains door prizes to give away, and works with the venue on planning. The Public Relations Committee makes sure that we have Board members present to greet you and schedule committee chairs to speak at the luncheon about their committee. The Sustaining Member Liaison coordinates with and schedules our Sustaining Members to attend the luncheon to share their support. The Community Services Committee handles collection for our Flower Fund charity and works with the Treasurer to record any donations. This is just one small example!

It's easy to attend a CAPA event or participate in an activity without thinking about how we got there – before joining the leadership, I know I didn't realize it either. Even with all of the work behind the scenes, we have an amazing group of volunteers that band together to provide a valuable activity or resource for the membership, and they need your help, so **this is my call to action to the membership.** If you have an extra couple of hours a month in your free time and would like to lend a helping hand to continue these activities, please let us know! **We literally cannot do this without you.** There are MANY opportunities to volunteer – no matter how much or how little time you have to give – it's all helpful and greatly appreciated. Reach out to me or the Board if you'd like to find an area where you can share your talents!

Cheers ~  
Brittany Posadas, TBLS-BCP  
CAPA President 2019-2020  
[president@capatx.org](mailto:president@capatx.org)

**IN THIS ISSUE**

- March event calendar
- 5 Ways to Connect with CAPA | 5 Ways to Get Involved
- Spring Pro Bono Events
- Keep Austin Beautiful Day— April 18. Save the Date!

# 2019-2020 BOARD OF DIRECTORS

## **PRESIDENT**

Brittany Posadas, MBA, TBLS-BCP  
[president@capatx.org](mailto:president@capatx.org)

## **PRESIDENT-ELECT**

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## **TREASURER**

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[treasurer@capatx.org](mailto:treasurer@capatx.org)

## **PARLIAMENTARIAN**

Sherry Stowers  
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## **IMMEDIATE-PAST PRESIDENT**

Kristina Kennedy, ACP, TBLS-BCP  
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## COMMITTEE CHAIRS

### **CLE SEMINARS-LUNCH & LEARN**

Alice Lineberry, PLS, CP  
[brownbag@capatx.org](mailto:brownbag@capatx.org)

### **CP STUDY GROUP**

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[studygroup@capatx.org](mailto:studygroup@capatx.org)

### **TBLS STUDY GROUP**

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### **COMMUNITY SERVICES**

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### **ELECTIONS**

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### **JOB BANK**

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### **MENTOR & INTERNSHIP**

Amber Haney  
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### **NETWORKING & SOCIAL EVENTS**

Jennifer Chambless & Brittany Melancon  
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### **PRO BONO SERVICE**

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### **SUSTAINING MEMBER LIAISON**

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### **WEB TEAM**

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Jennifer B. Rogers, CP  
[webteam@capatx.org](mailto:webteam@capatx.org)

# BOARD SPOTLIGHT

## PARLIAMENTARIAN/HISTORIAN, Sherry Stowers



One of the challenges all us, as paralegals face, is having the time to invest in a professional association such as CAPA. Our time is not viewed the same way as attorney time. Most of us work hourly and are held to a strict 8-hour day were we must meet billing expectations within that time frame. Attorneys, on the other hand, are salaried which allows for more flexibility. Also, some of our firms are not are supportive as others. I say all of this to say, as a board member of CAPA, I am extremely appreciative all of the paralegals who make such amazing sacrifices to carry on the day-to-day activities that the association demands. The CLE events, the monthly luncheons, lunch-and-learn events, The Brief, Membership, web team and other services provided by CAPA – none of this gets done without hard work and sacrifice on the part of those who are serving in these capacities as chairs and committee members. I appreciate myself for the sacrifices that I make – I have more senior moments that I want to admit (LOL).

So, if you think you don't have time to serve, you're right – you don't. It's a sacrifice period. And I hope you will consider making such sacrifice for an association that is well worth the effort.

I am Sherry Stowers, CAPA's Parliamentarian.

# COMMITTEE SPOTLIGHT

## COMMUNITY SERVICE



*Celebrating*  
*35 Years*



Keep Austin Beautiful Day - Saturday, April 18

CAPA members and their friends and family will gather to clean up our sponsored portion of South Congress. See the [event page](#) for details.

As always, email [community@capatx.org](mailto:community@capatx.org) for community service-related questions, ideas, or feedback!

