



The Legal Eagle

Sacramento Legal Secretaries Association

Book 2015, Issue 1
January 2015



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February Meeting Information

Don't miss our next meeting! Federal Day In Court will be an excellent event, February 12, 2015 held at the Hilton – Sacramento Arden West, 2200 Harvard Street, Sacramento, CA 95815. There will be door prizes, exhibitors and information from the USDC.

The Exhibitor Gallery and No-Host Bar will be open from 4:45 p.m. to 6:45 p.m. Dinner will start at 6:15 p.m.

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President's Message: "2015 – Join the Celebration!"

Submitted by Lynne Prescott, CCLS

This year, 2015, marks SLSA's 75th anniversary. Founded in 1940, our association was organized for the main purpose of educating and training legal professionals. We are still dedicated to that purpose today.

You're going to hear a lot about SLSA's 75th anniversary this year and the importance of preserving and continuing our legacy as the premier resource for education, training, and professional development for Sacramento-area legal professionals. Seventy-five years is a big deal – just ask anyone who's reached or surpassed that hallmark!

SLSA is in very good company when it comes to longevity. For example, this year marks the American Bar Association's 137th anniversary. Established by the California Legislature in 1927, the State Bar of California is now 88 years old. The Sacramento County Bar Association's first recorded minutes of bar business are dated June 24, 1918, making it 97 years old this coming June. And our parent organization, Legal Secretaries, Incorporated, celebrates its 80th anniversary this year.

If you do a Google search for companies that are 100 years old or more, one of the search results shows a list compiled by USA Today. It's an impressive list, containing some of the most recognizable names in the world: Coca-Cola; Hershey's; Macy's; AVON; Harley-Davidson; IBM. Just like these companies and the law-related associations mentioned above, there's a reason for SLSA's endurance - - we consistently produce and meet the demand for a desired commodity.

- Education
- Training
- Information
- Resources
- Networking
- Career Promotion
- Professional Development

After 75 years, we are still meeting these needs and offering these commodities, both conveniently and affordably.

SLSA will be holding its 75th Anniversary Gala Event in September 2015, but you don't have to wait until then to celebrate. Become a part of the celebration now! If you know someone who's not a member, show them what they're missing! If you're a member and you see a need or want to help out with SLSA, but perhaps you're not sure where to start, let me know! If you've been thinking about playing a bigger role, do it! If you have thought about checking out a leadership position and wonder what's involved with serving as an officer, please ask me or any of the Board members!

You are the reason SLSA exists. You are the reason we are celebrating 75 years. You have what it takes to help continue this amazing, proud legacy.

Let's get this party started!

--Lynne



Sacramento Legal Secretaries Association

A Member of Legal Secretaries, Incorporated

Proudly Presents

Federal Day In Court — Annual Court Updates 2015

Featuring Speakers from the USDC, Eastern District

~Door Prizes~Exhibitors~Information from the USDC~



February 12, 2015

Exhibitor Gallery & No-Host Bar 4:45 PM to 6:45 PM

Dinner: 6:15 PM

Hilton - Sacramento Arden West

**2200 Harvard Street, Sacramento, CA
(at Business 80 and Arden Way West)**

Parking Will Be Validated For All Attendees

- SLSA /LSI Members: \$40 before February 6th (add \$5 after Feb. 6th)
- Non-Members: \$45 before February 6th (add \$5 after Feb. 6th)
- **RSVP by February 6, 2015***
- Online at www.slsa.org under Upcoming Events (Preferred)
- Via E-mail at daguillen@stonegraves.com (Please Include Menu Choice)

*Cancellations must be made 72 hours in advance for a refund.
No-Shows will be billed!

Menu Choices:

- ◇ Tri-Tip with Cabernet Mushroom Demi-Glaze, Roasted Red Herbed Potatoes, and Fresh Vegetable du Jour
- ◇ Grilled Salmon with Meyer Lemon Beurre Blanc, Roasted Red Herbed Potatoes, and Fresh Vegetable du Jour
- ◇ Pasta Purse Filled with Ricotta, Mozzarella, Jack and Parmesan Cheese, with Fresh Diced Roma Tomatoes

Make Checks Payable to: "SLSA" and Mail To:

Deseree Aguillen
c/o Stone & Graves
11335 Gold Express Drive, Suite 145
Gold River, CA 95670

Questions?

Deseree Aguillen (916) 231-0321, daguillen@stonegraves.com

— OR —

Alex Cain (916) 990-7486, acain@odlegal.net

MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing legal education credit in the amount of 1.0 hour by the State Bar of California.



LEGAL SPECIALIZATION SECTIONS SEMINARS
 LSI 3rd Quarterly Conference – February 20-22, 2015 – Beverly Garland Holiday Inn
 Hosting Association: San Fernando Valley LSA

The deadline to register without a late fee is **Tuesday, February 10, 2015.**

LSI SECTION MEMBER: Free with Advanced Reservations \$5 at the Door/After Deadline Handout Only: \$5	LSI NON-SECTION MEMBER: \$10 with Advanced Reservation \$15 at the Door/After Deadline Handout Only: \$10	NON-LSI MEMBER: \$15 with Advanced Reservation \$20 at the Door/After Deadline Handout Only: \$15
Friday, February 20, 2015 – 7:30 p.m. to 9:00 p.m.		
<u>Probate/Estate Planning</u> Estate Planning - The Kid's Protection Plan Speaker: Marc Schwartz, 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> DUI Laws Speaker: Philip D. Israels, Esq. Certified Specialist - Criminal Law <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 21, 2015 – 10:30 a.m. to 12:00 p.m.		
<u>Law Office Administration</u> Developing an Effective & Ethical Social Media Policy: How is it done? Speaker: Adam Grant, 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>Civil Litigation</u> Sacramento's Shadow on the World of Litigation – How Pending Legislation can have a Dramatic Impact on Your Cases Speaker: Alex Kasendorf, 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 21, 2015 – 4:00 p.m. to 5:30 p.m.		
<u>Family Law</u> The Role of the Secretary or Assistant in Family Law Matter; Overview of Family Court procedures. Speaker: Patricia Phillips, 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>Transactional Law</u> The Devil and Lawsuits really are about the details – Why details in transaction documents can be your friend or enemy. Speaker: Lee Alpert, 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/Paralegal E-mail: _____
 Address/City/State: _____
 Phone: _____ Local Assn.: _____
 Payment: ☐ Check (made payable to LSI) ☐ Credit Card Number _____ Expiration Date: _____
 Name on Credit Card: _____ Type of Card: Visa _____ M/C _____ CVV No: _____

Send completed form and payment (check made out to LSI) to:

Dawn R. Forgeur, CCLS, LSS Coordinator
 500 Capitol Mall, Suite 1600, Sacramento, CA 95814
 Email: dawn.forgeur@stoel.com

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.

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.

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Future LSI Quarterly and Annual Conferences

2015	
LSI Third Quarterly Conference February 20-22, 2015 Beverly Garland Holiday Inn <i>Host Association: San Fernando Valley LSA</i>	LSI 81st Annual Conference May 14-17, 2015 Bahia Resort <i>Host Association: San Diego LSA</i>
LSI First Quarterly Conference August 21-23, 2015 Stockton Hilton <i>Host Association: Stockton – San Joaquin County LPA</i>	LSI Second Quarterly Conference November 13-15, 2015 Marriott Hotel, Riverside <i>Host Association: Riverside LPA</i>
2016	
LSI Third Quarterly Conference February 26-28, 2016 Tenaya Lodge, Fish Camp <i>Host Association: Merced County LPA</i>	LSI 82nd Annual Conference May 19-22, 2016 Embassy Suites Hotel, San Rafael <i>Host Associations: Marin County, LPA/San Francisco LPA</i>





OUR JOB IS TO MAKE YOU LOOK GOOD.

As an attorney service, we understand the pressure and deadlines legal support professionals face everyday. Timely and accurate court filing, eFiling and process serving are critical to preventing costly delays and jeopardized cases. That's why, at Rapid Legal, our job is to ensure we make legal support professionals look good by executing their orders on time and without error—every time.

What's more, Rapid Legal is an online attorney service that's on the cutting edge of electronic filing and serving. Our secure portal allows customers to quickly and easily manage cases, place orders, upload documents, view job statuses, and retrieve conformed copies, proofs of service and more. So what are you waiting for? Try us for your court filing, electronic filing and process serving needs. You'll be happy you did!



Ready to let us make you look good? Simply go to rapidlegal.com/LSI and create an account. Then log into our secure portal and place your order within minutes. We'll send you regular status updates until your order is completed. It's that simple.

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Submitted by Dawn Forgeur, CCLS

Nominations and Elections

As Lynne mentioned in her President's Message, there's a reason SLSA has been around for 75 years – YOU! SLSA

needs fresh faces and ideas on the Board to keep the association current and able to offer educational programs, the monthly bulletin, and its charitable contributions to the community. The next fiscal year is quickly approaching, as is the nomination deadline for the next slate of officers to govern and guide SLSA. I really want everyone to consider running for office!

It may seem a bit scary and overwhelming to be on the Board so we asked the current Board members a few of the questions that you might have. You do not need to have prior experience to run for Governor, Treasurer, Secretary, or Vice President! President is the only position that requires that you have been on the Board for at least one year.

