

Friendsgiving Celebration



Sacramento LPA invites you, along with your friends and colleagues, to our Friendsgiving dinner at Black Bear Diner! This festive evening is the perfect chance to relax, enjoy a delicious meal, and connect with fellow members in a warm, welcoming atmosphere. This event is all about celebrating community, gratitude, and good company. We look forward to sharing this special night with you!

Contact Us! www.saclpa.org/info

Sacramento LPA is a local chapter of Legal Professionals, Incorporated, and meets on the 3rd Thursday of each month (unless otherwise stated).

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As we quickly approach the beginning of the holiday season, Sacramento LPA's leadership team wishes you and your families a happy, healthy, and safe Thanksgiving!

We are extremely grateful to our members, vendor partners, legal offices, court professionals, our local bar association, and our parent organization Legal Professionals, Incorporated, for the continued support and value you place on the contributions we make to Sacramento's legal community.

We invite you, along with your friends and colleagues, to our Friendsgiving Dinner at Black Bear Diner on November 21, 2024! We can't wait to see you there!

SACRAMENTO PLACEMENT SERVICES

ATTORNEYS PARALEGALS SECRETARIES ADMINISTRATIVE STAFF ADMINISTRATORS

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Contact: Debbie Jordan Email: legal@sacplacement.com www.sacplacement.com

PRESIDENT'S MESSAGE Dawn Forgeur, CCLS



Dear Members,

November is a time for giving thanks, and I want to express my gratitude for your continued membership. On behalf of the entire Executive Board, we truly appreciate the time you invest in attending our events, reading emails, exploring *The Legal Eagle*, engaging with our social media posts, and even taking a moment to share your compliments, suggestions, and yes—even your complaints. Thank you for your support and involvement!

I also want to extend a heartfelt thank you to our many vendors and law firms who generously support our Association. Whether it's by covering membership fees for your employees, sponsoring their attendance at our classes, or contributing your

time and resources to our events, we are truly grateful. We understand the many demands on your budgets, and knowing that you continue to keep us in mind means so much to us. Thank you for your unwavering support!

I want to take a moment to express my deepest gratitude to each member of the Executive Board. Your unwavering support, dedication, and hard work have been essential in guiding our Association forward. The time, energy, and expertise you bring to every meeting, event, and decision are truly appreciated. Thank you for your commitment and for continuously going above and beyond. It's an honor to work alongside such a passionate and talented group. Together, we are making a meaningful impact, and I am grateful to be on this journey with you.

Being a part of this Association has brought me many friendships, connections, and invaluable experiences. Many of us have dedicated our time and energy to support its mission, and through these shared efforts, we've built a truly special community. I hope you've had similar experiences.

Join us for our Friendsgiving Dinner on November 21, where we can celebrate the friendships and connections we've made—and maybe even make a few new ones. Feel free to bring a colleague or friend along; the more, the merrier! Thanks to the generous sponsorship of Morgan Albanese from Steno, the cost is only \$20. Enjoy a relaxing Thanksgiving dinner without the hassle of cooking or cleaning. We can't wait to see you there!

Sincerely,

Dawn R. Forgeur, CCLS President

OPEN BOARD POSITION

FROM SACRAMENTO LPA PRESIDENT, DAWN FORGEUR, CCLS

I'm writing to inform you of an important change within our leadership team. Michelle Welch, who has diligently served as Sacramento LPA's Secretary, has decided to step down from her position on the Executive Board as our Secretary. The Association is grateful for her invaluable contributions during her tenure and wish her all the best in future endeavors.



With this change, we are seeking a dedicated member to volunteer for the Secretary role. This position on the Executive Board is crucial to maintaining effective communication, record-keeping, and organizational coordination. The role involves tasks such as:

Taking and distributing meeting minutes; Assisting with member communications and record updates; Supporting the executive team with events and organizational planning.

This role is provided support by the entire Executive Board, and hands-on training is provided.

If you are an Active member (not a student or associate member), organized, detail-oriented, and interested in helping us continue to thrive, we encourage you to consider this opportunity. Volunteering as Secretary is an excellent opportunity to contribute meaningfully to our community, develop new skills, and connect with fellow members.