# March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 March Board Meeting	5	6	7
8 	9	10	11	12	13 SXSW 2020 March 13-22	14
15	16	17 	18	19	20	21
22	23	24	25 Membership Meeting & CLE luncheon	26	27	28
29	30	31				

## UPCOMING EVENTS

(Click the links for details/registration)

- Mar 06 [TBLS 2020 Induction Ceremony](#)
- Mar 07 [Pro Bono Opportunity: Volunteer Notaries needed March 7](#)
- Mar 12 [CAPA and Paralegal Division District 4 Lunch & Learn CLE Event: "Using Technology From Collection Through Review"](#)
- Mar 25 [March Membership Meeting & CLE Luncheon: Advancement in Vehicle Safety Data \(Title TBA\)](#)
- Apr 08 [April Board Meeting](#)
- Apr 18 [Keep Austin Beautiful Day 2020!](#)

## March Birthdays

- Pennie Blake
- Elizabeth Bruton
- Joni Bures Gruver
- Elizabeth Canfield
- Mary Cloer
- Emily Gatlin
- Angela Aldrich Goldberg
- Emma Herrera
- Ruth Konderla
- Amanda Lequerique
- Brittany Posadas
- Megan Schreven
- Nelly Soriano
- Lori Thieme
- Ariane Walton

Did we miss your birthday? [Log in and update your member profile](#), or [let us know](#).

# ANNOUNCEMENTS & NEWS

# THANK YOU

Thanks to all those that attended the Full-Day CLE on February 14. This event was made possible by CAPA and our generous event sponsors:

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## LUNCH SPONSOR

[Loewy Law Firm](#)

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## MARCH MEMBERSHIP MEETING & CLE LUNCHEON



CHRIS PEARSON - GERMER BEAMAN & BROWN

**Topic: Advancement in Vehicle Safety Data**

Wednesday, March 25, 2020 - Chez Zee American Bistro

Register at [www.capatx.org](http://www.capatx.org)

## EARLY REGISTRATION

MEMBERS - \$27

NON-MEMBERS - \$30

LATE REGISTRATION  
(AFTER 3/20) - \$35

[CLICK HERE TO  
REGISTER ONLINE](#)

# ANNOUNCEMENTS & NEWS



## 5 WAYS TO CONNECT WITH CAPA

### CAPATX.ORG

# 1

View and register for upcoming events, read the current issues and archived copies of CAPA's Newsletter, *The Brief*, join the discussion forum, and browse paralegal resources.

### LINKEDIN

# 2

Follow CAPA on LinkedIn for posts about the profession, upcoming events, and paralegal-related news.

### FACEBOOK

# 3

See photos and posts from CAPA social events and connect with local colleagues.

### INSTAGRAM

# 4

Follow @capa\_atx to see flyers and photos

### EMAIL

# 5

Have a specific question? Email us! Board member and committee chair emails are listed on CAPA's website.



## 5 WAYS TO GET INVOLVED WITH CAPA

### JOIN A COMMITTEE

# 1

CAPA is run by member volunteers. Join a committee - it can be as much or as little commitment as you'd like. There are plenty of opportunities!

### PRO BONO

# 2

Volunteer at a pro bono clinic. The list of upcoming pro bono events can be found on CAPA's website. Contact [probono@capatx.org](mailto:probono@capatx.org) with any questions.

### ATTEND EVENTS

# 3

Monthly CLE luncheons, social events, lunch & learns - there's always something going on! The calendar is available on CAPA's website. It is updated frequently.

### TAKE PHOTOS

# 4

Photographers technically fall under the Public Relations Committee, but you don't have to commit - just send your photos from CAPA events to [pr@capatx.org](mailto:pr@capatx.org)

### THE BRIEF

# 5

Submit content for CAPA's monthly newsletter, *The Brief*. Write an article about your pro bono experience, mentor relationship, or anything relevant or of interest to the legal field. Email [publications@capatx.org](mailto:publications@capatx.org).

