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Sacramento Legal Secretaries Association



January Events

- **January State Court Updates – January 17.** This meeting will be held at the Hilton—Sacramento Arden West Location, 2200 Harvard Street, Sacramento. You can register online through our website (www.slsa.org) or contact Shelly Reyes at reservations@slsa.org. *See page 18.*
- **January Lunch Lesson - January 29.** This lunch lesson will be held at Downey Brand - 621 Capitol Mall, 18th Floor, Sacramento. To register, please e-mail Anne French at afrench@downeybrand.com. *See Page 16.*

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!





*Dawn Forgeur,
CCLS*

“
I encourage you
to step out of
your comfort
zone and think
about running
for a Board posi-
tion (I did!)
~Dawn Forgeur,
CCLS
”

President's Message

by Dawn Forgeur, CCLS

Happy New Year and Happy 2013! I hope your December holidays were fabulous!

Charitable Projects

This past October through December, the members of SLSA outdid themselves in the Charitable Projects department. From Birthday Magic to the Loaves & Fishes stockings, I was blown away at how generous our members (and their firms) were with their own time, energy, and donations to our causes this past holiday season. Thank you to everyone who donated in some way!

Programs

January 17, 2013, is our annual State Day in Court event with several superior court representatives who will come to speak with us about the changes taking place in their courts. Remember to send me your questions now! We will forward the questions that you send to the court representatives so that they will have their answers ready for you. You may register online or by emailing reservations@slsa.org.

The January Lunch Lesson will be held on January 29, 2013, at 12:00 p.m. at Downey Brand. The topic is "You Can't Take it With You... How Property is Transferred at Death," and the speaker will be Kelly Tiberini, Esq. Seating is limited, so please sign up with Anne French as soon as possible!

Our Federal Day in Court event will be held on Tuesday, February 19, 2013. Please make a note on your calendars – this meeting date was changed at the December meeting because LSI's February Quarterly Conference is that week also.

Nominations and Elections

The Nominations and Elections Committee is starting to accept nominations this month for the Board positions and the three delegate positions. Three delegates are elected to represent the SLSA members at LSI's Annual Conference every year in May. This year's Annual Conference will be held at the San Jose Marriott from May 16-19, 2013.

I encourage you to step out of your comfort zone and think about running for a Board position (I did!). You will find that working with the other Board members and the Chairmen to run this corporation has a lot of rewards, like being a part of an organization that helps educate your peers, doing some exceptional charitable projects, and getting to meet so many people in the legal community that you never would have met otherwise. Please email any of the current Board members if you have questions; all of us are happy to talk with you!

For more information, please email the Nominations and Election Committee (Jaymie Morales, Crystal Rivera, and 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, Lynne Koroush, to her work address at Greenberg Traurig, LLP, 1201 K Street, Ste. 1100, Sacramento, CA 95814.



November Membership Chair Report

by Lynne Koroush

Welcome, and congratulations to the following new SLSA members, who were inducted at the December 13, 2012 regular membership meeting.

ACTIVE MEMBERSHIP

Tamara Caves – Tamara is a legal clerk with Freidberg and Parker. She has been a legal professional since 2008, and specializes in appellate law, arbitration, bankruptcy, business/corporate law, family law, litigation, and probate/estate planning. Tamara celebrates her birthday on November 7, and enjoys writing, horseback riding, and antiques collecting.

Kim Barnes – Kim is a paralegal at the law office of Mark A. Redmond, and has been a legal professional since 1992. She specializes in litigation and elder abuse law. She celebrates her birthday on March 6, and enjoys reading, puzzles, billiards, and painting.

STUDENT MEMBERSHIP

Francine Eder – Francine is currently a student at MTI College, pursuing paralegal studies.

If you are interested in membership in SLSA, please contact Lynne Koroush at (916) 442-1111, or via e-mail at koroushl@gtlaw.com.

CONGRATULATIONS

Congratulations to SLSA's Governor, Melanie Herman, on her recent engagement to Alex Gigliotti. Alex surprised Melanie on her birthday with his proposal while the couple were celebrating the holidays with family in Disneyland. Please join me in wishing Melanie and Alex every happiness on this new chapter in their lives!

CONDOLENCE

It is with great sadness that we report the passing of LSI Past President Bernice Tabbert (LSI President 1958-1960). She died on December 28, 2012.

Services were held on January 5, 2013, at the First Presbyterian Church in Modesto. Ms. Tabbert is survived by a niece and several nephews. Please keep the family in your thoughts and prayers. For information on where to send condolences, cards, etc., please contact Catherine Culver, LSI Administrator, at lsiorg@suddenlinkmail.com.

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 koroushl@gtlaw.com.

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.

Employers/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, and 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. 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.

- (1/4/2013) Legal Secretary. Sole practice plaintiff attorney seeks full-time legal secretary. High character, excellent word processing skills required. 1-3 years legal experience preferred. Applicant must be motivated, have high work standards, and excellent people skills. Spanish language is a plus. Beautiful office on University Avenue. Professional, friendly work atmosphere. Free and plentiful parking. Salary DOE, retirement, vacation. Email cover letter describing your experience and career goals with your resume to Nambalaw@aol.com.
- (11/13/12) Experienced Legal Secretary - 30 hours per week. Evers Law Group seeks an experienced litigation secretary for its office in Sacramento. Evers Law Group is a small firm which maintains a casual yet professional environment. Candidates must have at least five years of litigation experience and have thorough knowledge of civil procedures and relevant timelines. The candidate must also have very strong typing skills, transcription skills, word processing skills, proofreading skills, excellent written and verbal communication skills, and proficiency in WordPerfect, Words, AdobePro, Abacus and Timeslips. Team players need only apply. Send your resume along with hourly pay requirements to: k.evers@everslaw.com. No telephone calls please.



Of Note

News from San Joaquin County Superior Court:

Pursuant to Government Code section 68106, the Superior Court of California, County of San Joaquin, has provided notice of the Court's decision to close the Lodi Branch Court.

Unprecedented budget cuts over the last several years have required the court to make very difficult decisions with regard to court operations. The court now finds it necessary to close all court services in Lodi. Effective Monday, March 4, 2013, the clerk's office and Department L-1 of the Lodi Branch Court will be closed to the public until further notice. With the closure of all court services in Lodi, cases being heard in Department L-1, including criminal cases, traffic court trials, and unlawful detainers will be heard at the main Stockton Courthouse located at 222 E. Weber Avenue, Stockton, CA 95202. The Lodi branch of the San Joaquin County Superior Court will close as of March 4, 2013. All Lodi cases will be tried in Stockton.

In October 2011, Department L-2 of the Lodi Branch Court was closed.

Reminder Re Length of Depositions:

Effective January 1, 2013, deposition of any person is now limited to seven hours of total testimony, except under specified circumstances. Under certain circumstances, exceptions can apply and additional time may be allowed. (Section 2025.290, California Code of Civil Procedure.)

Your One-Stop Deposition Agency proudly serving all of CA since 1975!

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Phone: 707.425.6000 | Toll Free: 888.709.0888 | Fax: 707.425.6019

For all your non-court reporting "budget friendly" services, don't forget to visit us at

www.fairfieldconferenceroomrentals.com

(Conference room rental services, virtual office rentals, secretarial services,
catering services, meeting/event planning services and more!)



Melanie Herman

Governor's Report

by Melanie Herman

The February Conference will be hosted by Orange County Legal Professionals Association on February 22, 23, and 24, 2013, at the Knott's Berry Farm Hotel located in Buena Park, California. The theme for February's conference is "Blazing the Trail."

The Legal Specialization Section seminars being offered are:

Friday, February 22 at 7:30 p.m.:

- Civil Litigation: Appellate Procedure
- Transactional: Corporate Formation, Mergers & Acquisitions

Saturday, February 23 at 10:30 a.m.:

- Probate/Estate Planning: Medi-Cal Planning for Clients in Need of Long Term Care
- Criminal Law: W & I 300 Cases, Part 1

Saturday, February 23 at 4:00 p.m.:

- Law Office Administration: Attorney Said, Client Heard-Keeping Everyone Ethical
- Family Law: W & I 300 Cases, Part 2 – Detention, Delinquency, Dependency

Please see the registration form, for both conference and the seminars, in this bulletin for more information.

