



Minutes from the Chapter Meeting of the Austin Chapter of the Association of Legal Administrators

**November 21, 2013 at 11:30 am
Headliners Club**

President's Chapter Meeting Announcements

1. Kelly Barker, President-Elect, welcomed the members, guests and business partner at 11:50 AM.
2. Guests were introduced
3. Reminders:
 - a. Business Partner Appreciation Happy Hour will be held November 19th at Parkside from 5 to 7 PM.
 - b. Holiday Party is December 4th at the Lido Room. Don't forget to bring your cash donation to the Austin Area Food Bank.
 - c. Managing Partner Breakfast will be February 20, 2014 at the Stephen F. Austin Intercontinental Hotel. Topic "Behind the Bench, a Side Bar with Judge Yeake!"
 - d. National Conference registration opens December 2, 2013

Luncheon Sponsors

Today's sponsors are Rockford Business Interiors and Ricoh. Jeff Short with Ricoh introduced the speaker.

Luncheon Speaker

Tammy Carter, Director of Client Services for File & ServeXpress explains the mandatory electronic filing requirements taking effect in Texas on January 1, 2014. She will give a live demonstration on how to use File & ServeXpress and explain the major differences between what we were doing and what we will be doing, and why. She has a lot of information their team has gleaned from visiting with the different courts (there are 254 counties in Texas!) **ATTACHMENT A**

Adjournment

The meeting was adjourned at 12:50 PM.



Lunch & Learn Series

“e-filing Demystified”

November 21, 2013

11:30 A.M. – 1:00 P.M.

Headliners Club, 20th Floor, Chase Tower
221 West Sixth Street, Austin, Texas

Please join us as Tammy Carter, Director of Client Services for File & ServeXpress explains the mandatory electronic filing requirements taking effect in Texas on January 1, 2014. She will give a live demonstration on how to use File & ServeXpress and explain the major differences between what we were doing and what we will be doing, and why. She has a lot of information their team has gleaned from visiting with the different courts (there are 254 counties in Texas!). Tammy will also be available for specific questions from our group.

NOVEMBER LUNCHEON SPONSORS

RICOH USA, Inc.

&

McCoy-Rockford, Inc.

(aka Rockford Business Interiors)

1.0 CLM Credit in Operations Management

RSVP to Diana Stangl at dstangl@wabsa.com no later than Tuesday, November 19, 2013

Cost: \$20 Please bring your check to the luncheon or mail to: Elaine Nielsen @ Graves Dougherty Hearon & Moody | 401 Congress Ave | Ste 2200 | Austin TX | 78701

\$5 parking available in the building's garage. See registration table to obtain validation stamp that must be provided to the garage cashier with your parking ticket. Chase Tower Parking Garage entrances located on Colorado between 5th & 6th Streets and on 5th Street between Lavaca & Colorado.

CANCELLATION POLICY: Cancellation must be received before noon on Tuesday, November 19, 2013 to avoid the \$20 cancellation fee.