## SPRING PRO BONO OPPORTUNITIES FOR NOTARIES

Please email [probono@capatx.org](mailto:probono@capatx.org) if you would like to participate in any of the following:

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Wills Clinic at Akins High  
Saturday, March 7, 11-1:45

Expunction Clinic at Travis County Law Library,  
Tuesday, April 14, 6pm-9pm

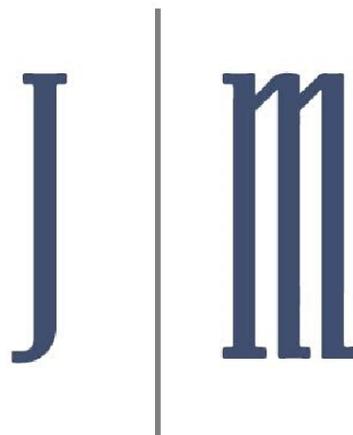
Expunction Clinic at Travis County Law Library  
Thursday, April 23, 6pm-9pm

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**All of these clinics are sponsored by the Richard and Ginni Mithoff Pro Bono Program at The University of Texas School of Law. As of right now they are only asking for paralegal volunteers to act as notaries at these clinics.**



# MARCH SPOTLIGHT SUSTAINING MEMBER(S)



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**ATTENTION  
Sustaining  
Members!**

Don't forget  
about these  
**FREE opportunities!!**

### **Monthly Luncheon Spotlight**

Set up a table for your swag, introduce your company to the attendees, and be featured in CAPA's newsletter and social media.

### **Lunch & Learn CLEs**

Give a one-hour CLE on a topic of your choice at a north or south location, and be featured in CAPA's newsletter and social media.

**Contact [sustaining@capatx.org](mailto:sustaining@capatx.org) for more information!**

# Using Styles in Microsoft Word

## *The Learning Curve Is Worth It*

BY WAYNE SCHIESS | TEXAS LAW | LEGALWRITING.NET

Styles in Microsoft Word are pre-set formats you can apply to parts of your document. There are existing Styles for body text (Normal) headings (Heading 1, Heading 2, etc.), and you can create other types for block quotations, bullet lists, and more. Styles allow you to set font, line spacing, paragraph spacing, automatic tabbing, and other features and then apply those pre-set formats to any document. On a PC, you can find Styles in a large section at the Home tab. (It'll be different on a Mac.)

If you spend a lot of time creating Word documents, I encourage you to learn more about Styles. Yes, there's a learning curve, but you'll save time and reduce frustration if you master Styles. One good source to consult is this book: Ben M. Schorr, *The Lawyer's Guide to Microsoft Word* (2015)

### GETTING STARTED

You'll need to change Word's default Styles. For example, the default Normal Style (for body text) uses Calibri, a sans serif font that's probably not right for most legal documents. Some of the default Heading Styles use colored fonts—also not right for legal writing. So right click on the Style you want to change, choose "Modify," and set it up the way you want: choose a font, click Format then Paragraph and set the line spacing (double, single), and then set the paragraph spacing (probably zero). Tell it to automatically indent one tab for each new paragraph. Or don't; you can still do it manually. For the Heading Styles, do the same but apply boldface or italics. To keep these new Styles, click the button for "New documents based on this template."

Once you've made your Style choices, create your document by typing and, as you go or during revision, apply your Styles. To apply a Style to any piece of text, select the text, or place your cursor in the text, and choose the appropriate Style.

### THREE REASONS TO USE STYLES

First, you'll get consistent formatting. All your headings at the same level will look the same, all your lists will look the same, all your block quotations will look the same, and so

on. Naturally, you're aiming for consistency already, but Styles make consistency easier. For a block quotation, instead of indenting left and right and converting to single spacing, just type (or paste in) the text and click the Style for Block Quotation. Done.

Universal changes are easy, too. To change all your first-level headings from bold italics to bold, you don't find and re-format each one. Instead, modify the Heading 1 Style from bold italics to bold, and the format changes automatically.

Second, with Styles for headings, you can use the Navigation Pane. To see it, go to the View tab. In the Show section, check the box for Navigation Pane. It appears on the left and displays an outline, pulling the entries from your Styles Headings. The entries in the outline are click-able, allowing you to move around easily in a large document—like a 40-page brief or a 60-page contract.

Third, using Styles enables you to create a Table of Contents in seconds. Go to the References tab, click on Table of Contents, and choose Custom Table of Contents (near the bottom). Word will generate a table of contents from the Styles headings in your document—correct page numbers and all. You can adjust the settings: How many heading levels do you want displayed? Do you want the entries to be hyperlinked? And so on. If you make any changes later, right click on the table of contents and Update Field to update the headings and the page numbers.

