



THE BRIEF

THE MONTHLY NEWSLETTER OF THE CAPITAL AREA
PARALEGAL ASSOCIATION

MAY 2020

PRESIDENT'S MESSAGE



Welcome to the start of the heat...er...summer! While the start of this summer may not feel like your usual summer, it's a great time to consider what your "new normal" is going to look for you and your loved ones.

Even though we've all been sheltered in place recently, the CAPA leadership has had to bend and flex with the circumstances we've encountered, and I think that this time of necessary change has been a positive one for CAPA's future.

In the past, the Board and Committee Chairs have held their meetings via telephone conference or in-person. The Board has started having Board meetings via Zoom and last month, the Pro Bono Committee held its monthly meeting via Zoom, too! Its such a nice change to be able to see everyone's faces while conducting business. I predict video conferencing may become a new meeting feature for CAPA in the future.

We've also looked into offering CLEs remotely and through webinar, which has been a common request of members for the past few years. Our May CLE will be presented in a video conference format and if all goes well, CAPA may consider looking into offering recordings of CLEs in the future.

We want to stay connected with our members and continue networking and togetherness, despite challenges that may come our way. It's no secret that at the beginning of my term, I recommended some changes to the Board. As hard as these few months have been on everyone, I'm thankful for a situation where we've had to really take a look at our usual processes and find even more efficient ways to conduct business. As a member, use your voice and reach out to your Board members with your thoughts on these changes, and how we can keep CAPA growing with the times.

Share on our social media about how you've seen positive impacts to your life with the COVID-19 situation! Are your firms finding that working remotely *is* more feasible? Have you found a new hobby, or caught up on some overdue leisurely reading? For me – my home has **never** been cleaner! #quaranclean

Sending you and yours safe and healthy thoughts and vibes ~

Cheers ~
Brittany Posadas, TBLS-BCP
CAPA President 2019-2020
president@capatx.org

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- 2020-2021 Board nominees
- May event calendar
- Pro Bono Article: "Expunction Expo from a Student's Point of View"

2019-2020 BOARD OF DIRECTORS

PRESIDENT

Brittany Posadas, MBA, TBLS-BCP
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PRESIDENT-ELECT

Amber Haney
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SECRETARY

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TREASURER

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WEB TEAM

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Jennifer B. Rogers, CP
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BOARD SPOTLIGHT

PRESIDENT-ELECT



Hello Everyone! I'm Amber Haney, your President-Elect and Pro Bono Committee Co-Chair. I've worked with my mother, Susan J. Haney, at The Haney Law Firm for 18 years. Our firm handles estate planning, probate, and probate and fiduciary litigation. If anyone thinks probate is boring, you are sadly mistaken! We have lots of excitement on a regular basis at our office.

Pro Bono is my passion and I encourage everyone to give back as much as they can (if they can), even if it's just once a year. I serve on the Board of Directors for Volunteer Legal Services of Central Texas and the Austin Bar Association Pro Bono Committee. Last year I presented with my sister-boss, Caitlin Haney Johnston, at the State Bar of Texas Poverty Law Conference on ways organizations can and should be utilizing paralegals at their pro bono events. I am happy to meet you at any pro bono event to make sure you are comfortable and confident with your abilities to give back. Paralegals contribute so much at pro bono clinics. We greet clients, help them register, assist attorneys in their meeting with clients, help fill out documents and much more! Please feel free to reach out to me if you ever want to participate in pro bono and our CAPA Pro Bono Committee is open to all who want to join! One more thing.....I'm a new mother to a precious 4 month old infant so my term as your President comes with a mascot. Thank you all for being a part of CAPA!

VOLUNTEERS WANTED!

CAPA is *completely* run by its volunteer members.

Each member of CAPA has the opportunity every year to serve and give back to the organization. Serving on a committee is a great way to get started!

If you're interested or want to learn more about how you can contribute, reach out to Amber Haney via email at pres_elect@capatx.org.

