

# **Jett Award Application**

**CLE/Professional Development**

**Austin LSA, Inc.**

Fay M. Jordan, PP, PLS, TSC  
c/o George & Brothers, L.L.P.

1100 Norwood Tower

114 W. 7<sup>th</sup> Street

Austin, Texas 78701

(512) 495-1426

email: [fjordan@georgeandbrothers.com](mailto:fjordan@georgeandbrothers.com)

**Jett Award Application  
for Austin LSA, Inc.  
Advanced Career Enhancement Seminar**

**I. GENERAL DESCRIPTION OF THE PROGRAM**

**A. OFFICIAL TITLE:** Specialized Civil Litigation Enhancement Seminar

**CLASSIFICATION:** Large Chapter

**CATEGORY:** CLE/Professional Development

**CHAPTER:** Austin LSA, Inc.

**NAME:** Fay M. Jordan, PP, PLS, TSC  
George & Brothers, L.L.P.  
1100 Norwood Tower  
114 W. 7<sup>th</sup> Street  
Austin, Texas 78701  
(512) 495-1426

**B. BRIEF DESCRIPTION OF THE PROGRAM**

A seminar consisting of nine-week series of sessions lead by attorneys designed to provide a structured study group for candidates sitting for future NALS certification exams and state special civil litigation certification exams and provide continuing legal education (“CLE”) for those currently holding certifications. These sessions were also aimed toward members for professional development to enhance their legal skills and their careers as legal professionals. The seminar was also advertised to non-members.

**C. BRIEF SUMMARY OF THE PROGRAM**

Participants were given the option to attend a nine-week series of sessions or to select individual sessions on civil litigation. The seminar covered Texas Rules of Civil Procedure, Texas Rules of Appellate Procedure, Federal Rules of Procedure, Federal Rules of Appellate Procedure, Ethics and Legal Terminology. Participants received 22.5 hours of CLE for the nine-week series and 2.5 hours for each individual session.

## II. JUDGING CRITERIA

### A. NEEDS ASSESSMENT

#### 1. How was the need for this program identified?

Many of our members are employed by litigation firms and a previous survey in August 2005 indicated an interest in NALS certifications and Continuing Legal Education ("CLE") and Professional Development. See Exhibit A.

#### 2. How does this program address this need?

By having the seminar for nine weeks, this provided structured study for the NALS certification examinees setting for exams in March 2007. By offering registration for individual sessions only, this gave members an opportunity to both obtain Continuing Legal Education for their recertifications and Professional Development by enhancing their civil litigation legal skills and their career as a legal professional. Participants received 22.5 hours of Continuing Legal Education for the nine-week series and 2.5 hours for each individual session.

### B. PLANNING AND DESIGN

#### 1. List the programs objectives.

- (a) To provide a vehicle for members to obtain their NALS certifications;
- (b) To provide those who currently have NALS certifications an opportunity to obtain CLE credit needed toward recertification; and
- (c) To afford members and non-members an opportunity to enhance their legal knowledge and their careers as legal professionals.

#### 2. Describe the steps taken to design and develop the program.

A committee selected dates and location for the seminar. It was determined that we should schedule the seminar in September and October 2006. *O'Connor's Texas Trials* and *O'Connor's Federal Trials* were to be the source for the topics covered. The registration form and a class schedule were prepared and provided to all members. See Exhibit B and C. The next step was to obtain instructors. We were fortunate to be able to have attorneys as the

instructors for all sessions. *See Exhibit D.* The instructors were provided with a copy of materials from the Certification Committee files for their topic to assist them. All instructors were contacted by letter confirming date, time and location. Several days prior to the session, the instructor was again contacted personally to confirm the date, time, place and to see what assistance, if any, or special equipment for their presentation they needed. After the session, a thank you note was sent to the instructors with a \$20 Gift Card to Barnes & Noble to show our appreciation for their time and work. *See Exhibit D.*

### **C. LOGISTICS AND PRODUCTION**

#### **1. How was the program delivered to the target audience?**

George & Brothers, L.L.P., provided the use of a conference room for the sessions. George & Brothers is located centrally in downtown Austin, Texas and was convenient for the participants. Powerpoint projector, laptops and technical assistance were also provided by George & Brothers.