I'll admit it took me a while to master the Styles function and to see the benefits, but ultimately it was worth it. I now save time when I create and modify documents, and producing a table of contents in 10 seconds is wonderful. So it might take a while to master the Styles function, but the effort will pay off in time and headaches saved. ■





# PET OF THE MONTH



**DIESEL & BULLET**

Diesel is an 11 year old Boxer who has been with us since he was 10 months old. He loves to snuggle, and at 94 lbs still believes firmly he is a lap dog. Bullet is a 5 year old boxer, who has been taught by his older brother exactly how to get mom and dad wrapped around his paws. Bullet was rescued at 8 weeks old from a rescue group in Houston. He and his 3 brothers were found on the side of a highway when they were rescued. He, like his brother, loves snuggles, both with his people and with his brother, and loves sitting in mom's lap. He is king of the couch, but will begrudgingly give up his spot for a human if he must. They both love it when the little people, their skin nieces and nephews in their lives come to visit and play.

Submitted by Tove Sebring

CAPA Members! Submit a pet photo to [publications@capatx.org](mailto:publications@capatx.org). If your pet is featured, we'll send you some CAPA swag!



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# Keepin' it Weird

HI, HOW ARE YOU



## Fun Fact

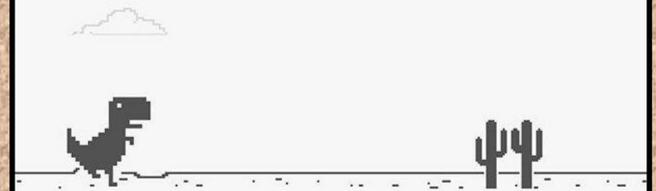


South By Southwest is the highest revenue-producing event outside of athletic and other events associated with The University of Texas at Austin for the Austin economy, with an estimated economic impact of \$190.3 million in 2012, increasing to \$218 million in 2013, \$315 million in 2014, \$317 million in 2015, and \$325 million in 2016. The economic impact on the Austin economy from SXSW in 2018 was \$350.6 million. In comparison, Super Bowl LI brought a \$347 million economic impact to the Houston economy in 2017, and the 2017 Final Four brought a \$324 million economic impact to the economy of Phoenix, Arizona.

## CLIENT EXPECTATIONS



## CLIENT BUDGET



Please "do not" use staples for posting

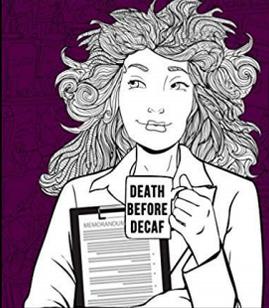
Please do not use quotation marks for emphasis.

## The perfect gift for your paralegal BFF

### [Paralegal Life: A Snarky Coloring Book for Adults](#)

*"With each page you color, feel the exhaustion and stress melt away like so many ocean waves and margaritas."*

#PARALEGALLIFE  
A SNARKY COLORING BOOK FOR ADULTS



Monthly Dose of  
**WEIRDNESS**

## Did you know about these weird laws?

### In the State of Texas...

- Be courteous about your neighbor's garbage. The next time you want to eat your neighbor's garbage, be sure to get their permission first. If you don't, you could serve jail time.
- It's illegal to milk another person's cow in Texas.
- In Texas, it is considered illegal to drive without windshield wipers. But you don't necessarily need a windshield.

# MEMBER BENEFITS

EXCLUSIVELY FOR MEMBERS



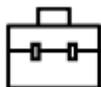
## CLE

CAPA offers several hours of CLE throughout the year at monthly luncheons, CLE Seminars, and Lunch & Learns. Many are complimentary or offered at a discounted rate.



## DISCUSSION FORUM

CAPA members have exclusive access to CAPA's online discussion forum. Ask questions, share information, and discuss all things paralegal.



## JOB BANK

Exclusively for Members, CAPA's Job Bank is updated several times per month with job postings in the Austin area.



## SCHOLARSHIPS

Scholarships can be used for paralegal certification exam fees, membership dues, CLE seminars, and other approved paralegal study materials.



## MENTOR PROGRAM

Ask for guidance from seasoned paralegals, or share your wisdom and experience with a student or new paralegal.



LEARN MORE AT [CAPATX.ORG](http://CAPATX.ORG)

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CAPITAL AREA PARALEGAL ASSOCIATION

AN AFFILIATE OF



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