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Sacramento Legal Secretaries Association



THE LEGAL EAGLE



November Event(s)

- **Regular Dinner Meeting – November 17.** This event will be held at the Courtyard Marriott Midtown Sacramento, 4422 Y Street. You can register online through our website or contact Maimie Chyinski at reservations@slsa.org. *See page 24.*

Mission Statement

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

NON-MEMBERS ARE WELCOME!



President's Report

by Dawn Forgeur, CCLS



I hope you and your family had a wonderful Halloween this year. The months seem to be flying by and Thanksgiving is quickly approaching. Remember to give thanks for the things and people that you have in your life. I am thankful that I have my family still with me and that I have such great friends. I am also thankful for the friends and members who help me with SLSA. It's hard to put into words how grateful and appreciative I am when I am feeling overwhelmed and someone says, "No problem, I'll help you with that." But I want you to know that I really do appreciate everything you do!

I want to thank Jennifer Estabrook, CCLS, and Ron Bodenmann for chairing the Fairytale Town Halloween event and I want to thank Ron's family, Anne French, Crystal Rivera, and my husband, Randy, for coming out and volunteering to hand out candy at the Fairytale Town event that took place on

In this bulletin, you will find an article from your Charitable Projects Committee regarding upcoming projects that you can volunteer for and help give back to the community this holiday season.

Remember that LSI's second quarterly conference is this month in Rancho Cordova. This is a great chance for you to get education on a variety of topics in just a couple of days. You are also welcome to sit in during the business portion of the meeting on Saturday.

As always, feel free to send me an e-mail at drforgeur@stoel.com if you have any questions, topic ideas, or suggestions.

“Remember to give thanks for the things and people that you have in your life.”

~Dawn Forgeur, CCLS

October 21 and 22, 2011. There were so many attendees this year that we were afraid that we were going to run out of candy, but in the end we had plenty and the kids were excited to be there.

Chapter Achievement Points

Many of you may not know what Chapter Achievement Points are so I thought I'd give you a summary as to what they are and how to help SLSA obtain them. Each association in LSI participates every year in the Chapter Achievement contest. An award of \$250 is presented by LSI to the highest scoring association in each membership category at the Annual Conference of LSI. Chapter Achievement Points (CAPS) are tracked during the year by each association's Governor (that's me). This covers activities from April 1, 2011 through March 31, 2012.

There are many different activities you can do to help us earn CAPS. You can submit an article to LSI's magazine *The Legal Secretary*, attend an LSI Quarterly or Annual Conference, open an account with an LSI-sponsored credit union like Provident credit union, take the CCLS exam, purchase the *Legal Professional's Handbook*, or attend another association's monthly dinner meeting, installation, or other function. These are just to name a few. There are many different ways to earn points. Check out the CAPS Reporting Form for the complete list.

Included in every bulletin each month is a Chapter Achievement Reporting Form. This form's purpose is to help me track each member's activity during the course of the fiscal year. Please remember to complete this form each time you complete any of the listed activities and email it to me at andrea@haydulaw.com or mail it to me at 965 University Avenue, Suite 222, Sacramento, CA 95825.

Of Note

by Alex Cain



As of October 19 of this year, the Unlawful Detainer Division of the Sacramento Superior Court has implemented a filing system in which they will only accept documents for processing via document drop-off. The court requires that a drop off form be provided, which should list your contact name, case information, and document description. Each form may have multiple documents, but must only have one type of document per bundle. The average turnaround time for receiving documents back as processed is now approximately five business days.

Law Office Products/Management

by Corene Rodder

EFFECTIVE POWERPOINT PRESENTATIONS

Microsoft's PowerPoint has brought two decades of engorged meetings, audio-visual hassles and bored boardrooms. It didn't have to be this way... and it doesn't have to in your next meeting.

A few tweaks here and there can make the difference between a presentation that sings and one that sets them snoozing.

1. Create an outline. Making a list of topics you need to address and rank them into primary and secondary importance. If time is short, you'll know what to cut out. It also clarifies your ideas.

2. No star wipes. Microsoft has given users dozens of ways to transfer from one slide to the next, with each new iteration offering more bells and whistles. Avoid the temptation.