#### **2. Provide details describing education materials, methods and resources. Include samples of printed materials used.**

The registration form provided a list of the suggested study materials. The sessions were in lecture and question and answer format. The instructors were advised that *O'Connor's Texas Trials* and *O'Connor's Federal Trials* were to be used as sources. Many instructors prepared and provided handouts. At the first session of the seminar, participants were advised they needed to bring to the sessions a copy of *O'Connor's Texas Trials* and *O'Connor's Federal Trials*.

### **D. BUDGETING AND FINANCE**

#### **1. What is the annual income and expenses for Austin LSA, Inc.?**

The annual income and expenses for Austin LSA, Inc. for 2006-2007 is \$8,670.00.

#### **2. Was the program funded in whole or in part by a Grant from the NALS Foundation?**

The program was not funded by a Grant from the NALS foundation.

3. **What were the programs broad financial objectives (profit, breakeven, or subsidized service)? Choose one and tell why.**

The program's broad financial objective was for profit. A reasonable fee was charged for members. A higher fee, yet reasonable, was charged for non-members. Our goal was minimum expense and maximum profit. We also applied to NALA for and received approval for NALA members to obtain CLE. We were fortunate that the location and all other expenses were donated. The only actual expense for the seminar was \$230 for appreciation gifts for our non-member instructors, NALA application fee, and miscellaneous expense.

4. **Provide both the projected revenue and expense, as well as the actual revenue and expense.**

Projected Revenue:	\$ 0.00
Projected Expense:	\$ 200.00
Actual Revenue:	\$1,055.00
Actual Expense:	\$ 230.00

5. **Provide your best estimate of association resources expended on this program. You might use, for example, total dollars and total volunteer time.**

Total dollars expended for this program was \$230.00. As to how many hours of association resources were expended is difficult to actually put in a number. This was the first time a specialized civil litigation course had been attempted by our Chapter. A Certification Committee of four, plus the President and Advisor were involved in the various tasks of preparing the survey and compiling the results; preparation of the class schedule and registration form; providing the registration forms and schedule to membership and non-members; contacting and scheduling instructors; preparing the letters to instructors with enclosures; following up with instructors; applying for NALA approval; and overall monitoring the seminar sessions. Add to this the time for the instructors preparing for and presenting the sessions as well as the administrators of the exams. All hours were volunteer hours and all hours were well spent.

**E.     MARKETING, PROMOTING, AND ADVERTISING**

- 1.     List and describe the specific marketing, promotional and advertising vehicles used.**

The registration form and class schedule were mass emailed to all members, placed on Austin LSA's website, advertised in *The Verdict!*, and placed at each attendee's chair at the monthly CLE Luncheons up until the deadline. Additionally, the registration and class schedule were emailed to members of the Austin Legal Administrator's Association and to the President of Capital Area Paralegal Association and then mass emailed to the membership.

**F.     EVALUATION**

- 1.     To what extent did the program achieve stated objectives (quantify results such as 10 new members)?**

As a result of this seminar a total of 19 participants received CLE credits. A total of eight participants signed up for the entire nine-week series (of which one was a NALA member). The other nine choose selected sessions for their CLE. All participants enhanced their legal knowledge and skills by attending the sessions as well as received CLE credits.

- 2.     What broader impact, if any, did this program have on the growth, image or performance of the state/chapter or its members?**

The program brought the tri-level association to the attention of attorneys, administrators and other professional organizations in Austin, Texas by offering our seminar to them and having the attorneys as instructors. The attorneys/instructors were impressed that there was an association for the benefit of their staff and have offered to help in the future.

- 3.     Based on the outcome of this program, describe the most significant changes you might take the next time you offer it or a similar program.**

The program will continue to grow. Cost of the session to members and perhaps the time may need to be revisited. Austin LSA, Inc. will continue to find the best way to assist its members enhance their legal skills and their careers as legal professionals.

