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WWW.SLSA.ORG

Inside this issue:

<i>President's Report</i>	2-3
<i>Benefit Highlight</i>	3
<i>Membership Chair Report</i>	6
<i>How Do I?</i>	7
<i>Parliamentarian's Corner</i>	8
<i>Vendor Spotlights</i>	8
<i>Of Note</i>	10-11
<i>CCLS Quiz/ Answers</i>	13/23
<i>CCLS Vocabulary</i>	18
<i>Governor's Report</i>	20
<i>Legal Procedures</i>	22
<i>Employment Report</i>	25
<i>Mock Trial</i>	26-27
<i>Office Products/Mgmt.</i>	28-29
<i>Out to Lunch</i>	32-33

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Sacramento Legal Secretaries Association



Theme of the Month:

Tips and Tricks

Events

- **SLSA Lunch Lesson – January 13.** Topic: “Filing Tips and Tricks-The Runners Perspective” This event will be held at Weintraub Genshlea Chediak, 400 Capitol Mall, 11th Floor. Please contact Sophia Albov, CCLS at salbov@cookbrown.com. **See page 33.**
- **Day in Court – January 20.** This event will be held at the Hilton-Sacramento Arden West Location, 2200 Harvard Street. You can register online through our website or contact Rebecca Lerma @ lermar@gtlaw.com. **See page 19.**

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 Astrid Watterson, CCLS



Astrid Watterson, CCLS

It's a new year! We made it through a new year. Many thanks to the members for their participation in the various events we have had in 2010. December was another awesome month - I swear they keep getting better and better! Rebecca and her team of helpers, Lynne Gomes and Rosa Deniz did a fantastic job putting the mock trial together. They made John Baldwin's play come to life. Johnny Bateman was the Easter bunny - with a TAIL! Alex Cain was Bernard the nasty little elf who dared threaten my children with the naughty list. Ugh. Seriously, I still can't believe the jury did not see the veiled threats going on. But, whatever! I'm telling you, if you missed out on the mock trial, you missed out on a

stuffer charity event. The event was coordinated by Gloriela Garcia - thank you Gloriela! The SLSA executive board got together and personally donated several stockings and a few excess materials. Several other law firms and members got together to do the same thing. We had a few last minute donations and Sandra Andrade stepped in to help us deliver the stockings to Loaves and Fishes. Very well done SLSA!

The new year brings with it several changes. We have our Day in Court event to be held at the Arden Hilton on January 20, 2011. Rebecca and her team tell me that they have confirmed several county court executives and the court of

Last, but certainly not least, in this issue, you will see several articles from the board members regarding their job descriptions. It is our hope that members take an interest in the association and want to keep it alive and running successfully. We need to find volunteers for next year and our search needs to begin now. All members will soon receive correspondence from the nominations and elections committee and ballots will soon go out. We need to have names to put on the ballot. If you have questions about what any of the officers do, feel free to contact us and ask. If you would like to have your name added to the ballot, please contact the nominations and elections committee member, Jay-

"Many thanks to the members for their participation in the various events we have had in 2010." ~ Astrid Watterson, CCLS

few hilarious moments. We all had a great time and I was very happy to see so many people attend the event. Greenberg & Traurig attorneys came out to play and added humor to the mock trial. The judge - oh my. She nearly spooked me to death when she banged the gavel so hard it made me jump so high! How high? Very high! (I'm smiling, can you tell?)

Seriously, a huge thanks to everyone who was willing to come out and just be together for a couple of hours to participate in the mock trial and the holiday ornament exchange. There are many thieves among us ... I think someone still has the coveted snowman.

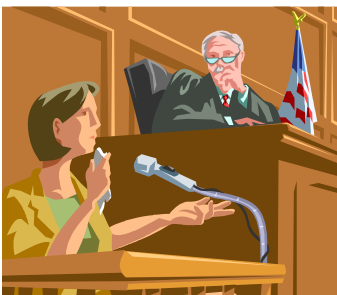
Aside from the mock trial, we also had a holiday stocking

appeals. We will have several vendors present as well. If you can attend, please do so. We hope to have handouts and information to give to everyone as well as your questions answered by the court executives themselves.

This month we will have a lunch lesson regarding tips and tricks for filing with the courts presented by Alex Cain of Nationwide Legal. Detailed information such as the date and location can be found on our website and in the bulletin. We hope that with these types of events, we are meeting your educational needs. Next month is our federal court procedures month and we will also cover appellate rules and procedures.

mie Moralez at jmoralez@somachlaw.com. She will add your name to the ballot.

Hope everyone had a great New Year! Thank you for electing me as your President.



Benefit Highlight

by Dawn Forgeur, CCLS

Working Advantage

www.workingadvantage.com has some great discounts for our members. To take advantage of some of these deals, just send me an email (forgeurd@gtlaw.com) for our Member ID Number, then log onto their website to create your account.

With all the new movies coming out, take advantage of discount movie tickets! The following tickets can be used to watch new movies, including first-run films. (There are additional options available to purchase even cheaper tickets if you want to wait a few weeks to watch your movie.)

- [Cinemark \(Century\) Theatres Platinum Supersaver Tickets](#)-\$7.75 per ticket
- [No restrictions, including first-run films!](#)
- [Regal \(UA\) Theatres Premiere Super Saver Tickets](#)-\$8.00 per ticket
- [No restrictions, including first-run films!](#)

Thinking of taking a day trip to San Francisco? [Go San Francisco™ Card](#) is a multi-attraction pass that gives you the most choice at the best value. Visit as many attractions as you

want on each day. Daytime admission to all listed attractions is included in the pass. Please see additional rules on Working Advantage's site, and multi-day cards are available.

Go San Francisco™ Card: Adult 1 Day Member
Price: \$52.25 (Regular price*: \$54.99)

Go San Francisco™ Card: Child 1 Day Member
Price: \$33.25 (Regular price*: \$34.99)

The Go San Francisco™ Card includes admission to (plus more not listed):

- SFMOMA
- Wax Museum at Fisherman's Wharf
- Historic Cable Car Ticket
- Exploratorium
- Wine Country Tours
- Zeum Carousel
- Zeum at Yerba Buena Gardens
- Six Flags Discovery Kingdom
- Savings at restaurants, shops, other services and much more



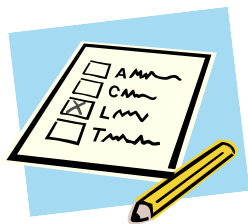
Capturing CAPs (Chapter Achievement Points)

Only a few months left for you to support SLISA and submit your CAPs forms – we are trying to win the contest this year and need you to help!

Did you know that members can submit questions to LSI's Continuing Education Council ("CEC") for use on the CCLS Mock Exam, and that each question earns 25 points? I would love to get a few questions from our members to submit to LSI, especially from those of you who have achieved your CCLS credentials already! You can also email your questions directly to me and I will forward them for you. (Please also list your source for the answer to the question.)

Have you attended another association's meeting or seminar? Have you attended a Sacramento Bar Association meeting? Send me an email with the date and which association and earn 50 CAPs for SLISA!

Dawn R. Forgeur, CCLS – forgeurd@gtlaw.com



Presidential Duties

by Astrid Watterson, CCLS

So you want to be President of SLSA? If you're thinking about it, then you've taken the first step. I won't kid you, being President comes with a lot of responsibility, but it also has a lot of rewards. To be successful, you should first have the support of your family and your work, then have really good friends. If you have family, work, and friends who will support you, you're on the road to success already! Once you have made a decision to run for the office of President, then you should start formulating a plan. Why do you want to be President? What do you want to accomplish as President? Do you like to serve other people? As

so that you know what you and others can and can't do.

Is it time consuming to be President? Sometimes. The busiest times are right before a board meeting and a general meeting. It's busy because you are trying to coordinate with everyone to make sure that you have all of the essential items. That's when having a good board and committee members come in handy. For example, before a board meeting, I know that Crystal is going to have the minutes ready for review; Maimie is going to provide me with a list of the bills that need to be paid and she will have her treasurer's report ready for discussion and

if you have a good group of people, anything can be accomplished relatively easily. I know that Jennifer Estabrook, CCLS, will bring sufficient copies of the CCLS quiz and will have a prize ready; Maimie will have the treasurer's copies ready; Molly/Nancy/Laura will have provided me with a legal procedure article and handout for the meeting; Sophia will introduce the speaker and vendor; Jennifer Shelton will take care of the registration; Crystal will have copies of the Secretary's minutes; Dawn will have her Governor's report ready and when there isn't much to report, she will step in wherever she is needed; and Anne will bring the marketing materials

"Being President is not about the title, it's about what you do to earn the right to be President." ~ Astrid Watterson, CCLS

President, that's what you do. You are in the service department. You are in charge of putting together agendas for the board meeting and the general meeting. You are in charge of running both meetings, which means understanding the roles of the other chairman and coordinating with them. When you are first elected as President, you are in charge of appointing the chairmen. The board then reviews and approves your appointments. It is a good idea to have a plan ready so that you can give each of your chairmen direction and goals to accomplish. It is not necessary for you to memorize the Bylaws or Standing Rules, that's what you have your Parliamentarian for or even your Executive Advisor, however, it is a good idea to become familiar with them

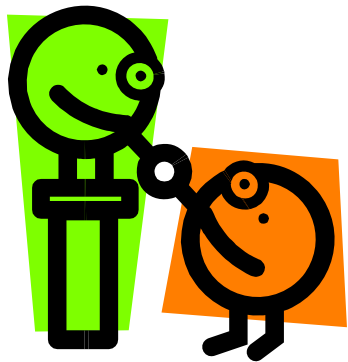
review; Anne will have all new members' applications and her report ready for review; and Tammy is going to be ready with any motion language needed. I typically send an e-mail out a few days before the board meeting to all of the chairmen and ask that anyone who handled money or will be handling money provide me with a written report, a copy of their check request, and any other information I will need before presenting their progress before the board.