Lastly, I received an e-mail alert from Rod Cardinale, Jr., LSI 2013 Annual Conference Chair, advising that, due to San Jose hosting the 2013 Amgen Tour of California time trial stages on Friday, May 17, 2013, hotel rooms for Annual Conference will fill up very quickly. If you are wishing to attend Annual Conference or are thinking about running for delegate, it is highly recommended that you reserve a room NOW – you can always cancel if you decide not to attend.



Charitable Projects

We far exceeded our goal this year in putting together the stockings for Loaves & Fishes Christmas Stocking Giveaway – 55 stockings total! The Charitable Projects Committee would like to thank the many people and law firms who donated items and helped put the stockings together this year.

Elizabeth Bomke, CCLS
Dawn R. Forgeur, CCLS
Jennifer Goldsmith
Melanie Herman
Dimple Kohli
Rebecca Lerma
Teri McClory, CCLS
Tess Tolentino Meehan
Jaymie Moralez

Lani Pang
Craig Price
Crystal Rivera
Michael Vergara
Fagen Friedman & Fulfroft LLP



*Teri McClory, CCLS
& Crystal Rivera*



Fagen Friedman & Fulfroft

Benefits Highlights

This month we are focusing on the greatest benefit of all – the advantages of membership in SLSA/LSI. As a reminder, your membership benefits include:

Continuing Education - Quality educational programs presented by experienced attorneys and other legal professionals at a discount to members. We help you meet your CCLS and MCLE requirements without breaking your budget.

Legal Specialization Sections – Opportunity to become a member of one or all Legal Specialization Sections, offering additional educational programs and information in specific law practice areas.

California Certified Legal Secretary (CCLS®) – Certification exam administered by LSI, covering seven areas of legal proficiency. Upon passing the exam, confers the distinguished designation of CCLS and certification upon the applicant.

Networking - Through educational meetings, seminars, conferences, and other events throughout the year, you meet legal professionals just like you, all looking to sharpen and hone their skills.

Savings - Members have access to discounts on the following:

- o Individual and Family Medical Insurance
- o Travel Medical
- o Medicare Supplements
- o Dental Plans
- o AFLAC
- o Financial Planning, Asset Allocation and Investment Management
- o Long Term Care Insurance and Planning
- o Retirement Plans
- o Discounts Through CEB
- o Discounts on Event Tickets through Working Advantage
- o Workers' Compensation
- o Hertz Car Rental Discounts

Other Benefits - Members may choose to join:

- o LA Financial Federal Credit Union
- o Provident Central Credit Union

Publications – Members receive the following publications:

- o SLSA's monthly bulletin, *The Legal Eagle*, and
- o LSI's quarterly magazine, *The Legal Secretary*.

The Rutter Group Publication Discounts – The Legal Professionals Handbook and The Law Office Procedures Manual.



CCLS Quiz

by *Launa Atkinson, CCLS*

Choose the **MOST** correct answer:

1. In order to ascertain and correctly determine if it will be a testate proceeding or an intestate proceeding you must know:
A) The county where the decedent died; B) who are the surviving heirs; C) if the decedent owned real property; D) whether the decedent died with or without a Will.
2. The computation of statutory commissions and fees is determined without reference to:
A) Amount fixed by the Probate Code; B) gains over the appraised value on sales; C) value of the estate; D) encumbrances or other obligations on estate property.
3. After an original Will is stapled:
A) Unstaple and make adequate copies; B) if not on a back, unstaple and re-staple; C) it should not be unstapled for any purpose; D) unstaple to make corrections and re-staple.
4. Letters Testamentary with Will Annexed is used:
A) Decedent died with a Will and named an executor; B) decedent died without a Will; C) decedent died with a Will, but without naming an executor or the person named would not act.
5. The Probate Code allows for Summary Probate:
A) When the estate has assets under \$100,000; B) only by use of an affidavit; C) never. You must always file a general probate; D) when a referee signs an Inventory and Appraisal indicating no assets.
6. A holographic Will must be submitted along with:
A) Proof of the decedent's handwriting written by decedent within the last 5 years; B) 5 photocopies of the purported document; C) a typewritten counterpart setting forth the Will in its entirety.
7. In a testate proceeding the notice of hearing must be published in a newspaper:
A) In the city or area the decedent last resided at time of death; B) where the executor currently resides; C) in the city and county where the courthouse is located when filing probate; D) any newspaper of general circulation in the state where decedent died.
8. Title to real property is conveyed by obtaining a certified copy of the order or judgment and then:
A) Mailing a copy to the named beneficiary; B) filing the proper discharge and order; C) completing a change in ownership form; D) recorded in each county in which real property is located.
9. When must the original Will and any codicils be filed?
A) Within 60 days after the death of the decedent; B) within 90 days after the death of the decedent; C) within 30 days after the death of the decedent; D) there is no statutory requirement.
10. When must the Inventory and Appraisal be filed?
A) 4 months after issuance of Letters; B) 6 months after filing of the Petition for Probate; C) 60 days after issuance of Letter; 90 days after issuance of Letters.

CAPs

by Melanie Herman







SLSA's goal for 2012-2013 is 75,000! We are over half way there, with a total of 39,680, as of January 1, 2013, leaving only 35,320 more to go! SLSA would like to remind you that we gain 50 points for each member who is enrolled in at least one Legal Specialization Section, and 100 points for each member who is enrolled in all six Sections. So if you are enrolled in any or all of the Legal Specialization Section(s), let us know! Help us capture CAPs and reach our goal. E-mail Melanie and let her know that you earned SLSA points – don't make her harass you. Her e-mail is mherman@perkins-lawoffice.com. **See the Chapter Achievement Reporting Form in this bullet for more ways to gain points.**

Law Office Products/Management

by Dawn Forgeur, CCLS

Mobile Apps for Legal Research & News

Prices may have changed since publication of this list.

Application	Description of Application and Cost
	ABA Journal is a FREE app for use on the iPhone, iPod Touch, and iPad. The app provides breaking legal news and articles featured in the ABA Journal.
	Black's Law Dictionary , 9th Edition, edited by Bryan A. Garner, is one of the definitive legal reference resources for lawyers, law students, and laypersons. The mobile application is available for purchase from the iTunes App Store for \$54.99 , and the application may be used on both the iPhone and the iPad. Thomson also recently released a version of Black's Law Dictionary for Android devices as well.
	The 2012 California Law app enables users to search and browse all California statutes from their mobile devices. The app is available for \$29.99 and may be downloaded from the iTunes App Store (please note that developer Tekk Innovations also sells each code section separately, with an average price of \$5.99 per code).
	The California Rules of Court app provides convenient access to all of the California Rules of Court. The app provides offline access, full-text search capability, search term highlighting, and bookmarking for later reference. The app is available for \$24.99 and may be downloaded from the iTunes App Store.
	Cliff Maier of Waffle Turtle Software offers several iPhone legal reference apps for Federal Rules and various state statutes (including California and New York). The apps are available for download from the iTunes App Store and range in price from \$0.99 to \$8.99 per application.
	Fastcase is a next-generation, Web-based legal research service that provides access to U.S. cases and statutes. The Fastcase mobile application is currently configured for use by Droid devices, iPhone, iPod Touch, and iPad owners and is FREE . Searches of the Fastcase database may be performed using citations, phrases, or keywords. Fastcase may be downloaded from the iTunes App Store.











Law Office Products/Management

by Dawn Forgeur, CCLS

Cont...

Mobile Apps for Legal Research & News

Prices may have changed since publication of this list.