The current Board members and past presidents are always willing, able, and happy to assist anyone on the current Board.

Governor - Lacy Monserrat, CCLS

What do you see as the main duties of your position?

To act as a liaison between LSI and SLSA

What do you do on a daily basis for SLSA as an officer?

Because of my schedule limitations, I perform the majority of my duties on a bi-weekly basis. Those duties include tracking and logging submissions for Chapter Achievement Points, attend monthly Executive Board and general membership meetings, submit monthly articles to The Legal Eagle, and attend LSI conferences.

How much time do you spend daily/weekly fulfilling your duties?

LSI conferences require very little preparation. The Governor's primary responsibility at conference is to attend the Board of Governor's meeting and maintain accurate notes. For SLSA, I would estimate I spend approximately 3-5 hours a month completing the duties required of Governor. Deadlines that the Governor is responsible for include submission of the

Governor's article and Chapter Achievement Points article to the bulletin editor two weeks prior to the bulletin being emailed to the general membership. The Governor also prepares a brief report for Executive Board meetings and provides a full report of LSI conference events to the general membership.

What do you enjoy most about serving in your position?

Mingling!! If you are a social butterfly and enjoy meeting new people, you are a perfect fit for Governor. I also enjoy the fact that I am participating in something I whole-heartedly believe in.

What scared you the most about the position?

That because my schedule was so busy already, I would not be able to give my full efforts and attention to the responsibilities of being Governor. Proved myself wrong!

Treasurer – Elizabeth Madden, CCLS

What do you see as the main duties of the Treasurer?

My main duty is to account for SLSA's receipts and disbursements to maintain balanced accounts. I compile the monthly Treasurer's Report and then present that report at the Board and dinner meetings. I keep the President apprised of all deposits and disbursements that are made on SLSA's behalf. I assist the Vice President with tracking new memberships, renewals, and changes to members' contact information. I report this information in the monthly Per Capita Report to the LSI Treasurer. Additionally, I coordinate the exchange of receipts from all SLSA's events with the appropriate SLSA chairpersons, prepare and file the annual IRS Tax Form 990-N, and verify the filing with the LSI Treasurer.

What you do on a daily basis for SLSA as an officer (or regular basis if not daily)?

My duties are not necessarily on a "daily" basis, as much as on an "as needed" basis. The volume of work is dependent on the allotted tasks scheduled at certain times of the year and the number of events taking place within a given month. For example, the beginning of the new fiscal year can be somewhat time-intensive due to the receipt of membership renewals.

How much time do you spend daily/weekly fulfilling your duties?

I spend an average of 8-16 hours per week on my duties.

What do you enjoy most about serving in your position?

I enjoy being an integral part of our association and getting to know the inner workings of SLISA. I knew our association was amazing, but I didn't know how amazing until I was a part of the Executive Board. This is an organization I believe in, and only want to assist in keeping the status quo.

What was I afraid of most when I took the position?

My greatest fear was letting SLISA down by not being capable of performing the Treasurer's duties to the standard to which SLISA is accustomed. I learned that the Executive Board is a team and will be there to help no matter what the circumstance.

Secretary – Jennifer Estabrook, CCLS

What do you see as the main duties of the Secretary?

My main duties are to take the minutes for all Board and regular meetings of SLISA, maintain the files and records of the association, and handle correspondence from and to the association.

What do you do on a daily basis for SLISA as an officer (or on a regular basis if not daily)?

The Secretary position does not necessarily require a daily schedule, but is more of an "as needed/required" basis to prepare the minutes and handle documents and any correspondence received, and to assist the President with other tasks as they come up.

How much time do you spend daily/weekly fulfilling your duties?

Generally about 3-4 hours a week, plus attendance at meetings twice a month.

What do you (or someone thinking about running for your office) need to know in order to do the job?

The tasks can be quickly learned on the job; it's important to be able to be present at all the meetings in order to maintain the minutes.

What do you enjoy most about serving in your position?

Working with the other team members on the board and keeping the "history" of the association's business.

What were you most worried about when you took on the position?

I was concerned that I didn't know exactly how minutes should be taken and what did and didn't need to be included. The members who had been on the board before helped me out the first day with their input, and the Parliamentary Procedures Workshop we took part in shortly after the new board was installed cleared up any questions I might still have had, plus the presenter was able to take a subject that sounds like it could be very pedantic and dry actually made it quite fun!

Vice President – Crystal Rivera

What do you see as the main duties of the Vice President?

The Vice President is the membership chair for the association as well as the marketing chair. The Vice President receives, reviews, and processes all new member applications and makes recommendations to the Executive Board regarding membership acceptance. I maintain the membership records of the association, and induct new members approved by the association. I maintain marketing materials for the association, set up the marketing table at all SLISA meetings and events, and occasionally market the association to other organizations, schools, or persons associated with the legal profession. I work very closely with the Treasurer for per capita reporting purposes. I also work very closely with the President, as I serve as second-in-command and must be prepared to preside over the association in the absence of the President.

What do you do on a daily basis for SLISA as an officer (or regular basis if not daily)?

On a regular basis I handle membership applications, respond to inquiries regarding membership, communicate with potential members, assemble and distribute membership packets to new inductees, initiate inductees at meetings, maintain/update the membership records/spreadsheet, submit articles related to member news in the monthly bulletin, order and maintain marketing materials, and attend LSI

quarterly conferences and annual conference as needed.

How much time do you spend daily/weekly fulfilling your duties?

I spend anywhere from 2-8 hours per week on my duties, depending on what is happening with the association. The initial ramp-up period as Vice President requires more time than usual, since this is a learning period, as well as the beginning of the fiscal year (which involves membership renewals, per capita, etc.).

What do you (or someone thinking about running for your office) need to know in order to do the job?

Knowledge of SLSA and experience serving on SLSA's Executive Board is very helpful. Previous service as the Treasurer would be extremely helpful. You should be willing to move up to the presidency and be prepared to assume that office in the event of an emergency. Just as with the office of President, you need to have time in your life to dedicate to volunteer leadership. A supportive employer and family are essential. The Vice President needs a good understanding of parliamentary procedures and SLSA's bylaws and standing rules. Being organized and having good follow-through skills is a must. The Vice President is often the first person in SLSA that a potential member comes into contact with, so being a "people person" and not being afraid to speak in front of people is very helpful for this position.

What do you enjoy most about serving in your position?

Being more involved in the association on many levels.

What were you scared most about when you took on the position?

I'm scared to death of public speaking. I'm always anxious before I have to go up front and speak to the audience and when I'm inducting new members. I'm really a shy person (until you get to know me), and have to make a conscious effort to be outgoing and personable.

What have you learned since becoming Vice President?

I've learned that the President does a whole lot more

at running the association than I ever thought. There is a lot that goes on in the background so that SLSA can continue to offer monthly educational meetings, and other educational opportunities.

Lynne Prescott, CCLS – SLSA President

What scared you most about being President of SLSA?

SLSA has been fortunate to have a long list of very strong leaders as past presidents, and the thing that scared or worried me the most about being President was whether I could fill the shoes of these very impressive, strong people that had come before me. I looked to their examples and even sought the advice of some of them. While that was helpful, what I soon learned was that I couldn't fill their shoes because they weren't mine to fill. The only shoes that were important for me to fill were my own. It was only when I stopped being concerned with being like so-and-so and whether I could do as good a job as so-and-so, that I understood it was ok to trust my own instincts as a leader, and to start carving my own path and leaving my own mark on SLSA.

What do you see as the main duties of the President?

The main duty of the President is to preside over all regular membership meetings and Executive Board meetings of the association, and appoints all appointive officers and chairmen. I work closely with all members of the Executive Board and SLSA's committee chairmen to make sure that the objectives of each position are carried out and they receive the support they need. Basically, I am the general "go-to person" for the association and expected to be able to respond to most questions or issues that arise.

What you do on a daily basis for SLSA as an officer (or regular basis if not daily)?

On a daily basis I deal with a lot of e-mail, either generated by me or received from others. I am in regular contact with the other Executive Board members, as well as various committee chairmen of the association. On a regular basis, I put together the agenda for the Executive Board meetings and the regular membership meetings, write articles for the monthly bulletin, assist with the final draft and review of the monthly bulletin, prepare and send e-blasts/notices to the membership as needed, respond to LSI directives, attend LSI Quarterly Conferences

Nominations and Elections (Continued)

and Annual Conference as needed, and delegate duties to the appropriate officers and chairmen to be handled as they arise.

How much time do you spend daily/weekly fulfilling your duties?

I spend an average of 8-10 hours per week on my duties. This will vary throughout the year, depending on what is happening with the association.

What do you (or someone thinking about running for your office) need to know in order to do the job?

Knowledge of SLSA and experience serving on SLSA's Executive Board is very important. Our bylaws state that a member cannot serve as President without having served as an officer of this association for one year. I believe serving for longer than one year, and in various offices, is the best training for someone who aspires to serve as President. You must have time in your life, both personally and professionally, to dedicate to serving as President. There are times when being president means that you must handle issues or questions during business hours, and having an employer who provides you the flexibility to do that is a tremendous blessing! Having the support and understanding of your family is also a must. The President needs a good understanding of parliamentary procedure and needs to know SLSA's bylaws and standing rules. Having a servant's heart, possessing good people skills, being diplomatic and open-minded, having the ability to remain impartial, being a good listener as well as a good decision-maker, and leading with both strength and humility are very desirable traits for serving as President.

