

August 2011

Volume 8 Book 11



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[WWW.SLSA.ORG](http://WWW.SLSA.ORG)

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## Sacramento Legal Secretaries Association



## August Event(s)

- **General Dinner Meeting – August 18.** This event will be held at the Courtyard Marriott Midtown Sacramento, 4422 Y Street. You can register online through our website or contact Maimie Chyinski at [reservations@slsa.org](mailto:reservations@slsa.org). See page 28.

## Mission Statement

The Sacramento Legal Secretaries Association ("SLSA") is a nonprofit, educational organization whose purpose is to further knowledge of law and its procedures, promote a high standard of ethics, encourage a statewide networking system, and advance the interests of our members and the legal community.

NON-MEMBERS ARE WELCOME!



## President's Report

by Dawn Forgeur, CCLS



**T**his month, I wanted to make sure that I thank the many volunteers who are giving their time to make sure that this Association stays running. These volunteers make sure that we have legal updates from the courts, keep us informed regarding technology and available benefits, help make our meetings run smoothly, make sure that you get your CCLS and MCLE credit, arrange for worthwhile charitable projects, and help me with the day-to-day business of this Association. If it wasn't for these volunteers, this Association would not be what it is. Thank you!

Our speaker this month will be the President of the Sacramento County Bar Association ("SCBA"), Michael Levy. He will be talking to us about the role of the SCBA in the community and what services it can provide to attorneys, paralegals, and secretaries. He will also be talking

about an exciting outreach program that the SCBA is creating with local high schools and how we can be a part of it. Lastly, he will talk a bit about what the court cutbacks could mean for us.

We will also be announcing the winners for the Legal Professional of the Year and the Boss of the Year at our August dinner meeting. It is a great honor just to be nominated!

**"If it wasn't for these volunteers, this Association would not be what it is."**

~Dawn Forgeur, CCLS

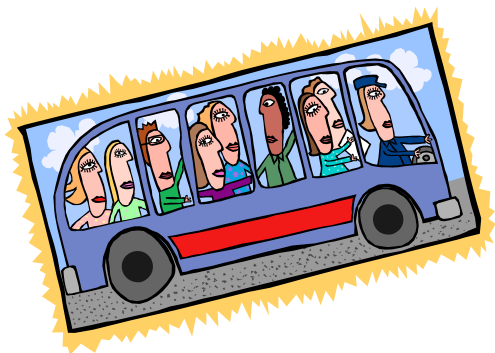
Good luck to all of the nominees this year.

The Reno Bus Trip's flyer and registration link has been posted on the website. The cost is only \$25, but seating is limited! Help is needed for the trip for things such as serving the drinks, shopping for the supplies, raffle prize donations, and creating activities for the trip up to Reno. If you would like to volunteer, please contact Lynne Gomes (gomesl@gtlaw.com) or Johnny Bateman (jbateman@capitol-digital.com).

Birthday Magic is coming up in early September, and we will need volunteers to help buy the children presents. We will not know how many children until a couple of weeks before the event, but if you would like to volunteer, please contact Crystal Rivera (crivera@somachlaw.com).

Finally, Corene Rodder has created a survey for you in the Law Office Products/Management section. Please take the time to send her a quick email with your responses.

If you have any questions, please feel free to send me an e-mail at president@slsa.org. I hope to see you at our dinner meeting!



## CHANGE OF ADDRESS:

Please remember if you have moved offices or home, be sure to send us your Change of Address form so that we can update our records. This will minimize any delay in your receiving our monthly bulletin, any correspondence, and the LSI quarterly magazine. The change of address form can be found in this bulletin or on our website. They should be mailed to our Vice President and Membership chair, Lynne Gomes to her work address at Greenberg Traurig, LLP, 1201 K Street, Ste 1100, Sacramento, CA 95814.



## Of Note

*by Alex Cain*



Some California counties are now enforcing California Rule of Court 2.104, which states: All papers must be printed or typewritten or be prepared by a photocopying or other duplication process that will produce clear and permanent copies equally as legible as printing in type not smaller than 12 points.

Documents that do not conform to this rule could be rejected, and deadlines may be missed because of this.

Footers should also follow California Rule of Court 2.110, which also states:

### **(a) Location**

Except for exhibits, each paper filed with the court must bear a footer in the bottom margin of each page, placed below the page number and divided from the rest of the document page by a printed line.

### **(b) Contents**

The footer must contain the title of the paper (examples: "Complaint," "XYZ Corp.'s Motion for Summary Judgment") or some clear and concise abbreviation.

### **(c) Type size**

The title of the paper in the footer must be in at least 10-point type.

### **Note regarding Appellate Courts:**

Type size of all Briefs filed with the Court of Appeals, including footnotes, must not be smaller than 13-point, and both sides of paper may be used, pursuant to California Rules of Court 8.204.

# Chapter Achievement Points

Did you know that members who belong to an LSI sponsored credit union can earn SLISA 100 Chapter Achievement Points?

Did you know that members who use the LSI Hertz discount can earn SLISA 200 Chapter Achievement Points, each time they rent a car?

If you are a member of an LSI sponsored credit union, or if you have traveled or will travel this Summer and have rented a car using the LSI Hertz discount, let us know! If you have not yet, think about it next time you need to rent a car. Get a discount and earn CAPs. Help us capture CAPs. E-mail Andrea and let her know that you earned SLISA points. Her e-mail is [andrea@haydulaw.com](mailto:andrea@haydulaw.com).

# Membership Chair Report

by Lynne Gomes



*Welcome, and congratulations to the following new SLSA members, who were inducted at the July 21, 2011, regular membership meeting.*

## ACTIVE MEMBERSHIP

**Devika Datt** -- Devika is a legal assistant with The Smith Firm. She has been a legal professional since 2005 and specializes in law office management, real estate law, and litigation. Devika celebrates her birthday on December 16. She enjoys meeting people, traveling, and cooking.

**Dimple Kohli** -- Dimple is co-owner of Superior Photocopy Service in Sacramento. She has been working with law offices and legal professionals providing legal document/copy service for over 20 years. Dimple celebrates her birthday on October 16.

**Raj Kohli** -- Raj is co-owner of Superior Photocopy Service in Sacramento. He has been working with law offices and legal professionals providing legal document/copy service for over 20 years. Raj celebrates his birthday on February 5.

**Whitney Squire** -- Whitney is a legal secretary with Mullen & Filippi. She has been a legal professional since 2006, and specializes in administrative law and law office management. Whitney celebrates her birthday on March 18. She enjoys reading, training, and grant writing.

## PROMOTION FROM STUDENT MEMBER TO ACTIVE MEMBER STATUS

**Tess Benzel** -- Student member, has met all the requirements for active membership and has been promoted to active status as of July 2011.

*If you are interested in membership in SLSA, please contact Lynne Gomes at (916) 442-1111, or via e-mail at [gomesl@gtlaw.com](mailto:gomesl@gtlaw.com).*

## CONGRATULATIONS

Congratulations and good luck to Stevie Garcia, who is moving to Arizona to attend law school!

## CONDOLENCES

Our heartfelt condolences go out to Mary Rocca, CCLS, LSI Past President. Mary's dear Papa, Ferdinand "Ferdie" Hartman, passed away on July 14 after a short illness. He was 99 years young and a very dear man. Many of you may remember that he attended several LSI conferences when Mary was LSI President, and was known for his wonderful smile. He and Mary were very close, and he will be greatly missed. Please keep Mary and her family in your thoughts and prayers. If you would like to extend your personal condolences to Mary and her family, please contact Lynne Gomes at [gomesl@gtlaw.com](mailto:gomesl@gtlaw.com).

Our sincere sympathies and condolences to Andrea Stoll, SLSA Governor, on the loss of her beloved grandfather. Please remember Andrea and her family in your thoughts and prayers.

## CHANGES?? UPDATES??

*Are you an SLSA member who has moved? Changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you!! Let us celebrate your accomplishments with you during the good times, and support you during the tough times. Please send your news to [gomesl@gtlaw.com](mailto:gomesl@gtlaw.com).*





# Parliamentarian's Corner

By Astrid Watterson, CCLS

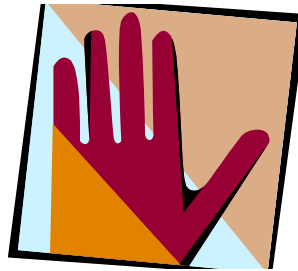
**P**arliamentarian procedure can be a bit confusing at times. It's important that all members understand what is being asked so that they can fully participate in any discussion and the business of this association. A few terms used to help clarify items can be the use of the parliamentary inquiry, point of information, move the previous question, etc. I will briefly discuss some of these options.

According to *Robert's Rules of Order*, if a member realizes that the assembly does not understand what is going on, they can rise and make a parliamentary inquiry. This occurs when there is a general misunderstanding of what is going on and you want to clear it up. This is not considered a debate, so a member can make it while a non-debatable question is pending.

If during the process of a motion, a member requires factual information, they can ask for a point of information. This too, is not considered a debate, it's merely asking for factual information. Finally, if during a debate, people are saying the same thing over and over and no

new information is being discussed, a member can move for the previous question. The assembly then has to decide on the new motion, which is to stop the debate of the previous motion. The chair would call for the vote. If adopted, this closes debate and brings the motion to a vote.

Basically, if during the discussion of a motion, you don't understand the question or the facts being presented, you can raise your hand and ask by using parliamentary inquiry, point of information, or moving for the previous question. The other alternative is to ask your parliamentarian for assistance. Feel free to do so, I'd be happy to be of service!



“It's important that all members understand what is being asked so that they can fully participate in any discussion and the business of this association.”

~Astrid Watterson,  
CCLS

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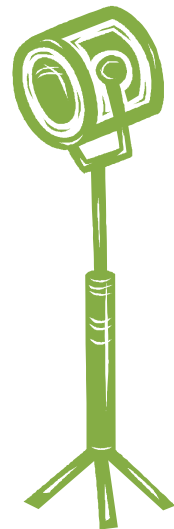
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NATIONWIDE COURT REPORTERS



# Employment Report/Positions Available

by Jaymie Moralez

**T**his free benefit provides the legal community with a place to post job openings for all categories of job positions. SLSA assists in every possible manner to procure employment for members of this association, and cooperates with attorneys in filling positions in law offices, but in no event does this committee act as an employment agency.

Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney/employer is requested to e-mail the Employment Chair with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Ads are usually posted within 48 hours.