3. Choose your colors wisely. Using color can help convey meanings, make phrases stand out, and influence attitudes. All of that information you learned in elementary school about primary colors and complimentary colors can be useful in PowerPoint. Microsoft has some predefined color schemes in PowerPoint and they may be a good place to start. Microsoft also suggests that certain combinations of text color on background colors work best: green on purple, violet on yellow, white on black or blue-green on red. In graphics, try to choose one or more colors from the graphic to use in text, as well. It helps tie the presentation together. Use mid-range backgrounds and avoiding white or yellow text, which can be harsh on the eyes.

4. Use bullet points. It might seem to go without saying, but aside from direct quotes, the audience shouldn't be reading whole paragraphs on a PowerPoint slide. That would be a real yawner.

5. More charts and diagrams, please. Pictures speak 1,000 words, the old saying goes. That's why you want to sprinkle a variety of graphics into your presentation. An organizational chart can illustrate anything from a company's chain of command to the families, genera and species of an order of biological organisms, according to Microsoft. For charts, PowerPoint also comes with ready-made items that you can customize to fit your pitch.

6. Be careful with sound and video. Audio and visual effects, particularly video, can slow down and even crash the computer during the presentation. Generally, the simpler the presentation, the less chance of crashing. If possible, test run the presentation on the actual computer you'll be using.

7. Practice your presentation. Presentations often don't work because speakers don't take them as seriously as traditional presentations. Practice it as you would a regular speech.

8. Coming to a conference room near you. PowerPoint now allows you to drop in movies, a short animated cartoon or show using Macromedia Flash. A tutorial on animation for PowerPoint on Microsoft's website.

9. Double check your grammar and spelling. Nothing is more of a turnoff to that English major in the room.

10. If you don't actually need visuals, leave your PowerPoint at home. Only use PowerPoint when it's necessary.



Membership Chair Report

by Lynne Gomes

Welcome, and congratulations to the following new SLSA members, who were inducted at the October 20, 2011, regular membership meeting.

ACTIVE MEMBERSHIP

Mae Empleo -- Mae is a legal secretary/paralegal at Soluri Meserve. She has been a legal professional since 2008, and specializes in land use and environmental law. Mae celebrates her birthday on January 23, and enjoys snowboarding, running, hiking, and other outdoor recreational activities.

Krista Steiner -- Krista is a legal secretary with Lozano Smith. She has been a legal professional since 2006, and specializes in law office management and litigation. Krista celebrates her birthday on April 12.

STUDENT MEMBERSHIP

Katelynn Higginbotham -- Katelynn is a legal secretary at Felderstein Fitzgerald. She has been a legal professional since September 2011, and specializes in bankruptcy. Katelynn celebrates her birthday on July 2, and enjoys reading and crocheting.

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

CHANGES?? UPDATES??

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



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NATIONWIDE COURT REPORTERS



Parliamentarian's Corner

By Astrid Watterson, CCLS

Members' Duties Upon Arrival At A General Meeting

For those members who are new to the association, I thought I would take the time to explain the use of the "red" member voting cards, as well as a few other items you receive upon arrival. When a member arrives at a monthly dinner meeting you should be given one of the following items:

- a meal ticket
- a vendor door prize ticket
- a red member voting card
- a copy of the Secretary's Minutes
- a copy of the Treasurer's Report

As a reminder, it is the duty of all members to vote on the business matters of this association. Upon arrival, you should review the Secretary's Minutes to ensure accuracy. If you spot an error in spelling or activity, please wait until the chair (the President) asks for edits to the Minutes during the Secretary's reporting period. Don't be afraid to raise your hand and participate. When all edits, if at all, have been made, the chair will ask for the members to vote. At that time, you should raise your red member voting card to either vote in favor of approving the minutes as presented or as corrected, or vote against the minutes as presented or corrected. You would follow the same procedure for the Treasurer's report.

Robert's Rules of Order tells us that there are several methods of voting. A few common methods are: (1) Standing Vote, (2) Voice Vote, (3) Show of Hands, (4) Counted Vote, and (5) Ballot Votes.