General meetings are slightly different because you have to be ready to be in front of members. As President, you will be the chair of the meeting, meaning that you start the meeting and you end it. Yes, unfortunately, speaking in public is a must, but it really isn't as scary as you may think. Again,

and will have her items ready to induct new members.

So, what do I do? If I didn't have such awesome people, I would stress out and try to bring everything myself. However, these people have spoiled me and when I try to stress (because really, if you know me, you know I'm going to stress regardless) they give me the "look" that says, "Really, Astrid, c'mon, I got this." When the President is not conducting a meeting, then they are responsible for responding to e-mails from members and addressing any other concerns that may come up. The President should always be copied on any correspondence from the association and should review it as well as any contracts signed on behalf of the association. Don't worry, it doesn't take long and you can

RUN
for
Office!



Presidential Duties (Cont.)

by Astrid Watterson, CCLS

do it on your own time. The duties of the President also include attending the LSI conferences and the President's Roundtables when applicable. Both the President and the Governor are liaisons to LSI and should be aware of what is going on at the state level and how it will affect the local associations.

This may all seem time consuming, but really it's not that bad. My personal thought is that if you always think about the members and keep their interests at the forefront, you will most likely make the right decision. Being President is not about the title, it's about what you do to earn the right to be President. Can you lead a group of people to continue this association's successes? Being President will not always make you everyone's best friend. Sometimes making the right decision for the association and its members is a difficult one. I think the most difficult part of being President is that sometimes people think it's all about them. I have to keep the big picture in mind. I also have to realize when someone is simply not doing

what they signed up for, that it's not personal, but I do have to find a replacement so the association can keep going.

There are far more positives to being President, such as the sense of accomplishment each month after the general meetings. You are able to meet so many different people in our legal field and network with others in your profession and vendors whom you will most definitely call upon for assistance when needed. You do make friends, even if that's not what you set out to do, but it can't be helped. After you work with someone for so long and you get to see their work ethic and that they do a really good job, you can't help but admire them and become friends. Since I became involved in SLSA years ago, I can honestly say that I have had the pleasure of meeting and working with some of THE most awesome legal professionals ever. I'm talking the best of the best! These people take their jobs seriously, they care about their continuing education, they care about doing a good job, they have high work ethics (grammar, spelling,

legal procedure, etc.), superior legal knowledge, and are generally fantastic additions to our profession – and guess what? I've had the honor of working with them! As President you also develop many other skills that will be handy in your personal life as well.

Like I said before, if you are considering running for President, I applaud you. I want to see this association thrive and continue to do well. I want to continue to attend classes and educational meetings and to be able to network, so hopefully, many of you will consider becoming the next SLSA President. Keep in mind; you are not alone. Try it – run for office!

I want to see this association thrive and continue to do well.

**~Astrid Watterson,
CCLS**



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, Anne French to her work address at Downey Brand, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814.



Membership Chair Report

by Anne French

WELCOME



Hello everyone and Happy New Year! I hope everyone enjoyed the holidays and had a safe New Year's.

If you're not a member, you can contact me at (916) 520-5268 or e-mail me at afrench@downeybrand.com for information regarding membership.

Below are our new members that have recently joined SLSA.

CINDY BRENINGER – Cindy is a legal secretary for the Law Office of Charles H. Wright. She has been a legal professional since 1993. Cindy celebrates her birthday on December 20. She enjoys skiing, horseback riding and hiking.

ROSA DENIZ – Rosa is a legal clerk with McGeorge School of Law. She has been a legal professional since 1999. Rosa celebrates her birthday on May 12. She is the mother of three boys ages 4, 13, and 14.

CHRISTIE ELLIOTT – Christie is a legal assistant/office manager at Edward Dudensing. She has been a legal professional since 2000. Christie celebrates her birthday on March 10. She enjoys traveling, stained glass, reading and cooking.

ANA MARIE SOTUELA – Ana Marie is a legal secretary for The Saqui Law Group. She has been a legal professional since 2004. Ana Marie celebrates her birthday on September 29. She enjoys writing and reading.

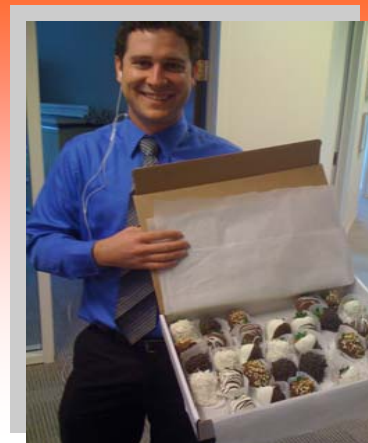
Are you an SLSA member who has changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you. Let us celebrate your accomplishments with you during good times and support you during tough times. Please send your news to afrench@downeybrand.com.

Thank you!!

Johnny Bateman from Mirror Imaging delivering some Christmas cheer! Our SLSA vendor support is fantastic. Please be sure to return the favor and use our vendors. We have many who support our association and cater to our members' needs. A few who have helped us this year are:

ASAP Legal	Carol Nygaard & Associates	Nationwide Legal
Atkinson Baker	Edward Jones Investments	RJ Crowell
Barkley Court Reporters	Esquire Solutions	Sarnoff Court Reporters
Buca di Beppo	First Legal Support Services	University Reporters
Capitol Digital Document Solutions	Morton's The Steakhouse	Veritext
Capitol Legal Investigations	Mirror Imaging	Vine McKinnon & Hall

Thank you everyone for your support — Happy New Year!



How Do I?

QUESTION:

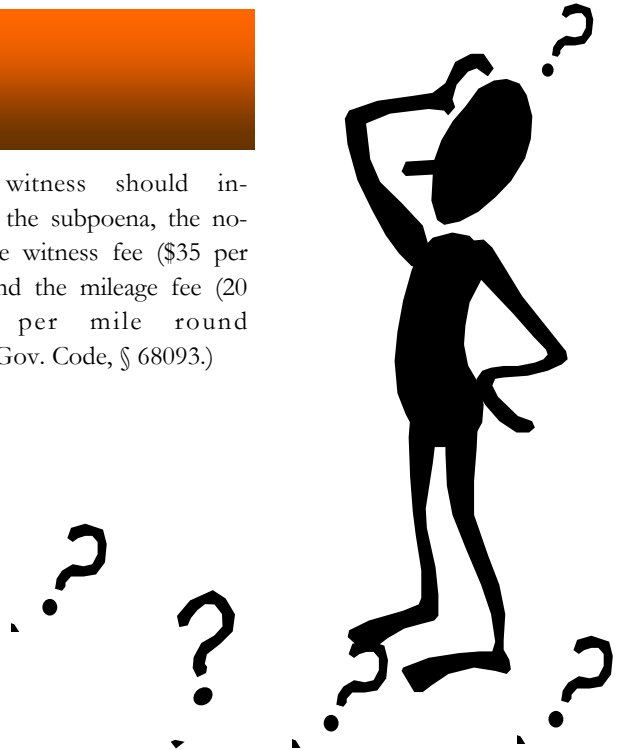
How do I know when I need to send a subpoena along with the notice of deposition?

ANSWER:

The first thing you need to find out is if the witness or deponent is a party to the action. Parties to civil actions include the plaintiffs, defendants, cross-complainants, intervenors, appellants, etc. If the witness is a party, the service

of a subpoena is not required; a simple notice of deposition served upon the party or their attorney is sufficient. (Law Office Procedures Manual, B-61.) If the deponent is not a party to the action, then you must not only prepare and serve a notice of deposition, but also prepare and serve a civil subpoena. If you want the witness to bring documents with them to the deposition, then you would prepare a civil subpoena duces tecum. Note: service to a non

party witness should include: the subpoena, the notice, the witness fee (\$35 per day), and the mileage fee (20 cents per mile round trip). (Gov. Code, § 68093.)



QUESTIONNAIRE

For Day in Court

Email submissions to lermar@gtlaw.com



Sacramento Legal Secretaries Association's annual Day in Court Event is scheduled for **Thursday, January 20, 2011**. We have invited guest speakers from Amador, Butte, El Dorado, Placer, San Joaquin, Stanislaus, Sacramento, Solano, Sutter, Yuba and Yolo counties as well as the Third Appellate District Court of Appeals.