It is the responsibility of the applicants to contact the employers, schedule interviews, exchange résumés, and to discuss benefits and salary, etc. All information is listed until notification to drop the name/position is given to the Employment Chair.

Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at [jmoralez@somachlaw.com](mailto:jmoralez@somachlaw.com). A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

- **(7/22/11) Litigation Legal Secretary** The Sacramento office of Greenberg Traurig is seeking an experienced (7+ years) Litigation Legal Secretary. Qualified candidates must have a thorough understanding of the processes of state (California) and federal litigation. Must be experienced in, and knowledgeable of, e-filing, trial procedures, discovery, document production, document management, calendaring, and case management. The position requires exemplary organizational skills, attention to detail, strong client service skills, excellent verbal and written communication skills, the ability to work well under pressure, and manage competing priorities. The successful candidate will be a team player with a positive attitude. Computer proficiency in Microsoft products including Word, Outlook, and Excel is required. Full time. Monday through Friday. Candidate should be flexible to work occasional overtime. We offer a competitive salary, outstanding benefits package, and a team oriented environment. Greenberg Traurig is an Equal Opportunity Employer.

Please send all cover letters, resumes, and any supporting documentation via e-mail to [chastainj@gtlaw.com](mailto:chastainj@gtlaw.com) (no phone calls, please).

- **(7/20/11) Litigation Secretary/Paralegal** Experience Sacramento office of a medium sized law firm seeks a Litigation Legal Secretary with a minimum 5 years experience. Preferred candidate will also have minimum of 2 years experience in general law firm management. Candidate must be proficient in legal technologies including word processing, calendaring, E-filing, State and Federal court filings. Candidate needs to be a self starter, work independently, detail oriented, able to organize files and meet deadlines. Seeking a candidate with a good work ethic and able to handle the day to day challenges of a busy litigation desk. Good benefit package. Salary based on experience. Please email your resume to [glosoares@ksacsacramento.com](mailto:glosoares@ksacsacramento.com).
- **(7/20/11) Experienced Contract Trust Legal Secretary** Attorney needs experienced legal secretary/paralegal to amend or re-state a Husband-Wife Trust. Immediate availability. Telephone: 916-719-3297. Email: [asmernes@hotmail.com](mailto:asmernes@hotmail.com). Fax: 916-928-3050
- **(07/18/11) Legal Secretary/Paralegal** Stockton law firm seeks experienced Spanish bi-lingual legal secretary or paralegal for probate, estate planning, and social security practice. Must be experienced in drafting wills, trusts, estate planning documents as well as handling probates. Monday - Friday 8-5. Downtown Stockton. Must be able to multitask and work in a fast pace environment. Microsoft Word, Word Perfect, Excel, & Prevail. Minimum experience of three years required. Please email resume to [ecerney@ckl-llp.com](mailto:ecerney@ckl-llp.com). Position available immediately.
- **(06/22/11) Legal Secretary** Downtown Sacramento law firm has an opening for a part time/full time legal secretary. This position is temporary, providing back-up secretarial support and vacation relief; may lead to permanent position for the right candidate. Software used is WordPerfect, Microsoft Word, Outlook Express, Timeslips, Adobe Acrobat and Legal Solutions. Previous experience with complex civil litigation and intellectual property law is a plus. The ideal candidate will be professional, flexible, a team player and able to work under tight deadlines. Position is available immediately. Please e-mail cover letter and resume, including three references and work history, to [hr@mgsllaw.com](mailto:hr@mgsllaw.com).

Continues on Page 7

## Employment Report/Positions Available Cont....



- **(5/19/11) Part Time Litigation Legal Secretary with Experience** Five attorney firm in South Natomas seeks a part time litigation legal secretary with a minimum 5 years experience. This is a 2:1 assignment for a partner and one associate. Duties also include filing, ordering supplies, and providing back up on phones. Software used: Word, Excel, Amicus, and Timeslips. We are looking for someone who has experience preparing and filing pleadings in state and federal courts, managing cases with multiple files, calendaring, excellent proof reading skills, can multi-task, is flexible, self-directed, with excellent attention to detail and excellent communication skills. Part time: five days per week, 9:45 a.m. to 3:45 p.m. Salary: DOE. Benefits: Medical and dental insurance, parking. Email resume to [Carolyn@cblattys.com](mailto:Carolyn@cblattys.com). Cover letter not necessary. No phone calls please. Position available immediately.

## LSI—Experience It!

**Membership Drive—August 1-October 20, 2011**

*by Lynne Gomes*

LSI will launch its annual membership drive, “LSI -- Experience It!” beginning August 1, and running through October 30. Monetary prizes will be awarded to the associations who place first, second, and third in the contest. Will you help SLSA be a winner?!!

**TELL** your colleagues and coworkers about SLSA!

**INVITE** them to an SLSA meeting or event. Just **ASK** (You never know who will say, “Yes!”)

**FORWARD** SLSA’s and LSI’s website addresses for them to check out! ([www.slsa.org](http://www.slsa.org), [www.lsi.org](http://www.lsi.org))

**E-MAIL** your boss and other legal professionals about SLSA’s guest speakers and programs!

**SHARE** the educational information you receive at meetings!

**POST** flyers for upcoming SLSA meetings and events in your workplace!

**PLACE** a copy of SLSA’s *The Legal Eagle*, or LSI’s *The Legal Secretary* in your lunchroom!

**ATTEND** an LSI Quarterly Conference and **BRING** a friend. You will have so much fun, and there is great selection of workshops to choose from! The next two conferences are right in our backyard: August 19-21 in Stockton; November 11-13 in Rancho Cordova!

**ASK** if your firm pays for SLSA membership as part of its continuing education for support staff! (Perhaps they would share the cost?)

**PROMOTE** the CCLS Certification Program and the Beginning Legal Secretary classes!

**EDUCATE** yourself and others about the benefits and discounts that come with SLSA/LSI membership! (Have you checked recently? You could be missing out on some great deals!!)

**CONTACT** the SLSA Membership/Marketing Chair if you have questions or need additional information about SLSA or LSI membership! ([gomesl@gtlaw.com](mailto:gomesl@gtlaw.com))

If there are several legal professionals in your firm who are interested in SLSA membership, SLSA President Dawn Forgeur, CCLS, and I would be happy to come to your office to make a brief presentation on the requirements and benefits of membership.

Also, if your firm is interested in contributing to the contest prizes, LSI will list the name of each attorney/law firm that makes a \$50 donation in the LSI Quarterly Conference Program. Contact Sandra Jiminez, CCLS, CLA, LSI Vice President and Marketing Coordinator at [sjiminez52@yahoo.com](mailto:sjiminez52@yahoo.com).

***PASS THE WORD AND LET’S HAVE A GREAT MEMBERSHIP DRIVE!!!!!!!***

## APPLICATION FOR MEMBERSHIP IN SACRAMENTO LEGAL SECRETARIES ASSOCIATION

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO SLISA, FOR \$40 (\$25 FOR STUDENTS) WHICH INCLUDES LOCAL DUES, ANY INITIATION FEE, AND LEGAL SECRETARIES, INCORPORATED (LSI)\* PER CAPITA TAX, TO:

**Lynne Gomes  
Greenberg Traurig LLP  
1201 K Street, Suite 1100  
Sacramento, CA 95814**

NAME OF APPLICANT \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_  
BUSINESS TELEPHONE (\_\_\_\_) \_\_\_\_\_ RESIDENCE TELEPHONE (\_\_\_\_) \_\_\_\_\_  
BUSINESS E-MAIL \_\_\_\_\_ RESIDENCE E-MAIL \_\_\_\_\_  
EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) \_\_\_\_\_

PREVIOUS MEMBERSHIP IN A LEGAL SECRETARIES ASSOCIATION (INCLUDE ASSOCIATIONS, DATES) \_\_\_\_\_

IF ACCEPTED AS A MEMBER, I AGREE TO BE BOUND BY THE BYLAWS AND STANDING RULES OF LEGAL SECRETARIES, INCORPORATED, AND THE LOCAL ASSOCIATION TO WHICH I HEREBY APPLY FOR MEMBERSHIP, INCLUDING THE FOLLOWING CODE OF ETHICS:

*IT SHALL BE THE DUTY OF EACH MEMBER OF LEGAL SECRETARIES, INCORPORATED TO OBSERVE ALL LAWS, RULES AND REGULATIONS NOW OR HEREAFTER IN EFFECT RELATING TO CONFIDENTIALITY AND PRIVILEGED COMMUNICATION, ACTING WITH LOYALTY, INTEGRITY, COMPETENCE AND DIPLOMACY, IN ACCORDANCE WITH THE HIGHEST STANDARDS OF PROFESSIONAL CONDUCT. (Dedicated to the memory of Joan M. Moore, PLS, CCLS, LSI President 1980-82.)*

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SPONSOR \_\_\_\_\_ APPLICATION APPROVED \_\_\_\_\_

### ~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

LSI MEMBERS MAY ALSO JOIN ONE OR MORE OF THE FOLLOWING LSI LEGAL SPECIALIZATION SECTIONS:

~ CIVIL LITIGATION                      ~ CRIMINAL LAW                      ~ FAMILY LAW  
~ LAW OFFICE ADMINISTRATION      ~ PROBATE/ESTATE PLANNING      ~ TRANSACTIONAL LAW

SPECIALIZATION SECTION MEMBERSHIP INCLUDES: (1) QUARTERLY SECTION NEWSLETTERS; (2) FREE QUARTERLY CONFERENCE WORKSHOPS; (3) REDUCED REGISTRATION FEES FOR REGIONAL SPECIALIZATION SECTIONS SEMINARS; AND, (4) ROSTER LISTING EACH SECTION MEMBER'S NAME, CONTACT INFORMATION, EXPERTISE AND GEOGRAPHICAL AREA WITH WHICH FAMILIAR. SECTION DUES ARE NOMINAL AND A DISCOUNT IS OFFERED FOR MEMBERSHIP IN ALL SIX SECTIONS.