A standing vote can be used whenever a two-thirds vote, instead of a majority vote is required to pass a motion. When you use the standing vote method, the chair would typically ask all members to stand if they are in favor of the motion and then again if they are against. The chair would then decide whether more stood in favor or against the motion. If it turns out that it is too close to tell which side had the majority, the chair could resort to

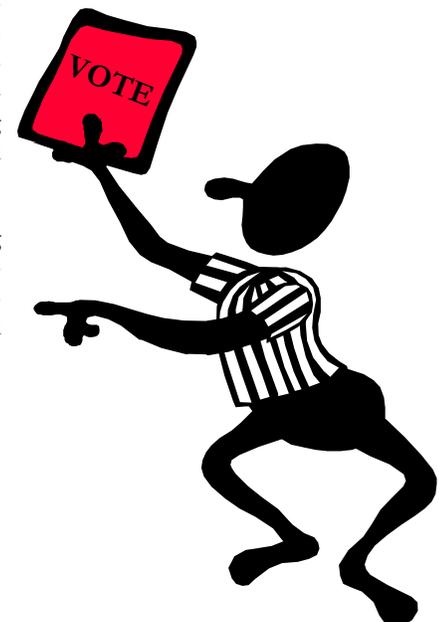
counting. A voice vote is the simplest and most common type of voting. The chair usually asks that any in favor of the motion yell out "aye" and those against yell out "no." Based on the chair's judgment of the voice vote, they would announce the results of the vote. A show of hands vote can be used when the group is small. You can visually see who is voting in favor and who is voting against the motion. It then falls on the chair to decide if the motion had more show of hands in favor or against the motion, then announce the results of the vote. A counted vote is usually used to ensure the results of the motion. If the chair is not able to tell from a standing vote, a voice vote, or a show of hands vote if the motion passed or failed, the chair can use the counted vote to decide. Depending on the type of motion, it may require a majority or a two-thirds in order to pass. Finally, we have the ballot vote. Our Bylaws requires that our elections be completed by ballot. Meaning that all members are sent the ballot with the motion written on it (in this case the list of the nominees for office) and send in their vote.

In the past, SLSA has used the voice vote. However, there were times when it was difficult for the chair to tell if only members were voting or if some of our guests were voting too. In order to eliminate that potential problem, we began using the membership voting cards. The registration chair coordinates with the membership chair and figures out who is a member and who is not. If you are a member, you should have a red member voting card. We encourage you to use it when called for and participate – this is your association!

I hope this article helps explain the voting process a bit to those who are new and also offers a good refresher for our current members. If you have any questions, feel free to call or e-mail me.

“As a reminder, it is the duty of all members to vote on the business matters of this association.”

~Astrid Watterson,
CCLS



Employment Report/Positions Available

by Jaymie Morales

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

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

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

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

- **(10/11/11) Legal Secretary** Law Office in Stockton looking for a Legal Secretary. Need a self-starter and someone with a professional demeanor. Able to handle many tasks with grace and diplomatic flair. Min 5 years experience in Civil Litigation experience. Will have transactional responsibilities as well. Excellent compensation, benefits and bonus opportunity. 40-60K+. This is a permanent position. Please email resume to ihamilton@appleone.com.
- **(8/22/11) Paralegal/Legal Secretary** Immediate need for seasoned Paralegal/Legal Secretary in the Sacramento area. Boutique law firm specializing in Civil Litigation looking for Paralegal/Legal Secretary with a minimum of 5+ years as a Paralegal/Legal Secretary. Litigation and some Transactional work. There are 10 attorneys total over 3 offices. Position to be based out of Sacramento with occasional travel to Stockton Office; needs a self starter, someone who does not leave anything imperfect or incorrect. The cases are very interesting and there is a lot to do - never a dull moment. Base pay 40 - 50K with bonuses. Potential 60 - 80K with bonus. No gaps in employment. Prefers someone currently employed and looking to make a change. Email resume directly to: ihamilton@appleone.com.
- **(8/12/2011) Legal Secretary** Outside vendor is seeking a legal secretary with 3 to 4 years experience to work in a Sacramento law firm specializing representing injured workers in workers compensation disputes. In addition, the secretary will be trained to appear at lien conferences to appear on behalf of our company. Travel to Oakland, San Jose, and San Francisco will be required from time to time so candidate must have good driving record. The candidate must be a team player who is an aggressive self-starter. Salary is competitive with other Sacramento firms and will be based on experience. Please email resume and cover letter to fbritt@arslegal.com.
- **(8/5/2011) Legal Secretary** Small downtown Sacramento law firm specializing representing landlords in landlord-tenant disputes (2 attorneys, 2 staff currently) seeking an experienced legal secretary with familiarity with unlawful detainer process. Preferred candidate will understand how to draft complaints, prepare default judgment, prepare writs, and sheriff lockout paperwork. The candidate must be a team player who is an aggressive self-starter. Salary is competitive with other Sacramento firms and will be based on experience. Please email resume and cover letter to jwc-mhlaw@sbcglobal.net.
- **(7/20/11) Experienced Contract Trust Legal Secretary** Attorney needs experienced legal secretary/paralegal to amend or re-state a Husband-Wife Trust. Immediate availability. Telephone: 916-719-3297. Email: asmernes@hotmail.com. Fax: 916-928-3050
- **(07/18/11) Legal Secretary/Paralegal** Stockton law firm seeks experienced Spanish bi-lingual legal secretary or paralegal for probate, estate planning, and social security practice. Must be experienced in drafting wills, trusts, estate planning documents as well as handling probates. Monday - Friday 8-5. Downtown Stockton. Must be able to multitask and work in a fast pace environment. Microsoft Word, Word Perfect, Excel, & Prevail. Minimum experience of three years required. Please email resume to ecorney@cckllp.com. Position available immediately.