Application	Description of Application and Cost
	LawBox is a legal reference app that provides access to the text of the United States Code and state statutes from Arizona, California, Delaware, Florida, Illinois, New York, and Texas. The app is FREE and may be used on all iOS devices. The app may be downloaded from the iTunes App Store.
	Legal Edge is a legal news app that helps users keep informed about current legal developments with updates, news alerts, and case filings from various legal professionals in the United States. The app is FREE and may be downloaded from the iTunes App Store for use on all iOS devices.
	The Legal News app is a handy tool that scours the Internet for the best legal RSS and news feeds and aggregates them for viewing on your device. The app is \$1.99 and may be downloaded from the iTunes App Store for use on the iPhone, iPod Touch, and the iPad.
	The Legal News Reader app is a simple RSS feed aggregator that retrieves important news stories from a number of legal news sites. The app allows users to comment on articles, to read comments left by others, and to share stories with others. The app is \$0.99 and may be downloaded from the iTunes App Store.
	Lexis Advance for Solos is a new legal research app developed by LexisNexis in collaboration with solo practice lawyers. Although the app is FREE and may be downloaded from the iTunes App Store, a subscription to Lexis Advance for Solos is required to utilize the app.
	LexisNexis CourtLink is a new app developed by LexisNexis that allows you to review recent court docket Alert and Tracking activity. With the app, you can set up alerts to monitor activity on a specific case, to learn of newly filed cases in a particular practice area, or to learn of newly filed cases involving specific parties. Although the app is FREE and may be downloaded from the iTunes App Store, a subscription to CourtLink is required to utilize the app.
	The LexisNexis Get Cases & Shepardize mobile app allows you to retrieve U.S. cases and federal and state statutes from Lexis using citations and to Shepardize cases from your iPhone. Users with active LexisNexis accounts may download the LexisNexis app for FREE from the iTunes App Store.
	The Litigator app is described as "an easy to use all-in-one reference for the working litigator." The app provides mobile access to the Federal Rules of Appellate, Civil, and Criminal Procedure, the Federal Rules of Evidence, the Supreme Court Rules of Procedure, Title 18, Title 28, and Local Rules for federal courts. The app is available for \$14.99 and may be downloaded from the iTunes App Store.
	Described as the "world's only dictionary of law for non-native English speakers," TransLegal's Law Dictionary provides definitions for thousands of legal terms, sound recordings to aid pronunciation, and contextual examples to aid in understanding legal terms. The app is available for \$24.99 for use on iOS devices from the iTunes App Store.
	TrialEvidence , a reference tool for reviewing common courtroom evidentiary foundations used to admit items into evidence. The app is currently configured for use on iOS devices. The app may be downloaded for \$1.99 from the iTunes App Store.



Debbie Frias, CCLS

Legal Procedures

by Debbie Frias, CCLS

Happy New Year! Now that the holidays are officially behind us, it is time to get back into our work routines. With the new year, we find a few more updates regarding the courts' changes.

Our state Legal Procedures Chair, Jeff Weddle, has sent us some more updates that I am sharing with you. Unfortunately, I do not believe we have enough room in this bulletin to share all of the information that I received, in detail; however, I am simply going to summarize each for you.

1. Solano County Superior Court - reduction in business hours. Because of the budget cuts, the Court has been required to reduce its workforce. It has now been reduced by 20% compared to three years ago. Effective January 14, 2013, Solano's new hours of operation will be from 8:00 a.m. to 2:00 p.m., Monday through Friday, excluding court holidays and weekends. There is a drop box for same-day filings that is available whenever the Clerk's offices are closed during normal business hours.

2. Contra Costa Superior Court - several changes that became effective November 12, 2012:

- Reduction of hours of operation - Clerk's offices at all locations are now 8:00 a.m. to 1:00 p.m. (phone hours are 8:00 a.m. to 1:00 p.m.).
- Civil Harassment Restraining Orders - a new location is to be posted. Visit their website at www.cc-courts.org. The times listed for telephone and office hours are 8:00 a.m. to 1:00 p.m. and 1:30 p.m. to 3:00 p.m., respectively.
- Domestic Violence Restraining Orders - Telephone hours are 8:00 a.m. to 1:00 p.m., and office hours are 8:00 a.m. to 3:00 p.m.
- Family Court Services Window - Telephone hours are 8:00 a.m. to 2:00 p.m., and office hours are 8:00 a.m. to 2:00 p.m.

- Ex Parte Temporary Guardianships and Conservatorships - Phone hours are 9:30 a.m. to 11:00 a.m.; office hours are 8:00 a.m. to 5:00 p.m.

- Jury Services at all of the Court's locations are 8:00 a.m. to 1:00 p.m. for phones, and 8:00 a.m. to 2:00 p.m. for office hours.

In addition, this Court made more budget cuts to their calendars and operations. Because many changes were made, my suggestion is to log onto the Court's website, www.cc-courts.org.

3. Kings County Superior Court - They have submitted a public notice of proposed closures of the Avenal and Corcoran court locations. Kings County Superior Court's website: www.kings.courts.ca.gov.

4. Los Angeles Superior Court - LASC has closed about ten locations and has reassigned civil complex litigation cases to the Central Civil West Courthouse. Courtrooms are being shuttered at Beverly Hills, West Los Angeles, Malibu, Avalon, Huntington Park, Whittier, Pomona and San Pedro. Log onto the court's website for further information and direction: www.lasuperiorcourt.org.

5. San Bernardino Superior Court - They intend to close one courtroom in the Joshua Tree District and reassign the civil case load. The notice that I received is posted on the court's website: www.sb-court.org.

6. San Diego Superior Court - They are closing one independent calendar civil courtroom in the Court's South County Division and one independent civil calendar courtroom in its East County Division; they will consolidate civil business office operations of its South and East County Divisions with those in its Central Division. For more information, see the Court's website: www.sdcourt.da.gov.

San Diego Superior Court is also partnering with One Legal with the implementation of e-filing in March 2013.



January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Executive Board Meeting	8	9	10	11	12
13	14	15 Last Day for CCLS Exam Application w/o late fee	16	17 State Day in Court	18	19
20	21 Martin Luther King Day—Courts Closed	22 Last Day to Submit Articles for the February issue of the Legal Eagle	23	24	25	26
27	28	29	30	31		

Dates to Remember

- **January 7 - SLISA Executive Board Meeting** (Location: Steel Rives - Time: 6:00 p.m.)
- **January 15 - Last Day for CCLS exam application** to be received without late fee.
- **January 17 - State Day in Court** (Location: Arden Hilton, Sacramento, CA, 5:30 p.m.)
- **January 21 - Martin Luther King Day** (State and Federal Courts Closed)
- **January 22 - Last Day to Submit Articles for the February issue of The Legal Eagle**
- **February 11 - SLISA Executive Board Meeting** (Location: Steel Rives - Time: 6:00 p.m.)
- **February 12 - Lincoln's B'day** (State Courts Closed).
- **February 18 - President's Day** (State and Federal Courts Closed).
- **February 19 - Federal Day in Court** (Location: Arden Hilton, Sacramento, CA, 5:30 p.m.)
- **February 19 - Nominations close for SLISA Executive Board and Delegate Positions**
- **February 22-24 - LSI February Quarterly Conference** (Location: Knott's Berry Farm, Buena Park, CA)
- **February 25 - Last Day to Submit Articles for the February issue of The Legal Eagle**



LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

2012-2013 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: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**
5534 Blackbird Drive, Pleasanton, CA 94566

Enclosed is payment of my dues for the fiscal year 8/1/12 through 7/31/13 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 ☐ AMEX ☐

Credit Card Information: Number _____ Expiration Date: Month _____ Year _____

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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

Civil Litigation
 Criminal Law
 Family Law
 Law Office Administration
 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: _____

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 ROSTERS, AND OTHER COMMUNICATIONS, WILL BE SENT VIA EMAIL
 UNLESS REGULAR MAIL IS SPECIFICALLY REQUESTED.**

I prefer mail to: ☐ HOME ☐ OFFICE

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

Nominations and Elections

SLSA Members,

On behalf of the Nominations and Elections Committee, we would like to remind you that SLSA will begin taking nominations for the 2013-2014 fiscal year. In February, which is right around the corner, we will elect the new board members. If you are interested in becoming involved, be sure to let us know so that we can add you to the ballot. Nominations will be accepted for the offices of:

President
Vice President
Secretary
Treasurer
Governor
Delegates (3)

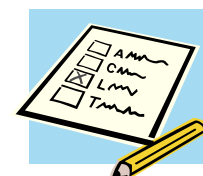
Please keep in mind that a nominee for the office of President must have served at least one year as an elected officer of this association. All other positions are open to any member in good standing. Next month, we will send out letters to all members requesting nominations and will include detailed job descriptions for each office. In the meantime, should you wish to add your name to the list, let us know.