**FOR LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP AND DUES INFORMATION, VISIT LSI'S WEBSITE AT [www.lsi.org](http://www.lsi.org); or, TRANSMIT A COPY OF THIS ENTIRE PAGE OF YOUR APPLICATION TO:**

LEGAL SPECIALIZATION SECTIONS COORDINATOR  
LSI CORPORATE OFFICE  
P.O. BOX 660  
FORTUNA, CA 95540-0660  
FACSIMILE: 707.725.1344      E-MAIL: [lsiorg@suddenlinkmail.com](mailto:lsiorg@suddenlinkmail.com)

(Form adopted 5/01; revised 5/08)

\* ACCOMPANYING MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED, A CALIFORNIA NON-PROFIT MUTUAL BENEFIT ASSOCIATION, INCLUDES SUBSCRIPTION TO *THE LEGAL SECRETARY* MAGAZINE, REDUCED ANNUAL DUES FOR MEMBERSHIP IN LEGAL SPECIALIZATION SECTIONS AND DISCOUNTED PRICES ON PURCHASE OF *LSI LEGAL PROFESSIONAL'S HANDBOOK* AND *LAW OFFICE PROCEDURES MANUAL*.



## SLSA and LSI MEMBERSHIP APPLICATION (continued)

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

Talents, Interests, Hobbies: \_\_\_\_\_

**YOUR SPECIALTY:**

_____ Administrative Law	_____ Criminal Law	_____ Real Estate Law
_____ Appellate Law	_____ Family Law	_____ Taxation
_____ Arbitration	_____ Law Office Management	_____ Other
_____ Bankruptcy	_____ Litigation	Specify: _____
_____ Business/Corporate Law	_____ Probate/Estate Planning	_____

**EDUCATION:**

_____ High School Diploma	_____ Four Year Bachelor's Degree
_____ Secretarial Training Course	_____ Additional Education Above Four Year Degree
_____ Two Year Junior/Business College	

**TYPE OF OFFICE:**

_____ Law Office	_____ Self-Employed
_____ Government Services	_____ Corporate Legal Department
_____ Court System	_____ Other Specify: _____

**BENEFITS PROVIDED BY YOUR EMPLOYER: (Check all that apply)**

_____ Retirement/401(k)	_____ Major Medical	_____ Vacation
_____ Disability Income Plan	_____ Life Insurance	_____ Dental
_____ Hospitalization	_____ Vision	_____ Other
		Specify: _____
		_____

\_\_\_\_\_ **CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES**\_\_\_\_\_ **CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS**\_\_\_\_\_ **CHECK HERE IF YOU ARE WILLING TO HOLD A STANDING COMMITTEE CHAIR OR ASSISTANT CHAIR POSITION****WHERE WOULD YOU LIKE YOUR E-MAIL DELIVERED?** [ ] **BUSINESS** [ ] **RESIDENCE**

SLSA respects your privacy. If you do NOT want to be listed in SLSA's membership roster, check here: [ ]

How did you hear about SLSA? \_\_\_\_\_  
\_\_\_\_\_Please make your check payable to **SLSA** in the amount of \$40 (\$25 for students). Mail payment with this form to:

**Lynne Gomes**  
**Greenberg Traurig LLP**  
**1201 K Street, Suite 1100**  
**Sacramento, CA 95814**

## Benefit Highlights

**S**acramento Legal Secretaries Association and its state counterpart, Legal Secretaries, Inc. offers membership in six Legal Specialization Sections:

- Civil Litigation
- Criminal Law
- Family Law
- Law Office Administration
- Probate/Estate Planning
- Transactional Law

Have you thought of taking advantage of this benefit? If you work in one of the areas mentioned above, becoming a member of the legal specialization sections can be rewarding. While the dues for these sections are in addition to your regular membership dues, the benefits are tremendous! The cost for members is \$20 per section or \$75 for all six sections. Being a member of the specialization sections will provide you with quarterly newsletters regarding your specific section(s), Regional Seminars, classes offered at all LSI quarterly conferences, statewide roster of all members in your respective section, and a tremendous networking opportunity.

In addition to all of the personal benefits to joining a legal specialization section, should an SLSA member join, our association can earn Chapter Achievement Points. If you are currently a member or plan on signing up in the near future, please remember to let our Governor know and let your CAPs count!



## CCLS Quiz

*by Jennifer Estabrook, CCLS*

1. \_\_\_\_\_ Admittance  
A. Access  
B. Excess
2. \_\_\_\_\_ Followers  
A. Adherence  
B. Adherents
3. \_\_\_\_\_ An assistant  
A. Aid  
B. Aide
4. \_\_\_\_\_ Previously  
A. Already  
B. All ready
5. \_\_\_\_\_ Entirely  
A. Altogether  
B. All together
6. \_\_\_\_\_ An unreal vision  
A. Illusion  
B. Allusion
7. \_\_\_\_\_ A hiding place  
A. Cash  
B. Cache
8. \_\_\_\_\_ Transparent; utter  
A. Shear  
B. Sheer
9. \_\_\_\_\_ To belittle  
A. Depreciate  
B. Deprecate
10. \_\_\_\_\_ Each one in a group  
A. Every one  
B. Everyone



The Biggest Little City in the World

## RENO BUS TRIP

An Interclub Event Sponsored by  
Sacramento Legal Secretaries Association  
and  
Placer County Legal Professionals Association

**Sat., SEPTEMBER 10, 2011**  
**8 AM to 8 PM**

**Destination: The New Grand Sierra Resort Hotel Casino**  
**\$25 per person (checks payable to "SLSA")**

**Includes:**

- \$12 credit voucher for Grand Sierra Buffet or Café
- Free Coffee, Donuts, & Muffins
- Free Goodie Bag on Return Trip

- Restroom On Board
- \$1 Soft Drinks/Bottled Water
- \$2 Beer, Bloody Marys & Screwdrivers
- Open to members & non-members -- must be at least 21 years of age

**Seating is Limited!! -- First Come, First Served!! -- Register NOW!!**

**Departures:**

8:00 AM -- So. Sacramento/Elk Grove (Lowe's Parking Lot, Power Inn Rd. & Calvine Rd.)  
8:20 AM -- Arden Fair Mall (Sears Parking Lot along Royale Rd.)  
8:40 AM -- Citrus Heights (Safeway Parking Lot, 5345 Elkhorn Blvd.)  
9:10 AM -- Newcastle (Park & Ride off Newcastle Freeway Exit)

**RSVP BY AUGUST 26, 2011**  
**(no refunds after this date)**

**Reservations can be made online at:**  
[www.slsa.org/events](http://www.slsa.org/events)

**or by mail, using the reservation form below**

**Questions??**

**SLSA -- Lynne Gomes (gomesl@gtiaw.com)**

**PCLPA -- Julie Denker (jadenker59@yahoo.com)**

**SLSA -- Johnny Bateman (jbateman@capitol-digital.com)**



*Checks Payable to: SLSA*

**Mail form & check to: Lynne Gomes, c/o Greenberg Traurig, LLP**  
**1201 K Street, Suite 1100, Sacramento, CA 95814**

Name: \_\_\_\_\_  
Number of tickets requested: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Bus. Phone: \_\_\_\_\_ Cell/home phone: \_\_\_\_\_  
Your Pick-Up Location: \_\_\_\_\_ So. Sac \_\_\_\_\_ Arden \_\_\_\_\_ Citrus Heights \_\_\_\_\_ Newcastle

**~ Drawings for Raffle Prizes Held on the Return Trip from Reno ~**

# Reno Bus Trip Help Needed!!

**Can you please help in one or more of the following areas?**

- Food & Beverage Servers
- Raffle Prize Donations
- Goodie Bag Donations
- Shopping For/Picking Up Supplies
- Raffle Ticket Seller(s)
- Assistance Loading/Unloading the Bus
- Photographer(s)
- Bus Trip Activities (To Reno Only)
- DVD Movies for Return Trip
- Posting/Distributing Flyers

**Please contact Lynne Gomes ([gomesl@gtlaw](mailto:gomesl@gtlaw)) or  
Johnny Bateman ([jbateman@capitol-digital.com](mailto:jbateman@capitol-digital.com)) as soon as possible!**

**Thank you very much!!!**



## BIRTHDAY MAGIC!! SLSA'S SEPTEMBER CHARITABLE PROJECT

Birthday MAGIC is a program of the Volunteer Center of Sacramento that provides personalized birthday parties to children currently living in Sacramento area homeless shelters, transitional living facilities, or residential treatment centers.

The goal of Birthday MAGIC is to brighten the lives of children by providing fun, meaningful, and memorable birthday parties during what can be an awkward and challenging experience in their lives.

Each month, children living in these shelters will celebrate birthdays – through financial support, volunteer help, and the Birthday MAGIC program, these wonderful children will receive a birthday party thrown in their honor.



**WHO:** SLSA is sponsoring Birthday MAGIC!!  
**WHERE:** Cowell Children's Center  
Sacramento  
**WHEN:** Friday, September 30, 2011, from 4:30 to 6:00 pm



SLSA's sponsorship guarantees the birthday cake, pizza, beverages, decorations, goodie bags, and entertainment.

### WHAT WE NEED

- volunteers to help set up for the party, help celebrate and run the party, and then help clean up
- your help in purchasing presents for the kids

It is recommended that each child receive 5 presents: 2 presents from their "Wants" list, 2 presents from their "Needs" list, and 1 "Surprise" present. Approximately 2 weeks prior to the party, we will be advised how many children will be having their birthday in September, and we will be given their birthday lists. We will then distribute the lists to our members to review and help purchase gifts.

Please contact Crystal Rivera at [crivera@somachlaw.com](mailto:crivera@somachlaw.com) or (916) 469-3813, if you are interested in joining us for the party, donating presents (or party supplies), or have any questions. If you wish to volunteer at the party, you must **RSVP** Crystal Rivera; drop-ins are **not** welcome at the children's center.







“ I encourage all SLSA members to take advantage of as many Legal Specialization Section Seminars and workshops as possible.”

~Andrea Stoll

## Governor's Report

by Andrea Stoll

**S**tarting August 19, 2011, LSI kicks off its first quarterly conference. Last month I told you about “Celebrate the Seasons in Stockton” with information on how to register for the conference. It's still not too late. Contact Debbie Burgoine at (209) 472-9676 or by email at [db\\_humming@yahoo.com](mailto:db_humming@yahoo.com) for more information. I have also attached the Legal Specialization Section Seminars flyer in this bulletin so be sure to check those classes out. The last day to register for a Legal Specialization Section Seminar is Friday, August 12, 2011.

Beginning on Friday, August 19 from 7:30 p.m. to 9:00 p.m. LSI will offer two Legal Specialization Section Seminars to choose from: Law Office Administration with the topic titled “Power Against Fraud” and

Family Law with the topic titled “How Bankruptcy Can Affect A Divorce”.