# ALSA SURVEY

The CLE/Certification Committee would like your assistance in planning upcoming seminars/study groups so we may meet your needs. Please take a few minutes to answer the following questions:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Preferred email address: \_\_\_\_\_

## Part I - General Continuing Legal Education ("CLE")

1. Are you interested in attending any additional CLE seminars? If yes, please select which topics you would like to see:

<input type="checkbox"/> Civil Litigation	<input type="checkbox"/> Corporate
<input type="checkbox"/> Health Care	<input type="checkbox"/> Securities
<input type="checkbox"/> Environmental	<input type="checkbox"/> Intellectual Property
<input type="checkbox"/> Family	<input type="checkbox"/> Patent Prosecution
<input type="checkbox"/> Criminal	<input type="checkbox"/> Administrative
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Appellate

## Part II - Certification

1. Are you interested in any of the following certifications:

ALS ... *the basic certification for legal professionals*  
 PLS ... *the advanced certification for legal professionals*  
 Professional Paralegal (PP)  
 Texas Specialty Certification - Civil Litigation  
 Texas Specialty Certification - Real Estate

2. Please select all dates that you would be available:

Mondays 6-8 p.m.  Thursdays 6-8 p.m.  
 Wednesdays 6-8 p.m.  Saturdays 10-12 a.m.

## Part III - Professional Development

1. Are you interested in any of the following professional development topics:

Public Speaking  Dealing with Difficult People  
 Leadership Skills  Time Management/Organization

Please return this completed form and return by **September 12** to

Laura McCarty at: [lmccarty@thompsoncoe.com](mailto:lmccarty@thompsoncoe.com)

*The first survey returned will receive a free certificate for the October CLE Luncheon.*



# Specialized Civil Litigation Enhancement Seminar

Eight Week Seminar – Begins 9/7/06 (Thursdays) • 6 p.m.–8:30 p.m. (Total CLE Credit Available: 20 Hours)

- ❖ Enhance your civil litigation legal skills and your career as a legal professional
- ❖ Prepare for specialty certification exams (Texas Institute of Specialty Certification)
- ❖ Earn recertification credits for your current certification - TSC

This seminar is a perfect opportunity for you to attain these goals. This 8-session seminar will be held in the offices of George & Brothers, L.L.P. and will cover advanced civil litigation practices.

Speakers will be attorneys or experts in a particular field. Although not required, the purchase of the reference materials listed below is recommended to obtain the fullest benefit of the seminar. All refund requests must be in writing, and no refunds will be granted after September 1, 2006.

**Early Registration Deadline: August 31, 2006**  
**\$25 late registration after this date**  
**Registration Deadline: September 7, 2006**

**Return registration and payment to:**

Theresa Ann Alba, PLS  
 Brown McCarroll LLP  
 111 Congress Ave., Suite 1400  
 Austin TX 78701

**For more information, contact:**

Fay Jordan, PP, PLS, TSC  
 512. 495-1426  
[fjordan@georgeandbrothers.com](mailto:fjordan@georgeandbrothers.com)

## REGISTRATION FORM

*Please register me for the Specialized Civil Litigation Enhancement Seminar.*

*(Suggested Reference Materials)*

Name: \_\_\_\_\_

NALS Member No.: \_\_\_\_\_

Preferred Address \_\_\_\_\_

**(Approximate Costs)**

- \$24.95 The Bluebook—A Uniform System of Citation, 18th ed.
- \$26.50 Rotunda, Professional Responsibility, 7th ed.
- \$89.95 O'Connors Texas Civil Trials
- \$79.95 O'Connors Federal Civil Trials

Home Work Phone: \_\_\_\_\_

Home Work Fax: \_\_\_\_\_

Home Work E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

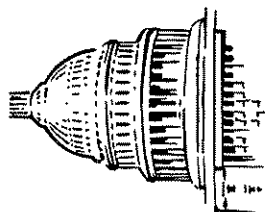
Reference materials may be purchased directly from the publishers.  
For more information, please contact Fay Jordan.

**I am paying by check:**

Check (enclosed) payable to **Austin LSA** for  
 \$\_\_\_\_\_. (A \$30 charge will apply for each  
 returned check.)