Thank you.

Jaymie Moralez, Nominations & Elections Chair (jmoralez@somachlaw.com)

Crystal Rivera, Nominations & Elections Committee Member (crivera@somachlaw.com)

Astrid Watterson, CCLS, Nominations & Elections Committee Member (awatterson@somachlaw.com)



2013 Court Holidays

Please take note of the following holidays observed by the state and federal courts for 2013.

State Courts Closed:

New Year's Day – Tuesday, January 1, 2013
Martin Luther King, Jr. Birthday – Monday, January 21, 2013
Lincoln's Birthday – Tuesday, February 12, 2013
President's Day – Monday, February 18, 2013
Cesar Chavez Day – Monday, April 1, 2013
Memorial Day – Monday, May 27, 2013
Independence Day – Thursday, July 4, 2013
Labor Day – Monday, September 2, 2013
Columbus Day – Monday, October 14, 2013
Veteran's Day – Monday, November 11, 2013
Thanksgiving Day – Thursday, November 28, 2013
Day After Thanksgiving – Friday, November 29, 2013
Christmas Day – Wednesday, December 25, 2013

Federal Courts Closed:

New Year's Day – Tuesday, January 1, 2013
Martin Luther King, Jr. Birthday – Monday, January 21, 2013
President's Day – Monday, February 18, 2013
Memorial Day – Monday, May 27, 2013
Independence Day – Thursday, July 4, 2013
Labor Day – Monday, September 2, 2013
Columbus Day – Monday, October 14, 2013
Veteran's Day – Monday, November 11, 2013
Thanksgiving Day – Thursday, November 28, 2013
Christmas Day – Wednesday, December 25, 2013

Sacramento Legal Secretaries Association

LUNCH LESSON

Registration begins at 11:45 a.m. and the speaker will begin promptly at noon!

Topic:

You Can't Take It With You....How Property is Transferred at Death

Speaker: *Kelly Tiberini, Esq.*

Downey Brand LLP

Date: January 29, 2013

Time: 12-1 p.m.

Location: Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

Cost: \$15 LSI Members

\$17 Non-LSI Members

NO REFUNDS

Lunch will be provided. Public parking is available in the building for a fee.

Name: _____

Firm: _____

Mailing Address: _____

Daytime Phone: _____

Email: _____

Are you an SLISA member? ☐ Yes ☐ No

Are you a member of another LSI association: ☐

If yes, which association? _____

Check Here If You Would Like Membership Information: ☐

Do you require an ☐ MCLE or ☐ CCLS certificate?

Make Checks Payable to: SLISA

Reservation due by January 23, 2013

To: Anne French

Downey Brand LLP

621 Capitol Mall, 18th Floor

Sacramento, CA 95814

Tel: 916-520-5268/Fax: 916-520-5668

Email: afrench@downeybrand.com

MCLE & CCLS Credit: SLISA, 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 **0.75 hours**.

CCLS Terminology List

by *Launa Atkinson, CCLS*

Administrator	The person appointed by the court to act as a probate estate's representative when the decedent leaves no Will. Also called the "personal representative".
Bequeath	To dispose of personal property by Will.
Devise	A gift of real property by Will.
Intestate	One who dies without a valid Will.
Testate	One who dies leaving a valid Will.
Legacy	A gift of personal property by Will.
Testator	The person who makes a Will.
Heir	One who is entitled to the property of a decedent under the statutes of intestate succession.
Will	Document signed by a testator by which, among other things, the testator disposes of his/her estate.
Testamentary	Related or pertaining to a Will.

CCLS Quiz Answers

by *Launa Atkinson, CCLS*

CCLS QUIZ ANSWERS (from page 9):

ANSWERS—Chose the Most correct

- | | |
|------|-------|
| 1. d | 6. c |
| 2. d | 7. a |
| 3. c | 8. d |
| 4. c | 9. c |
| 5. a | 10. a |





Sacramento Legal Secretaries Association

A Member of Legal Secretaries, Incorporated

Proudly Presents

COURT UPDATES 2013

Many New Changes You Will Not Want To Miss!
(Forms, Handouts, Information & Networking)

*EXHIBITORS!!!
DOOR PRIZES!!!*

THURSDAY, JANUARY 17, 2013

No-Host Bar: 4:45 p.m. to 6:45 p.m.

Dinner: 6:15 p.m.

Cost: \$40 before January 7, 2013

\$45 after January 7, 2013

Cancellations must be made 72 hours in advance for a refund.

No shows will be billed!!

SLSA has gone green!
Each attendee will receive
a CD containing the
speakers' handouts.

Location: HILTON — SACRAMENTO ARDEN WEST LOCATION
2200 Harvard Street (located at Business 80 and Arden Way West) Sacramento
Speakers: Court Clerks/Executive Officers from numerous counties.

Day In Court
Chairs:

Rebecca Lerma (rmlema@stoel.com) Phone: 916-447-0700
Crystal Rivera (crivera@somachlaw.com) Phone: 916-469-3813

Please mail or email your registration form with your check or you may register online at www.slsa.org/events.

Name: _____ CCLS? Yes _____ No _____
Address: _____ MCLE? Yes _____ No _____
Phone Number: _____
E-Mail: _____

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, coffee, and tea. Please indicate your meal preference:

- _____ Lemon Chicken — Seared Breast of Chicken with Lemon Slice and Roast Garlic Natural Jus
_____ Boscaiolo Grilled Flank Steak with Sautéed Portobello Mushrooms and a Marsala Demi Glace
_____ Vegetable Wellington — Puff Pastry with Roasted Vegetables (no mushrooms)

Food allergies: _____

Mail Registration and Check (made payable to SLSA) to:

Shelly Reyes
c/o Law Office of Robert J. Binns
3620 American River Dr., Ste. 175
Sacramento, CA 95864
[E-mail: reservations@slsa.org](mailto:reservations@slsa.org)

If you cannot attend this event but are interested in membership, please contact Vice President Lynne Koroush, Membership Chair at koroushl@gtlaw.com.

SLSA, 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 and California Certified Legal Secretary credit in the amount of at least 1.0 hours.

Questions for the Court?



Sacramento Legal Secretaries Association's annual Day in Court Event is scheduled for *Thursday, January 17, 2013*. We have invited guest speakers from Butte, El Dorado, Placer, San Joaquin, Stanislaus, Sacramento, Yuba and Yolo counties as well as the Third Appellate District Court of Appeals.

We will be submitting questions to the court in advance which they will address during the meeting. The questions should be able to be answered in 1-3 sentences and should not be case specific. Please email your suggested questions to Day in Court Chairs: Rebecca Lerma at rmlema@stoel.com and Crystal Rivera at crivera@somachlaw.com.

Question(s) for the Court: _____

Name (optional): _____ Email (optional): _____

Paper is not your friend.

Shouldn't there be less of it
sitting on your desk?



You're not still printing out and assembling documents by hand while the clock ticks toward the looming court deadline, are you? Simply upload your document to One Legal and initiate court filing or process serving with a few clicks of the mouse. Imagine how your desk will look without all that paper stacked on it.

We're reliable, tenacious and ready. We've been beating court deadlines for more than two decades and we're ready to help you manage yours. When you want a team as committed to your success as you are, there's only one choice. One Legal.