Saturday morning, August 20 from 10:30 a.m. to 12:00 p.m., the Probate/Estate Planning workshop is titled: “Petition to Inventory-It's More Than Which Box to Check” and the Transactional Law workshop with the topic titled: “Engagement Letters, Expert Retention Agreements and More.”

And finally, Saturday afternoon, August 20<sup>th</sup> from 4:00 p.m. to 5:30 p.m. the Civil Litigation workshop topic will cover: “Law and Motion” and the Criminal Law workshop topic covering: “From Principal's Office to Courtroom-Juvenile Delinquency”.

LSI will also be conducting a CCLS workshop at the first

quarterly conference on Saturday, August 20 from 4:00 p.m. to 5:30 p.m. The deadline to register for this workshop is August 15, 2011. “This workshop will unravel the mysteries of the Legal Computations section of the CCLS exam. It will include an explanation of what is contained in this section, as well as tips about how to study for and take it, including math, bookkeeping and calendaring.” This sounds like the perfect workshop for anyone interested or planning on taking the CCLS exam this year.

I encourage all SLSA members to take advantage of as many Legal Specialization Section Seminars and workshops as possible. Furthermore, I wish you all a great August and hope to see you at LSI's first quarterly conference!

## Law Office Products/Management

by Corene Rodder

### Multiple Monitors and Productivity

**C**an multiple monitors improve productivity for a legal professional? Does it depend on the type and/or volume of tasks? A multiple monitor setup does increase the display area and can be an inexpensive way of improving computer usage. It would be interesting to find out via an informal survey of our members.

- Do you currently have a multiple monitor configuration at your workstation?

- Would you rather have 2 smaller monitors or 1 larger monitor?
- Why do you think multiple monitors are useful in a law office?
- What are the negatives to having multiple monitors?
- Should there be a maximum number of monitors?

I currently work with a single screen. Many of my colleagues

are moving to a multiple screen configuration. When I asked the professionals in my office, most indicated that it was useful to have their e-mail account on one screen and work product on the other when they had multiple timekeepers to support. This allowed urgent messages to be seen in e-mail. I am curious to see how many are using multiple screens and why you find them useful. Please e-mail me at [rodderc@gtlaw.com](mailto:rodderc@gtlaw.com) with your comments and/or observations.



### CHAPTER ACHIEVEMENT REPORTING FORM

Each association in LSI participates every year in the Chapter Achievement contest. An award of \$250 is presented by LSI to the highest scoring association in each membership category at the Annual Conference of LSI. Chapter Achievement Points (CAPs) are tracked during the year by SLISA's Governor. This covers activities from April 1, 2011, through March 31, 2012. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete this form each time you attend a function and mail it to SLISA's Governor.** If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

#### Date of Event

#### Event

_____	I submitted an article to <i>The Legal Secretary</i> magazine. (50 points)
_____	I attended an LSI Quarterly or Annual Conference. (50 points)
_____	I attended an Officer/Chairman Workshop at the Annual Conference.
_____	How many? _____ (25 points)
_____	I belong to an LSI-sponsored credit union. (100 points)
_____	I am insured through an LSI plan. (100 points)
_____	I rented a car through Hertz with the LSI discount. (200 points)
_____	I took the CCLS exam - Test Date: _____. (100 points)
_____	I passed the CCLS exam - Test Date: _____. (200 points)
_____	I submitted questions to LSI for use on the CCLS Mock exam.
_____	How many? _____. (25 points per question)
_____	I recertified as a CCLS during the 2011-2012 fiscal year. (50 points)
_____	I attended another association's monthly meeting, installation, or other function. (50 points)
_____	I attended an educational workshop or seminar sponsored by SLISA or another local association. (25 points)
_____	I attended an educational workshop or seminar sponsored by a Forum, CEB, or The Rutter Group. (25 points)
_____	I am a member of at least one Legal Specialization Section. (50 points)
_____	I am a member of all six Legal Specialization Sections as of March 31, 2012. (100 points)
_____	I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? _____. (50 points per seminar)
_____	I attended a Legal Specialization Section Regional Seminar. (75 points)
_____	I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
_____	I purchased the <i>Legal Professional's Handbook</i> (LPH) between April 1, 2011, and March 31, 2012. (200 points)
_____	I purchased the <i>Law Office Procedures Manual</i> (LOPM) between April 1, 2011, and March 31, 2012. (200 points)
_____	I purchased updates to the LPH between April 1, 2011, and March 31, 2012. (100 points)
_____	I purchased updates to the LOPM between April 1, 2011, and March 31, 2012. (100 points)

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

If you have any questions or would like to email this form, you can reach Andrea Stoll, Governor, at [andrea@haydulaw.com](mailto:andrea@haydulaw.com), otherwise you can mail this form to:

Andrea Stoll  
SLISA Governor 2011-2012  
Law Office of Eugene Haydu, Esq.  
965 University Ave., Ste. 222  
Sacramento, CA 95825

**STOCKTON-SAN JOAQUIN COUNTY  
LEGAL PROFESSIONALS ASSOCIATION**  
invites you to  
**“CELEBRATE THE SEASONS IN STOCKTON”**  
August 19-21, 2011  
LSI Quarterly Conference  
Stockton Hilton Hotel  
Stockton, California

**\*\* CONFERENCE REGISTRATION FORM \*\***

Name (to be used on badge): \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax Telephone: \_\_\_\_\_  
 Local Association: \_\_\_\_\_ LSA/LPA  
 (Do not abbreviate)

INDICATE IF YOU ARE:	Title	INDICATE IF YOU ARE:	Title
_____ State Officer	_____	_____ Governor	_____
_____ State Chairman	_____	_____ PLS/CCLS	_____

**SCRIP** (includes Registration, Welcome Reception, Banquet & Brunch):  
 POSTMARKED on or before July 19, 2011 \$100.00 \$ \_\_\_\_\_  
 POSTMARKED after July 19, 2011 (no exceptions) \$110.00 \$ \_\_\_\_\_

**SINGLE TICKETS:**

_____ Registration PRIOR to July 19, 2011	\$15.00	\$ _____
_____ Registration AFTER July 19, 2011	\$25.00	\$ _____
_____ Welcome Reception (Friday evening)	\$20.00	\$ _____

**SATURDAY NIGHT BANQUET:**  
 Circle one:  
 \_\_\_\_\_ New York Steak    Salmon    Vegetarian    \$49.00    \$ \_\_\_\_\_

**LUNCHEONS:**  
 Circle One:  
 \_\_\_\_\_ California Cobb Salad    Grilled Chicken Wrap    Vegetarian Wrap  
 \_\_\_\_\_ Presidents Luncheon (Saturday)    \$24.00    \$ \_\_\_\_\_  
 \_\_\_\_\_ Governors Luncheon (Saturday)    \$24.00    \$ \_\_\_\_\_  
 \_\_\_\_\_ Membership Luncheon (Saturday)    \$24.00    \$ \_\_\_\_\_

\_\_\_\_\_ **SUNDAY BRUNCH:**    \$22.00    \$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED**    \$ \_\_\_\_\_

SPECIAL DIETARY CONSIDERATIONS: (please list, if any, including VEGETARIAN):  
 \_\_\_\_\_

**NO REFUNDS AFTER AUGUST 5, 2011**

MAKE CHECKS PAYABLE TO: **SSJCLPA CONFERENCE FUND**  
 MAIL TO: Debbie Burgoine, Registration Co-Chair, 222 E. El Campo Ave, Stockton, CA 95207  
 Home: (209) 472-9676    Email: [db\\_humming@yahoo.com](mailto:db_humming@yahoo.com)

**STOCKTON-SAN JOAQUIN COUNTY  
LEGAL PROFESSIONALS ASSOCIATION**  
invites you to  
**“CELEBRATE THE SEASONS IN STOCKTON”**  
August 19-21, 2011  
LSI Quarterly Conference  
Stockton Hilton Hotel  
Stockton, California

**\*\*HOTEL REGISTRATION FORM \*\***

Name (to be used on badge): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax Telephone: \_\_\_\_\_  
Local Association: \_\_\_\_\_ LSA/LPA  
(Do not abbreviate)

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

**Accommodations:** (Plus applicable taxes and fees)

- ☐ SINGLE/DOUBLE (Standard) \$129.00 per night, plus 12% tax  
☐ KING STANDARD WITH SOFA BED \$129.00 per night, plus 12% tax  
\*Charge of \$10.00 additional per room for triple or quadruple occupancy. No Rollaways available  
Please use “group convention: legal” when making reservations  
To receive group price, rooms must be booked prior to **JULY 12, 2011**  
**ROOM PRICE INCLUDES ALL AMERICAN BREAKFAST**

**Check In/Out:** (Late arrivals or departures MUST be arranged with hotel)

Check in Time: 3:00 p.m.  
Check out Time: 11:00 a.m.

**Parking:** FREE to hotel guests

**Airports:** Sacramento International Airport (SMF) – approximately 45 miles from hotel

Please call hotel directly to book rooms: (800)-HILTONS or log on to [www.stockton.hilton.com](http://www.stockton.hilton.com) PLEASE USE GROUP NAME (ABOVE) WHEN MAKING RESERVATIONS

GENERAL INFORMATION, CONTACT:  
Jan Kuykendall, CCLS, Conference Chair  
Cell: (209) 747-4781  
Email: [ks24fanatic@aol.com](mailto:ks24fanatic@aol.com)

Name: \_\_\_\_\_ PLS/CCLS/CLA/Paralegal E-mail: \_\_\_\_\_  
 Address/City/State: \_\_\_\_\_  
 Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ Local Assn.: \_\_\_\_\_ LSA/LPA  
 Method of Payment: ☐ Check ☐ Credit Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Name on Credit Card: \_\_\_\_\_ Type of Card: Visa M/C AmEx Card Verification No: \_\_\_\_\_

*The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.*





LEGAL SECRETARIES, INCORPORATED  
CALIFORNIA CERTIFIED LEGAL SECRETARY  
**WORKSHOP REGISTRATION FORM**

**“Legal Computations – What Is It and  
How Do I Compute It?”**

First Quarterly Conference, August 19-21, 2011

Stockton Hilton Hotel, Stockton, CA

Saturday, August 20, 2011, 4 p.m. – 5:30 p.m.

Speaker: Terrie Quinton, CCLS

Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

This workshop will unravel the mysteries of the Legal Computations section of the CCLS Exam. It will include an explanation of what is contained in this section, as well as tips about how to study for and take it, including math, bookkeeping, and calendaring.