Speaker Spotlight

October Regular Dinner Meeting: Sgt. Scott French of the Elk Grove Police Department

by Sophia Albov, CCLS



The Sacramento Legal Secretaries Association (SLSA) was lucky enough to spend its October Dinner Meeting learning a little about criminal law with Sgt. Scott French of the Elk Grove Police Department. Not only is Sgt. French a very experienced police officer, he is also the husband of SLSA's own Anne French!

Sgt. French walked us through the process of booking a suspect; from initial contact through getting them into jail. The very first thing that Sgt. French assured us is that in the real world the process of solving a crime is not like television. There is no five-person CSI team combing the scene for hours, the process does not happen as quickly, and there is a ton more paperwork involved! In real life, the arresting officer is often the one that has to collect and book the evidence, and get all the paperwork completed.

Sgt. French ran us through the process of arresting a domestic violence assault suspect. Astrid Watterson, CCLS, was lucky enough to serve as our suspect. In the scenario that Sgt. French used, Astrid had gotten into a vicious fight with her significant other over possession of the television remote control.

For an officer to make an arrest, the suspect must meet

two criteria. The officer must have probable cause and reasonable suspicion that a crime has been committed. Reasonable suspicion is evaluated using the "reasonable officer" standard. "A person in the same circumstances could reasonably believe a person has been, or is about to be engaged in criminal activity; it depends upon the totality of circumstances, and can result from a combination of particular facts, even if each is individually innocuous."

Sgt. French also informed us that very specific circumstances must exist for an officer to be forced to read a suspect their Miranda Rights. There is often the misconception that no matter what an officer must read a suspect their rights before taking them into custody. This is not the case. The suspect has to be both in custody and in an interrogation situation before it becomes mandatory for their rights to be read. To be in custody means that you are not or do not feel free to leave. An interrogation means that you are being questioned by the officer. Therefore, if an officer takes a suspect into custody but does not ask them any questions, it is not necessary for that officer to read the suspect their Miranda Rights.

Once an officer has made an arrest they must then begin the process of taking statements and gathering evidence. The statements must be credible

and as detailed as possible. As far as the evidence goes it is important for the officer to collect as much as possible. The general rule is "when in doubt, collect it." Once again, this is not handled like it is on the television shows. For example, there is usually not a perfect fiber that matches the exact sweater that the suspect was wearing. The officer must pay attention to details. Also, unlike television, there is usually not a large team of officers that swoop in and collect the perfect evidence.

Sgt. Scott French has twenty-five years experience in law enforcement, which includes twenty years with the Sacramento County Sheriff and five years with the Elk Grove Police. He has worked in the County Corrections booking and release process, patrol services, motors enforcement team, Gang Suppression Unit, Russian Organized Crime, Federal narcotics task force, and Internal Affairs. Sgt. French has also testified as an expert in marijuana cultivation cases and Russian youth gangs cases. He is currently an instructor for firearms, indoor marijuana cultivation hazards to first responders, emergency vehicle operations, and emergency management/mass critical incidents.



Sgt. French assured us that in the real world the process of solving a crime is not like television.