- Court Filing ● eFiling & eService ● Courtesy Copy Delivery
- Nationwide Process Serving and Document Retrieval



www.onelegal.com
800.938.8815



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF EL DORADO**

PUBLIC NOTICE

Effective December 24, 2012:

Notice of Limited Operation Days in December 2012 and January 2013

Pursuant to Government Code Section 68106 and rule 10.620(f)(6) of the California Rules of Court, the Superior Court of California, County of El Dorado is providing 60 day notice of the Court's Executive Committee decision to implement limited operation days in 2012 on December 24, 26, 27 and 28 (Christmas week); and December 31, 2012, January 2, 3 and 4, 2013 (New Years week).

On the limited operation days, all Clerk's Offices and all but two courtrooms will be closed. One courtroom will remain open in Placerville, Department 7 at 2850 Fairlane Court, Placerville, and one courtroom will remain open in South Lake Tahoe, Department 3, at 1354 Johnson Blvd., South Lake Tahoe. At each courtroom a judge will be available to conduct arraignments and examinations, to handle time-sensitive juvenile matters, and to sign any necessary documents on an emergency basis, as required by law.

Document drop boxes will be available at 295 Fair Lane, Placerville and 1354 Johnson Blvd., South Lake Tahoe to permit the same-day filing of documents deposited there before 4:00 p.m. Document drop boxes at our Main Street Placerville and Cameron Park courthouses will be closed.

Fax filing through Official Payments will not be available during the limited operation days, December 24, 26, 27 and 28; and December 31, 2012, January 2, 3 and 4, 2013.

The court finds it necessary to institute these changes in light of the ongoing state budget crisis. Fiscal years 2007-08 through 2011-12, state General Fund support for the Judicial Branch has been reduced by \$653 million ongoing. This fiscal year, the state made further reductions to the Judicial Branch of \$544 million. Of this amount, \$419 million is one-time and \$125 million is ongoing. The El Dorado Superior Court must absorb a 28% budget reduction for fiscal year 2012-13, and a 17% reduction for fiscal year 2013-14. The Court has instituted various cost savings measures such as freezing vacancies, employee furloughs and reengineering court processes for efficiencies.

If you have any comments regarding this action, please send them in writing to Tania Ugrin-Capobianco, Court Executive Officer at 2850 Fairlane Court, Placerville, California 95667 or by e-mail to scadmin@eldoradocourt.org.

Courthouses to close in San Bernardino

Officials announce plans to close Barstow, Needles and Big Bear courthouses

By Katie Lucia
Daily Journal Staff Writer

San Bernardino County Superior Court officials announced Tuesday that they plan to close three outlying courthouses to further tighten the court's belt amid deepening budget cuts.

Courthouses in Barstow, Needles and Big Bear will close in March, the latest blow to a county court system grappling with cutbacks to its budget reaching more than \$22 million.

The closures and other changes will result in the loss of 44 staff positions, officials said, amounting to a projected savings of \$5.3 million each year. In addition to the shuttered courtrooms, the court will stop offering night hearings and will assign court reporters from a pool instead of to specific departments.

Officials also will transfer civil and juvenile delinquency cases and dependency drug court from Victorville to other courthouses to make room for the influx of cases from Barstow and Needles. Barstow's three judges will be reassigned to other courtrooms in the county, though one will retire shortly after the closure.

These cuts are a second phase of measures to address budget woes, officials said. Officials recently announced the closure of a courthouse in Chino as well as reductions to service hours and departments including at the Needles and Big Bear branches.

Additionally, three assigned judges assisting the court's dockets will be released this month. But even with the reductions, San Bernardino County's court system still faces an annual operating deficit of about \$6 million, said Court Executive Officer Stephen Nash.

"We still don't have a balanced budget," Nash said. "We still have more to go."

But how the court will achieve that balance, he couldn't say for sure. Officials are in negotiations with staff over next year's contracts. Though court staff haven't seen a pay increase in five years, Nash hopes they'll make concessions before more serious cuts need to be made. However, he would prefer the state address the disparity in fund allocation to courts from county to county, he said.

San Bernardino County desperately needs more resources, he said. For example, the county should have about 156 judges to function efficiently, according to a state judicial needs study, but only has 91 at the bench.

Nash said his office plans to draw from reserves to keep afloat this year and next if the state doesn't snag its remaining \$9.2 million at the end of the year.

Counties across the state have turned to closures and service reductions to stay in the black as slashes to superior courts reached nearly \$1.2 billion in the



San Bernardino County Presiding Judge Marsha G. Slough

Daily Journal Photo

San Bernardino plans closures, cutbacks

Continued from page 1

past four years.

Though rumors of the closures had been circulating the courts for months prior to Tuesday's announcement, the news fell heavy on the local legal community.

"I am very sad," said Julie Peterson, supervising deputy district attorney in Barstow. "I've been

with the DA's office for 23 years and almost all of it has been with Barstow so it's really sad to see that this courthouse is closing."

Peterson said she feels especially for victims, families of victims, witnesses and local law enforcement agencies — some of whom will now have to travel as much as four-and-a-half hours to get to court.

Barstow attorney Bob Conaway

said increased travel time and diminished access to services will have a tragic effect on an already impoverished community.

"This really discriminates against the demographic of the area which is principally poor and in the area of Barstow it's principally minority," Conaway said. "I think this has a disparate impact on people of color and people that

are disabled and the elderly. This is just a bad, bad move."

"The simple fact," San Bernardino County Presiding Judge Marsha Slough said, "is we can no longer afford to support ... as many services as in the past."

katie_lucia@dailyjournal.com

Legal Procedures

by Debbie Frias, CCLS

Cont.

7. Federal courts are seeing change, too. There are increases in bankruptcy court fees that were effective November 21, 2012. Petition fees for Chapters 9, 11, and 15 are now \$1,213; conversion fees of Chapters 7 to 11 are \$922, and Chapters 13 to 11 are \$932. The notice I have is from the Central District of California: www.cacb.uscourts.gov.

We are all seeing numbers of changes; I am sure we will find out more information at our upcoming Day-In-Court meeting on January 17. In addition, I have heard that more cuts may need to be taken after our state budget is announced this month.

If you have any questions or need clarification of anything in my article, please contact me at my email address: dfrias@crowlawoffices.com.





DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
BUSINESS PROGRAMS | BUSINESS ENTITIES
1500 11th Street | Sacramento, CA 95814 | Tel (916) 657-5448 | www.sos.ca.gov

Changes to California Business Entity Filings effective January 1, 2013

As of January 1, 2013, new legal requirements apply to business entity documents filed with the California Secretary of State's office.

Entity and Agent Addresses

All formation/registration documents must include the business entity street address and mailing address.

All foreign corporation and foreign limited liability company registration documents must include the street address of the principal business office address in California, if one exists.

All documents listing an individual person as an agent for service of process must include the agent's California street address. All corporate agents filing a certificate pursuant to California Corporations Code section 1505 must include the California street address where process may be served. A post office box address for an agent for service of process will not be accepted on any document.

Future File Date Requests

All future file date requests for corporation and limited liability company documents must be included within the document submitted or as an attachment to be made part of the filed document.

Corporation and limited liability company documents received before January 1, 2013, with a future file date on or after January 1, 2013, must comply with the entity and agent addresses requirements listed above. This information may be included in an attachment as part of the filed document.

Copy Requests

The Secretary of State will no longer endorse and certify customer-provided copies. However, a customer who submits documents with a filing fee of \$25.00 or more will receive one (1) uncertified copy of the documents for free and, at the time of filing, the free copy may be certified for a \$5.00 certification fee. Customers requesting additional copies will be charged \$1.00 for the first page and \$0.50 for each additional page. Each certified copy requires an additional \$5.00 certification fee.

Note: While domestic stock and foreign corporations are required to pay a total of \$25.00 when filing the required Statement of Information, the total fees include a \$20.00 filing fee and a \$5.00 disclosure fee. Therefore, customers requesting copies of a Statement of Information (corporation or limited liability company) must include the copy fees described above.



UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA
OFFICE OF THE CLERK

KATHLEEN J. CAMPBELL
Executive Officer
Clerk of Court

PUBLIC NOTICE

**RE: REVISION OF *COURT MANUAL*
EFFECTIVE JANUARY 2, 2013**

The Court's *Court Manual* has been updated and the new revisions will become effective on January 2, 2013. Revisions include (but are not limited to) the following:

- **Section 2:** Document preparation clarified
- **Section 3:** Bankruptcy Noticing Center (BNC) Updates;
Only one preferred mailing address allowed per attorney
- **Section 4:** Notice of Lodgment procedure (New)
- **Appendix F:** Judge's copy requirements enhanced
- **Appendix I:** Judge's copy requirements enhanced

The updated Court Manual is available on the Court's web site at www.cacb.uscourts.gov under Rules & Procedures. A red-line version will also be available online for your reference for the next 60 days.

Should you have any questions regarding these changes, please contact the Court's ECF Help Desk at (213) 894-2365, or by email at ECF_support@cacb.uscourts.gov.

**KATHLEEN J. CAMPBELL
CLERK OF COURT**

12-027 (12/21/12)



Sacramento Legal Secretaries Association

A Member of Legal Secretaries, Incorporated
Proudly Presents

FEDERAL DAY IN COURT 2013

with guest speakers from the U.S.D.C., Eastern District,

The Hon. Kendall J. Newman, Magistrate Judge
Wim van Rooyen, Law Clerk



EXHIBITORS!!!

DOOR PRIZES!!!

TUESDAY, FEBRUARY 19, 2013

No-Host Bar: 4:45 p.m. to 6:45 p.m.

Dinner: 6:15 p.m.

Cost: \$40 before February 12, 2013

\$45 after February 12, 2013

Cancellations must be made 72 hours in advance for a refund.

No shows will be billed!!

Location: HILTON — SACRAMENTO ARDEN WEST LOCATION
2200 Harvard Street (located at Business 80 and Arden Way West) Sacramento

Day In Court Rebecca Lerma (rmlema@stoel.com) Phone: 916-447-0700
Chairs: Crystal Rivera (crivera@somachlaw.com) Phone: 916-469-3813

Please mail or email your registration form with your check or you may register online at www.slsa.org/events.

Name: _____ CCLS? Yes ____ No ____
Address: _____ MCLE? Yes ____ No ____
Phone Number: _____
E-Mail: _____

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, coffee, and tea. Please indicate your meal preference:

- _____ Chicken Brie – Chicken Breast Stuffed with Asparagus, Brie Cheese & Applewood Smoked Bacon
_____ Sliced New York Strip – Spice Rub and Bourbon Demi
_____ Stuffed Manicotti – Spinach and Ricotta Stuffed Manicotti with House Made Marinara and Pesto Creme

Food allergies: _____

Mail Registration and Check (made payable to SLSA) to:

Shelly Reyes
c/o Law Office of Robert J. Binns
3620 American River Dr., Ste. 175
Sacramento, CA 95864
[E-mail: reservations@slsa.org](mailto:reservations@slsa.org)

If you cannot attend this event but are interested in membership, please contact Vice President Lynne Koroush, Membership Chair at koroushl@gtlaw.com.

SLSA, 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 and California Certified Legal Secretary credit in the amount of at least 1.0 hours.



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

Please fill out this form to let us know the changes you would like to make to your membership record.

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

BUSINESS E-MAIL: _____ (for vital updates/reminders)

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

HOME E-MAIL: _____ (for vital updates/reminders)

CHANGE IN SPECIALTY:

- | | | |
|---|--|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Arbitration |
| <input type="checkbox"/> Business/Corporate Law | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Law Office Management | <input type="checkbox"/> Litigation | <input type="checkbox"/> Probate/Estate Planning |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Taxation | <input type="checkbox"/> Other: _____ |

CHANGES TO MAILING/LISTING INFORMATION:

Where do you want *The Legal Eagle* and other SLSA/LSI mail delivered?

Where do you want e-mail delivered?

Which address should be listed in the membership roster?

If you do NOT want to be listed in the membership roster, check here:

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> No roster listing | |

Please submit to:

Lynne Koroush
SLSA Vice President and Membership Chair 2012-2013
1201 K St., Ste. 1100
Sacramento, CA 95814
E-mail: vicepresident@slsa.org

*Jennifer Rotz**Jennifer Sachs*

December Regular Meeting

Annual Holiday Mock Trial and Ornament Exchange

by Jennifer Rotz and Jennifer Sachs

On December 13, 2012, SLSA celebrated its annual Holiday Mock Trial and Ornament Exchange. This year's script was written by Honorary Member John Baldwin and titled "The Coalition of Cute and Cuddly Antarctic Penguins v. Claus International Industries and the Commonwealth of the North Pole, An Issue of Equitable Distribution of Royalties." It was played out by a great cast of volunteer actors. I'd like to thank the volunteer actors who made this mock trial a highly entertaining success:

Judge Milo T. Bloom:	Allie Steinmuller
Bailiff:	Teri McClory, CCLS
Court Clerk:	Jan Ainsworth
Plaintiff's Counsel:	Jennifer Estabrook, CCLS
Defense Counsel:	Elizabeth Bomke, CCLS
Skipper Penguin:	Crystal Rivera
Kowalski Penguin:	Jayme Morales
Opus Penguin:	Shannon Bleasdel-Stewart
Santa Claus:	Steve Estabrook
Smokey Polar Bear:	Ignacio Solorio
Chumley Walrus:	Johnny Bateman
Jurors:	Debbie Frias, CCLS
	Erin Sanchez
	Alexander Cain
	Melanie Herman
	Alex Gigliotti
	Deseree Gamayo



Thank you, participants, for volunteering your time and talents. Thank you, John Baldwin, for delivering yet another fantastic script. A wonderful time was had by all and in the end the jury found for the defendants (Santa Claus, et al.). Congratulations to Defense Counsel, Elizabeth Bomke, CCLS, and defendants Santa Claus, Smokey Polar Bear, and Chumley Walrus!



*Allie Steinmuller and
Jan Ainsworth*



L to R: Debbie Frias, CCLS, Alex Gigliotti, Melanie Herman, Deseree Gamayo, Erin Sanchez, and Alex Cain



*Rebecca Lerman, Alex
Lerma, and Melanie Herman*



*Debbie Frias, CCLS, Elizabeth Bomke, CCLS, and
Jaymie Moralez*



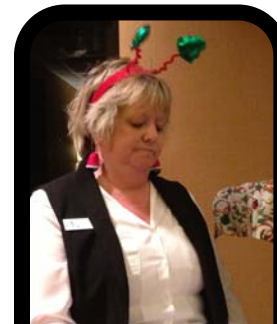
*Ignacio Solorio as
Smokey Polar Bear*



*Jaymie Moralez as
Kowalski Penguin*



*Jennifer Estabrook,
CCLS as
Plaintiff Counsel*



*Crystal Rivera as
Skipper Penguin*



*Dawn Forgeur, CCLS,
Lynne Koroush, and Jennifer Rotz*



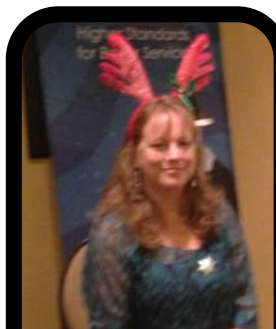
Dawn Forgeur, CCLS, Robyn Baldwin and John Baldwin



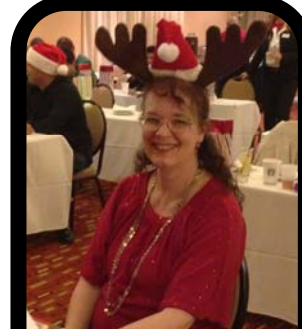
*Johnny Bateman as
Chumley Walrus*



*Shannon Bleasdel-Stewart as
Opus Penguin*



*Teri McClory, CCLS as
The Bailiff*



*Elizabeth Bomke, CCLS as
Defense Counsel*



Lynne Koroush

December General Meeting:

Vendor Spotlight: Atkinson-Baker

by Lynne Koroush

Atkinson-Baker Court Reporters was SLSA's Vendor of the Month for December 2012. Wendy Lannoye brought lots of holiday spirit to our December Mock Trial meeting, and shared with us the latest in services from Atkinson-Baker.