REGISTRATION DEADLINE: August 15, 2010

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

Address/City/State: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Local Assn.: \_\_\_\_\_ LPA/LSA

Please make check payable to LSI. Mail registration to Terrie Quinton, CCLS, c/o Duckor Spradling Metzger & Wynne, 3043 4th Ave., San Diego, CA 92103, and email registration to [quinton@dsmwlaw.com](mailto:quinton@dsmwlaw.com).





## Vendor Spotlight

### July General Dinner: Capitol Legal Investigations, Inc.

by Lynne Gomes



*Pictured from l to r: Duncan Runge, Dawn Forgeur, CCLS, and Luke Patterson*

Our featured vendor for the July membership meeting was Capitol Legal Investigations, Inc. Luke Patterson, owner and Licensed Private Investigator, established the full-service, private investigation firm in 1995, and services client cases throughout the Sacramento Valley and Sierra Foothills region.

Clients include insurance defense firms, insurance carriers, claims administrators, and self-insured governmental entities. Luke says, "Our state of the art nationwide computer data-

base access, micro-video equipment for close-up covert surveillance, and specially-equipped vans ensure you the best work product. Our investigators' experience in all aspects of claims handling, including witness locates and statements, ensures the focus is on obtaining what you need in the most effective way, to achieve an accurate core of evidence for successful trial preparation and/or settlement."

Thank you so much to Luke, his associate Duncan Runge, and the Capitol Legal Investigations team for their continued support of SLSA and for being our featured vendor!

For more information on Capitol Legal Investigations' services, you can locate them at [www.caplegal.net](http://www.caplegal.net).

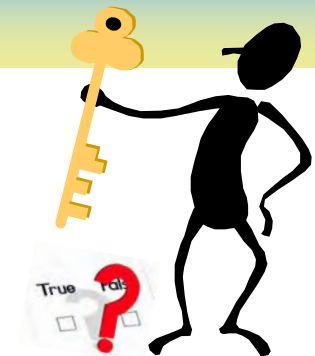


## CCLS Quiz Answers

by Jennifer Estabrook, CCLS

### CCLS QUIZ ANSWERS (from page 10):

- |                  |                  |
|------------------|------------------|
| 1. A; Access     | 6. A; Illusion   |
| 2. B; Adherents  | 7. B; Cache      |
| 3. B; Aide       | 8. B; Sheer      |
| 4. A; Already    | 9. B; Deprecate  |
| 5. A; Altogether | 10. A; Every one |



# HAPPY BIRTHDAY August

Liz Gideon

Cynthia Biscarra

Marve Breech, CCLS

Stevie Garcia

Sandy Machado

Ron Bodenmann

Alex Cain

Mary Taylor-Higgins

Monica Parra

Sheila Brown

Brooke Greene

Lois Greene

August 5

August 10

August 10

August 13

August 13

August 15

August 21

August 22

August 26

August 27

August 30

August 30

# Legal Procedures Budget Cuts

*Submitted by Molly Mahoney and Stevie Garcia*

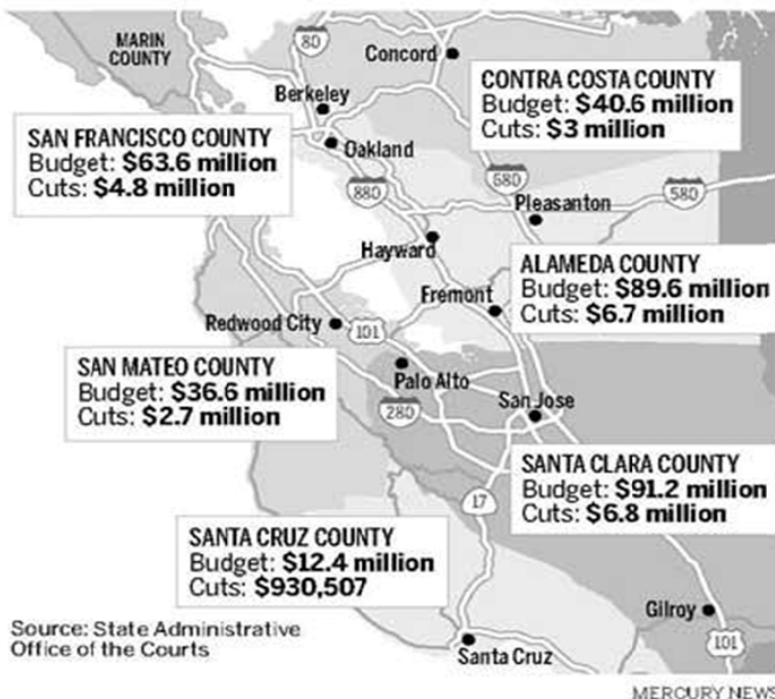
## BUDGET CUTS. ARE YOU READY?

California's Courts are facing \$350 million dollars in budget cuts. Because of these cuts some of your offices may be affected in one way or another. According to the LA TIMES article by Maura Dolan and Victoria Kim, the San Francisco County Superior Court is expected to be hit hardest by the budget cuts.

Below please find a map from Mercury News indicating the Courts facing budget cuts:

### Courts facing cuts

Here are the current budgets for trial courts in Bay Area counties, and the amount they will cut as part of the state's \$350 million in total cuts.



Additionally Butte County Superior Court is closing their Paradise Courthouse, effective September 30, 2011, due to budget cuts. To view the full press release from Butte County Superior Court, please visit: <http://www.buttetecourt.ca.gov/pressinfo/default.cfm>



## Legal Procedures Cont....

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### SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE

\*\*\*PUBLIC NOTICE\*\*\*  
PURSUANT TO GOVERNMENT CODE §68106

07/01/2011

#### **NOTICE OF CLOSURE OF PARADISE COURTHOUSE EFFECTIVE SEPTEMBER 30, 2011**

Pursuant to the decision of the Board of Judges for the Superior Court of California, County of Butte, effective as of the close of business on Friday, September 30th, the Paradise Courthouse, located at 747 Elliott Road, Paradise, will be closed to the public indefinitely. As Court proceedings have not occurred at this location since October 2009, this reflects a change in counter services only.

All services previously offered at the Paradise Courthouse will be available at the Chico Courthouse, located approximately 15 miles from Paradise at 655 Oleander Avenue in Chico. The Chico Courthouse is open Monday through Friday from 8:30 a.m. to 4:00 p.m.

Butte County Superior Court services may also be accessed by phone at (530) 532-7002 or at the Butte County Courthouse located at 1 Court Street, Oroville, California. Information and services are also available on our public website at [www.buttecourt.ca.gov](http://www.buttecourt.ca.gov).

As a part of the Judicial Branch of government, the Superior Court receives its annual budget allocation through the Judicial Council of California, an entity of the State. Ongoing State budget concerns have resulted in reduced local staffing levels, and remaining staff resources must be utilized as efficiently as possible. This can best be accomplished by consolidating operations into our two primary facilities. This consolidation of services will also serve to enhance security and safety for the public and staff, as the Chico and Oroville facilities provide security features not available at the Paradise Courthouse.

This consolidation is also in line with the Court's long-term plan of merging Chico and Paradise services into the new North Butte County Courthouse facility in Southeast Chico, currently in the early stages of design.

The Paradise Courthouse will remain open during its regularly scheduled business hours, 8 a.m. – 1 p.m., Monday through Friday, through September 30, 2011.

For more detailed information regarding budget cuts in San Francisco County Superior Court, please visit <http://www.sfsuperiorcourt.org/>.

Source(s): <http://www.courts.ca.gov/14845.htm>, LA Times Article; [http://www.latimes.com/news/local/la-me-0720-court-cuts-20110720\\_0,3809232,print.story](http://www.latimes.com/news/local/la-me-0720-court-cuts-20110720_0,3809232,print.story), Mercury News; [http://www.mercurynews.com/breaking-news/ci\\_18497333?nclink\\_check=1](http://www.mercurynews.com/breaking-news/ci_18497333?nclink_check=1),



# Superior Court Changes

## County of Alameda

Pursuant to Government Code section 68106, the Superior Court of California, County of Alameda, provides notice of a reduction in hours of all Clerks' Offices. Currently, the hours of Clerks' Offices are 8:30 a.m. to 4:00 p.m. Effective Monday, October 3, 2011, the hours of the Clerks Offices shall be 8:30 a.m. to 2:30 p.m. on all days except judicial Holidays, Saturdays and Sundays. The hours of the Traffic Division shall be 9:00 a.m. to 2:30 p.m.

## County of San Joaquin

Effective October 3, 2011, the Superior Court of California, County of San Joaquin, will close the following courtrooms and court clerks' offices:

- Tracy Court Branch: The two courtrooms (departments T1 and T2) and clerks' office, at 475 E. 10th Street; and
- Lodi Court Branch: One courtroom (department L2) and one clerks' office, both at 315 W. Elm Street.

The one remaining Lodi courtroom (department L1) and the second Lodi clerks office, both located at 217 W. Elk Street, will remain open. Neither is affected by this notice.

The closure of the above locations means the following changes beginning on October 3, 2011:

- **Small claims** cases will no be heard at any court location. However filings will be accepted at the Stockton Courthouse, at 222. E. Weber Avenue, Stockton.
- **Tracy Branch**, for the following types of matters, submit filings and appear for proceedings at:
  - Civil harassment and unlawful detainer cases — the court's Manteca Branch, at 315 E. Center Street, Manteca;
  - Domestic violence restraining order matters — the Stockton Court Annex, at 540 E. Main Street, Stockton;
  - Traffic trials, infraction matters, and limited civil jurisdiction matters — the main Stockton Courthouse, at 222 Weber Avenue, Stockton.
- **Lodi Branch**, for the following types of matters, submit filings and appear for proceedings at:
  - Civil harassment restraining orders, limited civil jurisdiction matters, unlawful detainer cases, all traffic cases, all trials, criminal motions, preliminary hearings, and probation violations — the main Stockton Courthouse, at 222. E. Weber Avenue, Stockton; and
  - Domestic violence restraining order matters — the Stockton Court Annex, at 540 E. Main Street, Stockton.

## County of San Francisco

Two hundred San Francisco Superior Court employees received their 60-day layoff notices. The layoffs include employees from every division serving every function of the Court and will take effect September 20, 2011. Beginning October 3, 2011, 25 courtrooms will be closed indefinitely, mostly concentrated in the Civic Center Courthouse, and the Court will be drastically re-organized. Under the reorganization plan, the Court will close:

- 12 Civil Trial Departments;
- Two Complex Litigation Departments;
- One Law & Motion/Discovery Department;
- One Case Management Department;
- One Juvenile Dependency Department; and
- One Juvenile Traffic Department;
- Other departments will be consolidated to reduce the number of required court support staff.