We are planning to send each court a list of 10 questions and compiling a Frequently Asked Questions handout based on the responses received. The questions should be able to be answered in 1-3 sentences and be general questions that could be asked of each court. If you have a question in mind, please email your suggestions to Rebecca Lerma at lermar@gtlaw.com or fax this form to Rebecca at 916-448-1709.

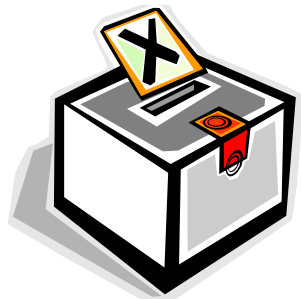
Question(s) for the Court: _____

Name (not required): _____

Email (not required): _____

Parliamentarian's Corner

by Astrid Watterson, CCLS



It's that time again, next month, in February, the nominations for elected offices will close and the voting will begin. According to Robert's

nominating committee.

SLSA does have a nominating committee. The committee is made up of Yolanda De

it. Once the nominations are closed, the nominating committee will put together the ballots and send them out to all of the members for vot-

"It is important that each member read the instructions, place their vote, and return it to the nominating committee."

~Astrid Watterson, CCLS

Rules of Order, a nomination is a formal proposal to the voting body, in an election to fill an office or position, suggesting a particular person as the one who should be elected. The two most common means of nominating candidates for office are nominations from the floor and by a

La Cruz, Jaymie Moralez, and Gwen Gomez. Next month, at our general meeting, the nominations will close after the chair calls for any additional nominations from the floor. Please remember, if you are nominating someone, they must be aware of the nomination and agree to

ing. It is important that each member read the instructions, place their vote, and return it to the nominating committee. To be placed on the ballot, please contact Jaymie Moralez at jmoralez@somachlaw.com and indicate which position you would like to run for.

Vendor Spotlight

December General Meeting: Atkinson Baker

by Sophia Albou, CCLS



The Sacramento Legal Secretaries Association was joined at the December Dinner Meeting by Atkinson-Baker representative Wendy Lannoye. She came to talk to us about the new mobile transcript application that Atkinson-Baker has developed and also assisted us with our mock trial as a juror.

Atkinson-Baker is partnering with a company that has developed an app for the iPad, iPhone, or Blackberry which allows mobile access to deposition transcripts at no additional charge. Once you

have registered for the service you will receive e-mail notices whenever there is a completed transcript and all you have to do is follow the link and start working. This app allows attorneys and paralegals the ability to create billable hours while waiting at court, the airport, or working from home. It gives quick access to all deposition transcripts in one spot on your mobile device, uniformly organized by case, deponent, and date.

How to get started:

- Send an email – one time only to Atkinson-Baker at clientservices@depo.com

or call 1 800-288-3376 requesting all future transcripts be sent via mobile transcript.

- Sign up for a free account on mobiletranscript.com
- Download the free app.
- Begin Working!



Second Annual Bay Area Legal Secretaries, Inc. LEGAL TRIVIA THROWDOWN!



Sacramento Legal Secretaries Association invites you to join us for an inter-association, fun competition. Gather your association members and form a team. We will be competing in a Jeopardy game show format. There is no limit to the number of members on your team. All contestants must be active LSI members.

Everyone is welcome for lunch and cheering!

All Jeopardy questions are from CCLS materials. You do not have to be a CCLS to participate. The winning association will be presented with a plaque and bragging rights for a year!

WHEN: Saturday, February 5, 2011

TIME: 11:30 a.m.

(Approximately 2 hours for lunch and competition)

WHERE: Scott's Seafood & Grill

Jack London Square

2 Broadway, Oakland, CA

Tel: (510) 444-3456

\$28 LSI Members/\$29 Non-Members

Space is limited. Please RSVP by January 14, 2011.

Late registrations must add \$3 for reservations made after January 14, 2011.

NAME: _____

ASSOCIATION NAME: _____

EMAIL: _____ TELEPHONE: _____

WILL YOU BE COMPETING? _____ YES _____ NO

Indicate Entrée Selection:

- ☐ Chicken Piccata (Sautéed with Lemon-Butter Caper Sauce, served with Herbed Rice and Fresh Vegetables)
- ☐ Pasta Primavera (Fresh Pasta with Julienned Vegetables topped with Grana Cheese)

Complete and detach reservation form. Enclose **check payable to SLSA** and mail to:

Diane West, CCLS
Law Offices of Richard W. McGinnis
2999 Douglas Blvd., Suite 185
Roseville, CA 95661

If you have any questions, please contact:
Diane West, CCLS
email: dwestmcginnis.law@hotmail.com
or
Launa Atkinson, CCLS
email: latkinson@cddlaw.com

Answers to Jeopardy questions will be provided at end of competition for use in studying for CCLS exam.

Tips and Tricks

by Alex Cain of Nationwide Legal

- Alameda Superior Court in Oakland has two courthouses that are across the street from each other and connected via an underground tunnel. The 1221 Oak Street court, where the departments are located, usually closes later than the 1225 Fallon Street address where the filing windows are located. If you make it to the filing window after hours and their doors are locked, the court is still accessible as long as you can enter through the Oak Street court. This is also useful in the mornings when all of the runners and jurors are waiting in line to get inside once they open the doors.
- Sacramento Superior Court has a number system for their cases. In particular, Writ cases start with 34-(Year)- 80000000 as opposed to 34-(Year)-00000000. When preparing filings for pick-up and filing, Writ cases require an extra copy in addition to the standard listed below:
 - ⇒ Original-> Hole punched, not stapled, and without exhibit tabs
 - ⇒ Court Copy-> Stapled **and with exhibit tabs if documents or for Law & Motion**
 - ⇒ Client Copy-> This copy must be a full copy, as the clerks no longer endorse face pages
 - ⇒ Extra Writ Copy-> Stapled, **and with exhibit tabs**



Of Note



DID YOU KNOW? RESEARCH OR INFORMATION ON BILLS CAN BE FOUND AT WWW.LEGINFO.CA.GOV.

AB 2765, Committee on Judiciary. Civil actions: statutes of limitation: theft.

Existing law provides that a civil action, in the case of a theft, shall be commenced within 3 years. Existing law provides that in the case of a theft of any article of historical, interpretive, scientific, cultural, or artistic significance, a cause of action is not deemed to have accrued until the discovery of the whereabouts of the article by the aggrieved party, his or her agent, or a law enforcement agency.

This bill would authorize a civil action against a museum, gallery, auctioneer, or dealer for the recovery of works of fine art that were unlawfully taken or stolen, including a taking or theft by means of fraud or duress, **to be commenced within 6 years of the actual discovery** by the claimant or his or her agent of the identity and whereabouts of the work of fine art and information or facts that are sufficient to indicate that the claimant has a claim for a possessory interest in the work of fine art. This bill would apply to pending and future actions commenced on or before December 31, 2017, and would include any actions that were dismissed based on the expiration of statutes of limitation in effect prior to the date of the enactment of this bill if, prior to that date, the judgment in the action was not final or the time for filing an appeal from a decision on that action had not expired, provided that the action concerns a work of fine art that was taken within 100 years prior to the date this bill is enacted.

This bill contains the Legislature's findings and declarations in support of a finding that this bill is in agreement and conformity with a specified court decision.

SB 1087, Alquist. Identity theft: restitution.

Existing law establishes various offenses relating to identity theft. Existing law establishes a procedure for purposes of imposing restitution obligations on defendants, as specified.

This bill would authorize restitution for expenses to monitor an identity theft victim's credit report and for the costs to repair the victim's credit for a period of time reasonably necessary to make the victim whole, as specified.

SB 1274, Committee on Judiciary. Electronic service of process.

Existing law authorizes a trial court to adopt local rules permitting electronic filing and service of documents, subject to rules adopted by the Judicial Council and other specified conditions.

This bill would modify those conditions, and would authorize the court, in any action in which a party has agreed to accept electronic service, or in which the court has ordered electronic service, as specified, to electronically serve any document issued by the court that is not required to be personally served, in the same manner that parties electronically serve documents. The bill would require the Judicial Council to adopt rules relating to the integrity of electronic service. The bill would make other technical and conforming changes.

SLSA Stocking Giveaway

by *Gloriela Garcia*

The Sacramento Legal Secretaries Association was able to assist in helping with donations for holiday stockings which were donated to Loaves and Fishes. Their goal was to give away over 1,000 stockings and SLSA was proud to help them achieve their goal.

I would like to personally thank and recognize those members, friends, and law firms who generously donated items to make SLSA's Stocking Giveaway a success:

Fagen Friedman & Fulfro	Ann Allan
Klinedinst PC	Crystal Rivera
Teri McClory	Maimie Chyinski
Gloriela Garcia	Dawn Forgeur, CCLS
Paula Lee	Jennifer Rotz
Maria Garcia	Anne French

Astrid Watterson, CCLS
Justine Gamayo
Marva Gallaty
Amy H. Ruggles



A special thank you to Sandra Andrade who stepped in and helped with deliveries to Loaves and Fishes at the last minute. It takes a group of people to make an event succeed, and we definitely had it.

Of Note (cont.)