~Sophia Albov,
CCLS



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

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

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

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

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

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

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

- | | | |
|---|--|--|
| <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

WHERE WOULD YOU LIKE YOUR E-MAIL DELIVERED? [] BUSINESS [] RESIDENCE

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

How did you hear about SLSA? _____

Please make your check payable to **SLSA** in the amount of \$40 (\$25 for students). Mail payment with this form to:

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

Benefit Highlights

by Jennifer Chastain

Working Advantage Spotlight

Getting started on your holiday shopping? Find great deals on gifts for everyone! Take “advantage” of these great LSI/SLSA offers and save! It’s as simple as sending an email me at chas-tain.j@gmail.com to get LSI’s member number. These are just a sampling of what is offered!

Lands' End Free shipping on \$50+, Overstock Deals: Save up to 65%

Perfumania 10% off your order, Free Shipping on \$50+

OneTravel.com \$25 off hotels, \$30 off flights, \$50 off 5+ tickets, \$60 off packages

Amazon.com TV & Movie Deals Great Savings on DVDs + free shipping on \$25+ or download instantly PLUS learn about 3D TV!

Restaurant.com Additional 60% off - \$25 certificates as low as \$4!

MyJewelryBox.com 20% off your order + free shipping

Borders® Gift Card Save 20% per gift card

Apple Online Store Free shipping on \$50+

1800Baskets.com 20% off your order

Superior Photocopy Services

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Legal Photocopying
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916-564-4712

CCLS Quiz

by Jennifer Estabrook, CCLS

Reasoning and Ethics

Read each the description of each situation carefully and indicate whether it reflects:

(A) Good judgment *or*

(B) Inappropriate and/or unethical behavior:

1. ____ You work for an attorney whose practice includes some probate and estate planning. Your best friend’s mother has passed away and you know he, as executor under his mother’s will, has yet to decide who will represent him. You identify your employer as one whose primary practice is probate law and you urge your friend to hire your employer.

2. ____ You are visiting your aunt in the hospital. The woman in the next bed was involved in an accident. She knows you work for an attorney and she proceeds to tell you the details of her accident and asks you what she should do. Since you have worked for a personal injury attorney for many years and have firsthand knowledge of the law in that field, you tell her the legal ramifications of her claim and how she should proceed.

3. ____ You are a secretary to a partner in a law firm. As his secretary you become aware of certain irregularities in his handling of the trust account, and you are concerning about some of the ramifications of the practices that he employs in his cases, considering them to be, at best, questionable, and at worst, unethical. You say nothing to your fellow employees or the other partners in the firm about what you have observed. You submit your resignation.

4. ____ You are a notary public newly employed by a law firm which has a policy of not asking clients for identification when notarizing their documents. Your employer calls you into his office, introduces you to his client, and asks that you notarize the client’s grant deed. You ask the client for identification, explaining that the law requires you to do so.

5. ____ Your office is representing a defendant in a criminal matter which has been reported extensively in the local press. There is much speculation concerning the case and a friend in your local legal secretaries association mentions something to you that she heard about the case that is clearly untrue. You explain to her the real nature of the defendant’s case and what actually happened.

Vendor Spotlight

October Regular Dinner: Superior Photocopy Services

by *Lynne Gomes*

Superior Photocopy Services, owned and operated by SLSA members Raj and Dimple Kohli, is SLSA's Vendor of the Month. Specializing in large volume reproduction, Superior Photocopy Service covers the Greater Sacramento and Northern California area, from Redding to Merced, Placerville to San Jose, and all areas in between. They are also able to obtain records from Southern California and across the United States, as well as offering the following services:

Subpoena and Authorization Preparation/Service -- Civil, Federal, Workers Compensation, Longshoremen's, etc.

Authorizations for medical and other public records.

Court Filing -- Daily court filing service, or as-needed court runner service (Sacramento County, Woodland, Placerville, and Auburn).

Video & CD Duplication -- Videos, audio tapes, CDs, DVDs.

X-Ray Duplication -- On film or CD.

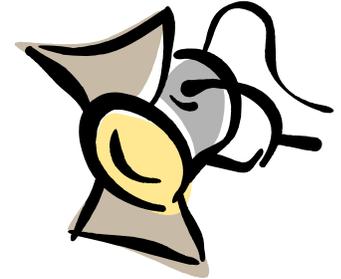
Large Volume Records Duplication -- On-site copying at records location, or pick-up and copy at SPS offices. Discounts available for large volume requests (over 5,000 pages).

Records Archiving -- Scanning your old records to CD, saving you money and time on warehouse storage and retrieval, and providing you instant access to all your records.