What do you enjoy most about serving in your position?

What I enjoy most is knowing that, together with the Executive Board members and committee chairmen, I am making a positive difference and impact on this association that truly benefits our members, furthers our goals of professional excellence and education, and honors the legacy of those who served before me. I also can't stress enough how much I enjoy the relationships I have formed with the other Board members and committee chairs.



WE WANT YOU!



Submitted by Crystal Rivera

Welcome, and congratulations to the following new SLSA members who were inducted at the December 11, 2014 meeting.

ACTIVE MEMBERSHIP

Linda Bianchi – Linda is a docket clerk at Downey Brand, and has been employed as a legal professional since 2012. She celebrates her birthday on June 1, and enjoys reading, golfing, and event planning.

Kristi Baughman – Kristi is a legal assistant at Downey Brand, and has been employed as a legal professional for over 16 years. She specializes in appellate law, arbitration, bankruptcy, and litigation. She celebrates her birthday on May 11, and she enjoys photography.

Diana Crow – Diana is a legal secretary at Downey Brand, and has been employed as a legal professional since 2009. She specializes in litigation. She celebrates her birthday on October 4, and enjoys reading.

Christy Smith – Christy is a legal secretary at Downey Brand, and has been employed as a legal professional since 2006. She specializes in litigation. She celebrates her birthday on July 19.



If you are interested in membership in SLSA, please contact Vice President Crystal Rivera at (916) 469-3813, or via e-mail at crivera@somachlaw.com.

Birthdays

Wishing the following members a Terrific Birthday!

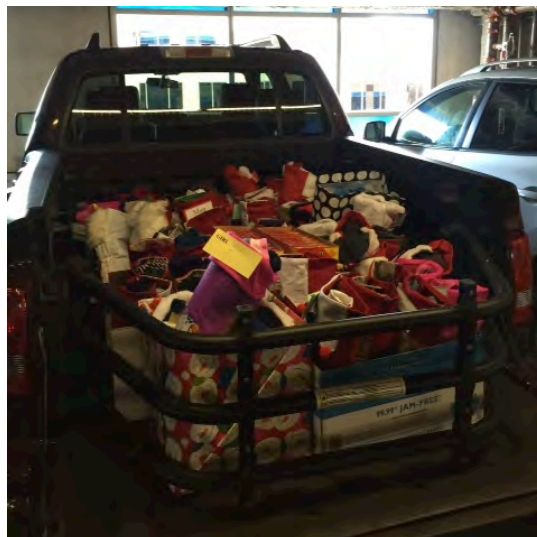
Doro Nesbitt	January 1
Terry Olson	January 4
Beckie Hoff	January 8
Colleen Clay	January 11
Jennifer Rotz	January 12
Lauren Manuel	January 16
Elizabeth York	January 17
Jessica Colgan	January 20
Sharla Maxey	January 24
Sarah Martinez	January 31



2014 Loaves & Fishes Stocking Drive

We managed to do it again, and exceeded our donation goal for the fourth straight year. Last year, we pulled together to complete 62 stockings. This year, we filled 77 stockings with toiletries, shoelaces, warm socks, gloves, hats and other goodies! The filled stockings were donated to Loaves & Fishes, where they were distributed to homeless men, women and children just in time for the holidays.

Founded in 1983, Sacramento Loaves & Fishes is a private charity that relies solely on private donations to support its work of feeding the hungry and sheltering the homeless. For more information, see <http://www.sacloaves.org/>.



2014 Loaves & Fishes Stocking Drive



Thank You to The Following Donators!

- Anonymous Donators at Mock Trial
- Carissa Beecham
- Coty Lutz
- Crystal Rivera
- Dawn Forgeur, CCLS
- DeMichelle-Huseby
- Elizabeth Madden, CCLS
- Mike Vergara
- Nicholas Jacobs
- Rebecca Lerma
- SLSA's Stocking-Stuffors

Law Offices

- Carroll, Burdick & McDonough LLP
- Fagen Friedman & Fulfroft
- Goyette & Associates, Inc.
- Murphy Austin Adams Schoenfeld LLP
- Somach Simmons & Dunn
- Stoel Rives LLP



LSI - LEGAL SPECIALIZATION SECTIONS

2014-2015 MEMBERSHIP APPLICATION AND ANNUAL RENEWAL FORM

August 1, 2014 – July 31, 2015

Membership includes access to free quarterly workshops at LSI conferences for those sections you are a member of; quarterly newsletters that include changes to the law and forms; discounted LSS webinars; statewide roster of all LSS members in each section for easy access to local procedural information in other counties; and networking opportunities.

	✓	LSI New Member	LSI Renewal	Non-LSI New Member	Non-LSI Renewal
I would like to join all six sections!		\$75	\$75	\$150	\$150
Civil Litigation		\$20	\$20	\$40	\$40
Criminal Law		\$20	\$20	\$40	\$40
Family Law		\$20	\$20	\$40	\$40
Law Office Administration		\$20	\$20	\$40	\$40
Probate/Estate Planning		\$20	\$20	\$40	\$40
Transactional Law		\$20	\$20	\$40	\$40
Total:					

Name: Mr./Mrs./Ms. _____ CCLS/PLS/CLA/Paralegal

E-Mail Address: _____

[Please note that newsletters, rosters, and other communications will be sent via email unless regular mail is requested.]

Business Name: _____

Complete Address: _____

Local Association: _____ LSA/LPA

Contact Phone: () _____ I prefer communication via USPS ☐

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

Credit Card 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, \$25 PENALTY, AND THE ACTUAL COST CHARGED TO LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

Mail to: Dawn R. Forgeur, CCLS, Legal Specialization Sections Coordinator
500 Capitol Mall, Ste. 1600, Sacramento, CA 95814

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

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 Vice President Crystal Rivera at crivera@somachlaw.com.



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: _____

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

HOME E-MAIL: _____

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?

- | | |
|-----------------------------------|-------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |

Please submit to:

**Attn: Crystal Rivera
SLSA Vice President 2014-2015
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814
E-mail: vicepresident@slsa.org**

**APPLICATION FOR MEMBERSHIP IN
SACRAMENTO LEGAL SECRETARIES ASSOCIATION**

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO "SLSA" (see membership category and dues information below), TO:

Crystal Rivera, Vice President
Sacramento Legal Secretaries Association
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000, Sacramento, CA 95814

NAME OF APPLICANT _____ ARE YOU A CCLS? ☐ YES ☐ NO
EMPLOYER _____ POSITION _____
BUSINESS ADDRESS _____ CITY/ZIP _____
BUSINESS PHONE _____ BUSINESS E-MAIL _____
RESIDENCE ADDRESS _____ CITY/ZIP _____
RESIDENCE PHONE _____ 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 (IF ANY) _____ APPLICATION APPROVED _____

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

[] **ACTIVE MEMBER*** (Annual Dues \$40): Persons currently engaged in work of a legal nature with at least one year's experience as a legal professional, including persons licensed to practice law, persons working in the office of an attorney licensed to practice law in this state, or in the courts of this state, trust departments of banks or trust companies, or in any other institution or office directly engaged in work of a legal nature, including the public offices of the United States government, state, cities, counties or municipalities. *Dues include local dues, any initiation fee, and Legal Secretaries, Incorporated (LSI) per capita tax.*

[] **STUDENT MEMBER**** (Annual Dues \$25): Persons currently enrolled in an educational program with emphasis on legal studies; persons currently engaged in work of a legal nature who possess less than one year's experience as a legal professional. Upon completion of one year of employment as a legal professional, Student Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

[] **ASSOCIATE MEMBER**** (Annual Dues \$25): Persons interested in the legal profession who possess no legal experience; legal professionals who are presently unemployed. Associate Members may retain such status for two (2) years only. Upon meeting the conditions of active membership, Associate Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

* ACTIVE MEMBERSHIP IN SLSA INCLUDES MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED (LSI), AND ALL BENEFITS OF MEMBERSHIP IN LSI AND SLSA. ACTIVE MEMBERS MAY VOTE, SERVE ON COMMITTEES, AND BE ELECTED TO OFFICE.

** STUDENT/ASSOCIATE MEMBERSHIP IN SLSA DOES NOT INCLUDE MEMBERSHIP IN LSI. STUDENT/ASSOCIATE MEMBERS MAY NOT VOTE AND MAY NOT BE ELECTED TO OFFICE. STUDENT/ASSOCIATE MEMBERS MAY SERVE ON COMMITTEES.