**I am paying for (check selections and fill in blanks):**

- \$\_\_\_\_\_ Registration Fee—Member/\$75; Non-member/\$100
- \$\_\_\_\_\_ Per session fees (\$10 members; \$15 non-members)  
(schedule attached)
- \$\_\_\_\_\_ Late Fees (add \$25) if not received by Aug. 31, 2006
- \$\_\_\_\_\_ **Total Amount Due**



AUSTIN LSA, INC.'s  
CIVIL LITIGATION COURSE (ADVANCED)  
STUDY COURSE OUTLINE

Date	Topic	Reference	Hrs.
Class #1 9/7/06	Legal Research <ul style="list-style-type: none"> <li>• Bibliography and basic legal research knowledge</li> <li>• Citations in pleadings and briefs</li> <li>• Research Techniques</li> </ul>	Class Handout	2.0
Class #2 9/14/06	Legal Terminology <p>Ethics</p> <ul style="list-style-type: none"> <li>• Attorney-Client Relationship               <ul style="list-style-type: none"> <li>○ Scope and objectives of representation</li> <li>○ Communication</li> <li>○ Fees</li> <li>○ Confidentiality of information</li> <li>○ Conflict of interest</li> <li>○ Safe-keeping of property</li> <li>○ Declining or Terminating Representation</li> </ul> </li> <li>• Non-client relationships               <ul style="list-style-type: none"> <li>○ Communication with represented person</li> <li>○ Communication with unrepresented person</li> </ul> </li> <li>• Unauthorized Practice of Law</li> <li>• Prohibited Solicitations and Payments</li> <li>• Restrictions on Right to Practice</li> </ul>	Texas Disciplinary Rules of Professional Conduct	2.5
Class #3 9/21/06	Federal Rules of Civil Procedure <ul style="list-style-type: none"> <li>• Pleadings               <ul style="list-style-type: none"> <li>○ Style, Cause Number, Parties</li> <li>○ Jurisdiction</li> <li>○ Venue</li> <li>○ Types</li> <li>○ Service</li> </ul> </li> </ul>	O'Connor's Federal Rules of Civil Trial  Fed. R. Civ. P.	2.5

	<ul style="list-style-type: none"> <li>• Statutes of Limitation</li> <li>• Discovery <ul style="list-style-type: none"> <li>○ Types</li> <li>○ Rule Requirements</li> </ul> </li> <li>• Time tables</li> <li>• Trial</li> <li>• Judgment</li> </ul>	
<p>Class #4 9/28/06</p>	<p>Federal Rules of Appellate Procedure</p> <ul style="list-style-type: none"> <li>• Time tables <ul style="list-style-type: none"> <li>○ Motion for new trial</li> <li>○ Request for findings of fact</li> <li>○ Notice of appeal</li> <li>○ Record</li> </ul> </li> <li>• Appellant's Brief</li> <li>• Appellee's Brief</li> </ul>	<p><i>O'Connor's Federal Rules of Civil Trial</i></p> <p><i>Fed. R. App. P.</i></p> <p>2.5</p>
<p>Class #5 10/5/06</p>	<p>Texas Rules of Civil Procedure</p> <ul style="list-style-type: none"> <li>• Pleadings <ul style="list-style-type: none"> <li>○ Style, Cause Number, Parties</li> <li>○ Jurisdiction</li> <li>○ Venue</li> <li>○ Types</li> <li>○ Service</li> </ul> </li> <li>• Statute of Limitation</li> </ul>	<p><i>O'Connor's Texas Rules of Civil Trial</i></p> <p><i>Tex. R. Civ. P.</i></p> <p>2.5</p>
<p>Class #6 10/12/06</p>	<ul style="list-style-type: none"> <li>• Discovery <ul style="list-style-type: none"> <li>○ Discovery Control Plans (levels)</li> <li>○ Types</li> <li>○ Rule requirements</li> </ul> </li> </ul>	<p>2.5</p>
<p>Class #7 10/19/06</p>	<ul style="list-style-type: none"> <li>• Trial</li> <li>• Judgments</li> </ul>	<p>2.5</p>