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 May Board Meeting (Teleconference)	7	8	9
10  MOTHER'S DAY	11	12	13	14	15 Deadline for Pro Bono Award Nominations	16
17	18	19	20	21	22	23
24	25  MEMORIAL DAY	26	27	28	29	30
31 DEADLINE for Scholarship Applications						

UPCOMING EVENTS

(Click the links for details/registration)

- May 01 [Deadline for 2020-2021 CAPA Officer Nominations](#)
- May 06 [May Board Meeting](#)
- May 15 [Deadline for 2019-2020 Pro Bono Award Nominations](#)
- May 22 [Election of 2020-2021 Board of Directors - voting closes at 5pm!](#)
- May 31 [Deadline for Nancy McLaughlin Memorial Scholarship Application](#)
- June 3 [June Board Meeting](#)

May Birthdays

Sara Boltin
 Twyla Grace
 Eliana Halevi
 Stephanie Hernandez
 Amy Kassenbrock
 Julie Lewin
 Dave McWhorter
 Angela Mengel
 Tabetha Pierce
 Amy Pollock
 Marianne Ross
 Joan Taylor
 Irene Tong
 Judy Yhu

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

ANNOUNCEMENTS & NEWS

CLICK ON THE LINKS BELOW TO VIEW UPDATES FROM AREA COURTS AND THE LEGAL COMMUNITY REGARDING COVID-19

[The Office of Court Administration \(OCA\) Travel Authorization letter for attorneys and staff.](#)

[The OCA's Travel Authorization letter for judges, clerks, and staff.](#)

[The OCA's Court Operations Guidance](#)

[Supreme Court of Texas \(edited 4/1/2020\)](#)

[U.S. District Court for the Western District of Texas](#)

[3rd Court of Appeals](#)

[Travis County Civil & Family Courts \(edited 3/27/2020\)](#)

[Travis County Criminal Courts](#)

[REVISED Travis County Justices of the Peace](#)

[Travis County Juvenile Court](#)

[Travis County Probate Court](#)

[Travis County Attorney's Office](#)

[Travis County District Clerk's Office](#)

The CAPA Board of Directors continues to closely monitor the situation and will keep you updated via the [web page](#), social media, and email as news develops that impacts our members and our legal community.

MENTAL HEALTH AWARENESS WEEK

8-14 MAY 2017

MENTAL HEALTH

IS JUST AS IMPORTANT AS

PHYSICAL HEALTH

KNOW SOMEONE WHO NEEDS HELP?
MENTALHEALTH.GOV

(1-877-726-4727)

5 QUICK WAYS TO DESTRESS

Stay positive. Laughter has been found to lower levels of stress hormones, reduce inflammation in the arteries, and increase "good" HDL cholesterol.

Meditate. This practice of inward-focused thought and deep breathing has been shown to reduce heart disease risk factors such as high blood pressure. Meditation's close relatives, yoga and prayer, can also relax the mind and body.

Exercise. Every time you are physically active, whether you take a walk or play tennis, your body releases mood-boosting chemicals called endorphins. Exercising not only helps you destress, it also protects against heart disease by lowering your blood pressure, strengthening your heart muscle, and helping you maintain a healthy weight.

Unplug. It's impossible to escape stress when it follows you everywhere. Cut the cord. Avoid emails and TV news. Take time each day — even if it's for just 10 or 15 minutes — to escape from the world.

Find ways to destress. Simple things, like a warm bath, listening to music, or spending time on a favorite hobby, can give you a much-needed break from the stressors in your life.

NOMINEES FOR THE 2020-2021 BOARD OF DIRECTORS

President-Elect
Ariane Walton

Secretary
Laura Kliman

Treasurer
Jennifer Rogers

Parliamentarian/Historian
Brittney Melancon

VOTE now through May 22 at 5:00 pm

See website for proxy form and voting instructions.