Founded in 1987, Atkinson-Baker is dedicated to providing the most efficient and comprehensive service for all court reporting needs. Atkinson-Baker utilizes its experience and skill in the court reporting industry, along with the latest technology to achieve the highest quality litigation support and provide the finest court reporters nationwide. Their services include:

- * On-time, Accurate Court Reporters for Local and Out of Town Depositions
- * Personalized Service
- * Conference Rooms
- * Online Document Depository
- * Case Management
- * Real-time Court Reporting
- * Videographers
- * Mobile Transcripts
- * Transcripts and Exhibits on CD
- * 24-hour, Last Minute Scheduling
- * Reliable Reminders
- * Fast Transcript Turn-Around/Quality Control
- * Interpreters
- * Process Servers
- * Case Share
- * Teleconferencing
- * Archived Transcripts Search Engine
- * E-Transcripts
- * Nationwide and Worldwide Coverage

Please contact Wendy Lannoye at 1-800-288-3376, EXT 4101, or via e-mail at wlannoye@depo.com for more information.

Thank you very much, Wendy, and all the folks at Atkinson-Baker, for being our Vendor of the Month!



*Lynne Koroush and
Wendy Lannoye*

“ Please remember to support our vendors, because they support us!! Lynne Koroush ”



January

Linda Terry Olson	Jan. 4
Beckie Hoff	Jan. 8
Colleen Clay	Jan. 11
Jennifer Rotz	Jan. 12
Kimberly Smith	Jan. 12
Aaliyah Muhammed	Jan. 15
Elizabeth York	Jan. 17
Mae Empleo	Jan. 23
Sharla Maxey	Jan. 24
Heather Kocina	Jan. 27

At over 200 MPH, the Peregrine Falcon is the fastest animal on the planet.

Rumor has it they trained here at Atkinson-Baker.




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ASSOCIATION

FEBRUARY 22, 23, & 24, 2013



LSI THIRD QUARTERLY CONFERENCE

KNOTT'S BERRY FARM HOTEL, BUENA PARK, CA 90620

CONFERENCE REGISTRATION FORM

NAME (AS IT WILL APPEAR ON BADGE): _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 TELEPHONE: _____
 EMAIL ADDRESS: _____
 LOCAL ASSOCIATION (DO NOT ABBREVIATE): _____

PLEASE CHECK IF APPLICABLE (INCLUDE TITLE):

STATE OFFICER: _____
 STATE CHAIRMAN: _____

☐ GOVERNOR ☐ CCLS ☐ PLS

SCRIP TICKET (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET, AND BRUNCH):

POSTMARKED ON OR BEFORE JANUARY 23, 2013	\$ 96.00	\$ _____
POSTMARKED ON OR AFTER JANUARY 24, 2013	\$106.00	\$ _____

INDIVIDUAL TICKETS:

REGISTRATION ON OR BEFORE JANUARY 23, 2013	____ @	\$ 15.00	\$ _____
REGISTRATION ON OR AFTER JANUARY 24, 2013	____ @	\$ 25.00	\$ _____
GOVERNORS' LUNCHEON (SATURDAY)	____ @	\$ 22.00	\$ _____
PRESIDENTS' LUNCHEON (SATURDAY)	____ @	\$ 22.00	\$ _____
MEMBERSHIP LUNCHEON (SATURDAY)	____ @	\$ 22.00	\$ _____
WELCOME RECEPTION (FRIDAY)	____ @	\$ 20.00	\$ _____
BANQUET (SATURDAY)	____ @	\$ 33.00	\$ _____
BRUNCH (SUNDAY)	____ @	\$ 24.00	\$ _____

TOTAL AMOUNT PAID: \$ _____

SPECIAL DIETARY REQUEST (INCLUDING VEGETARIAN): _____

MAKE CHECKS PAYABLE TO:

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FOR INFORMATION CONTACT:

CONFERENCE CHAIR – BARBARA BARREGAR, (714) 641-5100 x1357 – oclsa2013conf@gmail.com
 RESERVATION CHAIR – DEBORAH RICKERT CCLS, (714) 755-8132 – oclsa2013conf@gmail.com

No refunds after February 6, 2013



BLAZING THE TRAIL

HOSTED BY
ORANGE COUNTY LEGAL SECRETARIES
ASSOCIATION

FEBRUARY 22, 23, & 24, 2013

LSI THIRD QUARTERLY CONFERENCE

KNOTT'S BERRY FARM HOTEL
7675 CRESCENT AVENUE, BUENA PARK, CA 90620



HOTEL REGISTRATION FORM

Name: _____
Mailing address: _____
City/State/Zip: _____
Telephone: _____
Email Address: _____

Arrival Date: _____ Departure Date: _____
Roommate(s): _____

Accommodations:

- ☐ Single/Double **\$109.00 per night** (*no rollaways available in standard rooms*)
☐ Triple/Oversized Room **\$144.00 per night** (*subject to availability*)

Reservations: Call hotel at 866-752-2444 or 714-995-1111
Rates are available up to 3 days Pre and Post conference

Group Name: Orange County Legal Secretaries Association

DEADLINE TO RESERVE YOUR ROOM IS JANUARY 23, 2013

Check In: 4:00 p.m. **Check Out:** 12:00 p.m.

Parking: \$7 per day

Airport: John Wayne Airport (SNA) is approx. 17 miles from the hotel

Transportation: Super Shuttle (\$27 each way)



For additional information, contact:

CONFERENCE CHAIR – BARBARA BARREGAR, (714) 641-5100 x1357 – oclsa2013conf@gmail.com

RESERVATION CHAIR – DEBORAH RICKERT CCLS, (714) 755-8132 – oclsa2013conf@gmail.com



LEGAL SPECIALIZATION SECTION SEMINARS
LSI 3rd Quarterly Conference – February 22-24, 2013 – Knott's Berry Farm Hotel
Hosting Association: Orange County LSA

REGISTRATION FORM - DEADLINE IS Tuesday, February 12, 2013

Registration **MUST** be **RECEIVED** by the LSS Coordinator **on or before the deadline.**



Please make advance reservations so materials may be prepared. Please check all appropriate boxes below.

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
Friday, February 22, 2013 – 7:30 p.m. to 9:00 p.m.		
<u>CIVIL LITIGATION:</u> Topic: <i>Appellate Procedure</i> Speaker: Dennis Nakata, Paralegal at Rutan & Tucker <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member		<u>TRANSACTIONAL:</u> Topic: <i>Corporate Formation, Mergers & Acquisitions</i> Speaker: Carolyn M. Dillinger, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member
Saturday, February 23, 2013 – 10:30 a.m. to 12:00 p.m.		
<u>PROBATE/ESTATE PLANNING:</u> Topic: <i>Medi-Cal Planning for Clients in Need of Long Term Care</i> Speaker: Amy Haupt, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member		<u>CRIMINAL LAW:</u> Topic: <i>W & I 300 Cases, Part 1</i> Speaker: Judge Marguerite Downy <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member
Saturday, February 23, 2013 – 4:00 p.m. to 5:30 p.m.		
<u>LAW OFFICE ADMINISTRATION:</u> Topic: <i>Attorney Said, Client Heard – Keeping Everyone Ethical</i> Speaker: Diane Mecca, Paralegal <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member		<u>FAMILY LAW:</u> Topic: <i>W & I 300 Cases, Part 2 – Detention, Delinquency, Dependency</i> Speaker: Lauren K. Johnson, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member

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: _____

Mail, Fax, or Email completed form to:

Cheryl L. Kent, PLS, CCLS, LSS Coordinator
 P. O. Box 12082, Pleasanton, CA 94588
 925-623-3086 (fax) ~ clkcls@comcast.net

Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

Speakers and Topics are Subject to Change

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.