Assembly Bill No. 2119

CHAPTER 41

An act to add Section 12c to the Code of Civil Procedure, relating to civil procedure.

[Approved by Governor July 6, 2010. Filed with Secretary of State July 6, 2010.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2119, Tran. Civil procedure: deadlines: computation.

Exiting law specifies procedural rules applicable to civil litigation, including requiring the performance of specified actions to be completed within a specified number of days before a hearing.

This bill would provide that the determination of the specified number of days prior to a hearing would be determined by counting backward from the date of the scheduled hearing and would exclude the date of the hearing.

The people of the State of California do enact as follows:

SECTION 1. Section 12c is added to the Code of Civil Procedure, to read:

12c. (a) Where any law requires an act to be performed no later than a specified number of days before a hearing date, the last day to perform that act shall be determined by counting backward from the hearing date, excluding the day of the hearing as provided by Section 12.

(b) Any additional days added to the specified number of days because of a particular method of service shall be computed by counting backward from the day determined in accordance with subdivision (a).



ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION

Dinner Meeting Notice

“CHANGES IN THE LAW-Effective Jan. 1, 2011”

[Alameda County local rules changes and how new state legislation will impact our laws and rules in Alameda County]

Presented By:

John Reymundo
Alameda County Superior Court

Date & Time

Tuesday, January 11, 2011
6:00 p.m. – 9:00 p.m.

Location

Buttercup Pantry
229 Broadway
Oakland, CA

Entrée Options

1. Grilled Chicken Tostada - flour tortilla shell filled with beans, shredded lettuce, Jack & Cheddar cheese, grilled chicken, guacamole, sour cream, diced tomatoes & green onions
2. Patty Melt (or Gardenburger Melt) - charbroiled patty on grilled rye bread with grilled onions & American cheese, with choice of french fries, curly fries or potato salad
3. Stir Fry Cashew Chicken - strips of marinated chicken stir fried with mushrooms, celery, red onion, bell pepper & cashews, served with rice, with soup or salad (need choice of Salad Dressing)
4. Shrimp Scampi - jumbo shrimp sautéed in garlic butter with rice & fresh vegetables, with soup or salad (need choice of Salad Dressing)

Cost

\$25 per person

[24 hr. Cancellation of Reservation or No-Shows will be charged for their meal.]

RESERVATIONS REQUIRED: Please submit your reservation to **Linda Andrew-Marshall** as soon as possible, but no later than Friday, January 7, 2011. Please contact Linda via e-mail at lindaam@gmail.com or by calling (510) 326-8180.

MCLE: Alameda County Legal Secretaries Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1 hour. MCLE Certificates of Attendance will be available at the meeting. CCLS or other continuing education certificates will need to be provided by the member.

CCLS Quiz

by Jennifer Estabrook, CCLS

Litigation

True or False:

1. Exhibits must be separated by hard sheets with either side or bottom tabs.
☐ True
☐ False
2. Unless personal service of a document is made by a California sheriff or marshal, the proof of service must include a declaration under penalty of perjury.
☐ True
☐ False
3. Requirements for documents filed in California are set forth in the California Code of Civil Procedure.
☐ True
☐ False
4. If an attorney's office is not open and the attorney's residence address is not known, papers may be served by delivering them to the clerk of the court.
☐ True
☐ False
5. If a cross complaint is filed, a special Judicial Council form summons should be used.
☐ True
☐ False
6. Debit cards may not be used to pay for filing fees on fax filings made directly with the court.
☐ True
☐ False
7. If a credit card charge is rejected when paying a filing fee, the filing party has 30 days to pay the fees before the filing is rejected.
☐ True
☐ False
8. There is an additional filing fee for complex civil cases in addition to the first paper fee.
☐ True
☐ False
9. When assembling papers for filing with the court, keep entire sets of documents together, i.e. original summons, complaint and civil case cover sheet, and the copies together in another group.
☐ True
☐ False
10. Service by mail is complete at the time the recipient receives the mailing.
☐ True
☐ False



Answers on page 23

Southern Butte County Legal Professionals Association

invites you to celebrate

“WOMEN THRU THE AGES”

February 25-27, 2011

LSI Quarterly Conference

Gold Country Casino and Hotel

Oroville, California

** UPDATED **

** 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

(Spell out)

INDICATE IF YOUR 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 January 25, 2011	\$106.00	\$ _____
POSTMARKED after January 25, 2011 (no exceptions)	\$116.00	\$ _____

SINGLE TICKETS: FRIDAY NIGHT

_____ Registration PRIOR to January 25, 2011	\$ 15.00	\$ _____
_____ Registration AFTER to January 25, 2011	\$ 25.00	\$ _____
_____ Welcome Reception (Friday)	\$ 20.00	\$ _____

_____ SATURDAY NIGHT BANQUET:	\$ 40.00	\$ _____
-------------------------------	----------	----------

Circle One:

_____ Tri-Tip, Mediterranean Chicken, Veggie Italian Lasagna

LUNCHEONS: Vegetarian Meal _____		
_____ Presidents Luncheon (Saturday)	\$31.00	\$ _____
_____ Governors Luncheon (Saturday)	\$31.00	\$ _____
_____ Membership Luncheon (Saturday)	\$31.00	\$ _____

_____ SUNDAY BRUNCH:	\$31.00	\$ _____
----------------------	---------	----------

TOTAL AMOUNT ENCLOSED \$ _____

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

NO REFUNDS AFTER FEBRUARY 11, 2011

MAKE CHECKS PAYABLE TO: **SBCLPA CONFERENCE FUND**
 MAIL TO: **Marci Koester, CCLS**, 1540 Crystal Ln, Paradise, CA 95969
 Home (530)872-1859 Email: crystalmagii@comcast.net

Southern Butte County Legal Professionals Association

invites you to celebrate

“WOMEN THRU THE AGES”

February 25-27, 2011

LSI Quarterly Conference

Gold Country Casino and Hotel

Oroville, California

**** UPDATED ******HOTEL REGISTRATION FORM**

Name (to be used on badge): _____
Mailing address: _____
City/State/Zip: _____
Home/Office Telephone: _____
Fax: _____
E-mail Address: _____
Local Association: _____ LSA/LPA
Arrival Date _____ Departure Date _____

Accommodations: (per person)

- ☐ SINGLE/DOUBLE (Standard) Fri/Sat \$ 89.00 per night / **Thurs \$69**
☐ DELUXE (Jacuzzi tub) Fri/Sat \$ 99.00/\$119.00 per night / **Thurs \$99**
☐ VIP/DELUXE (Jacuzzi tub on Plaza Deck for EC) \$99 - Th / **\$119 - Fri/Sat**

All **cancellations** must be made by 4 pm **two days** prior to the arrival date.**Smoking rooms** available. Arrangements must be made with hotel at time of reservation.**Check In/Out:** * Check In Time: 3:00 pm Check Out Time: 11:00 am* Early arrivals or late checkouts are not guaranteed and must be in writing and approved by hotel management in advance.**Parking:** FREE VALET PARKING Available**Airports:** Sacramento International Airport (SMF) - 65 miles from Casino
Chico Airport - 28 miles from CasinoPlease call **GOLD COUNTRY CASINO & HOTEL** for reservations, directly:**(530)538-4560 or (800-334-9400)**Use Code “**LSI**” to identify yourself as being a part of LSI to get the group rate.

GENERAL INFORMATION, CONTACT:

JUDITH WILLIAMS, Conference Chair

(530)534-8973

pwplgl2@yahoo.com

"Having a strong Board that supports each other really makes a difference in volunteering your time to run such a large association."

~Anne French



"I encourage you to take a look at yourself and how you can be a part of a great organization that continues to provide education opportunities and support for those in the legal profession."

~Maimie Chyinski

Vice President Duties

by Anne French

Being Vice President for SLSA is my first position that I have volunteered for SLSA. It was quite daunting in the beginning since I didn't know what to fully expect.

One of the roles that I found the most daunting was the times I had to step in for the President in her absence. I don't think it really occurred to me that I would have to take her place at a monthly meeting in her absence. It's funny to think that now, since it's pretty much common knowledge that the Vice President steps in for the President in their absence. However, I think it's one of the best things that could have happened to me. Although I'm not the wallflower type, it can be quite unnerving having an entire room of people look-

ing to you to lead the events for that evening. With the support of the rest of the Board, I didn't feel so alone running a dinner meeting for the first time. Having a strong Board that supports each other really makes a difference in volunteering your time to run such a large association. One of the best surprises I have received from being on the Board for SLSA is the group of women I have had the pleasure to work with thus far during this term. Everyone has pulled together to get so much accomplished, not just for SLSA, but for our community.

I have been fortunate to meet several new people through SLSA. As Vice President, my role is to handle membership for our associa-

tion. I have found that being familiar with your names and knowing a little bit of who you are makes it seem as though I know you already when I do meet you in person. I think getting to know those in the association helps to make things more enjoyable. It's always comforting to see familiar faces when you attend events.

Although being on the Executive Board for the first time has had its challenges, I didn't have to face them alone. I was fortunate to have the guidance of the Board and past members of previous Boards to help along the way. I too hope to pay it forward and offer that same guidance to the next member who volunteers for this position.