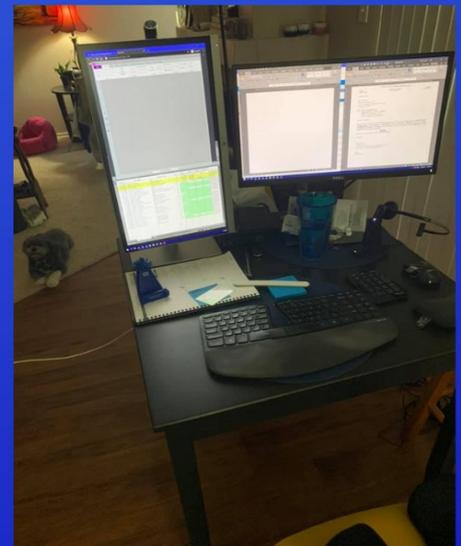
Presentation via Prerecorded Video

COVID-19 LEGAL RESOURCES:
EMPLOYMENT LAW
REGULATORY RESOURCES &
OPEN MEETINGS ACT CHANGES

PRESENTED BY TRENT HIGHTOWER
TEXAS RURAL WATER ASSOCIATION

CAPA MEMBERS WORKING FROM HOME!

We asked you to show off your new work from home space on our Facebook page! Check out a few of the pictures shared!



Expunction Expo from a Student's Point of View

By Tracy Thompson

As a recent graduate of the Paralegal Certificate Program at the University of Texas at Austin, I finally felt prepared to step out of my comfort zone and volunteer. I signed up for the Expunction Clinic sponsored by the Travis County District Clerk's Office, the District Attorney's Office, and the County Attorney's Office held on Saturday, February 29, 2020. The purpose of this clinic was to help Travis County residents apply to have their criminal arrest records expunged after meeting specific criteria. Paralegals provided interpretation services, helped participants fill out forms, directed participants to waiting areas and attorney meetings, and organized files for the District Clerk's staff and District Attorney's staff.

I have always had a passion for all things legal but chose a different direction in my early twenties, so I had no idea what to expect. As directed, I arrived to help with the afternoon portion of the day, which I understand was utterly different than the morning portion. Upon my arrival, everything appeared organized and running smoothly. The building seemed to have endless rooms and hallways set up for various services with attorneys and volunteers, so to avoid people roaming around, I was stationed at the second-floor elevator to help direct people, which I took as a meet and greet opportunity. When the first group of people stepped out of the elevator looking confused and hesitant, I thought to myself this was going to be a long day. What I did not expect was how gratifying it felt when the same citizens returned to the elevator with their paperwork processed. Each group seemed to walk taller and with a smile. It was clear how important the day's event was to each person with a record. Their past mistakes were no longer going to dictate their future. Several people stated with the felony expunged; they now had a "fresh start."

As paralegals, we play various support roles for attorneys. Even if I did not utilize my new skills, as a paralegal, I was part of the team. I played an integral role in keeping the clinic running smoothly, so the volunteers utilized their time efficiently. Being a part of the overall team and assisting so many people was what made the day special to me. I would encourage current students and other paralegals to volunteer because everyone does make a difference. The experience was very humbling and one I will not forget.

I look forward to the next opportunity to volunteer.

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Night Drivers available
Public Record Search & Retrieval
Online Order & Tracking
Online Billing available
Computer Dispatching
Two way radio & Telephone contact
Uniformed Personnel
MASTERCARD/VISA/AMEX*

Keepin' it Weird

HI, HOW ARE YOU



Fun Facts

- *May the Fourth be with you! May 4 is Star Wars Day and is observed by many fans of the media franchise. The first film, Star Wars: Episode IV—A New Hope, was released on May 25, 1977.*
- *No other month begins or ends on the same day of the week as May in any year. January of the following year always begins and ends on the same day of the week as May of the current year.*

May the force be with you.



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The IT Department helps a partner with the new document management system.

When you find out your normal daily lifestyle is called "quarantine"



METZGER Patreon.com/ScottMetzgerCartoons

Monthly Dose of
WEIRDNESS

The American Public Power Association (APPA) says that squirrels are the most frequent cause of power outages in the U.S. The APPA even developed a data tracker called "The Squirrel Index" that analyzes the patterns and timing of squirrels' impact on electrical power systems. Turns out, the peak times of the year for squirrel attacks are from May to June and October to November.



MEMBER BENEFITS

EXCLUSIVELY FOR MEMBERS



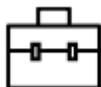
CLE

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

THANK YOU FOR BEING A MEMBER OF
CAPITAL AREA PARALEGAL ASSOCIATION

AN AFFILIATE OF



Not a member? Visit the [membership page](#) to apply online.

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