If you would like to volunteer or learn more about the responsibilities, please don't hesitate to reach out to me.

QUESTIONS AND INQUIRIES CAN BE SUBMITTED TO PRESIDENT DAWN FORGEUR, CCLS: president@SacLPA.org

THANK YOU TO OUR RENO BUS TRIP SPONSORS

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SACRAMENTO PLACEMENT SERVICES







Silver Sponsor



Printing Sponsor TRINITY eDISCOVERY **Bronze Sponsors**







RENO BUS TRIP PICS







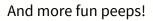
It's a full bus and we're on our way!

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RENO BUS TRIP PICS



Fun peeps!





Tasting the pasta and sauces is all part of the fun at Reno's Great Italian Street Festival



LPI Past President Rod Cardinale, Jr. (2022-2024) Santa Clara County LPA

RENO BUS TRIP PICS

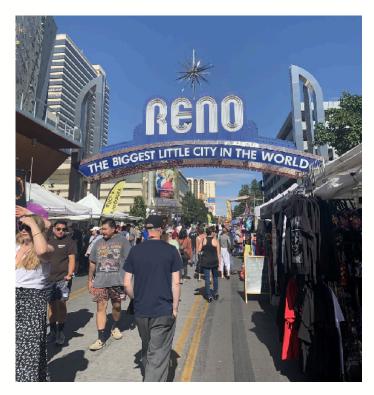


Tanya Tate, San Mateo County LPA Carol Romo, LPI Member at Large





LPI Past President Rod Cardinale, Jr. (2022-2024), Santa Clara County LPA (left) and Reno Bus Trip Chair Michelle Welch, Sacramento LPA (right)



Reno's iconic sign

Sacramento Legal Professionals Association

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Brian Cell: 916-806-2198 Office: 916-231-1114 www.trinityediscovery.com

Sacramento Legal Professionals Association

ACTORS NEEDED FOR ANNUAL HOLIDAY MOCK TRIAL!

No memorizing lines - - just read from the script! Fun AND educational! Contact Lynne Prescott, CCLS, at SLPrescott7@gmail.com



A GIFT OF GIVING HELP US HELP THOSE MOST IN NEED THIS HOLIDAY SEASON

SLPA is Once Again Partnering with Sacramento Loaves & Fishes to Collect Items to Fill Stockings for Those Affected by Homelessness in Our Community



SACRAMENTO LOAVES & FISHES



Please bring your donations to the Friendsgiving Dinner on November 21st and/or the Mock Trial on December 19th, at the Black Bear Restaurant in Natomas, or contact Sac LPA at info@SacLPA.org to arrange for pickup of donations

See Next Page for List of Requested Donation Items



MOST REQUESTED ITEMS

Adult Men & Women

- Socks
- Gloves
- Scarves
- Knit Caps/Hats
- Travel Size Toiletries
- Toothbrushes
- Toothpaste
- Dental Floss
- Hair Combs
- Lip Balm/Chapstick
- \$5-10 Gift card (McDonald's, Target, Safeway, Starbucks)
- Disposable razors
- Shoelaces
- Hand Sanitizer
- Feminine Care Items
- Disposable Rain Ponchos
- Playing Cards

- Socks
- Gloves
- Scarves
- Knit Caps/Hats
- Travel Size Toiletries
- Toothbrushes
- Toothpaste
- Dental Floss
- Hair Combs
- Lip Balm/Chapstick
- \$5-10 Gift card (McDonald's, Target, Safeway, Starbucks)

Children

- Shoelaces
- Hand Sanitizer
- Disposable Rain Ponchos
- Crayons
- Small Coloring Books
- Small Plush Toys
- Hair Ties/Clips/Barrettes



DEPOSITIONS... WITHOUT THE DRAMA

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FAIRYTALE TOWN'S SAFE & SUPER HALLOWEEN 2024



By Crystal Rivera

This year, we Escape(d) to Neverland (October 12-13 and 19-20). We had plenty of candy to hand out thanks to the generosity of our members, co-workers and vendor partners. I overhead several excited kids say, "She gave me a big handful!"