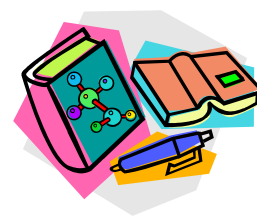
# SLSA—Beginning Legal Secretary (BLS)

by Astrid Watterson, CCLS

SLSA held another successful Beginning Legal Secretary course this Summer. There were a total of 37 students who registered for the course. The students worked hard for nine weeks to learn the basics of working in a law office and the area of civil litigation. Congratulations to the Summer 2011 BLS class:

Janice Ainsworth  
Julie Bowen  
Cindy Breninger  
Carolyn Broderick  
Alexander Cain  
Michelle Carpenter  
Amy Dare  
Kelli Devereux  
Jackie Flores  
Rene Garcia  
Diane Gee  
Candy Glass  
Melanie Herman  
Stephanie Hosey  
Shaine Kennedy

Lorrie Lele  
Christina McKinney  
Lacy Monserrat  
Joy Morgan  
Teresa Patterson  
Kellyann Petty  
Christine Rainville  
Tiffani Redo  
Heather Rodriguez  
Barbara Sandstrom  
Reyna Santana  
Jinni Stallberg  
Tara Stevens  
Jaymee Thorne  
Maria Vang



## Vocabulary List

by Jennifer Estabrook, CCLS

curriculum vitae	course of one's life; a resume
laches	inexcusable delay
assumpsit	he undertook; he promises
sua sponte	on one's own initiative
ultimo	in the last month
circa	approximately
in loco parentis	in the place of a parent
inter alia	among other things
quo warranto	by what right or authority
non sequitur	that with does not follow; illogical conclusion



# Speaker Spotlight

## July General Dinner Meeting: Capitol Legal Investigations

by *Sophia Albov, CCLS*



**T**he Sacramento Legal Secretaries Association was joined at its July dinner meeting by Luke Patterson and Duncan Runge of Capitol Legal Investigations. We had the pleasure of learning about different areas of law where a surveillance operation could provide useful evidence. Mr. Patterson also discussed the different ways a legal secretary or assistant could provide information to a private investigator to maximize the effectiveness of a surveillance operation.

A private investigator is traditionally used mostly in criminal and personal injury/workman's comp cases. However, Mr. Patterson explained how a surveillance operation could be highly useful in other areas of the law.

For example, in any tort where a plaintiff is suing for emotional distress, a well-placed private investigator could find evidence that might refute this claim. If the plaintiff is insisting that their quality of life and enjoyment of life has been destroyed by a negative employment decision – then a few photos snapped of them hav-

ran through a series of pictures which show why a home stake-out can sometimes be tricky (for example, rural area with no cover, street with no available parking, hostile neighbors, etc.). He indicated that when these situations occur it's preferable to have an alternative location to find the plaintiff; often a deposition or other scheduled legal appointment is often a good time to find a plaintiff.

“Mr. Patterson stressed the importance of detailed information and active assistance on the part of a legal secretary working with a private investigator.”

~Sophia Albov, CCLS

ing fun could undermine their credibility.

Mr. Patterson stressed the importance of detailed information and active assistance on the part of a legal secretary working with a private investigator. The name of the plaintiff and their address is not the only important information that we can pass along. We can let them know where their attorney's office is located, where the plaintiff works, what they like to do. A detailed physical description of the plaintiff, as well as the modes of transportation they utilize is also very useful. One of the advantages of providing as much information as possible is that it allows the investigator to find the plaintiff in places other than their home. Mr. Patterson

operation prior to taking a deposition it is useful to ask broad questions in the deposition about what they used to do and now cannot do because of their injury or impairment. This helps because if in a deposition they state they can no longer raise their arm up and a private investigator catches them golfing or pulling something off a high shelf, then their credibility is undermined.

Mr. Patterson has been a private investigator since 1993 and founded Capitol Legal Investigations in 1995. Prior to becoming a private investigator Mr. Patterson worked as a field adjuster, a “skip-tracer,” and a debt collector. He grew up in Roseville and is a member of Toastmasters International.



Pictured from l to r: Dawn Forgeur, CCLS, Lynne Gomes, Devika Datt, and Raj Kohli (new SLSA Members)

# August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 <i>Executive Board Meeting</i>	9	10	11	12	13
14	15	16	17	18 <i>General Dinner Meeting; Boss of the year; Legal Professional of the year</i>	19 <i>LSI Conference, Stockton</i>	20 <i>LSI Conference, Stockton</i>
21 <i>LSI Conference, Stockton</i>	22 <i>Last Day to Submit Articles for Bulletin</i>	23	24	25	26	27
28	29	30	31			

## Dates to Remember

- **August 8 - SLSA Executive Board Meeting** (Location: Greenberg Traurig, LLP - Time: 6:00 p.m.)
- **August 18 - Regular Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **August 19-21 - LSI First Quarterly Conference, Stockton, CA.**
- **August 22 - Last Day to Submit Articles for the September issue of The Legal Eagle**
- **September 7 - SLSA Executive Board Meeting** (Location: Greenberg Traurig, LLP - Time: 6:00 p.m.)
- **September 10- Reno Bus Trip** (Location/ Time: Varies see flyer)
- **September 15 - Regular Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **September 19 - Last Day to Submit Articles for the October issue of The Legal Eagle**
- **September 30 - Birthday Magic** (Location: Covell Children's Center, Sacramento, 4:30 p.m.)





# Sacramento Legal Secretaries Association

## Dinner Meeting - August 18, 2011

Vendor of  
the Month:  
  
MacroPro

Speaker: Michael Levy  
President, Sacramento County Bar Association

"SCBA: How It Relates to Legal Professionals,  
Charitable Projects, and Court Budget Cuts"

Presentation of the Legal Professional of the  
Year and the Boss of the Year

5:30 – 6:15 p.m. Meet & Greet  
6:15 – 8:00 p.m. Dinner Meeting

**Courtyard Marriott**  
**Midtown Sacramento**

4422 Y Street, Sacramento

**\$25 SLSA Members\*/\$28 Non-Members\***

**R.S.V.P. by August 15.** Complete the reservation form, check should be made payable to SLSA, and mail to: Maimie Chyinski, Registration/Reception Chair 2011-2012, SLSA, c/o Fagen Friedman & Fulfroft, LLP, 520 Capitol Mall, Ste. 400, Sacramento, CA 95814; or fax: 916-443-0030; or email to: [reservations@slsa.org](mailto:reservations@slsa.org). **\*Please add \$3 for reservations made after August 15.**  
**NOTE:** Cancellations must be received 48 hours in advance for a refund. **No-Shows will be billed.**

**MCLE & CCLS Credit:** SLSA, a local association of Legal Secretaries, Inc., an approved provider, certifies that this activity has been approved for minimum Continuing Legal Education credit by the State Bar of California and California Certified Legal Secretary credit in the amount of **0.5 hours**.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

### Entrée Selection:

#### ☐ **Dijon Chicken**

Dijon breaded breast of chicken,  
roasted red pepper mashed  
potatoes, seasonal vegetables.

#### ☐ **Penne Pasta Primavera**

with roasted vegetables and sun  
dried tomatoes

All dinners include a Caesar salad  
and Chocolate Molten Lava cake.



Do you require an ☐ MCLE or ☐ CCLS certificate?

Are you an SLSA member? ☐ YES ☐ NO

If "No", are you interested in membership? ☐ YES ☐ NO

Are you interested in hearing about SLSA volunteer opportunities? ☐ YES ☐ NO



# LEGAL SECRETARIES, INCORPORATED

ORGANIZED 1934

OFFICE OF: EXECUTIVE ADVISOR  
CHRISTA DAVIS  
19827 ALANA ROAD  
CASTRO VALLEY, CA 94546  
OFFICE - (925) 463-0750  
CDAVIS@STALEYJOBSON.COM



## NOMINATIONS AND ELECTIONS FIRST QUARTERLY COMMUNICATION – 2011 - 2012

Greetings members of LSI! You may find it strange to receive a directive from the Nominations and Elections Chair so early in the fiscal year. Nominations and elections do not take place until the beginning of 2012, but now is a great time to give serious thought to getting more involved with your association and possibly on the state level.

If you are not already an officer or chairman for your local association or for LSI, I urge you to check out the various offices and/or chairmanships, their duties, and the time commitment involved. Why not offer your assistance to the current officers and chairmen to get a taste of what is involved in their positions. In offering your assistance, you are able to experience what it means to be more involved in LSI without the total commitment. You may find that you enjoy certain offices or chairmanships more than others and thus may give you a better idea what it is you would like to do in the future.

Nothing will make you feel more comfortable, at ease, and feel more a part of the association than getting involved. You will quickly become acquainted with other members, understand the inner workings of the association and enjoy yourself at the meetings. Don't hesitate, get involved now!

If you are seriously considering running for office on the state level, congratulations! You've taken the first important step towards an investment in your future, personally and professionally. In the coming months, take time to talk to the current LSI officers to get an idea of the duties required for each office and the time commitment required. It is important that you find out what is expected of you as an LSI officer. It's no secret that being an officer takes time, but as they say, it is time well spent. Not only will you benefit professionally, your employer will benefit, and more importantly, you will achieve goals and skills that will stay with you wherever you go and whatever you do.

LSI will only prosper and grow with the involvement of its members. You can make a difference in this corporation, but it will not happen unless you take that first step. So get busy – do your research, volunteer your time, become more familiar with your association and LSI on the state level and take that next step – get involved.



# California Certified Legal Secretary

A Program of  
Legal Secretaries, Incorporated



## APPLICATION

Please complete and mail this form to the following address with your check to reserve your place at one of the examination venues:

**CCLS Certifying Board**  
**5726 Lorelei Avenue**  
**Lakewood, CA 90712**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, October 15, 2011
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, March 17, 2012

Deadline: Application must be received 60 days prior to examination date. A late application may be accepted up to 30 days prior to the examination if submitted with a \$25 late fee, in addition to the fees listed below, if space is available.

EXAMINATION FEES*			
LSI MEMBERS**		Non-LSI MEMBERS	
Registration fee:	\$ 15.00	Registration fee:	\$ 55.00
Examination fee:	\$ 95.00	Examination fee:	\$ 95.00
Total	\$110.00	Total	\$150.00

Enclosed is a check in the sum of \$\_\_\_\_\_, payable to LSI.