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Four-Year Bachelor's Degree
<input type="checkbox"/> Secretarial Training Course	<input type="checkbox"/> Additional Education Above Four-Year Degree
<input type="checkbox"/> Two-Year Junior/Business College	

TYPE OF OFFICE:

<input type="checkbox"/> Law Office	<input type="checkbox"/> Self-Employed
<input type="checkbox"/> Government Services	<input type="checkbox"/> Corporate Legal Department
<input type="checkbox"/> Court System	<input type="checkbox"/> Other (Specify): _____

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

<input type="checkbox"/> Retirement/401(k)	<input type="checkbox"/> Major Medical	<input type="checkbox"/> Vacation
<input type="checkbox"/> Disability Income Plan	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Dental
<input type="checkbox"/> Hospitalization	<input type="checkbox"/> Vision	<input type="checkbox"/> 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

E-MAIL PREFERENCE? ☐ BUSINESS ☐ RESIDENCE

REGULAR MAIL PREFERENCE? ☐ 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. Mail payment with this form to:

Crystal Rivera, Vice President
Sacramento Legal Secretaries Association
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

Membership Period: May 1, 2014 – April 30, 2015
Due Date: May 1, 2014

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: \$40
Renewals are due May 1, 2014
There will be a late fee of \$5 after June 1, 2014

Return the completed invoice and full payment to:

Elizabeth Madden, CCLS
SLSA Treasurer
5916 Camray Circle
Carmichael, CA 95608

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____
ARE YOU A CCLS? _____
BIRTHDAY: _____
JOB TITLE: _____
EMPLOYER: _____
BUSINESS ADDRESS: _____
CITY, STATE & ZIP: _____
BUSINESS PHONE: _____
BUSINESS FAX: _____
BUSINESS E-MAIL: _____ (for vital updates/reminders)
RESIDENCE ADDRESS: _____
CITY, STATE & ZIP: _____
RESIDENCE PHONE: _____
RESIDENCE E-MAIL: _____ (for vital updates/reminders)

YOUR SPECIALTY:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Bankruptcy |
| <input type="checkbox"/> Corporate Law | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Labor and Employment | <input type="checkbox"/> Law Office Management |
| <input type="checkbox"/> Legal Support | <input type="checkbox"/> Litigation | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Probate/Estate Planning | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Other: _____ |

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered?
Where do you want e-mail delivered?

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Residence |
| <input type="checkbox"/> Business | <input type="checkbox"/> Residence |

INVOLVEMENT:

Have you been awarded lifetime membership in SLSA? (If yes, return form only w/out dues) ☐ Yes ☐ No
Are you interested in volunteering as a committee chairperson or co-chairperson? ☐ Yes ☐ No
What topics and speakers would benefit you most this coming year? _____

SLSA USE ONLY

Date Received: _____
Check no.: _____
On Email List: _____

On Roster: _____
On LSI: _____
To Editor: _____

January	
January 1	New Year's Day! All state and federal courts closed. No U.S. Mail service.
January 5	Last day to register for the LSI's Online Beginning Legal Secretarial Class.
January 7	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9th Street, Suite 380, Sacramento, CA 95814. All members welcome.
January 9	Last day to R.S.V.P. for State Day in Court without incurring a late fee.
January 12	LSI's Online Beginning Legal Secretarial Class begins.
January 13	LSI's CCLS Online Study Group begins.
January 14	Legal Specialization Section's Webinar, "Same Sex Estate Planning Issues."
January 15	Annual State Court Updates/State Day in Court Meeting, 4:45p.m., Hilton – Sacramento Arden West, 2200 Harvard Street, Sacramento, CA 95815.
January 19	Martin Luther King, Jr. Day. All state and federal courts closed. No U.S. Mail service.
January 20	Last day to submit bulletin articles to the Editor for the February Issue.
January 20	Last day to postmark your Conference Registration Form for LSI's 3rd Quarterly Conference without incurring a late fee.
January 23	Last day to respond to LSI Directives (please make sure to carbon copy the Governor and President).
February	
February 2	Groundhog Day . . . shadow or no?
February 4	SLSA Executive Board Meeting, 6:00 p.m., Carroll Burdick & McDonough LLP, 980 9th Street, Suite 380, Sacramento, CA 95814. All members welcome.
February 6	Last day to R.S.V.P. for February 12 Federal Court Updates meeting without incurring a late fee.
February 10	Last day to register for the upcoming Legal Specialization Sections Seminars in North Hollywood.
February 12	Annual Federal Court Updates/Federal Day in Court Meeting, 4:45 p.m., Hilton – Sacramento Arden West, 2200 Harvard Street, Sacramento, CA 95815.
February 12	Last day to submit nominations for SLSA officer positions.
February 16	Presidents' Day! All state and federal courts closed. No U.S. Mail service.
February 20-22	LSI 3rd Quarterly Conference, The Beverly Garland, North Hollywood.
February 23	Last day to submit bulletin articles to the Editor for the March Issue.
February 28	Last day to submit applications to be considered for an SLSA Scholarship.



Submitted by Liz Gideon, CCLS

Select the correct meaning of the word:

- | | | | |
|-----|-------------------------------|--|------------------------|
| 1. | assent | A. act of rising | B. consent |
| 2. | facetious | A. artificial | B. witty |
| 3. | accede | A. to comply with; to give one's consent | B. to surpass |
| 4. | accept | A. to take; to receive | B. to exclude |
| 5. | disburse | A. to pay out | B. to scatter |
| 6. | infer | A. to suggest | B. to deduce, to guess |
| 7. | illusive | A. baffling; hard to catch | B. misleading; unreal |
| 8. | a state of development | A. faze | B. phase |
| 9. | just; right | A. equable | B. equitable |
| 10. | a sarcastic remark | A. gibe | B. jibe |

Definitions:

Allusion	An indirect reference
Site	A place
All most	All very much
Disperse	To scatter
Assure	To give confidence to someone
Effect	To bring about
Affect	To influence
Eminent	Well-known; prominent
Voracious	Greedy
Intrastate	Within one state

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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
14403 Leibacher Avenue
Norwalk, CA 90650**

(Select One)		(Select One)
<input type="checkbox"/> Northern California		<input type="checkbox"/> Saturday, October 18, 2014
<input type="checkbox"/> Southern California		<input type="checkbox"/> Saturday, March 21, 2015

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. Deferral requests must be made no later than 2 weeks prior to the exam.

EXAMINATION FEES*			
LSI MEMBERS**		Non-LSI MEMBERS	
Registration fee:	\$ 25.00	Registration fee:	\$ 75.00
Examination fee:	<u>\$ 100.00</u>	Examination fee:	<u>\$ 100.00</u>
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: _____ Email: _____

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: _____

Supervisor: _____ Phone: _____

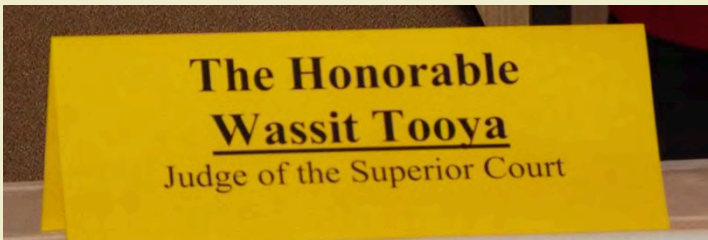
Summary of Duties: _____

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: _____

Rev. Mar. 2014

Mock Trial – December 11, 2014



Santa v. NORAD or Who's Zooming Whom?

Written by John Baldwin



The Court Clerk aka Karla Dougherty
"swearing in" Santa



The Cast of Characters!



Santa aka Steve Estabrook
"testifying"



The Court Clerk "swearing in" Corporal
Punishment aka Jan Ainsworth

Mock Trial – December 11, 2014



The Court Clerk “swearing in”
General Hysteria aka
Jennifer Estabrook, CCLS



Dawn Forgeur, CCLS



Paula Lockhard, CCLS



Mock Trial – December 11, 2014



Winkie Elf aka Lacy Monserrat,
CCLS, "on the stand"



Heather Rodriguez, CCLS, Defense
Counsel; Crystal Rivera, Plaintiff's
Counsel; Karla Dougherty;
Judge Wassit Tooya aka
Attorney Jason Jasmine



The Jury: Brenda Bracy, Jeanette Osman-Bravard, and
Paula Lockard, CCLS



The Bailiff aka Corene Rodder



Karla Dougherty winner of the door prize
and Lynne Prescott, CCLS



Submitted by Lynne Prescott, CCLS

It's a new year, and you know what that means - changes in the law! If you have not already done so, make sure you take a look at the changes to California Judicial Council Forms,

especially to the new forms approved for mandatory use (see the list included in this bulletin). You will also want to check the websites for the courts you file with regularly for changes to local rules. For those of you who attended SLSA's Annual State Court Updates meeting this month, a list of changes in local rules for Sacramento County Superior Court, El Dorado County Superior Court, Placer County Superior Court, Yolo County Superior Court, and the Third District Court of Appeal was provided in the program book. If you work in family law, you will especially want to take note of the changes to local rules in Yolo County, as almost all the local rules for family law were revised.

Sacramento County Superior Court – Public Notice re Family Law

Sacramento County Superior Court has issued a Public Notice, effective January 20, 2015, stating that it will expand online access on its Public Case Access site to include some family law documents. Specifically, attorneys and self-represented litigants may set up an account and subscribe to their family law cases to access Findings and Orders After Hearing as prepared by some departments, and reports prepared by Family Court Services. The notice is included in this bulletin for your convenience.

Third Appellate District Announces Destruction of Old Court Records

The Court of Appeal, Third Appellate District, has announced its intention to destroy the following records in accordance with California Rules of Court, rule 10.1028(d).