We brought craft supplies to make alligators (using popsicle sticks or pipe cleaners) and spider lollipops (again using pipe cleaners), and plenty of coloring sheets. The alligator craft was a bit complicated, so there was a lot of improvising. There was plenty for everyone to enjoy.

Volunteers were SLPA Members Dawn Forgeur, CCLS, Dawn Willis, Gloria Loomis, Brenda Johnson, CCLS, Dulce Cermak, and Crystal Rivera; Somach Simmons & Dunn Attorney Casey Shorrock and her daughter Maggie; First Legal Office Manager Ebony Coleman and her son Amari; and, Downey Brand employee Alex Munoz and his son Bradley.

We received candy and/or monetary donations from Dawn Forgeur, CCLS, and Best Best & Krieger LLP, Dawn Willis and Downey Brand, Dreyer Babich, Ebony Coleman (First Legal), several folks from Somach Simmons & Dunn – Gloria Loomis, Janie Coleman, Michael Vergara, Ali Stevens, N. Jacobs, and Kristen Moseley.

THANK YOU EVERYONE! It would not have been the success that it was without you!



FAIRYTALE TOWN PICS



Sacramento LPA in King Arthur's Castle



Wendy (aka Dawn Willis!)



A cutie in pink enjoying craft time!



Showing the kiddos how it's done!

FAIRYTALE TOWN PICS



Just a few of the Sacramento LPA Fairytale Town Volunteer Crew



Dawn Willis, Dawn Forgeur, CCLS, and Gloria Loomis

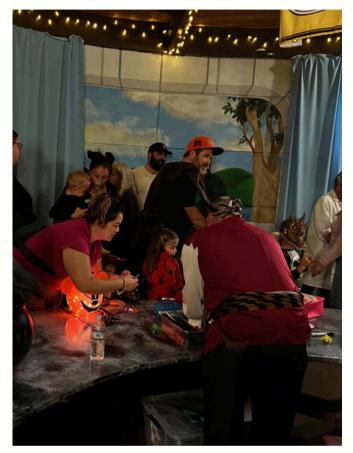


What an adorable Tinkerbell!

FAIRYTALE TOWN PICS



More Wonderful Volunteers!



Candy, Crafts, Kids, and Sacramento LPA



Families love Fairytale Town!





Presents

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NOW

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SACRAMENTO

www.saclpa.org

- Court Updates
- Changes in the Law
- Exhibitor Gallery
- Door Prizes

2025 Annual Court Updates Event

Courts and Speakers Invited by Sacramento Legal Professionals Association



Hilton Arden West

2200 Harvard Street Sacramento, CA

Exhibitor Mixer 5:00 PM Program 6:15 PM - 7:45 PM



U.S. District Court Eastern District



Placer County Superior Court



Invited Courts

U.S. Bankruptcy Court Eastern District



Sacramento County Superior Court

Registration: \$65 Members/\$70 Non-Members* (Complimentary Parking) Dinner Options: Chicken Toscana or Penne Pasta with Artichoke Hearts (Include Salad, Decent and Reverse)

NO REFUNDS AFTER JANUARY 13, 2025



Third District Court of Appeal



Solano County Superior Court

This program is approved for California Minimum Continuing Legal Education (MCLE) credit in the amount of 1.5 credit hours.

Questions? Contact Terry Olson at tmoplus3@yahoo.com





LPI NOVEMBER 2024 QUARTERLY EDUCATIONAL CONFERENCE "Don't Stop Believing"



Conference Registration Information

Educational Seminars Information

To register for the conference and/or the seminars: www.legalprofessionalsinc.org/events

LEGAL PROCEDURE Client Care Beyond the Ethical Responsibilities



By Lynne Prescott, CCLS

As legal professionals, we are charged with the duty of providing clients with the best representation possible, to be a zealous advocate, and putting the interests of clients ahead of our own. We are to do this in accordance with the highest ethical and professional standards, always observing the tenets of attorney-client privilege and confidentiality. It is a high calling. But there is a level of client care that goes beyond ethical responsibility - - it's client care that CARES.