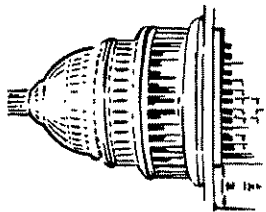
<p>Class #8 10/26/06</p>	<p>Texas Rules of Appellate Procedure</p> <ul style="list-style-type: none"> <li>• Time tables <ul style="list-style-type: none"> <li>○ Motion for New Trial</li> <li>○ Request for Findings of Fact</li> <li>○ Notice of Appeal</li> <li>○ Record</li> </ul> </li> <li>• Appellant's Brief</li> <li>• Appellee's Brief</li> </ul>	<p><i>O'Connor's Texas Rules of Civil Trial</i> <i>Tex. R. App. P.</i></p>	<p>2.5</p>
<p>Class #9 11/2/06 BONUS SESSION</p>	<p>Review</p>		<p>2.5</p>
<p>11/4/06</p>	<p>EXAM</p>		

Recommended Study Materials

O'Connor's Texas Rules of Civil Trial (purchase from Jones McClure Publishing, [www.jonesmcclure.com](http://www.jonesmcclure.com))

O'Connor's Federal Rules of Civil Trial (purchase from Jones McClure Publishing, [www.jonesmcclure.com](http://www.jonesmcclure.com))

Texas Disciplinary Rules of Professional Conduct



AUSTIN LSA, INC.'s  
CIVIL LITIGATION COURSE (ADVANCED)  
STUDY COURSE OUTLINE

Date	Topic	Reference	Instructor
Class #1 9/7/06 2.5 hours	Legal Research (2.0 hrs.) <ul style="list-style-type: none"> <li>• Bibliography and basic legal research knowledge</li> <li>• Citations in pleadings and briefs</li> <li>• Research Techniques</li> </ul> Legal Terminology (.5 hrs)	<i>Class Handout</i>	Mitchell F. Voll Strasburger & Price, LLP Austin, Texas
Class #2 9/14/06 2.5 hours	Ethics <ul style="list-style-type: none"> <li>• Attorney-Client Relationship               <ul style="list-style-type: none"> <li>○ Scope and objectives of representation</li> <li>○ Communication</li> <li>○ Fees</li> <li>○ Confidentiality of information</li> <li>○ Conflict of interest</li> <li>○ Safe-keeping of property</li> <li>○ Declining or Terminating Representation</li> </ul> </li> <li>• Non-client relationships               <ul style="list-style-type: none"> <li>○ Communication with represented person</li> <li>○ Communication with unrepresented person</li> </ul> </li> <li>• Unauthorized Practice of Law</li> <li>• Prohibited Solicitations and Payments</li> <li>• Restrictions on Right to Practice</li> </ul>	<i>Texas Disciplinary Rules of Professional Conduct</i>	Ben K. Cunningham George & Brothers, LLP Austin, Texas

<p>Class #3 9/21/06 2.5 hours</p>	<p>Federal Rules of Civil Procedure</p> <ul style="list-style-type: none"> <li>• Pleadings <ul style="list-style-type: none"> <li>○ Style, Cause Number, Parties</li> <li>○ Jurisdiction</li> <li>○ Venue</li> <li>○ Types</li> <li>○ Service</li> </ul> </li> <li>• Statutes of Limitation</li> <li>• Discovery <ul style="list-style-type: none"> <li>○ Types</li> <li>○ Rule Requirements</li> </ul> </li> <li>• Time tables</li> <li>• Trial</li> <li>• Judgment</li> </ul>	<p><i>O'Connor's Federal Rules of Civil Trial</i> <i>Fed. R. Civ. P.</i></p>	<p>J. Iris Gibson Haynes &amp; Boone Austin, Texas</p>
<p>Class #4 9/28/06 2.5 hours</p>	<p>Federal Rules of Appellate Procedure</p> <ul style="list-style-type: none"> <li>• Time tables <ul style="list-style-type: none"> <li>○ Motion for new trial</li> <li>○ Request for findings of fact</li> <li>○ Notice of appeal</li> <li>○ Record</li> </ul> </li> <li>• Appellant's Brief</li> <li>• Appellee's Brief</li> </ul>	<p><i>O'Connor's Federal Rules of Civil Trial</i> <i>Fed. R. App. P.</i></p>	<p>Bruce Bennett Caldwell, Hart &amp; Bennett, LLP Austin, Texas</p>