Treasurer's Duties

by Maimie Chyinski

You are probably thinking, "Can I be the next Treasurer for SLSA?" I say, "Yes, you can and should!" You will be part of a great organization and learn skills that will assist you in your personal and professional life.

What exactly does a Treasurer do? The Treasurer maintains good bookkeeping records, reconciles bank accounts, and provides written reports. Basically, you will be responsible for handling and disbursing all funds, making deposits and signing checks, run monthly reports, attend board meetings, and provide reports as needed. You will be inputting your data

using a laptop with the QuickBooks program, which is provided by SLSA once you become the new Treasurer. Never used QuickBooks? No worries, it is an easy program to learn. I never used QuickBooks until I became Treasurer. If I can do it, anybody can do it.

It has been a great experience being your Treasurer this past year. I will take with me the new skills I have learned and most important the new friends I have gained in my life. I encourage you to take a look at yourself and how you can be a part of a great organization that continues to provide edu-

cation opportunities and support for those in the legal profession. I look forward to welcoming you aboard as the next SLSA Treasurer for 2011-2012.



January 2011

Dates to Remember

- **January 4 - SLSA Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **January 13 -- SLSA Lunch Lesson** (Location: Weintraub Gensblea Chediak, 12:00 p.m.)
- **January 17- Last Day to Submit Articles for the February issue of The Legal Eagle**
- **January 20 - Day in Court** (Location: Hilton-Sacramento Arden West Location, 5:15 p.m.)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Board Meeting	5	6	7	8
9	10	11	12	13 Lunch Lesson	14	15
16	17 Last Day to Submit Articles for Bulletin Court Holiday	18	19	20 Day in Court	21	22
23	24	25	26	27	28	29
30	31					



Vocabulary List

by Jennifer Estabrook, CCLS



Litigation

At-issue memorandum	Formal document prepared by either plaintiff or defendant declaring the case is ready for trial and requesting a trial date.
Civil active list	A list of pending cases awaiting assignment of a trial date.
Conform	To stamp with the court's filing stamp evidencing date of filing; also to show on a copy that the original has been signed.
Declarant	One who makes a declaration.
Ex parte	By or for one party. In general usage, it refers to a special hearing among all counsel at a time when the court is not generally in session or is in session for special purposes only. A document presented to or an order granted by a judge without the opposing party's appearing, or in some cases without being given notice of the action.
Impanel	The process of selecting a jury.
In propria persona/In pro per	Acting in one's own behalf; without counsel.
Judgment	The official decision of the court in a proceeding.
Opinion	A statement by an individual judge or court of a decision in a case and the reasons for it.
Promulgate	Publish; announce officially.
Sua sponte	Of his/her own will; voluntarily. On a judge's own motion, without a request from one of the parties.
Tort	A legal wrong or injury.
Verdict	The decision of a jury or court after trial of a cause of action.
Wage assignment order	A court order which directs a person's wages to be paid directly to a creditor.
Writ	An order of the court directing the one to whom it is addressed to do or refrain from doing a specified act.





EXHIBITORS!!!

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DOOR PRIZES!!!

THURSDAY, JANUARY 20, 2011

No-Host Bar: 5:15 p.m. to 6:00 p.m.

Dinner: 6:15 p.m.

Cost: \$36 (seating is limited)

Location: HILTON — SACRAMENTO ARDEN WEST LOCATION
2200 Harvard Street (located at Business 1-80 and Arden Way West)
Sacramento, California Telephone: (916) 922-4700

Speakers: Court Clerks/Executive Officers from numerous counties.
Day In Court: Rebecca Lerma, Day in Court Chair (lermar@gtlaw.com) Phone: 916-442-1111
Chairs: Lynne Gomes, Day in Court Co-Chair (gomesl@gtlaw.com)
Rosa Deniz, Day in Court Co-Chair (rdeniz@pacific.edu)

***Please add \$5.00 for reservations made after January 10, 2011**

Cancellations MUST be made 72 hours in advance for refunds. "No shows" will be billed.

Please Mail Registration With Your Check

Name: _____
Address: _____
Phone Number: _____ Business: _____
E-Mail Address: _____

Are you interested in SLSA membership? ☐ Yes or ☐ No

If you are a member of a local LSI association, please state the name: _____ LSA/LPA

Are you an LSI Officer or Chair? _____ If so, in which capacity? _____

Three course meal including salad starter, entrée, dessert, beverage, and coffee.

Please indicate your meal preference:

_____ Chicken (Boneless breast of chicken stuffed with brie, asparagus, applewood bacon with lemon beurre blanc)
_____ Beef (Boscaiolo grilled flank steak, sautéed Portobello mushrooms, Italian herbs, and a marsala demi glace)
_____ Vegetarian (Three cheese ravioli with grilled vegetables and alfredo pesto cream)

Food allergies: _____

Reservations (By Check Only).

Check Payable to: SLSA Cost: \$36

Deadline: **Monday, January 10, 2011**

MCLE/CCLS Credit: 1.0 hour

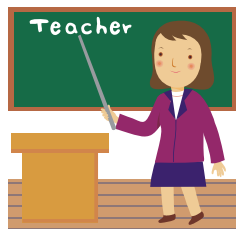
Mail to: Jennifer Shelton
c/o Murphy Austin Adams Schoenfeld LLP
304 "S" Street
Sacramento, CA 95811
jshelton@murphyaustin.com

If you cannot attend this event but are interested in membership, please contact Anne French,
CCLS, Membership Chair at afrench@downeybrand.com

<http://www.slsa.org>

**Make Check Payable to:
SLSA**





"You may not realize that you have knowledge that you can share with others in your field until you volunteer to help."

**~Dawn Forgeur,
CCLS**



Governor's Report

by Dawn Forgeur, CCLS



Happy New Year and I hope that everyone had a great holiday! The end of SLISA's fiscal year is quickly approaching and that means it's time to think about running for office. If you haven't thought about running before, maybe now is the time. Last month I wrote about what my job duties as Governor are. This month, the bulletin has articles from some of the other officers about what their duties are to give you a better idea of what would be required if you decided to run. This has been my first year holding an office and I can say that it has been quite an experience. I have met a lot of members and I have learned a lot about how SLISA is run and how it takes a team of volunteers to put on the educational programs that we do, and when everyone on the team does their part, no matter how small that part might be, things run smoothly. Almost everyone on this year's board is new at this, and I think that we have done a great job. Think about stepping into something different for a year.

I have also volunteered in the past to help teach the Beginning Legal Secretary class with Astrid, and I will most likely continue to do this in the future. As some of you know, volunteering to teach was not my idea and I had to be talked into it, but after preparing materials and actually teaching and correcting the homework, I found that I have become invested in the classes and

the students. I want the materials and homework to be quality products and I want the students to leave the classes knowing that they have learned something that they can take back to their jobs and actually use. I want the information that they learned to be infor-

share with others in your field until you volunteer to help. You don't have to do it by yourself, you can contact someone who has done it before, or get together with another colleague to help. Sometimes two people can compliment each other and create a great seminar

"Think about stepping into something different for a year." ~Dawn Forgeur, CCLS

mation that I would expect a co-worker to know. I did not realize that I had things I could teach others until I tried it. You may not realize that you have knowledge that you can

or class. Think about stepping outside the box for just a little while. As always, if you have any questions, please feel free to send me an email at forgeurd@gtlaw.com.

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CHAPTER ACHIEVEMENT REPORTING FORM

Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2010 through March 31, 2011. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete the form each time you attend a function and mail it to the person named below. 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. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.**

Month/Year	Function
_____	I submitted a potential advertiser to the Editor of <i>The Legal Secretary</i> magazine. (25 points per advertiser)
_____	I submitted an article to <i>The Legal Secretary</i> magazine. (50 points per article)
_____	I attended an LSI Quarterly Conference and/or Annual Conference. (50 points)
_____	I attended an Officer/Chairman Workshop at the LSI Annual Conference. How many? ____ (25 points)
_____	I attended the President's Roundtable at the LSI Annual Conference. (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 and received the LSI discount. (200 points per rental)
_____	I enrolled in an LSI-approved retirement planning program. (100 points)
_____	I sponsored a CCLS study group. (200 points)
_____	I participated in a CCLS study group. (25 points)
_____	I conducted a CCLS Mock exam. (150 points)
_____	I took the CCLS exam. (Test date: _____) (100 points)
_____	I passed the CCLS exam. (Test date: _____) (200 points)
_____	I submitted questions to the Continuing Education Council for use on the CCLS Mock exam. How many? ____ (25 points)
_____	I recertified as a CCLS during the 2010-2011 fiscal year. (50 points)
_____	I gave a presentation on legal secretarial careers at a local educational institution. (50 points per presentation)
_____	I attended another Association's monthly meeting, installation, or other function. (50 points per event)
_____	I taught an educational workshop or seminar. (75 points per event)
_____	I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points per event)
_____	I attended an educational workshop or seminar sponsored by a Forum, CEB or The Rutter Group. (25 points per event)
_____	I conducted a short session on legal procedures at an SLSA dinner meeting. (25 points per meeting)
_____	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, 2011. (100 points)
_____	I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? ____ (50 points per meeting)
_____	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 submitted an article to LSI Director of Public Relations for publication in the <i>Daily Journal</i> . (50 points per article)
_____	I gave a formal presentation on benefits of membership to a law office. (50 points per presentation)
_____	I gave a formal presentation on benefits of membership to the local bar association. (100 points per presentation)
_____	I purchased the <i>LSI Legal Professional's Handbook</i> between April 1, 2010 and March 31, 2011. (200 points)
_____	I purchased updates to the <i>LSI Legal Professional's Handbook</i> between April 1, 2010 and March 31, 2011. (100 points)
_____	I purchased the <i>Law Office Procedures Manual</i> between April 1, 2010 and March 31, 2011. (200 points)
_____	I purchased updates to the <i>Law Office Procedures Manual</i> between April 1, 2010 and March 31, 2011. (100 points)
_____	I am an SLSA officer or committee chair. I timely responded to my LSI counterpart's quarterly directive(s). Attached is (are) a copy (copies) of my response(s). (20 points per directive)