Thank you very much to Raj and Dimple Kohli of Superior Photocopy Service for being our Vendor of the Month!

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

For more information on Superior Photocopy Service, please visit their website at: www.americancopyingservice.com.



Caption Pages and Spacing

by *Dawn Forgeur, CCLS*

California Rules of Court, rule 2.111, subdivision (4) states:

...In the title of the case on each initial complaint or cross-complaint, the name of each party must commence on a separate line beginning at the left margin of the page.

Simply, the left-side of your caption page should look similar to the example below on initial complaints and cross-complaints, listing each party on a separate line:

JOHN DOE;
JANE DOE; and
BOB DOE,

Plaintiffs,

v.

ADAM ROE;
DLANE ROE; and
BIG COMPANY, INC.,

Defendants.

A little known formatting fix for those documents that need to be under a certain page limit can be found at California Rules of Court, rule 2.108. Subdivision (1) states that "The lines ... must be one and one-half spaced or double spaced..." This means you may be able to fit in a few more lines per page if you change your spacing to 1.5 spaced instead of double spaced (or exactly 24 points).

Remember that each line number must be aligned with a line of type! So you must change the spacing for the line numbers in your left margin to match what you have changed in the text portion of your document. Cal. Rules of Court, rule 2.108, subd. (4).



Governor's Report

by *Andrea Stoll*



Conference
Time...



This month we have some exciting things going on. LSI's Second Quarterly Conference will be held on November 11-12 and it's local! It will be held in Rancho Cordova at the Sacramento Marriott. There will be some really great educational classes going on all weekend so if you have a chance please register and come check it out. The theme is "Back to Basics: Education, Networking, and Friendship" and the seminars being offered are:

Friday: November 11, 7:30pm-9:30pm

Probate/Estate Planning: What You Don't Know Could Hurt You

Civil Litigation: Who's at the Door? Successfully Serving Summonses and Subpoenas

Saturday: November 12, 10:30am-12:00pm

Criminal Law: From Arrest to Conviction

Law Office Administration: Adobe Acrobat - Tips and

Tricks

Saturday: November 12, 4:00pm-5:30pm

Transactional Law: Bankruptcy - The Road to Recovery

Family Law: Child Custody - When Things Get Ugly, No One Wins

You can still purchase a Scrip ticket for \$110, which includes: Registration, Welcome Reception, Banquet, and Brunch. You can fill out the registration form (which can be found at www.LSI.org) and mail checks to: LSI Corporate Office, P.O. Box 660, Fortuna, CA 95540. Make checks payable LSI. You can register for the Legal Section Seminars separately. The deadline to register is November 4, 2011 for \$10 per seminar, but you can still register at the door for \$15 after the deadline. You can find the registration form online at www.LSI.org. If you have any questions, please contact me at andrea@haydulaw.com, or our president, Dawn Forgeur, at president@slsa.org.

Also, discussed at the last SLSA dinner meeting, Rod Cardinale, President of Santa Clara County Legal Professionals Association, has notified all Governors that he plans to make a Motion to change LSI's name to Legal Professionals, Incorporated. Majority voted to approve the Motion and instructed me to vote in favor of Rod's Motion at this month's conference. I am excited to find out the outcome. I will report back the results in next month's bulletin. Until next time...



CHANGE OF ADDRESS:

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



CHAPTER ACHIEVEMENT REPORTING FORM

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

Date of Event

Event

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

Name: _____ Email: _____

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

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

Birthday Magic

By Crystal Rivera, Chair, Teri McClory, CCLS, Co-Chair, and Lacy Monserrat, Co-Chair



With the overwhelming generosity of our members, their co-workers and bosses, this year's Birthday Magic event was another huge success!!

As many of you know, Birthday Magic is a program of the Volunteer Center of Sacramento, to provide personalized birthday parties for kids living in Sacramento area homeless shelters, transitional living facilities, and residential treatment centers. SLSA sponsored the September 30 Birthday Magic event at the Cowell Children's Center. SLSA's sponsorship ensured that the kids at the Cowell Center who were celebrating their birthday in September would get a party with all the fixings – decorations, cake, pizza, crafts, and best of all, birthday presents!! This year, there were three kids celebrating their birthday in September – Cameron, Amanda, and Alexis.