<p>Class #5 10/5/06 2.5 hours</p>	<p>Texas Rules of Civil Procedure</p> <ul style="list-style-type: none"> <li>• Pleadings <ul style="list-style-type: none"> <li>○ Style, Cause Number, Parties</li> <li>○ Jurisdiction</li> <li>○ Venue</li> <li>○ Types</li> <li>○ Service</li> </ul> </li> <li>• Statute of Limitation</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Discovery <ul style="list-style-type: none"> <li>○ Discovery Control Plans (levels)</li> <li>○ Types</li> <li>○ Rule requirements</li> </ul> </li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Trial</li> <li>• Judgments</li> </ul>	<p><i>O'Connor's Texas Rules of Civil Trial</i></p> <p><i>Tex. R. Civ. P.</i></p>	<p>Lorinda Holloway Brown McCarroll Austin, Texas</p> <hr/> <p>Patrick Reznik George &amp; Brothers, LLP Austin, Texas</p> <hr/> <p>Brian O'Toole Kasling, O'Toole, Hemphill &amp; Dolezal, L.L.P. Austin, Texas</p>
<p>Class #8 10/26/06 2.5 hours</p>	<p>Texas Rules of Appellate Procedure</p> <ul style="list-style-type: none"> <li>• Time tables <ul style="list-style-type: none"> <li>○ Motion for New Trial</li> <li>○ Request for Findings of Fact</li> <li>○ Notice of Appeal</li> <li>○ Record</li> </ul> </li> <li>• Appellant's Brief</li> <li>• Appellee's Brief</li> </ul>	<p><i>O'Connor's Texas Rules of Civil Trial</i></p> <p><i>Tex. R. App. P.</i></p>	<p>Wade Crosnoe Thompson Coe Austin, Texas</p>

Class #9 11/2/06 BONUS SESSION 2.5 hours	Review		
11/4/06	EXAM		

Recommended Study Materials

O'Connor's Texas Rules of Civil Trial (purchase from Jones McClure Publishing, ([www.jonesmccclure.com](http://www.jonesmccclure.com)))

O'Connor's Federal Rules of Civil Trial (purchase from Jones McClure Publishing, ([www.jonesmccclure.com](http://www.jonesmccclure.com)))

Texas Disciplinary Rules of Professional Conduct



## AUSTIN LSA, INC.

*... the association for legal professionals*

President Patti Heaney, PLS  
Van Osselaer Cronin & Buchanan LLP  
9600 Great Hills Trail, Suite 300 West  
Austin, Texas 78759  
[pheaney@vcblaw.com](mailto:pheaney@vcblaw.com)  
(512) 225-2841

Vice-President Scotti Beam  
Van Osselaer Cronin & Buchanan LLP  
9600 Great Hills Trail, Suite 300 West  
Austin, Texas 78759  
[sbeam@vcblaw.com](mailto:sbeam@vcblaw.com)  
(512) 225-2840

Recording Secretary Fay Jordan, PP, PLS, TSC-CL  
George & Brothers, L.L.P.  
714 West 7<sup>th</sup> Street, Suite 100  
Austin, Texas 78701  
[fjordan@georgeandbrothers.com](mailto:fjordan@georgeandbrothers.com)  
(512) 495-1426

Corresponding Secretary Laura McCarty, PP, PLS  
Thompson, Coe, Cousins, & Irons, L.L.P.  
701 Brazos, Suite 1500  
Austin, Texas 78701  
[lmccarty@thompsoncoe.com](mailto:lmccarty@thompsoncoe.com)  
(512) 703-5077

Director Alexis Montgomery, PP, PLS, TSC  
Strasburger & Price, LLP  
600 Congress Avenue, Suite 1600  
Austin, Texas 78701  
[alexis.montgomery@strasburger.com](mailto:alexis.montgomery@strasburger.com)  
(512) 499-3563

Parliamentarian Betty Wells, PP, PLS, TSC  
Cox Smith Matthews Incorporated  
111 Congress Avenue, Suite 2800  
Austin, Texas 78701  
[bettywells@austin.rr.com](mailto:bettywells@austin.rr.com)  
(512) 703-6306

Attorney Advisor Britt Buchanan  
Van Osselaer Cronin & Buchanan LLP  
9600 Great Hills Trail, Suite 300 West  
Austin, Texas 78759  
[bbuchanan@vcblaw.com](mailto:bbuchanan@vcblaw.com)  
(512) 225-2822