Name: _____ Phone: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

Please attach additional pages if necessary. Thank you for your assistance. If you have any questions, you can reach Dawn Forgeur, CCLS at (916) 442-1111; or e-mail at forgeurd@gtlaw.com. Otherwise mail to:

Dawn Forgeur, CCLS
 SLSA Governor 2010-2011
 Greenberg Traurig
 1201 K Street
 Sacramento, CA 95814

Legal Procedures

by Laura Welch, CCLS, Nancy Vanderhorst, CCLS, and Molly Mahoney

It's All About the Formatting

When it comes time to file a brief, it is extremely imperative the brief is formatted properly. For example, did you know that the Court of Appeal may reject your brief due to a formatting error?

According to the California Rules of Court, below are the brief formatting guidelines:

(b) Form

- (1) A brief may be reproduced by any process that produces a clear, black image of letter quality. The paper must be white or unbleached, recycled, 8 1/2 by 11 inches, and of at least 20-pound weight.
- (2) Any conventional typeface may be used. The typeface may be either proportionally spaced or monospaced.
- (3) The type style must be roman; but for emphasis, italics or boldface may be used or the text may be underscored. Case names must be italicized or underscored. Headings may be in uppercase letters.
- (4) Except as provided in (11), the type size, including footnotes, must not be smaller than 13-point, and both sides of the paper may be used.
- (5) The lines of text must be unnumbered and at least one-and-a-half-spaced. Headings and footnotes may be single-spaced. Quotations may be block-indented and single-spaced. Single-spaced means six lines to a vertical inch.
- (6) The margins must be at least 1 1/2 inches on the left and right and 1 inch on the top and bottom.
- (7) The pages must be consecutively numbered. The tables and the body of the brief may have different numbering systems.
- (8) The brief must be bound on the left margin. If the brief is stapled, the bound edge and staples must be covered with tape.
- (9) The brief need not be signed.
- (10) The cover, preferably of recycled stock, must be in the color prescribed by rule 8.40(b) and must state:
 - (A) The title of the brief;
 - (B) The title, trial court number, and Court of Appeal number of the case;
 - (C) The names of the trial court and each participating trial judge;
 - (D) The name, address, telephone number, and California State Bar number of each attorney filing or joining in the brief, but the cover need not state the bar number of any supervisor of the attorney responsible for the brief; and
 - (E) The name of the party that each attorney on the brief represents.

For further information regarding the contents and form of brief, please see the California Rule of Court, Rule 8.204.



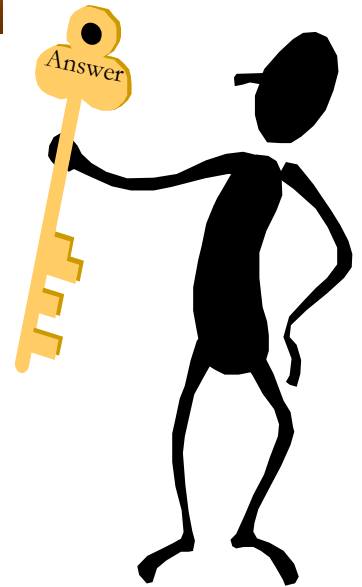
CCLS Quiz Answers

by Jennifer Estabrook, CCLS

TRIAL PREPARATION

ANSWERS:

- | | |
|--------------------------|-----------------------------------|
| 1. False, bottom only | 6. False |
| 2. True | 7. False, 20 |
| 3. False, Rules of Court | 8. True |
| 4. True | 9. False, like documents together |
| 5. True | 10. False, at time of deposit |



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Y O U D Y A A R B O J K Z G P
T P F U K V R L N P F R B T F
T S I L E V I T C A L I V I C
S A M U R Q N I E E T B I R N
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Q S R E M P Q P C O N F O R M
D N R G R P O A L Y G I E T T
E D D H V P U N S P M A O T G
G U X A R K D E L K I C J H C
J A L D S B Z L T C I D R E V

CIVIL ACTIVE LIST

CONFORM
DECLARANT
EX PARTE
IMPANEL
JUDGMENT
OPINION
SUA SPONTE
TORT
VERDICT
WRIT

Secretarial Duties

by Crystal Rivera



Well, to tell you the truth, I was extremely nervous about becoming the Secretary of our Association. A lot of people may not know this, but I am a relatively shy person and I am extremely nervous when I have to speak in front of a group. At events, I am usually the one in the back of the room -- holding up the wall (aka wall-flower). Being the Secretary

matters and issues that are essential for SLSA to continue being a productive association that provides us with information and education. These meetings also provide us with great networking opportunities with others in our field. And, you never know, you just might be able to put a face with the name of someone you've had contact with during

and picky about her civilian clothes)—but, again, I had a blast! We also just recently stuffed and donated several X-Mas stockings to Loaves and Fishes. These things took a little of my time, but made me feel good and put a smile on my face too.

My duties as the Secretary require me to attend two meetings a month (Executive Board

I realized that being a member comes with the privilege and responsibility of reviewing and voting on matters and issues that are essential for SLSA to continue being a productive association that provides us with information and education. ~Crystal Rivera

has definitely forced me out of my comfort zone.

Prior to my becoming the Secretary, I would usually only attend the monthly meetings if the topic or speaker was of interest to me, or the information provided would have

been of benefit to my job. This is probably the case for many members. But, since attending all the meetings during the past 10+ months, I have come to realize that these meetings provide additional information (besides that from the guest speaker). I realized that being a member comes with the privilege and responsibility of reviewing and voting on

a case (whether they are an adversary or not). Personally, I have met many terrific people (members and guests) at these meetings.

I also got excited and involved with some of SLSA's volunteer events. I participated in Fairytale Town's Halloween event, and had a blast dressing in costume and handing out candy at Dracula's Castle! SLSA also joined with Sacramento Valley Paralegal Association in obtaining donations for the Women's Empowerment charity. Our President, Astrid Watterson, CCLS, and I delivered a truckload of donated clothing and accessories to the Women's Empowerment center, and the look on the faces of the ladies at the center as they were unloading my truck was priceless. That is something that will be hard to forget. Several of us donated presents for Birthday Magic, and I have to admit I went a little overboard while shopping for girl's clothes and accessories (my girl is 31, in the Army,

and General Membership), take notes, and prepare the minutes. I am also required to keep copies of incoming and outgoing correspondence, contracts, etc. In addition to the time spent preparing for and attending the meetings, I spend anywhere from three to six hours a month preparing the minutes, corresponding with the Executive Board and members, and filing. Our Board, and especially Astrid, have been very helpful with me being a "newbee."

P.S. I am still extremely nervous to speak before a group, but seeing familiar and friendly faces in the crowd helps.



Employment Report/Positions Available

by Jaymie Moralez

This 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 and Webmaster 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 and/or Webmaster.

Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at 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.

Positions Available:

- **(12/30/10) Supervising Legal Secretary** with the County of Sacramento. Under direction, supervises, directly or through subordinates, a staff engaged in legal clerical and general clerical work. Performs a wide variety of specialized legal clerical and general clerical work which includes composing and typing legal documents and correspondence, processing of legal documents, and maintenance of legal case records; and may require the use of shorthand.