Let's face it, when most people seek the services of an attorney, it's not because it's one of the happiest times in their life. Hiring a lawyer is often

associated with conflict, problems, and potential legal battles, which can make people feel anxious and uneasy. There is also the financial burden of legal fees, which can be significant, adding to the stress of an already difficult situation. Added to that, many people do not fully understand the legal process, causing confusion and worry about navigating the system.

However, when a lawyer is able to effectively communicate, provide clear guidance, and successfully resolve the legal issue, clients can feel very satisfied with their experience. But clients who believe their attorney genuinely cares - - not just about the case - - but about them, what they are going through, what their life will be like when all is said and done, and treats them with dignity and respect, experience a level of service and care that goes beyond the rules of professional conduct and ethical responsibility.

A very skilled attorney once shared the following advice: "Our job is to help guide clients through some of the most emotionally difficult times in their life, while also efficiently guiding them through the overwhelming and confusing world of the legal system." She also provided these words of wisdom:

1. Remember that we are generally dealing with good people who are at their worst.

2. Don't take things personally, don't get personally involved, but do remember to serve the clients with a personal touch.

3. Every client deserves equal treatment, and to be seen and heard.

(Continued on page 24)

Client Care Beyond the Ethical Responsibilities

(Cont'd from page 23)

Regardless of how we feel about a client, what they have done, what has been done to them, their social or economic status, or the reason they are sitting in our office, it is not our job to judge.
 It is our job to provide effective, professional, and zealous representation to every client we undertake to serve and to do it with the utmost respect, dignity, and care.

We often see some very fine people at the absolute lowest point in their lives; a time when the best thing we can do is honor their pain, listen to their fears and concerns, acknowledge their sense of frustration and anger, and encourage them at every step of their legal journey.

By listening, providing updates along the way, and gently guiding clients through the steps needed to move their case forward, they are assured that they do not have to face things alone. They have an advocate and a partner in the process. Remind them after every step how much closer they are to success and resolution of their legal issues. Thank them for their help.

Assisting the clients in this way enables them to perform their part in the process with the comfort and confidence of knowing they have a competent, caring team behind them - - a team that provides care beyond what's required by the rules.



"Clients who believe their attorney genuinely cares - not just about the case - but about them, what they are going through, what their life will be like when all is said and done, and treats them with dignity and respect, experience a level of service and care that goes beyond the rules of professional conduct and ethical responsibility."

Welcome to Sacramento LPA's Newest Members!



Julie Anderson Elaine Bell Jacquelyn Cerna Michelle Garvin Madisen Geiger Jeremy Glaze Kari Harborth Jenae Letcher Brooklyn Lombardi Betty Orozco Sherrie Peritore Nikki Powers Caysie Robertson Klint Sherian Catryna Strasser, Esq. Laura Strasser, Esq. Gina Rallo-Williams Peter Rooney

OCTOBER BIRTHDAYS

3 Dulce Cermak
3 Janie Collier
5 Deanna Fillon
7 Laura Llanos
9 Astrid Furstner, CCLS
19 Dawna Carson
30 Jennifer Estabrook, CCLS
30 Maria Reyes

NOVEMBER BIRTHDAYS

4 Sherrie Peritore 6 Jan Ainsworth 18 Alice Baber 22 Nikki Powers 26 Elle Chaseton



DECEMBER BIRTHDAYS

8 Linda Gerst 13 Angela Grijalva 18 Julie Andersen 20 Marci Frazier



DATES TO REMEMBER

Even though the holiday season is upon us, there are lots of opportunities to attend conferences, webinars, and classes. Chances are, one or more of the following are just what you've been looking for!