\* Fees subject to change without notice.

\*\* LSI members: Name of local association: \_\_\_\_\_ LSA/LPA.  
**Please enclose a photocopy of your local membership card.**  
You must be a member upon application to be eligible for reduced fees.

\*\*\* Include \$25 late fee if applicable.

Name \_\_\_\_\_ Last 4 Digits of SSN \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail(s): \_\_\_\_\_

Highest level of formal education completed: \_\_\_\_\_; Highest Degree: \_\_\_\_\_.

**EMPLOYMENT RECORD:** Please list legal secretarial employment, beginning with your most recent (or current) employment, to show a minimum of two full years of such employment. Attach a supplemental page if additional entries are necessary to show two full years of employment as a legal secretary.

Dates \_\_\_\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Summary of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates \_\_\_\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Summary of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Signature of  
Applicant \_\_\_\_\_ Date \_\_\_\_\_

# Announcing

## 2011 Mid-Year Revision of the California Calendar Key . . .

(Superior Court Civil Litigation)

by Brenda Thomas Wilson, J.D.

This 270-page **STATE** calendaring guide has tips, techniques, and numerous tables to help you write entries, calculate dates, and find the timelines you need. With each book, you will get a "book tag" to identify it when shelved and a laminated calendar card (approximately 4 x 6 inches) of the most common superior court timelines. This publication is also Part I of the *Calendar Procedures Key*, described below. Updated with relevant 2011 California Rules of Court (January 1, 2011, to and including rules adopted April 29, effective July 1, 2011) and Code of Civil Procedure amendments, the main topics and features are:

- Basic legal calendaring with examples
- Superior court civil case management (plus Sacramento County Superior Court local rules)
- Discovery calendaring with California Electronic Discovery Act provisions
- Motions (with step-by-step illustrations of calendaring a motion to compel and motion for summary judgment applying new CCP § 12c)
- Alternative dispute resolution, including judicial arbitration
- Trial calendaring with new Expedited Jury Trial information
- Alphabetized unlimited and limited civil case reference guide with appellate review timelines
- Blackline text of the California Electronic Discovery Act
- Number conversion table of the California Rules of Court on civil mediation
- Table of authorities for state statutes and rules

## and the Calendar Procedures Key

(California Civil Litigation)

Also by Brenda Thomas Wilson, this 452-page **STATE AND FEDERAL** calendaring guide contains (as Part I) the entire **2011 California Calendar Key** described above, with the addition of federal district court calendaring and e-discovery. It, too, includes a laminated calendar card for the most common California state timelines and its own book identification tag. The main topics and features are:

- Federal district court filing and calendaring
- FRCP time-computation amendments
- Federal motions and civil discovery, including rule 502 of the Federal Rules of Evidence
- Federal pretrial conferences and case management, with new FRCP amendments on expert witness testimony
- The latest relevant local rules of the Eastern, Northern, Central, and Southern District Courts of California, including the Northern District Court's important motion timeline changes effective June 2, 2011; and the Central District Court amendments effective June 1, 2011
- The original 2006 amendments regarding electronically stored information with blackline format of the relevant Federal Rules of Civil Procedure and related Advisory Committee Notes
- Table of authorities for federal statutes and rules

Please complete and mail the form below or place your order by phone, fax, or e-mail.

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\_\_\_\_\_ 2011 California Calendar Key: \$57.50 each, plus \$\_\_\_\_\_ for mailing,\* for a total of \$\_\_\_\_\_.

\_\_\_\_\_ 2011 Calendar Procedures Key: \$84.50 each, plus \$\_\_\_\_\_ for mailing,\* for a total of \$\_\_\_\_\_.

Prices include sales tax!

\*Mailing costs: Any one book = \$6.00; any two books = \$7.50; any combination of three books = \$8.50; 4+ books = No charge

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Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

# Eating with Sophia:

## Celebration of Salad

by Sophia Albor, CCLS

**T**he heat of the Sacramento summer always makes me crave salad. Summer is the very best time for a great salad. Vegetables and fruits are plentiful and farmers markets are in full swing. Sacramento restaurants really seem to understand the art to designing an amazing salad. We are not talking about iceberg lettuce with ranch dressing (which is also wonderful and definitely has its place in the world!). I have been searching for the unique, the wonderful, and the fancy. Arugula, endive, goat cheese, shaved fennel, citrus vinaigrette - a world of wonder on a plate! The other thing I really like about salad is there are so many different directions one can go with a salad. From savory to sweet; vegetable loaded to meat saturated - so many different options. In light of that, I humbly submit my list of favorite Sacramento salads.

### **Best Spinach Salad**

Paesanos  
1806 Capitol Ave  
Sacramento, CA 95814  
(916) 447-8646  
[www.paesanos.biz/](http://www.paesanos.biz/)

Spinach, papaya, smoked bacon, goat cheese, honey-mustard vinaigrette, and polenta croutons. How could one possible go wrong with such a wonderful assortment of ingredients? The amount of meat is perfectly balanced with the fruit and cheese components. However, the true star of this show is the polenta croutons. Paesanos is

the first place that I ever tried polenta croutons and they are truly wonderful. They are not as crunchy as traditional croutons, but the flavor is spot on. If you fall in love with the polenta croutons make sure to try the polenta fries!

### **Best Wedge Salad**

House Kitchen and Bar  
555 Capitol Mall  
Ste 155  
Sacramento, CA 95814  
(916) 498-9924  
[www.houseoncapital.com/](http://www.houseoncapital.com/)

Bleu cheese, applewood smoked bacon, red onion, tomatoes, and a wonderful creamy dressing. The wedge is a classic staple of the salad world. Often over dressed and underappreciated. Usually this salad is found in hotel meals and the like. However, House takes this old and sometimes tired classic and steps it up a notch. The salad is never overdressed and has just the right amount of toppings. They even provide a nice steak knife to cut your wedge up which is necessary because the wedge is big!

### **Best Make Your Own Salad**

Jacks Urban Eats  
1230 20th St  
Sacramento, CA 95814  
(916) 444-0307  
[www.jacksurbaneats.com/](http://www.jacksurbaneats.com/)

When I come to Jacks I know exactly what I am going to order every time. Sometimes I feel like I should try something else and I venture outside of my normal. This

never turns out as well as I want it to. If you find something you love - stick with it! That said I always get triple strawberry, double walnut, and single feta with blue cheese dressing. If you have been to Jacks you know exactly what I am talking about. If you have never been before, please allow me to explain. There are three lettuce choices and about twenty-five topping choices, as well as several dressing choices. This gives one an almost endless combination of salad possibilities. It is also a great place to come with a group because of the cafeteria style set up and easy ability to pay individually.

### **Best Simple Salad**

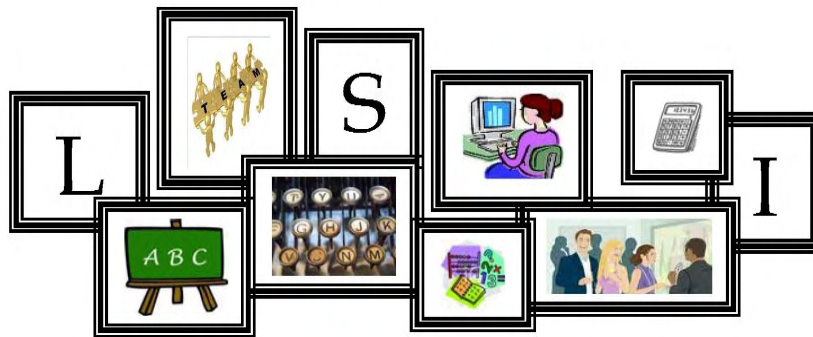
Kupros Bistro  
1217 21st St  
Sacramento, CA 95811  
(916) 440-0401  
[www.kuprosbistro.com](http://www.kuprosbistro.com)

Currently - Baby Lettuces, Pickled Blackberries, Maytag Blue, Hazelnuts, and Red Wine Vinaigrette

The ingredients of this salad change regularly to keep in step with what is in season and fresh. My favorite incarnation of this salad had blood orange dressing and slices in it. As described above I love it when there is fruit in a salad! The only downfall with this salad is that the dressing has the potential to be underwhelming. Anytime I go there and the blood orange dressing is on the menu I always ask for that as a substitution.







## BACK TO BASICS: EDUCATION, NETWORKING AND FRIENDSHIP

LSI Quarterly Conference  
Sacramento Marriott Rancho Cordova  
November 11-13, 2011

### CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Local Association (please spell out) \_\_\_\_\_ (LSA/LPA)

PLEASE INDICATE IF YOU ARE:

☐ State Officer (Specify) \_\_\_\_\_ ☐ Governor  
☐ State Chairman (Specify) \_\_\_\_\_ ☐ CCLS ☐ PLS

LEGAL TRIVIA THROWDOWN: Interested in Being Team Member? ☐ Yes ☐ No

SCRIP (Includes Registration, Welcome Reception, Banquet, and Brunch)

POSTMARKED ON OR BEFORE October 11, 2011	\$100.00	\$ _____
POSTMARKED October 12, 2011 OR LATER	\$110.00	\$ _____

#### INDIVIDUAL TICKETS

_____ Registration PRIOR to October 11, 2011	\$15.00	\$ _____
_____ Registration AFTER October 12, 2011	\$25.00	\$ _____
_____ WELCOME RECEPTION (Friday)	\$20.00	\$ _____
_____ Presidents' Luncheon (Saturday)	\$30.00	\$ _____
_____ Governors' Luncheon (Saturday)	\$30.00	\$ _____
_____ Membership Luncheon (Saturday)	\$30.00	\$ _____
_____ BANQUET (Saturday Evening)	\$40.00	\$ _____
_____ BRUNCH (Sunday)	\$25.00	\$ _____

Total Amount Enclosed \$ \_\_\_\_\_

MENU CHOICES: (Please Indicate Choice):

Banquet: ☐ Chicken Marsala, ☐ Baked Sole, or ☐ Italian Vegetable Calzone  
 Luncheons: ☐ Baja Chicken Wrap or ☐ Vegetarian Wrap

Special Dietary Restrictions: \_\_\_\_\_

Please make checks payable to: LSI

Mail to: LSI Corporate Office, P.O. Box 660, Fortuna, CA 95540-0660



Legal Secretaries,  
Incorporated  
2nd Quarterly Conference

November 11-13, 2011

**BACK TO BASICS: EDUCATION, NETWORKING &  
FRIENDSHIP**

Sacramento Marriott Rancho Cordova  
11211 Point East Drive  
Rancho Cordova, CA 95742  
Tel: (916) 638-1100  
Fax: (916) 638-5803

**HOTEL REGISTRATION FORM**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Local Association: \_\_\_\_\_ (LSA / LPA)  
Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

**ACCOMMODATIONS:**

- ☐ Single/Double \$94.00 (plus 12% tax plus a \$1 tourism assessment fee)  
3<sup>rd</sup> and 4<sup>th</sup> person in each guest room is \$10.00 per person, per day.  
Check In – 3:00 p.m. Check Out – 12:00 p.m.  
Complimentary on-site Parking

**RESERVATIONS:** Please call hotel at (800) 228-9290 or (916) 638-1100 and mention Legal Secretaries, Incorporated to get conference rate.