The records to be destroyed include: Civil Case Numbers C028002 to C031997.

If anyone knows of a reason why a particular case, among the above numbered cases, should be retained, notify Ms. Deena C. Fawcett, Clerk/Administrator, in writing setting forth in detail the reason(s) for retention. All requests must be received by January 28, 2015, and should be addressed to: Ms. Deena C. Fawcett, Clerk/Administrator, Court of Appeal, Third

Appellate District, 914 Capitol Mall, Sacramento, CA 95814.

New Legislation Impacting Courts/Practice of Law

While this list is not exhaustive, the following bills were passed by the Legislature in 2014 and affect the courts and/or the practice of law (effective January 1, 2015). For a more thorough description of the legislation and its impacts, go to www.leginfo.ca.gov.

AB 414 Spousal Support: Modifications. Existing law, until January 1, 2014, provided that in a proceeding in which a spousal support order exists or in which the court has retained jurisdiction over a spousal support order, if a companion child support order is in effect, the termination of child support constitutes a change of circumstances that may be the basis for a request for modification of spousal support, except as specified. Existing law, until January 1, 2014, required that a motion to modify spousal support based on that change of circumstances be filed within 6 months of the termination of the child support order. This bill would reenact these provisions and would authorize a party whose 6-month deadline to file expired between January 1, 2014, and September 30, 2014, to file a motion pursuant to these provisions until December 31, 2014. This bill would declare that it is to take effect immediately as an urgency statute.

AB 1657 and AB 2370 re Court Interpreters. Due to length of descriptions for these two bills, please see the legislative information at www.leginfo.ca.gov.

AB 1659 Civil Actions: Post-Verdict Motions. Existing law establishes procedures by which a court, either on its own motion or on motion of a party against whom a verdict has been rendered, may render judgment in favor of the aggrieved party notwithstanding the verdict. Existing law also establishes the procedures by which a party to a court action may make a motion to set aside and vacate a judgment. This bill would require that the moving, opposing, and reply briefs and accompanying documents in support or opposition to a motion for judgment notwithstanding the verdict or in support or opposition to a motion to set aside and vacate a judgment be served and filed in accordance with the deadlines applicable to a motion for new trial.

AB 1932 Appellate Court Decisions. Existing law establishes in every county and city an appellate division of the superior court, consisting of 3 or 4 judges, that has jurisdiction on appeal in all cases in which an appeal may be taken to the superior court or the appellate division. The concurrence of two judges of the appellate division is necessary to render the decision in every case. This bill would require a judgment of the appellate division in an appeal to contain a brief statement of the reasons for the judgment.

AB 2494 Courts: Frivolous Actions or Proceedings. Due to length of description for this bill, please see the legislative information at www.leginfo.ca.gov.

JUDICIAL COUNCIL FORMS—New and Revised [Effective on January 1, 2015]

** Adopted for Mandatory Use*

Appellate

APP-006 Application for Extension of Time to File Brief (Civil Case)

APP-012 New - Stipulation for Extension of Time to File Brief (Civil Case)

APP-031A New - Attached Declaration (Court of Appeal)

Criminal

CR-111/JV-791 Abstract of Judgment - Restitution

CR-126 New - Application for Extension of Time to File Brief (Criminal Case)

CR-180 Petition for Dismissal

CR-181 Order for Dismissal

CR-300 Petition for Revocation

Decedents' Estates

DE142/DE-111 (A-3d)* New - Waiver of Bond by Heir or Beneficiary

DE-226* Spousal or Domestic Partner Property Order

DE-265/GC-065* Order Confirming Sale of Real Property

DE-305* Affidavit re Real Property of Small Value (\$50,000 or less)

DE-315* Order Determining Succession to Real Property (Estates of \$150,000 or Less)

Disability Access Litigation

DAL-015* Application for Mandatory Evaluation Conference Under Code of Civil Procedure Section 55.545

Electronic Filing and Service

POS-050/EFS-050 Proof of Electronic Service

Family Law

FL-100* Petition - Marriage/Domestic Partnership

FL-103 Petition - Domestic Partnership/Marriage

FL-107-INFO Legal Steps for a Divorce or Legal Separation

FL-110* Summons (Family Law)

FL-115 Proof of Service of Summons

FL-117 Notice and Acknowledgment of Receipt

FL-120* Response - Marriage/Domestic Partnership

FL-123 Response - Domestic Partnership/Marriage

FL-192 Notice of Rights and Responsibilities (Health-Care Costs and Reimbursement Procedures)

FL-195 Income Withholding for Support

FL-196 Income Withholding for Support - Instructions

FL-210* Summons

FL-240* Stipulation for Entry of Judgment Re: Establishment of Parental Relationship

FL-341(A)* Supervised Visitation Order

FL-410* Order to Show Cause and Affidavit for Contempt

FL-480* Abstract of Support Judgment

Guardianships and Conservatorships

GC-150* Letters of Temporary Guardianship or Conservatorship

GC-350* Letters of Conservatorship

GC-400(B)/GC-405(B) Schedule B, Gains on Sales - Standard and Simplified Accounts

GC-400(D)/GC-405(D) Schedule D, Losses on Sales - Standard and Simplified Accounts Juvenile Law

Juvenile

JV-050-INFO New - What happens if your child is taken from your home?

JV-055 Juvenile Court - The Dependency Court: How it Works

JV-401 Visitation Attachment: Sibling

JV-816 Application for Extension of Time to File Brief (Juvenile Delinquency Case)

JV-817 Application for Extension of Time to File Brief (Juvenile Dependency Case) JV-050 Information for Parents (Juvenile Dependency)

School Violence Prevention

SV-130* Private Postsecondary School Violence Restraining Order After Hearing (CLETS-SVO)

Workplace Violence Prevention

WV-130* Workplace Violence Restraining Order After Hearing (CLETS-WHO)



Submitted by Alex Cain

It was so wonderful to have Shanna and her team from DeMichelle-Huseby as our SLSA Vendor of the Month for December. Their support was over the top!

As you may know, DeMichelle-Huseby is a court reporting and deposition support service that is both family owned and operated nationwide. Shanna has an excellent team of court reporting professionals that provide the highest levels of consistency, professionalism, accuracy and convenience. DeMichelle-Huseby's goal is to remain committed to knowing their clients, their preferences, and their needs. Services provided include Videography Services, Secure Web Conferencing, Interpreting Services, Document Depository, Mobile Solutions, and more. DeMichelle-Huseby has a total of 125 years of experience over four generations.

As they say, "In Deposition Reporting you require professionalism, dependability, availability and stability as well as quick turnaround. Anything else is just not acceptable!"

Shanna DeMichelle-Zanone
Office Manager – Executive Administrator



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Fax: 707.425.6019
www.demichelle.com

PLEASE REMEMBER TO SUPPORT OUR VENDORS, BECAUSE THEY SUPPORT US!!

Answers to CCLS Quiz

1. B
2. B
3. A
4. A
5. A
6. B
7. B
8. B
9. B
10. A

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Law Office Products and Management: Tips for the Legal Support Professional

Submitted by Lynne Prescott, CCLS



Tips for the Legal Support Professional: Unwinding, Relaxing & Relieving Stress

If you ask most people in the legal profession if they are stressed, the resounding answer will be, “YES!” This

includes everyone from judges and court personnel to attorneys and their staff. While everyone has stress, legal support staff must deal with their own stress as well as the stress of balancing the needs of all of the above individuals. Legal support staff, including legal secretaries, paralegals, law clerks, billing clerks, receptionists, court runners, docketing clerks, law librarians, conflicts specialists, receptionists, etc., are all given the unique job of making clients happy, supporting the attorney, balancing the court’s demands, appeasing witnesses and experts, handling collections, and dealing with the interoffice politics that are inevitable in a law firm. These staff members must accomplish the one thing that no one else in the legal field must do — make everyone happy on a specific timetable while always keeping the goal of the case as the focus of every action. No wonder they’re stressed!



Legal support staff balance these demands by everyone involved in a case with a calm and pleasant countenance, even though they may be falling apart inside. Does any of the following sound familiar? You have an early meeting that was not scheduled, but the lead attorney decided to call one at the last minute, a deadline that is now looming because you had to take time for the unscheduled meeting that was highly unproductive. A client that has decided to take a “vacation” from the stress of

dealing with the case. An attorney who has one foot out the door, but needs to review documents that must be filed with the court before it closes in an hour.

If you were a cartoon, your head would blow up to five times its natural size, turn red, and steam would come out of your ears! However, you are not a cartoon. You are a real person and you must find ways to deal with the stress, or the stress will eventually take its toll on your personal and professional life. Below are stress-relieving tips for when bosses, clients, witnesses, co-workers, court staff and others prove to be too much to handle.

Take Breaks During the Day

Eating at your desk or quickly downing a yogurt and coffee on the way to a meeting is not considered a break. Taking just a few minutes away from your desk, the phone, and others will help you fight stress. Take a 10-minute walk outside or sit on a bench while you eat your lunch. Allow your mind to think about anything other than work and those involved with your work.

Never Hit “Send” When You Are Angry or Frustrated

Count to 10 before you hit the “send” button on your email or texts. It is very easy to shoot off a quick, terse reply when you are frustrated, but this often leads to a more stressful situation in the future. Avoid the stress by taking a few deep breaths and re-reading your response. In most cases, you will find that rewording your reply will achieve the same result without creating the potential for more stress.