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.

2012-2013 Legal Specialization Section Leaders:

Civil Litigation: Dawn R. Forgeur, CCLS dforgeur@stoel.com	Law Office Administration: Tammy L. Hunt, CCLS loaleader@tlhunt.org
Criminal Law: Christina Vieira christinavieira@rocketmail.com	Probate/Estate Planning: Kristi L. Edwards, CCLS kledwards@justice.com
Family Law: Mary Lou Floyd, CCLS, M.S. Loulou7@yahoo.com	Transactional Law: Lisa De La O ldelao@fitcheven.com



LEGAL SECRETARIES, INCORPORATED
CALIFORNIA CERTIFIED LEGAL SECRETARY
WORKSHOP REGISTRATION FORM

“California Legal Procedure”

Third Quarterly Conference, February 22-24, 2013

Knott's Berry Farm, Buena Park, CA

Saturday, February 23, 2013, 7:30-8:30 a.m.

Speaker: Terrie Quinton, CCLS

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

California Legal Procedure: Civil, Family, Corporate, Real Estate, Probate.... If, like most, you have never worked in all of these areas of law, it can be somewhat daunting to think about learning the unfamiliar information for the CCLS Exam. Attend this class to get some tips on what to study, and how to study for this section of the Exam.

REGISTRATION DEADLINE: February 15, 2013

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.

NO CCLS CREDIT WILL BE GIVEN FOR THIS WORKSHOP



**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 Koroush, Vice President
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; 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:

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



California Certified Legal Secretary

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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
24740 Oro Valley Road
Auburn, CA 95602**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, October 20, 2012
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, March 16, 2013

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 \$30 late fee, in addition to the fees listed below, if space is available.

EXAMINATION FEES*			
LSI MEMBERS**		Non-LSI MEMBERS	
Registration fee:	\$ 25.00	Registration fee:	\$ 75.00
Examination fee:	\$ 100.00	Examination fee:	\$ 100.00
Total	\$125.00	Total	\$175.00

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 \$30 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 rejection of this application or 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 _____

BENEFITS

LEGAL SECRETARIES INCORPORATED (LSI)

Note: This list is maintained for use by members of Legal Secretaries, Inc. Agents for insurance and financial providers are available as resources when members inquire about benefits. Please use this as a starting point; ask for information, compare policy coverage and prices. LSI wants its members to find the BEST coverage for each member's individual needs and location. For information call these representatives directly.

<p style="text-align: center;">DISCOUNT THROUGH CEB</p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit http://ceb.com/LSI/</p>	<p style="text-align: center;">WORKING ADVANTAGE</p> <p>Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorg@suddenlink.com, or LSI Vice President</p>
<p style="text-align: center;">HERTZ CORPORATION</p> <p>Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
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<p style="text-align: center;">LA FINANCIAL FEDERAL CREDIT UNION</p> <p>P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p style="text-align: center;">PROVIDENT CREDIT UNION</p> <p>303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

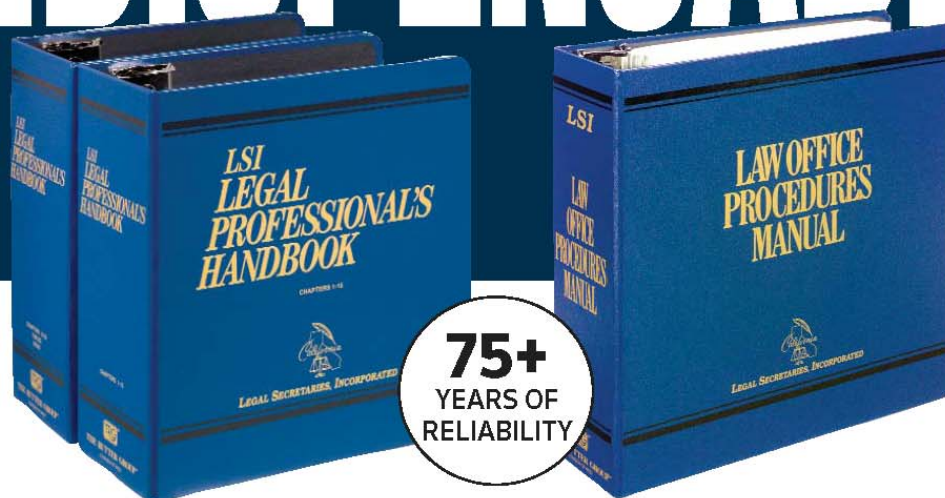
QUESTIONS AND CONCERNS CONTACT:
Mary J. Beaudrow, CCLS, LSI Vice President
LSI Marketing Committee Coordinator
939 Hough Avenue, #22, Lafayette, CA 94549
Cell - (415) 717-5675
marybeau@comcast.net

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 07/31/12**

Total Members (Fiscal Year-end 4/30/12)	Association		New Members	Transfer Members	Continuing Members	Total Members
37	Alameda County	LSA	7		33	40
10	Antelope Valley	LSA				0
44	Beverly Hills/Century City	LSA	6		37	43
19	Butte County	LPA			12	12
17	Capitol City	LPA	1		7	8
7	Conejo Valley	LPA	5		6	11
21	Desert Palm	LPA	5		19	24
21	El Dorado County	LPA			11	11
45	Fresno County	LPA	15		25	40
40	Humboldt County	LPA	3		30	33
40	Imperial County	LPA	4		19	23
27	Livermore-Amador Valley	LPA	4		23	27
72	Long Beach	LSA	7		51	58
43	Los Angeles	LSA	6		36	42
17	Marin County	LPA	5		15	20
44	Merced County	LPA			39	39
5	Monterey County	LSA				0
73	Mt. Diablo	LPA	5		52	57
13	Napa County	LSA			12	12
94	Orange County	LSA	11		51	62
14	Palo Alto	LSA				0
20	Placer County	LPA	1		16	17
9	Redding	LPA			4	4
21	Rio Hondo District	LPA	3		13	16
21	Riverside	LPA	2		18	20
164	Sacramento	LSA	44		91	135
211	San Diego	LSA	37		148	185
65	San Fernando Valley	LSA	11		39	50
46	San Francisco	LPA	7		25	32
33	San Gabriel Valley	LSA	11		22	33
68	San Mateo County	LSA	9		46	55
26	Santa Barbara	LSA	3		20	23
81	Santa Clara County	LSA	23		50	73
7	Santa Cruz County	LPA	1		7	8
12	Santa Maria	LPA	1		8	9
35	Sonoma County	LSA	9		31	40
12	Southern Butte	LSA			11	11
41	Stanislaus County	LPA			32	32
48	Stockton-San Joaquin	LPA			33	33
4	Trinity County	LSA			4	4
23	Ventura County	LPA	7		16	23
28	Members at Large					26
1678	YTD TOTALS					1391

Membership list as of 07/31/12

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Price includes shipping. Add applicable sales tax.

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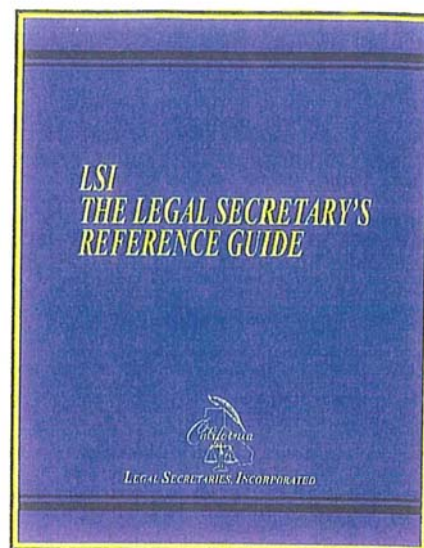
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(800) 281-2188 or (707) 725-1344
Fax: (707) 725-1344 www.lsi.org



SLSA COMMITTEE CHAIRMEN

2012-2013

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by *Liz Gideon, CCLS*

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