Experience: 3 years clerical experience involving the preparation and processing of legal documents for court action such as those described in the Examples of Duties. Education or training from an accredited college, business school, or training school that is directly related to the Knowledge and Abilities specified for this class may be substituted for a maximum of one year of the required experience (30 semesters units or 45 quarter units equal one year of experience) **AND typing certificate**, (proof of ability) to type **50 net words per minute**. Please read the entire job announcement and then apply online at www.saccounty.org, or in person at the **Employment Services Division, 700 H St, 4th Floor, Rm 4667, or call 916-874-5593. Salary: \$22.75-\$27.65/hr & benefits. Final file deadline is 5:00 PM 1/25/11. EOE. Applicants must meet minimum qualifications and may be invited to participate in an Oral Interview Exam process.**

- **(12/27/10) Legal Secretary/ Office Manager** Three attorney business/real estate litigation firm in Sacramento near Arden Fair Mall seeking full time/part time person to handle a range of responsibilities including office management, mail management, calendaring, case file management, basic bookkeeping, and secretarial duties as needed. Position involves client contact by phone and in person. Salary depending upon experience. Medical benefits provided. Software used is Microsoft Word and Essential Forms. Experience with Excel, Tabs, and QuickBooks a plus. Please email resume to legalpos2010@yahoo.com. Position available immediately.
- **(12/23/10) Administrative Technician - Contracts** CPS Human Resource Services' Finance/Contracts Division seeks a temporary staff member. Under general supervision, the incumbent will perform responsible technical, paraprofessional, and administrative duties, and work with other para- and professional financial, accounting, and HR consulting teams. Incumbent will assist in reviewing, drafting and finalizing client contracts, tracks contracts; monitors project documentation for set-up working with project managers and teams to accomplish the organization's mission. Education: AA in appropriate field. Candidates with strong experience who lack the degree are encouraged to apply. Experience: Three years of increasingly responsible technical or administrative support experience involving customer service, document preparation, and moderate to advanced Microsoft computer applications such as word processing, spreadsheets, SharePoint, and databases. Applicants with legal and/or contracts experience are highly desired. A baseline of 55wpm is also desired.

SELECTION PROCESS:

Qualified applicants must complete an on-line application at www.cps.ca.gov. Applicants must meet minimum qualifications and may be invited to participate in an interview process. Selection process will include computer proficiency examinations.

Mock Trial

December General Meeting: The Great Pumpkin v The Major Networks and Their Affiliates - A Question of Equal Time or Equal Opportunity

by *Sophia Albov, CCLS*

The Cast

Speaking Roles

Bailiff - Ron Bodenmann of Capitol Digital
 Judge - Kathi Finnerty of Greenberg Traurig
 Plaintiff's Attorney - Astrid Watterson, CCLS of Somach Simmons & Dunn
 Defendant's Attorney - Lynne Gomes of Greenberg & Traurig
 Court Clerk - Jan Ainsworth, CCLS
 The Great Pumpkin - Sophia Albov, CCLS of Cook Brown LLP
 The Easter Bunny - Johnny Bateman of Mirror Imaging
 Bernard - Alexander Cain of Nationwide Legal
 Murdoch - Wim Van Rooyen of Greenberg Traurig

Jurors

Wendy Lannoye of Atkinson Baker
 Randy Forgeur of Panattoni Technology Group
 Julia Diles of the Britt Gilbert Law Group
 Diane West, CCLS of McGinnis Law
 Lois Greene of McCallum & McCallum Law Office
 Tery McClory, CCLS of Metzinger & Associates
 Susan Lee of Hanson Bridget



The Sacramento Legal Secretaries Association (SLSA) was delighted to host the annual Mock Trial at its December Dinner Meeting. The SLSA players acted out the gripping courtroom drama written by John Baldwin. This year The Great Pumpkin faced off against The Major Networks and their affiliates. The issue at hand was the number of television specials the Great Pumpkin has had in comparison to other notable holiday characters. The Great Pumpkin took his main beef against the holiday special favorite - Santa Claus. There was a colorful array of witnesses, including the Easter Bunny, and Santa's Head Elf. Although, it was sometimes hard to tell which side they were on! Bernard, Santa's head elf, even threatened that the children of the plaintiff's attorney might end up on the naughty list if things didn't go his way! There was also disorder in the court coming from the back talking bailiff. However, the jury was lucky this year; no one got locked in anywhere.

The six jurors had a big decision to make as both attorneys presented their cases quite convincingly. The day went to the defendants. It was found that there was no indication that there had been any discrimination against less famous holiday characters. Any character can submit proposals for television specials. Just because the Great Pumpkin does not want to take the time to write and submit her own proposals does not mean that any injustice is being done. The SLSA players did a great job bringing life verve and their own unique spin to this interesting exploration of fairness in the world of television specials.





Mock trial



Law Office Products/ Management

Submitted by Ron Bodenmann; Written by Mel Knapp

PREPARING AN ADMINISTRATIVE RECORD PLANNING CAN MAKE IT EASIER

Let's face it: almost nobody likes preparing an administrative record! This job is difficult and time-consuming, but somebody has to do it. If you're the lucky one tagged for the next AR in your firm, here are a few tips to make the job go a little bit smoother and make sure you get a bit more sleep. Like all advice, use with caution; these tips may not fit all situations. If you would like a more detailed list of things to do and not do, please contact Mel Knapp (cknapp@capitol-digital.com) at Capitol Digital Document Solutions, or phone 916-449-2820.

Before you do anything else, take some time and get an idea of the scope of the record and what you need to do. The job will require that you get ALL the documents that were considered in making the disputed decision. That means you will have to know WHO has these documents and what formats they are in: paper, audio and video tapes, and native files (email, transcripts, spreadsheets, Word documents, etc.). You'll also need to know the rules of the Court to make sure you don't start down the wrong path. Then, create a timeline and make sure your in-house folks and vendor(s) know what you will be expecting them to do.

The better you understand the scope and prepare your timeline, the smoother the project will go. Of course there will be surprises, but they will be much easier to deal with if you have a realistic plan before you get bogged down in details. If the record is small and has only a few paper documents you may be able to handle it internally. But if the decision making process involved public hearings and review cycles, environmental reports, staff reports, expert analysis, engineering studies, reviews by multiple agencies, electronic documents, email exchanges, and other complications, you likely will need a vendor's help. If so, get your vendor involved early and have a reliable contact so you will be working with someone who knows what you need and what has already happened during the project.

Plan to go through several rounds of drafts if the administrative record is larger than a couple of hundred pages in size. You should plan to do this in several steps. After gathering the documents, you will need to prepare a first draft of the index. If it is large, it is best to do this in Excel or in a database like Summation or Concordance, rather than in Word. This is because you will probably need to reorganize the files several times, and spreadsheets and databases make that process much easier than cutting and pasting data from table cells in Word. *Rule of Thumb #1: For each document, put at least the date, primary author, primary recipient, and title in a spreadsheet or database.*

You should scan your documents and give the image files temporary names, instead of photocopying them and trying to keep track of paper. The more pages in the record, the more you will want scanned images of the documents. *Rule of Thumb #2: Keep all electronic records in their native format as long as possible.*

Law Office Products/ Management (cont.)

Submitted by Ron Bodenmann; Written by Mel Knapp

As soon as you have the information about the documents in a database or a spreadsheet, it is time to have your reviewers look at the first draft to see if all documents are present and in the right order. Put the documents (images!) in the same order as the index (spreadsheet) and burn them onto a disc for each reviewer. *Rule of Thumb #3: Use OCR to make the images word searchable early in the process.*

Organize the review effort in advance: make sure all reviewers are available when you need them, know their deadlines and accept their roles. It is really important to quickly locate missing documents identified at this stage and get them into production. Go through as many rounds of review as necessary to get the order of documents right in the index, find and insert missing documents, and delete unnecessary ones.

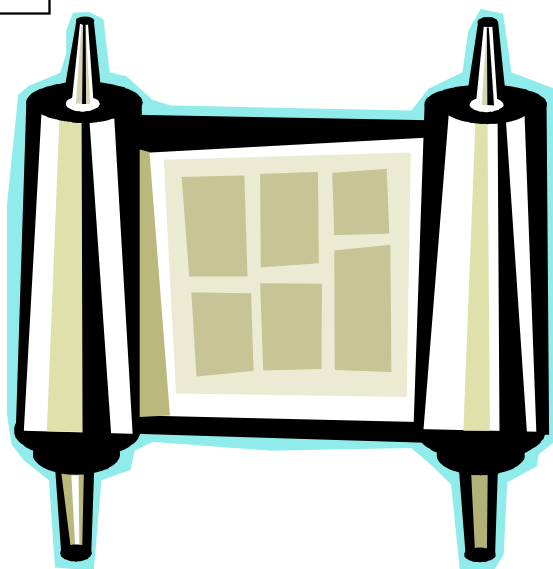
Once you have the whole set of relevant documents and they are in the right order, go back and replace the temporary file names with page numbers and prepare the final record according to the specifications in the rules of the Court. *Rule of Thumb #4: Do not Bates number the pages until the very last step.* Once all the documents are numbered, you can then either burn the index and images onto a disc or print and bind them and have the final administrative record certified prior to submittal.

Remember: someone will always find *one last document* right after the final draft is due, so be sure to plan a little extra time. You will eventually need a drop-dead date to meet the final deadline. Any document located after that date will have to go in a supplemental record.

Just remember, some people who have prepared administrative records have actually survived the experience, and a very few hardy folks actually enjoy it. As with any difficult task, the more experience you have doing it, the more skill you gain and the easier it gets. So, the next time you hear there is an administrative record to prepare, give it a shot. Just remember the old sign:

PLAN AHEAD

Mel Knapp
Vice President and General Manager
Capitol Digital Document Solutions
555 Capitol Mall, Suite 235
Sacramento, CA 95814
916-449-2820



SAVE THE DATE

SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

**Invites You to Its
- 1st Annual -**



SPECIAL DOOR PRIZE - LIVE DJ - SILENT AUCTION

**"All You Can Eat" Fresh Cooked Crab
Pasta, Garlic Bread, Salad & Dessert**

Saturday, February 12, 2011



**Social Hour – 6:00 p.m. (No Host Beer/Wine)
Crab Feast – 7:00 p.m.**



LOCATION TO BE ANNOUNCED SOON!