Honesty is Usually the Best Policy

You may be tempted to tell a little “white” lie to a client who is difficult or an attorney who is demanding the impossible. However, lies usually come back to haunt you. It is much better to say, “I do not know, but I will find out” or “No, I have not done that, but give me a few minutes and I will have it for you.”

Use Your Vacation Time

The office will not cease to operate if you take a vacation. Your attorney may act as if it is the end of the world, but he or she will survive and so will the other

Law Office Products and Management: Tips for the Legal Support Professional (Continued)

people who come to work each day in your office. Things have a way of working themselves out even though you are not there to push them along. You need time away from work in order to relax and de-stress. You cannot be your best for others if you do not take time for yourself.

Pick Your Battles

Going to battle over every minor issue will only result in you being too tired to fight the major battles that deserve to be fought. If you wear yourself out battling issues that are not worth your energy, you will have nothing left when it really counts.

Volunteer

Helping others is rewarding and relaxing. You will be surprised at the boost in your levels of contentment, happiness, confidence and self-worth. Positive emotions such as these deter stress and help you cope with stress on a more positive level. Volunteering gives you another outlet, in addition to work, to help people. It also provides you the opportunity to give your full concentration to something other than your job.

Live a Healthy Lifestyle

One of the best ways to prevent and cope with stress is to live a healthy lifestyle. This includes getting plenty of rest — consistently working late, going in early, and working on weekends will take its toll on your mind and your body. You need to eat healthy foods (do not skip lunch or grab a candy bar) and get enough exercise (make time for the gym, a walk, or for sports). When you take care of your body, your mind benefits as well. You must take care of yourself in order to take care of others. There is an old Italian proverb that says, “Make time to be well or you will make time to be sick.”

Laugh!

Laughter is one of the best ways to relieve stress. When you feel overwhelmed, get a cup of tea or coffee, sit down at your desk and laugh for a few minutes. A quick internet search will give you plenty of material!

Legal support staff can experience an enormous amount of stress dealing with the objectives and needs of so many people on just one case. Multiply that by the number of cases most of us handle, and you can imagine the potential stress level! As professionals, we tend to want to please everyone all of the time, but that is not reasonable or possible. The best we can do is perform our job to the best of our ability, knowing that what we do will make a difference. However, if we fail to take care of ourselves, we will not be very useful to any of the people who depend on us each day. And remember, the person who depends on you the most is YOU.

Excerpted and supplemented with permission from blog by Tonya Pierce, Paralegal, Agile Law.





Submitted by Lynne Prescott, CCLS

SLSA is interested in finding businesses that would be willing to offer discounts to members. If you have a favorite establishment you do business with that you think our members would enjoy receiving a discount from, please contact President Lynne Prescott, CCLS, at lprescott@cbmlaw.com.

Some ideas for businesses that may offer discounts:

Beauty Salon/Nail Salon/Barber Shop
Automobile Service & Repair
Dry Cleaner
Housecleaning
Child Care Services

Restaurant
Florist
Car Wash
Lawn Service
Hotel/Motel



SLSA Event Registrations Is Paperless!

Important! SLSA's registration process for dinner meetings, lunch lessons, and other SLSA events is paperless! You have two ways to register – online (preferred method) or via e-mail. There will no longer be a “tear-off-and-mail” form for most of our events. Simply register online (or via e-mail), then follow-up with payment.

Remember – REGISTER ONLINE, THEN FOLLOW-UP WITH PAYMENT!

Thanks for helping us streamline our registration process!

LSI 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 LSI Past President, Joan M. Moore, PLS, CCLS



Submitted by Lacy Monserrat, CCLS

In February, San Fernando Valley Legal Secretaries Association will host "LSI Vegas – What Happens at Conference, Stays at

Conference" at The Beverly Garland Hotel in North Hollywood. While this may not be the closest locale, it's a fairly inexpensive flight. Here is a look at the educational seminars that are being offered:

Friday, February 20, 7:30 p.m. to 9:00 p.m.

(Welcome Reception beforehand at 6:00 p.m. for \$20)

Estate Planning – The Kid's Protection Plan

DUI Laws

Saturday, February 21, 10:30 a.m. to 12:00 p.m.

Developing an Effective and Ethical Social Media Policy: How is it Done?

Sacramento's Shadow on the World of Litigation – How Pending Legislation can have a Dramatic Impact on Your Cases

Saturday, February 21, 4:00 p.m. to 5:30 p.m.

The Role of the Secretary or Assistant in Family Law Matter; Overview of Family Court procedures.

The Devil and Lawsuits really are about the details – Why details in transaction documents can be your friend or enemy.

[Classes are subject to change due to speaker availability.]

There are flyers to register for conference, the hotel, and each of these seminars throughout this issue. If you are unable to attend, contact the Legal Specialization Section Coordinator to purchase any handouts that will be distributed at each seminar.

Chapter Achievement Points

Submitted by Lacy Monserrat

If you are a CCLS that renewed your certification in October, shoot me an email or give me a buzz, so I may count this towards SLISA's Chapter Achievement Points.

Also, did you rent a car when you attended our last conference in Palm Springs? Give me the info and I'll tally this up for CAPs as well.

SLISA's CAPs are currently at over eight thousand points. Let's break that ten thousand mark!

CHAPTER ACHIEVEMENT REPORTING FORM 2014-2015

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLISA's Governor. This covers activities from April 1, 2014, through March 31, 2015.

Please complete this form and mail or email it to SLISA's Governor, Lacy Monserrat. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to The Legal Secretary magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam – Test Date: _____. (100 points)
- _____ I passed the CCLS exam – Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2014-2015 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function.
(50 points)
- _____ I attended an educational workshop or seminar sponsored by SLISA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2015. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the Legal Professional's Handbook (LPH). (200 points)
- _____ I purchased the Law Office Procedures Manual (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA
Attn: Lacy A. Monserrat, Governor
Carroll, Burdick & McDonough LLP
980 9th Street, Suite 380
Sacramento, CA 95814
governor@slisa.org



Editor's Note

Submitted by Corene Rodder

The Legal Eagle always welcomes letters and article suggestions from readers. Please send them to: Corene E. Rodder, c/o Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 or crodder@somachlaw.com.

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. Unless stated otherwise in the "Dates to Remember" section of the bulletin, the deadline for all submittals is the Monday after the general meeting of the month preceding the month of publication. This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the service of a competent, professional person should be sought.

The opinions expressed in the articles published herein are those of the individuals submitting the articles and not necessarily the views of the board or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the Board of the Sacramento Legal Secretaries Association.



Of Note

January 1	Celebrate those whose last name begins with Z	January 14	National Dress Up Your Pet Day
January 2	National Run it Up the Flagpole and See if Anyone Salutes Day	January 16	National Nothing Day
January 3	Festival of Sleep Day	January 17	National Ditch New Year's Resolutions Day
January 4	Trivia Day	January 18	Winnie the Pooh Day
January 5	Bird Day	January 19	National Popcorn Day
January 6	Bean Day	January 23	Today
January 7	Old Rock Day	January 24	Beer Can Appreciation Day
January 8	Bubble Bath Day	January 25	National Opposite Day
January 10	Peculiar People Day	January 28	Fun at Work Day
January 13	National Rubber Duckie Day	January 31	Inspire your Heart with Art Day

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>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorg@suddenlinkmail.com, or LSI Vice President</p>	<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>
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<p>CAPITAL INVESTMENT ADVISERS Emerson J. French, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>	<p>LEGACY WEALTH MANAGEMENT Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering John Hancock Long Term Care Insurance and Life Insurance Annuities, Retirement, Investment and Estate Planning, Mutual Funds and 401K</p>
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QUESTIONS AND CONCERNS, CONTACT:

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LSI Marketing Committee Coordinator
P.O. Box 150427
San Rafael, CA 94915
Home: (415) 989-1010
Cell: (415) 710-3402
jlpage@ix.netcom.com

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 07/31/14**

Total Members (Fiscal Year-end 4/30/14)	Association		New Members	Transfer Members	Continuing Members	Total Members
42	Alameda County	LSA	5		27	32
6	Antelope Valley	LSA				
40	Beverly Hills/Century City	LSA	3		29	32
15	Butte County	LPA	0		4	4
17	Conejo Valley	LPA	1		13	14
15	Desert Palm	LPA	11		14	25
17	El Dorado County	LPA	5		14	19
71	Fresno County	LPA	32		41	73
37	Humboldt County	LPA	1		28	29
36	Imperial County	LPA	3		13	16
33	Livermore-Amador Valley	LPA	0		18	18
55	Long Beach	LPA	6		40	46
58	Los Angeles	LSA	11		43	54
33	Marin County	LPA	2		17	19
38	Merced County	LPA	6		33	39
0	Monterey County	LSA				
60	Mt. Diablo	LPA	2		27	29
14	Napa County	LSA			14	14
82	Orange County	LSA	11		45	56
24	Placer County	LPA	3		11	14
1	Redding	LPA				
18	Rio Hondo District	LPA	5		12	17
19	Riverside	LPA	5		14	19
168	Sacramento	LSA	33		96	129
217	San Diego	LSA	20		156	176
55	San Fernando Valley	LSA			27	27
84	San Francisco	LPA	10		54	64
41	San Gabriel Valley	LSA	1		22	23
72	San Mateo County	LSA	1		34	35
24	Santa Barbara	LPA	4		14	18
84	Santa Clara County	LSA	21		53	74
6	Santa Cruz County	LPA	0		5	5
20	Santa Maria	LPA	8		12	20
30	Sonoma County	LSA	5		22	27
7	Southern Butte	LSA	1		7	8
36	Stanislaus County	LPA	1		30	31
27	Stockton-San Joaquin	LPA	0		23	23
4	Trinity County	LSA	0		4	4
23	Ventura County	LPA	1		12	13
46	Members at Large		3		11	14
1733	YTD TOTALS					1260

LSI MEMBERSHIP LIST AS OF 7-31-2014

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK FOR CALIFORNIA LAW PRACTICE

compiled by Legal Secretaries, Incorporated
published by The Rutter Group



LEGAL STAFF'S ULTIMATE RESOURCE GUIDE FOR OVER 75 YEARS!