Or reserve on-line (group code built into web addresses below) at:

Leglega (King Bed):

<http://www.marriott.com/hotels/travel/sacmc?groupCode=leqlega&app=resvlink&fromDate=11/10/11&toDate=11/13/11>

Leglegb (2 Queen Beds):

<http://www.marriott.com/hotels/travel/sacmc?groupCode=leqlegb&app=resvlink&fromDate=11/10/11&toDate=11/13/11>

Deadline to reserve room at negotiated rate – **October 20, 2011**

**AIRPORT:** Sacramento International Airport (SMF) (27 miles)

NO airport shuttle

Alternate transportation: SuperShuttle - \$38.00 USD (one way)  
Estimated taxi fare - \$75.00 USD (one way)

**General Information, contact:**

Catherine Culver, CCLS, Conference Chair  
Tel: (800) 281-2188 / Fax: (707) 682-6888  
E-mail: [lsiorq@suddenlinkmail.com](mailto:lsiorq@suddenlinkmail.com)

# *Legal Secretaries, Incorporated*

## LEGAL SPECIALIZATION SECTIONS

CIVIL LITIGATION  
CRIMINAL LAW  
FAMILY LAW  
LAW OFFICE ADMINISTRATION  
PROBATE/ESTATE PLANNING  
TRANSACTIONAL LAW



### *ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?*

#### **IF NOT, HERE ARE TEN GREAT REASONS WHY YOU SHOULD BECOME A SECTION MEMBER:**

- Reasonable annual dues. (\$20.00 per section; \$75.00 for all six!)
- Continuing Education in all areas of the law.
- Quarterly educational programs -- Free to Section Members.
- Spring Regional Seminar (So. California) and Fall Regional (Northern California) offering a discount on registration fees to section members.
- Quarterly newsletters containing up-to-date information, including changes in the law, new forms, and legal articles.
- Statewide roster of all members in all sections, for easy access to local procedural information in other counties.
- California Certified Legal Secretary®/MCLE/Paralegal CEU credits.
- Networking provides a forum for the exchange of information.
- Respect from employer when you pass on valuable information obtained at workshops and seminars.
- Professional and personal excellence.

*For more information, contact Margaret Tovar, Legal Specialization Sections Coordinator.  
12412 Camilla Street, Whittier, CA 90601; Email: [mtovar@kbblaw.com](mailto:mtovar@kbblaw.com)*

## LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

### 2010-2011 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

Complete and mail with your check made payable to LSI, for \$20 for each section, or a total fee of \$75 per year to join all SIX sections simultaneously if an LSI Member, or \$40 for each section or a total fee of \$150 per year to join all sections simultaneously if joining as a non-LSI member.

Mail to: **LESLIE AMES, CCLS, Legal Specialization Coordinator,**  
**4248 Crestview Place, Eureka, CA 95503**

Enclosed is payment of my dues for the fiscal year **8/1/10** through **7/31/11** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

**Method of Payment:** Check, payable to "LSI," enclosed ☐ VISA ☐ MASTERCARD ☐

**Credit Card Information:** Number \_\_\_\_\_ Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_

**Name on Credit Card:** \_\_\_\_\_ **Card Verification Number** \_\_\_\_\_

**PER LSI STANDING RULES , CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.**

NEW	RENEWAL	
		<b>Criminal Law</b>
		<b>Family Law</b>
		<b>Law Office Administration</b>
		<b>Litigation</b>
		<b>Probate/Estate Planning</b>
		<b>Transactional Law</b>



**(PLEASE PRINT OR TYPE)**

NAME: MR./MRS./MS \_\_\_\_\_ PLS/CCLS/CLA/PARALEGAL \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

LOCAL ASSOCIATION: \_\_\_\_\_ LSA/LPA \_\_\_\_\_

RESIDENCE PHONE ( ) \_\_\_\_\_ BUSINESS PHONE: ( ) \_\_\_\_\_

E-MAIL ADDRESS(ES): \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

**PREFERRED MAILING ADDRESS:** ☐ HOME ☐ OFFICE ☐ EMAIL

YEARS OF LEGAL EXPERIENCE: \_\_\_\_\_

SPECIALTY: \_\_\_\_\_

FAMILIAR WITH PRACTICE IN COUNTIES OF (Please indicate each County, not area):

\_\_\_\_\_

### LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
<b>BRASS TACKS*</b> A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 5/06)	\$ 5.00		\$
<b>CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET</b> A 26-page booklet designed to assist local associations in promoting the career of legal secretary. Includes handout materials and an outline for use at career and scholarship promotion events. (Rev. 2/98)	5.00		
<b>CCLS BROCHURE</b> Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 2/08)	N/C		
<b>CCLS MOCK EXAM 2006</b> Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
<b>CCLS PIN</b> A ½" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
<b>CCLS STUDY KIT</b> Contains Mock Exam (see above), Gregg Reference Manual with Basic and Comprehensive Worksheets and Instructor's Resource Manual.	120.00		
<b>GUIDELINES FOR HOSTING LSI CONFERENCES*</b> An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 2/08)	N/C		
<b>GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM</b> A 34-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 8/03)	5.00		
<b>HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES*</b> A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/05)	5.00		
<b>HISTORY OF LEGAL SECRETARIES, INCORPORATED</b> A 50-page memory of people, places and events since 1929. (Rev. 2/06)	5.00		
<b>LAW OFFICE PROCEDURES MANUAL FLYER</b> An 8 ½" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES</b> To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 9/07)	4.00		
ADOPTIONS CHAPTER (Rev. 9/07)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 9/07)	7.00		
CORPORATIONS CHAPTER (Rev. 9/07)	7.00		
COURT STRUCTURE CHAPTER (Rev. 9/07)	7.00		
CRIMINAL LAW CHAPTER (Rev. 9/07)	7.00		
DISCOVERY CHAPTER (Rev. 9/07)	7.00		
FAMILY LAW CHAPTER (Rev. 9/07)	7.00		
PROBATE CHAPTER (Rev. 9/07)	7.00		
REAL ESTATE CHAPTER (Rev. 9/07)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 9/07)	7.00		
WORKERS' COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 9/07)	7.00		
<b>LEGAL SECRETARY'S REFERENCE GUIDE</b> A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 4/07)	30.00		
<b>TOTAL THIS PAGE</b>			<b>\$</b>

\*Item available to LSI members only

(Prices effective 0508)



## LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
<b>LSI BYLAWS AND STANDING RULES*</b> As currently adopted by the LSI Governors.	\$ 5.00		\$
<b>LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER</b> An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LSI LEGAL SPECIALIZATION SECTIONS BROCHURE</b> Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
<b>LSI MEMBERSHIP BROCHURE</b> Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev. 2/08)	N/C		
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<b>LSI ROSTER*</b> Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
<b>MEMBERSHIP APPLICATION FORM*</b> An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information (Rev. 5/08). Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
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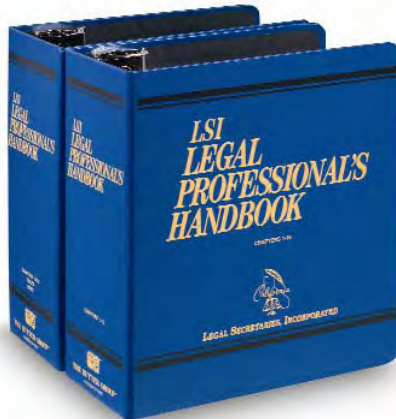
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21	Antelope Valley	LSA				0
49	Beverly Hills/Century City	LSA	13		37	50
22	Butte County	LPA	4		18	22
29	Capitol City	LPA	7		21	28
8	Conejo Valley	LPA	1		5	6
22	Desert Palm	LPA	2		15	17
24	El Dorado County	LPA	1		15	16
43	Fresno County	LPA	13		36	49
46	Humboldt County	LPA	9		39	48
30	Imperial County	LPA	13		24	37
35	Livermore-Amador Valley	LPA	4		23	27
55	Long Beach	LSA	9		55	64
34	Los Angeles	LSA	20		26	46
16	Marin County	LPA	4		13	17
35	Merced County	LPA	9		29	38
20	Monterey County	LSA	2		12	14
66	Mt. Diablo	LPA	11		51	62
16	Napa County	LSA			15	15
80	Orange County	LSA	21		57	78
22	Palo Alto	LSA	7		18	25
26	Placer County	LPA	5		34	39
13	Redding	LPA	8		11	19
23	Rio Hondo District	LPA	5		12	17
27	Riverside	LPA	4		16	20
158	Sacramento	LSA	63		118	181
205	San Diego	LSA	99		140	239
60	San Fernando Valley	LSA	6		28	34
46	San Francisco	LPA	12	-2	31	43
30	San Gabriel Valley	LSA	8		23	31
80	San Mateo County	LSA	14		63	77
28	Santa Barbara	LSA	6		20	26
52	Santa Clara County	LSA	15		44	59
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37	Stanislaus County	LPA	3		33	36
46	Stockton-San Joaquin	LPA			29	29
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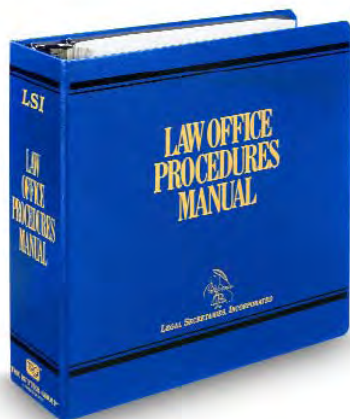
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by Liz Gideon

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the path may lead.  
Go instead where there  
is no path and leave a  
trail."  
~ Harold R. McAlindon*

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