Date	Event	Offered By
11/12/2024 - 1/7/2025	"Trial Preparation" Online Course - (Multi-week, online, work-at-your-own-pace training course)	LPI
11/12/2024 - 12/24/2024	"Advanced Discovery" Online Course - (Multiweek, online, work-at-your-own-pace training course)	LPI
11/12/2024 – 1/7/2025	"Appellate Procedures in California and The Ninth Circuit Court of Appeals" Online Course - (Multiweek, online, work-at-your-own-pace training course)	LPI
11/15/2024 – 11/17/2024	Quarterly Education Conference – Embassy Suites, Walnut Creek, CA (All seminars available via Zoom, as well as in person)	LPI
11/18/2024 Noon – 1:00 PM	"Conservatorships: It's Not a Bad Word!" - Webinar	LPI
11/20/2024 Noon – 1:00 PM	"It's All About Subpoenas" - Webinar	LPI
11/21/2024 6:15 PM - 8:00 PM	Friendsgiving Dinner - Black Bear Diner – Natomas	Sac LPA
12/5/2024 Noon – 1:00 PM	"Saas & eDiscovery – Navigating the Challenges of Emerging Data Sources" - Webinar	LPI
12/10/2024 Noon – 1:00 PM	"Adobe Forms" - Webinar	LPI
12/11/2024 Noon – 1:00 PM	"Preparation, Presentation and Polish: Be Ready for Your Next Job or Interview!" - Webinar	LPI
12/17/2024 Noon – 1:00 PM	"Microsoft Teams" - Webinar	LPI
12/19/2024 6:15 PM – 8:15 PM	Annual Holiday Mock Trial - "The People v. Kris Kringle: Grand Larceny or Grand Generosity?" Black Bear Diner – Natomas	Sac LPA
1/2/2025 - 3/6/2025	CCLS Online Study Group	LPI
1/8/2025 – 3/26/2025 6:00 PM – 8:00 PM (Wednesdays)	"Advanced Legal Professionals Training Course" 12-Week Online Course (Via Zoom)	LPI

(Cont'd on page 27)

DATES TO REMEMBER

(Cont'd from page 26)

Date	Event	Offered By
1/11/2025 10:00 AM – Noon	"Probate for Beginners" - Webinar	LPI
1/16/2025 Exhibitor Mixer 5:00 PM Program 6:15 PM - 7:45 PM	"Annual Court Updates Event" with State and Federal Court Representatives - Hilton Arden West, Sacramento	Sac LPA
1/23/2025 Noon – 1:00 PM	"Corporate Transparency Act" - Webinar	LPI
1/30/2025 Noon – 1:00 PM	"Summary Judgment Motions: Are the New Rules an Improvement?" - Webinar	LPI
2/10/2025 – 4/14/2025 6:00 – 8:00 PM (Mondays)	"Beginning Legal Professionals Training Course" 10-Week Online Course (Via Zoom)	Sac LPA
2/21/2025 – 2/23/2025	Quarterly Education Conference – Santa Cruz/Scotts Valley Hilton, Scotts Valley, CA (All seminars available via Zoom, as well as in person)	LPI



VETERANS DAY: WHAT IT IS AND HOW DO WE CELEBRATE IT?



World War I – known at the time as "The Great War" – officially ended when the Treaty of Versailles was signed on June 28, 1919, in the Palace of Versailles outside of the town of Versailles, France. However, fighting ceased seven months earlier when an armistice, or temporary cessation of hostilities, between the Allied nations and Germany went into effect on the eleventh hour of the eleventh day of the eleventh month. For that reason, November 11, 1918, is generally regarded as the end of "the war to end all wars."

Veterans Day continues to be observed on November 11, regardless of what day of the week on which it falls. The restoration of the observance of Veterans Day to November 11 not only preserves the historical significance of the date, but helps focus attention on the important purpose of Veterans Day: A celebration to honor America's veterans for their patriotism, love of county, and willingness to serve and sacrifice for the common good. (From the U.S .Department of Veterans Affairs.)

There is no apostrophe in "Veterans Day." Why? Because it is not a day that "belongs" to veterans, it is a day for honoring all veterans. So, gentle reader, resist the urge to add an apostrophe.

Veterans Day vs. Memorial Day: Is there a difference? Memorial Day is for remembering and honoring military personnel who died in the service of their country. Veterans Day is set aside to thank and honor ALL those who served honorably in the military – in wartime or peacetime. Veterans Day is largely intended to thank LIVING veterans and to acknowledge their contribution to our country.