STEP-BY-STEP GUIDANCE: Step-by-step instructions for each major area of law practice; shows deadlines, fees, number of copies, addresses and all the other details needed to do the job right the first time!

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2 Volumes

LSI Members-Only Price: **\$250.60**

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- * Discovery in Civil Actions
- * Pretrial and Judgment in Civil Actions
- * Postjudgment Proceedings
- * Civil Appeals and Writs
- * ADR
- * Foreclosures: Mortgages and Trust Deeds; Mechanic's Lien
- * Unlawful Detainer
- * Federal Civil Procedure and Appeals
- * Bankruptcy
- * Family Law
- * Adoptions
- * Criminal Law and Procedure
- * Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
- * Workers' Compensation
- * California Commercial Code
- * Corporations
- * Limited Partnerships
- * Intellectual Property Law: Copyrights; Trademarks; Patents
- * Miscellaneous General Information

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LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

FOR CALIFORNIA LAW PRACTICE

compiled by Legal Secretaries, Incorporated
published by The Rutter Group



THE IDEAL TRAINING MANUAL FOR NEW STAFF! QUICK REFERENCE FOR EXPERIENCED STAFF!

The Problem: Training new law office staff members is time-consuming and expensive. The adequacy of the training is often dependent on the ability of the existing staff. Loss of key personnel may make it impossible to train and supervise less experienced staff.

The Solution: A system for training new staff and a reference source for all existing office personnel. The *Law Office Procedures Manual*, created by Legal Secretaries, Incorporated, provides everything you need to know about the forms, rules and procedures required in a law office.

STEP-BY-STEP GUIDANCE: The Manual covers each major area of law practice.

FORMS: The Manual includes the major Judicial Council forms, plus typical attorney-drafted forms. Sample forms are filled out to illustrate common applications.

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- Corporations and Limited Liability Companies
- Bankruptcy [to be added in 2013]
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel;
- Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
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 THOMSON REUTERS



Submitted by Jaymie Moralez

This free benefit offered by SLSA 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 desiring/needing to place an advertisement for employment on SLSA's website may view the "Employment Opportunities" page on this website and format the advertisement like those already posted. Employers will also 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. Advertisements for employment are usually posted as soon as possible.

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.

Office Assistant II. The Court of Appeal, Third Appellate District, Sacramento, California, is accepting applications for the position of Office Assistant II in the Clerk's Office. Duties include processing incoming and outgoing mail, maintaining records storage and file room, and responding to requests from court staff for files and records. For a complete job announcement and application, go to www.courts.ca.gov/3dca, call (916) 651-9311, or e-mail 3DCA-Careers@jud.ca.gov. Salary: \$2,574 - \$3,127 per month. Filing deadline is Wednesday, 4:30 p.m., January 7, 2015. EOE.

Legal Secretary. Newly formed boutique law firm in downtown Sacramento specializing in Environmental Law, Litigation, Real Estate and Business seek a full-time legal secretary with a minimum of 5 years experience to provide high quality administrative and secretarial assistance to assigned lawyers and paralegals. Duties and responsibilities include proofreading and finalizing letters; pleadings, and motions; maintaining paper and electronic files; collecting and analyzing information and preparation of charts; preparing expense reports; answering telephones, and screening and transmitting telephone calls to lawyers; scheduling conference calls and other commitments; arranging travel for attorneys; and performing other duties as assigned, including serving as back-up receptionist, as required. Must have superior grammar and proofreading skills, and be able to multi-task, meet deadlines, prioritize duties and work under pressure with minimum supervision. Ideal applicant will be a proactive, self-starter who shows ownership of his or her work, a commitment to serving the firm's clients, a strong ability to work well as part of a team, and a very positive attitude. Interested individuals should provide a resume and list of references to Danielle Stephens at dstephens@kwgattorneys.com.

Paralegal – Environmental Law and Litigation. Somach Simmons & Dunn, a mid-size environmental law firm, seeks a paralegal with at least 5 years litigation experience that includes case management and trial preparation. This individual will work closely with attorneys and other paralegals handling cases in their day-to-day and pre-trial management. Essential functions include: gather, organize, summarize, and index documents from various sources; draft correspondence, pleadings, discovery, motions, subpoenas, client reports, and other related documents; cite check and shepardize pleadings; review and analyze discovery productions; accurately maintain and update data to detailed client and case-specific databases; assist attorneys in discovery preparation and implementation, and preparation for hearings and trials; be able to analyze and accurately interpret court procedures and rules, and have a knowledge of federal and state court deadlines.

Requirements: a minimum 5 years of litigation/case management paralegal experience with either a four-year degree or paralegal certificate; ability to efficiently gather, maintain, and organize information and voluminous documents; ability to analyze, categorize, and accurately summarize documents in an efficient manner; organizational skills to work independently and meet deadlines; time management skills to handle multiple tasks

accurately; must be computer literate and proficient on Word, Excel, and PowerPoint; experience with Lexis and Concordance is a plus; must be detail oriented and have ability to work in a fast-paced environment; team player attitude is essential. We are looking for someone who can work independently and anticipate the needs of the client and the attorney who handles them. This is a great opportunity for a self-starter who likes to work closely with attorneys providing excellent client service. May consider less than full time employment for the right candidate.

Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Insurance benefits are 100% employer paid for both the employee and their dependents. Interested candidates should send their resume with cover letter including salary requirements to info@somachlaw.com or Somach Simmons & Dunn, Attn: Human Resources, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please). Somach Simmons & Dunn is committed to being an equal opportunity employer and in providing a work environment free of discrimination, harassment, and retaliation. The firm does not unlawfully discriminate based upon race, color, religion, sex, sexual orientation, national origin, citizenship, age, marital status, genetic information, medical condition, physical or mental disability, pregnancy, veteran status, all other characteristics proscribed by law, and discrimination on the basis of gender identity are strictly prohibited.

Litigation Secretary – Natural Resources. Downey Brand LLP seeks a Litigation Secretary for its Downtown Sacramento office. The person hired for this position will work within the firm's Water Law practice. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Experience dealing with public/administrative agencies is also desired. Requires 75+ wpm accurate typing, word processing and proficiency with MS Office applications including Office 2010 and Windows 7. Ability to accurately proofread documents, set priorities and work under pressure is critical. Must have a positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, a strong work ethic, and be highly organized with an extreme level of attention to detail. Salary is commensurate with experience, and firm-paid health benefits and parking are provided. Qualified applicants may submit a cover letter and resume in confidence to the HR Director via the firm's web application: https://lawcruit.micronapps.com/sup/v3/lc_supp_app_frm.aspx?lawfirm=169&id=42. No telephone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.

Docketing Specialist - Sacramento Office. Downey Brand LLP, Sacramento's largest law firm, seeks an experienced docket/calendar clerk. The primary function of the position will be to provide docketing support to attorneys, paralegals and legal secretaries. Responsibilities include, but are not limited to: calendaring daily incoming mail; maintaining docket due dates and remarks in the docket system; researching state and federal court rules; preparation of daily and weekly calendar reports; performing conflict searches; reviewing client intake forms and communicating with attorneys to resolve potential conflicts of interest. Skills and experience required/desired: must have three or more years of substantial experience computing calendar deadlines for state and federal courts using CompuLaw/Vision docketing software. Knowledge of court rules and procedures for both state and federal courts is a must; familiarity with legal terminology and documents involved in the court filing process is essential, as is a working knowledge of the litigation process. Attention to detail, excellent organizational skills, the ability to communicate effectively with all levels of personnel, adaptability to change, and balancing competing demands in a fast-paced environment are imperative. Qualified applicants may submit a cover letter and resume in confidence to the Director of Human Resources via the firm's web application. No phone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.