For more information, contact Rod Cardinale at rodcardinalejr@sbcglobal.net or
Elise Dresser at edresser@newtonremmel.com

All proceeds to benefit our local community projects

Happy January Birthdays!!



<i>Terry M. Olson</i>	<i>January 4</i>
<i>Beckie J. Hoff</i>	<i>January 8</i>
<i>Vicki C. Recker</i>	<i>January 8</i>
<i>Yuliya Dergal</i>	<i>January 9</i>
<i>Colleen R. Clay</i>	<i>January 11</i>
<i>Meghan Pounds</i>	<i>January 12</i>
<i>Jennifer Rotz</i>	<i>January 12</i>
<i>Diane West, CCLS</i>	<i>January 13</i>
<i>Daria F. Milton</i>	<i>January 14</i>
<i>Aaliyah J. Muhammad</i>	<i>January 15</i>
<i>Guillermo "Moe" Talamante</i>	<i>January 23</i>
<i>Sharla Maxey</i>	<i>January 24</i>
<i>Heather Kocina</i>	<i>January 27</i>
<i>Becky Lutman</i>	<i>January 29</i>



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WWW.LIGHTSPEED916.COM





Out to Lunch: Great Lunch Spots & Happening Happy Hour Places

by Sophia Albov, CCLS

R15

1431 R St
Sacramento, CA 95814
(916) 930-9191

Hours of Operation

Mon-Wed, Sun 11 am - 12 am
Thu-Sat 11 am - 2 am

Standing boldly on the corner of R Street and 15th Street R15 is one of the end caps to what has become a very bustling block. This restaurant has many neighbors, including Burgers and Brew, Shady Lady, and Magpie Catering. However, even with the nearby and stiff competition R15 manages to hold its own. The bar has a symbiotic relationship with Café Bernardo; in fact they are pretty much one in the same. This bar serves the Café Bernardo menu and shares the physical building with Café Bernardo. However, the front bar of R15 definitely maintains its own vibe from the café which is in the back.

As with the other locations of Café Bernardo all food is ordered at a counter and delivered to your table using a number system. This creates a

casual dining atmosphere and makes it a wonderful location for groups because the order system avoids the trouble of trying to split a ticket at the end. The food is California cuisine with a great selection of salads and sandwiches. They also have grilled polenta on the menu! My favorite is the salad duo or trio (depending on your appetite). This is a great dish for the indecisive or curious diner, because you can try two or three of their interesting salads without breaking the bank.

One of the most awesome parts of R15 is the front patio area with its high chaired communal tables. This is a perfect place to people watch and enjoy good food and beverages. R15 also hosts many TVs and four full sized pool tables. While lunchtime gener-

ally is not enough time for a game of pool, it is a great activity for after work. However, my very part of R15 is the hidden private party room. Perched at the top of the restaurant is an awesome loft which can accommodate parties of up to 20. The loft is so well camouflaged that many people do not even know that it is there, but it boasts a full view of all the action below.

As with any location on the R Street strip parking can be difficult during peak hours. There is only street parking and it is all metered. When I go there I generally park either on S Street or further down 14th Street. If you have never been I highly suggest this great spot; if you have been there is such a large and varied menu it is hard to get tired of this restaurant.

Happy Hour Specials:

7 days a week from 3pm-7pm and Tuesday ALL DAY

Drink and Food Specials

\$2 Wells

\$2 PBR, Bud Light, Coors Light, Bud

All Pizzas are also \$2 off the regular price!

In addition they also have special each week day.

MONDAY: Join us every Monday night and play pool for free after 7pm

TUESDAY: Tuesday's Just Got Happier with Happy Hour from 3pm to Close every Tuesday!

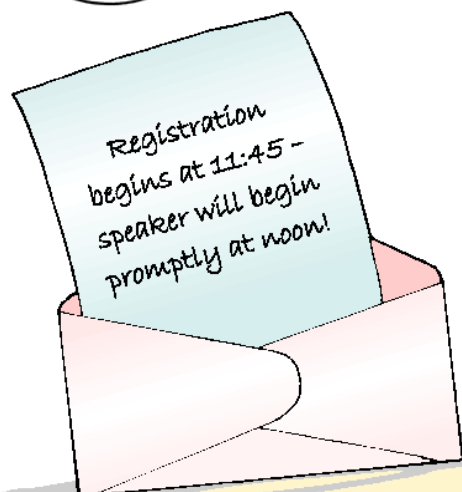
WEDNESDAY: Pint Night from 9pm to Close - \$5 buy-in includes keepsake R15 pint glass with your choice of draft beer; refills only \$2!

THURSDAY: Join us after 10pm to enjoy these drink specials: \$5 Double Wells, \$3.50 Jager Shots, \$3 Widmers



Sacramento Legal Secretaries Association

LUNCH LESSON



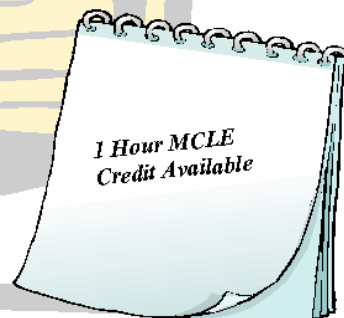
Date: January 13, 2011
Time: 12-1 p.m.
Location: Weintraub Genshlea Chediak
 400 Capitol Mall, 11th Floor
 Sacramento, CA 95814
Lunch will be provided. Public parking is available in the building for a fee.
Cost: \$15 LSI Members, \$17 Non-LSI Members

TOPIC:

**FILING TIPS AND TRICKS -
THE RUNNERS PERSPECTIVE**

SPEAKER:

**ALEX CAIN AND ASSOICATES
OF
NATIONWIDE LEGAL**



Name: _____
 Firm: _____
 Mailing Address: _____
 Daytime Phone: _____
 Email: _____
 SLSA Member? ☐ YES ☐ NO
 CCLS Certificate? ☐ YES ☐ NO
 Are you a member of another LSI Association? _____
 Check here for membership information _____

Make Checks Payable to: SLSA

Reservations due by 1/7/11

To: Sophia Albov, CCLS
 Cook Brown LLP
 555 Capitol Mall, Suite 425
 Sacramento, CA 95814
 Tel: 916-442-3100
 email: salbov@cookbrown.com

NOTE: Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.

**If you cannot attend this event but are interested in membership, please call 916-446-4254.
 Visit our website: <http://www.slsa.org>**

APPLICATION FOR MEMBERSHIP IN SACRAMENTO LEGAL SECRETARIES ASSOCIATION

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

Anne French
Downey Brand
621 Capitol Mall, 18th Floor
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; 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

(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:

Anne French
Downey Brand
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

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*

LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

2009-2010 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: **MARGARET TOVAR, CCLS, Legal Specialization Coordinator,**
12412 Camilla Street, Whittier, CA 90601

Enclosed is payment of my dues for the fiscal year 8/1/09 through 7/31/10 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	
		Criminal Law
		Family Law
		Law Office Administration
		Litigation
		Probate/Estate Planning
		Transactional Law



(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
BRASS TACKS* 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		\$
CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET 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		
CCLS BROCHURE 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		
CCLS MOCK EXAM 2006 Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
CCLS PIN A ½" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
CCLS STUDY KIT Contains Mock Exam (see above), Gregg Reference Manual with Basic and Comprehensive Worksheets and Instructor's Resource Manual.	120.00		
GUIDELINES FOR HOSTING LSI CONFERENCES* An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 2/08)	N/C		
GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM 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		
HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES* 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		
HISTORY OF LEGAL SECRETARIES, INCORPORATED A 50-page memory of people, places and events since 1929. (Rev. 2/06)	5.00		
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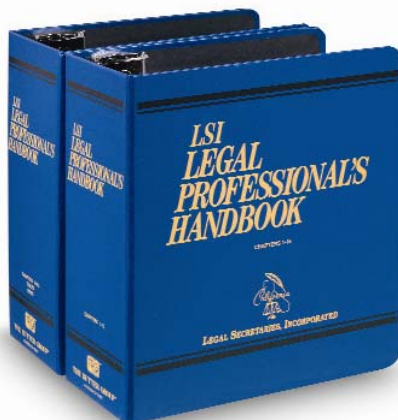
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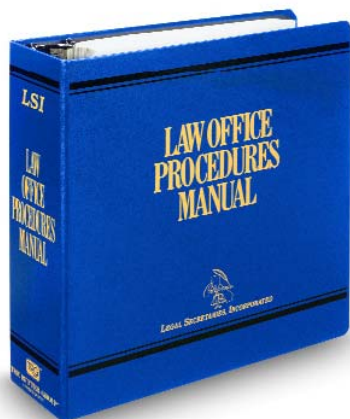
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