How to thank a Veteran. Some ideas for observing Veterans Day -

- Attend a local event in your community, such as a parade, pancake breakfast at the local VFW, etc.
- If you don't normally display a flag at your home, you might want to have one out on Veterans Day. Retire the flag at sunset, unless you have a light on it.
- Donate to a veteran focused charity.
- If you see an older person in a "Veteran" baseball cap or a young man/woman in uniform, thank them for their service. Ask them about their service; chances are they would love to share a story or two.
- Pay for coffee or a meal if you see a veteran in a restaurant or coffee shop. What a lovely treat.
- Do you have a VA hospital near you? If so, stop in for a visit. You may want to call first and see if anyone could use a visit. Maybe you can "adopt a veteran" and visit often.

It is acceptable to say "Happy Veterans Day" (please don't make the mistake of saying "Happy Memorial Day." And please remember those who are serving and away from home and family this Veterans Day.

GOV. NEWSOM ANNOUNCES NEW APPOINTMENTS TO SACRAMENTO SUPERIOR COURT



On October 9, 2024, Governor Gavin Newsom announced his appointment of 18 Superior Court judges, including three to the Sacramento Superior Court. "These appointees bring a wealth of experience and knowledge that will round out the bench," Presiding Court Judge Bunmi O. Awoniyi said.

Lee S. Bickley of Sacramento County has been appointed as a Judge in the Sacramento County Superior Court. Bickley has served as a Senior Attorney at the California Public Employees' Retirement System since 2024. She served as an Assistant U.S. Attorney at the U.S. Attorney's Office, Eastern District of California, from 2010 to 2024. Bickley was a Branch Chief for the U.S. Securities and Exchange Commission from 2005 to 2010 and a Senior Litigation Associate at Cravath, Swaine & Moore LLP from 1998 to 2005. She earned a Juris Doctor degree from Yale Law School and fills the vacancy created by the retirement of Judge Gerrit W. Wood.

Appointee Joseph M. Cress of Sacramento County has been a Chief Assistant Public Defender at the Sacramento County Public Defender's Office since 2022. He has served in several roles there since 1995, including Supervising Assistant Public Defender and Assistant Public Defender. Cress was an Adjunct Professor at the University of the Pacific, McGeorge School of Law, from 2012 to 2015. He earned a Juris Doctor from the University of California College of Law, San Francisco, and fills the vacancy created by Judge James M. Mize's retirement.

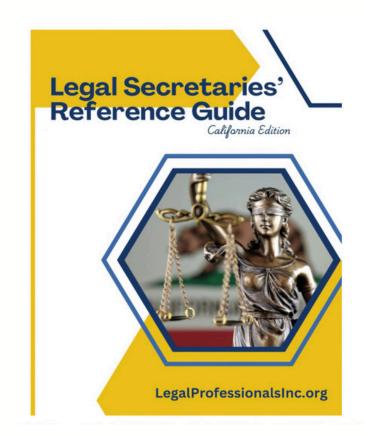
Brenda R. Dabney of Sacramento County has also been appointed as a Judge in the Sacramento County Superior Court. Dabney has been the Northern California Regional Director at the Children's Law Center of California since 2017. She has held several roles at the law center since 2001, including Firm Director from 2011 to 2017, Supervising Attorney from 2005 to 2011, and Staff Attorney from 2001 to 2005. Dabney earned a Juris Doctor degree from Loyola Law School, Los Angeles. She fills the vacancy created by the retirement of Judge Paul L. Seave.

The Legal Secretaries Reference Guide Now Available on Amazon.com

Start your legal career on the right foot with the *Legal Secretaries' Reference Guide, California Edition*. This reference handbook is specifically designed to support new legal secretaries and paralegals, offering a general overview of the fundamental skills and knowledge required for success in a legal office.

Inside, you'll find clear, step-by-step instructions on office procedures, from managing daily routines and handling correspondence to organizing and filing legal documents. Learn how to prepare and format essential legal documents, draft professional correspondence, and navigate court filing procedures with ease.

This guide also includes a comprehensive glossary of common legal terms and abbreviations, ensuring you can confidently understand and use legal terminology. You'll gain insights into court systems and procedures, mastering the essentials of managing court calendars and preparing for court appearances.