Legal Secretary II Exam. The County of Sacramento is accepting applications for Legal Secretary II exam 28111-C. A Legal Secretary II performs a wide variety of specialized legal and general clerical work which includes composing and typing legal documents and correspondence; processing of legal documents, and maintaining legal case records. The work performed requires independent judgment/discretion and is subject to minimal direction and instruction. The range of duties typically involves performing work in multiple, unrelated areas of law and for several attorneys, and/or other staff. Incumbents may be required to use shorthand to perform some work assignments and frequently provide lead direction to other clerical staff. Applicants must meet the special requirements below AND EITHER: One year of experience in Sacramento County service in the class of Legal Secretary I **OR** Two years of 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 semester units or 45 quarter units equal one year of experience.) **Special Requirements:** All positions in this class require the ability to type from clear copy at the rate of 50 net words per minute. Some positions in this class may require taking oral dictation involving legal terminology. To be eligible for appointment to a "short-hand-required" position, the applicant must have the ability to take oral dictation, using any speedwriting method, at the rate of 100 words per minute and transcribe at the rate of 30 net words per minute. Where the oral dictation skill is required, it is used in performing the typical duties of the class as shown in the "Examples of Duties" (located in the class specification). The Civil Service Commission approved the use of selective certification for this special skill on March 7, 1985. For the complete job posting and to apply go to the website www.personnel.saccounty.net.

Litigation Secretary – Sacramento. Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week), experienced Litigation Secretary to join our Litigation/IP Practice Group. The successful candidate must be able to multi-task in a fast-paced and professional environment, enjoy working as part of a team, and demonstrate a commitment to quality client service. Qualified candidates should send their cover letter, resume and salary requirement to wrecruiting@weintraub.com.

Under minimal supervision, the Litigation Secretary will be expected to carry out the following job duties and responsibilities: Maintain attorney calendar by planning and scheduling conferences, teleconferences, depositions, and travel, recording and monitoring court appearance dates, pleadings, and filing requirements and monitoring evidence-gathering; produce legal information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics, coordinating case preparation and assuring that high priority items are completed in a timely manner; prepare documents for state and federal court filings, discovery, arbitration, mediation and hearings; read, sort, and date incoming mail. Ensure that outgoing mail is processed according to office procedures; if necessary, route mail to specific delivery service and follow up on timely delivery; draft letters and documents, collect and analyze information, schedule couriers, court reporters, expert witnesses, and other special functions, coordinate preparation of charts, graphs, and other courtroom visuals; prepare expense reports; establish and maintain calendar and deadline reminder systems; complete and submit conflict check forms, screening forms and new matter request forms; maintain all client and general files; conduct periodic review for possible storage of older files and prepare files to be closed; provide exceptional client service to guests and clients whether in person or on the telephone; maintain good public relations with clients and observe confidentiality of attorney-client relationship; input time entry, review and edit bill; send and retrieve e-mail and faxes for attorney(s); photocopy and assemble documents as required; additional duties as assigned including assisting other secretaries, as needed.

The ideal candidate will have the following capabilities: Excellent interpersonal skills; strong analytical and problem solving skills; effective communication skills; attention to detail and high level of accuracy; strong organizational skills; stress and time management skills; flexibility in dealing with multiple projects and assignments; strong client focus

Education and Experience: College degree preferred but not required; 8+ year's legal secretary experience with extensive knowledge of litigation; familiarity with patent prosecution a plus; advanced operation and knowledge of Microsoft Office Suite (Outlook, Word, Excel and PowerPoint); type 50 wpm; solid drafting and proofreading skills; self-motivated and able to work independently; ability to multi-task and meet deadlines.

Litigation Paralegal – Sacramento. Weintraub Tobin is seeking an experienced Litigation Paralegal for our Sacramento office. The successful candidate must be able to multi-task in a fast-paced environment, enjoy working as part of a team, and demonstrate a first-class commitment to client service. Qualified candidates should send their cover letter, resume and salary requirement to wrecruiting@weintraub.com.

Under minimal supervision, the litigation paralegal will be expected to carry out the following job duties and responsibilities: Organize documents and coordinate document productions including bates-stamping, redaction, duplication and indexing of documents; perform various document searches and factual research; create and maintain internal case databases including searching for internal and external documents; prepare for and attend depositions by gathering and preparing documents relevant to the deponent, organizing exhibits, taking notes, managing exhibits during the deposition and summarizing highlights of a proceeding; work with attorneys and legal

secretaries in the preparation and filing of all court documents; act as a liaison between various internal departments, as well as outside vendors; oversee the progress of documents through litigation, order transcripts/medical records, etc. from reporting services and fulfill requests from outside counsel and others; prepare for and attend trials/arbitrations: Organize exhibits, files and all other supporting documents, coordinate trial set-up and logistics, and assist attorneys in the courtroom; discovery: organize documents, review, analyze and summarize discovery responses, and respond to discovery requests.

The ideal candidate will have the following capabilities: Superior attention to detail and organizational ability; familiarity with Worldox or similar document management system; ability to work simultaneously on a variety of projects and work effectively under pressure; adept at working independently or on a team in providing timely service to attorneys; communicates effectively with attorneys and legal personnel at all levels.

Education and Experience: Minimum of five years of civil litigation experience; paralegal certificate from ABA approved school is required; bachelor's degree preferred; working knowledge of Microsoft Office and litigation software applications including Casemap, Textmap, Relativity, Adobe Professional, and Sanction (or Trial Director).

Legal Assistant. Beutler Corporation is seeking an experienced Legal Assistant to provide full-time additional support to their in-house Legal Department. Must have experience in organizing and maintaining electronic files; preparation, proofing and filing of pleadings, discovery, correspondence and other legal documents; knowledge of State Court rules including e-filing; data entry; managing multi-party litigation; maintaining high volume calendars for multiple attorneys; and communicating with courts. Candidate must be highly organized, detail-oriented, self-motivated, professional, reliable, and able to efficiently multi-task. Please e-mail cover letter and resume, with salary requirements to bernardm@beutlercorp.com.

Legal Assistant. Boutique law firm seeks experienced and hard-working legal assistant for immediate hire. Our firm is composed of two attorneys who were former partners at a mid-size Sacramento firm. In addition to legal assistant duties, applicants must be self-starters who are willing and able to help get this firm up and running as we are brand new. Applicants must be intelligent, detail-oriented, easy to get along with, and have at least two years of experience with civil litigation (including excellent calendaring, filing, and formatting skills). Areas of practice include business litigation, contracts, real estate, employment, and construction law. Applicants should email their resume to derekdecker@kroghdecker.com.

Full-Time Litigation Secretary. Rothschild Wishek & Sands LLP is an AV-rated, seven-attorney, criminal defense and professional licensing firm. The firm has an immediate opening for a legal secretary. Competitive salary and benefits commensurate with experience. Submit resume and cover letter to admin@rwslaw.com with salary expectations with subject line "Legal Secretary."

Experienced Legal Assistant/Receptionist. Small firm on University Avenue has an immediate need for a Legal Assistant/Receptionist, preferably experienced in matters under the probate court, including trusts, probates, conservatorships and guardianships. The ideal candidate will have a professional and pleasant demeanor to interact with clients, strong organizational skills and the ability to maintain focus while multi-tasking, as well as the ability to assess, revise and balance priorities. Excellent oral and written communication skills and the ability to proofread and format legal documents are required. Strong attention to detail is an important quality, especially the ability to calendar and track all deadlines and court hearings with a tickler system, prepare complete court filings for the runner and serve POS and NOH as needed. Please email cover letter and resume, with salary requirements, to HLOPC.HR@gmail.com.

Full-Time Litigation Secretary. Donahue Davies LLP, a well-established Folsom area 12 attorney Insurance Defense/Litigation Firm is seeking an experienced and knowledgeable litigation secretary who is organized, detail-oriented, professional, able to efficiently multi-task and has proven experience working with managing partner plus two attorneys. Qualifications include: 5+ years current experience in insurance/litigation defense, excellent communication skills, advanced skills in MS Word, Outlook, and Excel. Current knowledge of state and federal court rules is mandatory, as well as efficiency in an automated calendaring program. The firm offers competitive salary and benefits. Please include salary requirements when submitting cover letter, resume, and professional references to cdavis@donahuedavies.com.

Experienced Litigation Secretary (Sacramento). Sacramento law firm seeks an experienced litigation secretary, minimum 5 years of experience as a legal secretary. Duties/Experience Required include: heavy typing (minimum 90 words per minute); preparation and electronic filing of legal pleadings; data entry; managing attorney calendars; correspondence and communication with clients, courts, and attorneys. This position requires in depth knowledge of WordPerfect, Outlook, Sage Timeslips and Adobe. Knowledge of federal and state rules of court and civil procedure is necessary. Applicants must be able to work under deadlines, communicate effectively, and have exceptional attention to detail and accuracy. Problem solving skills, a good memory, and organization are a must for this busy desk. We are located in Sacramento in the Howe Avenue / Fair Oaks Boulevard vicinity. We are a bankruptcy firm that has a select group of clients that we serve, not the general public. Bankruptcy experience is desired. Please submit cover letter, resume, references, and salary requirements to bushsusie@gmail.com for consideration. Please detail in your cover letter what specific experience that you have that corresponds with the duties listed above. Please only reply to this ad if you have the skills listed in the experience required section.



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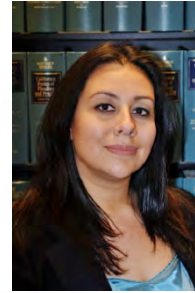
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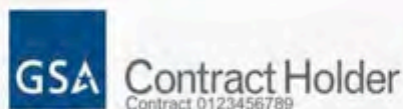
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