September 13, 2006

Iris Gibson  
Haynes and Boone, L.L.P.  
600 Congress Ave., Suite 1300  
Austin, TX 78701

RE: Austin LSA, Inc.'s Specialized Civil Litigation  
Enhancement Seminar: September 21, 2006 Session --  
Federal Rules of Civil Procedure

Dear Ms. Gibson:

Thank you for agreeing to assist our Association by conducting the September 21, 2006 session of our Specialized Civil Litigation Enhancement Seminar. The session will be held at George & Brothers, 10<sup>th</sup> Floor Conference Room, from 6:00 p.m. to 8:30 p.m. I suggest a break about 7:15 pm.

Many of the attendees will be sitting on November 4, 2006 for the exam for Texas Specialty Certification-Civil Litigation. For more information regarding this certification and the exam, please visit the website for the Texas Institute for Specialty Certification ([www.txisc.org](http://www.txisc.org)). Enclosed is a sheet with an overview of the exam regarding this subject and other items for your possible use.

We will have a powerpoint projector set up and I understand you will be bringing a laptop. Please let me know if you need anything else for your presentation or assistance with handouts. Feel free to call me if you have any questions.

Sincerely yours,

Fay M. Jordan, PP, PLS, TSC-CL  
Certification Committee Chairman

cc: Patti Heaney, PLS  
President

**Exhibit E**



## AUSTIN LSA, INC.

... the association for legal professionals

President Patti Heaney, PLS  
Van Osselaer Cronin & Buchanan LLP  
9600 Great Hills Trail, Suite 300 West  
Austin, Texas 78759  
pheaney@vcblaw.com  
(512) 225-2841

Vice-President Scotti Beam  
Van Osselaer Cronin & Buchanan LLP  
9600 Great Hills Trail, Suite 300 West  
Austin, Texas 78759  
sbeam@vcblaw.com  
(512) 225-2840

Recording Secretary Fay Jordan, PP, PLS, TSC-CL  
George & Brothers, L.L.P.  
114 West 7<sup>th</sup> Street, Suite 1100  
Austin, Texas 78701  
fjordan@georgeandbrothers.com  
(512) 495-1426

Corresponding Secretary Laura McCarty, PP, PLS  
Thompson, Coe, Cousins, & Irons, L.L.P.  
701 Brazos, Suite 1500  
Austin, Texas 78701  
lmccarty@thompsoncoe.com  
(512) 703-5077

Director Alexis Montgomery, PP, PLS, TSC  
Strasburger & Price, LLP  
600 Congress Avenue, Suite 1600  
Austin, Texas 78701  
alexis.montgomery@strasburger.com  
(512) 499-3563

Parliamentarian Betty Wells, PP, PLS, TSC  
Cox Smith Matthews Incorporated  
111 Congress Avenue, Suite 2800  
Austin, Texas 78701  
bettywells@austin.rr.com  
(512) 703-6306

Attorney Advisor Britt Buchanan  
Van Osselaer Cronin & Buchanan LLP  
9600 Great Hills Trail, Suite 300 West  
Austin, Texas 78759  
bbuchanan@vcblaw.com  
(512) 225-2822

October 30, 2006

Iris Gibson  
Haynes and Boone, L.L.P.  
600 Congress Ave., Suite 1300  
Austin, TX 78701

RE: Austin LSA, Inc.'s Specialized Civil Litigation  
Enhancement Seminar: September 21, 2006 Session --  
Federal Rules of Civil Procedure

Dear Ms. Gibson:

On behalf of Austin LSA, Inc., please accept our sincere thanks and appreciation for taking the time to speak to our certification class on the *Federal Rules of Civil Procedure*. Your presentation was awesome and appreciated by the class. I have heard nothing but glowing comments.

Please accept the enclosed as a token of our appreciation. If Austin LSA can be of assistance to you or your firm in the future, do not hesitate to call.

Sincerely yours,

Fay M. Jordan, PP, PLS, TSC-CL  
Chair, Certification Committee

cc: Patti Heaney, PLS  
President

**Exhibit F**