With dedicated sections on ethical responsibilities, confidentiality, and professional conduct, this reference guide emphasizes the importance of integrity and professionalism in the legal field. Explore essential technology skills, including proficiency in office software, document management systems, and e-filing.

Enhance your client relations skills with practical tips on effective communication, managing client expectations, and conflict resolution. This guide also highlights opportunities for professional development, including continuing education, certification programs, and networking.

Whether you're just starting out or looking to refine your skills, the *Legal Secretaries' Reference Guide, California Edition,* is your go-to resource for achieving excellence and building a successful career in the legal industry.

https://www.amazon.com/Legal-Secretaries-Reference-Guide-California/

\$50.00

Sacramento LPA's Committee Chairs for Fiscal Year 2024-2025

To learn more about an open committee chair position, please contact President Dawn R. Forgeur, CCLS at president@saclpa.org.

Advertising/Vendor Liaison OPEN

<u>Bulletin Editor</u> Lynne Prescott, CCLS (Interim)

<u>California Certified Legal Secretary (CCLS)</u> Brenda Johnson, CCLS

<u>Charitable Projects</u> Rebecca M. Lerma, Chair

<u>Annual Court Updates Event</u> Terry Olson Brenda Johnson, CCLS

<u>Employment</u> Kathy Rockenstein (employment@SacLpa.org)

<u>Historian</u> OPEN

Legal Procedures OPEN

<u>Legal Professional Training</u> Lynne Prescott, CCLS Brenda Johnson, CCLS



Marketing OPEN

<u>Membership</u> Brenda Johnson, CCLS(vicepresident@SacLPA.org)

Nominations & Elections Lynne Prescott, CCLS

<u>Professional Liaison</u> Dawn Willis (parliamentarian@SacLPA.org)

<u>Programs/Reservations</u> Lynne Prescott, CCLS

<u>Scholarship</u> OPEN

Ways & Means/Interclub OPEN

Social Media/Website
OPEN

<u>Special Committees</u> Fairytale Town – Crystal Rivera Reno Bus Trip – Michelle Welch

Sacramento LPA's Executive Board 2024-2025



Dawn Forgeur, CCLS PRESIDENT



Ronald Ackland TREASURER



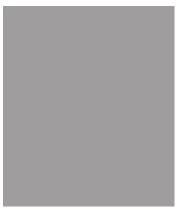
Brenda Johnson, CCLS VICE PRESIDENT



Marci Frazier GOVERNOR



Lynne Prescott, CCLS EXECUTIVE ADVISOR



Open Position SECRETARY



Dawn Willis PARLIAMENTARIAN







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- California's legal support professionals, LPI
- and Sacramento LPA continue to serve the
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- paralegals, secretaries, attorneys, and
- support staff at every level of development.
 - · LPI is a State Bar approved MCLE provider.

Tested

- Found in legal offices throughout California,
- LPI's Law Office Procedures Manual and The
- Legal Professionals Handbook, written and
- * edited by legal professionals actively
- working in the legal field, are published by
- . .The Rutter Group and considered industry
- standard resources for legal procedure.

Contact Us!

info@saclpa.org info@legalprofessionalsinc.org

CONTINUING LEGAL EDUCATION

LIVE & ON-DEMAND CLE WEBINARS

Presented by leading industry experts on current, relevant topics. Most offer MCLE/CCLS credit.

MULTI-WEEK COURSES



Trial Preparation, Discovery, Appellate & Federal Procedure, Beginning Legal Secretary Training, Intermediate & Advanced Legal Professional Training, Legal Research/Writing, Ethics.



LEGAL TECHNOLOGY TRAINING

Covers legal technology and software utilized by legal professionals at all levels. Meets State Bar requirements for technology compliance.



QUARTERLY SEMINARS

Live continuing education and technology training seminars at each LPI quarterly conference. Typically six workshops to choose from.

CERTIFICATION PROGRAM

California Certified Legal Secretary ("CCLS") certification is achieved by passing a comprehensive examination covering seven separate areas of law.