Our contact at the Cowell Center was PJ. She met us in the parking lot and was amazed at the amount of presents we were pulling out of our vehicles. We brought at least 8-10 presents for each birthday kid. PJ commented that in a previous month, a boy had received only three presents for his birthday. We

really didn't know what to say other than "we are over achievers." When the birthday kids heard we had arrived, they too came out to greet us and help bring the presents in – we definitely needed the extra hands to carry all the presents.

The kids were really excited at all the presents, and when it was time to open their gifts, they seemed a little overwhelmed. But it didn't take them long to quickly open each present so they could move on to the next and the next and the next. There were many "ohs" and "ahs", "did you have that on your list?", "can I see that?", etc.; everyone was excited for them. I think they each got almost everything – if not everything – from their wish lists, and then some!

Cameron fell on the floor when he opened his new stereo system, and let out a little yell when he opened his MP3 player; he really liked his new shoes, shirts and jacket, and remote control car!

As Alexis was getting ready to leave with her Dad, she was having a hard time trying to figure out which of her presents she wanted take with her – new clothes, shoes, art supplies, remote control car, tennis

racquets, CD player, etc.; those kinds of decisions are so hard to make!

When Amanda came back to say goodbye and thank us again, she was wearing everything new – from head to toe – hair accessories, jewelry, top, jeans, boots, and a new purse! And she was so happy with her new blanket, art supplies, and personalized jewelry box!

It was a fun event; we really enjoyed the kids – helping decorate, assisting them with the crafts, and watching them open their presents. A couple of the kids asked if they would get items from their wish list if we sponsored their Birthday Magic month, and then said they'd like to change their birthday from its real month to September (the month we sponsored).

It was a positive experience, but at the same time it was bittersweet. It tugged at our heartstrings knowing that the kids at the center aren't able to live with their families due to various circumstances, and that it must be very difficult for them not living in their family home with their parents and siblings. We have a lot of respect and admiration for the staff at the center; they are amazing with the kids.

Birthday Magic Cont.

The Charitable Projects Committee would like to thank the following individuals for buying birthday present(s):

Elizabeth Bomke, CCLS
Michele Clarke
Alisha Dalton
Sandra Dunn
Deseree Gamayo
Jamie Gifford
Lynne Gomes
Melanie Herman
Nicholas Jacobs
Bobbi Larson

Paula Lee
Rebecca Lerma
Venita Metzinger
Shelly Reyes
Maryanna Rickner
Kelley Taber
Tere Wade

And thanks to the following volunteers who helped at the birthday party:

Dawn Forgeur, CCLS
Jamie Gifford
Paula Lee
Rebecca Lerma

This was the first time any of us had volunteered at the party, and I think we'd all do it again. We would encourage any member that hasn't been involved with the Birthday Magic program before, to please consider volunteering next time. Again, thanks to everyone for making these few children extremely happy and for making this charitable event such a success!



Interclub Report

Placer County LPA Fall Luncheon & Bunco Event

by Lynne Gomes

Our sister association, Placer County LPA, hosted its Annual Fall Luncheon and Bunco Event on Saturday, October 22, 2011, at the DeWitt Senior Center in Auburn. Elizabeth Bomke, CCLS, and her friend Ann, Michelle Chavez, CCLS, and I attended this wonderful, very fun event. Elizabeth kindly offered to drive, so we all met at her office and car-pooled to Auburn.

The afternoon started with everyone enjoying the delicious baked potato and salad bar, all prepared by the members of PCLPA. I don't know when I have enjoyed a baked potato more! There were so many toppings to choose from, for both the potatoes and the salad,

it took great restraint not to pile it all on!

After lunch, the Bunco games began. There were about 14 tables full of women, all intent on winning. The sounds of laughter, groans of despair, and shouts of "BUNCO!" could be heard throughout the hall. We played six rounds, taking a break halfway through to indulge in dessert and raffle off some of the great prizes donated by members, local vendors, and law offices.

When all six rounds were finished, the remainder of the raffle prizes were handed out, and awards were given to the person with the most Buncos, the least Buncos, and a consolation prize. PCLPA also

awarded a one-night stay at the Atlantis Resort-Casino in Reno to the lucky door prize winner. No one in our group got the most or least Buncos, but we did win some really nice raffle items (yours truly being the winner of a much-needed car wash)!

The members of PCLPA did a wonderful job of putting on this very fun afternoon. They were so happy to have us join them, and encouraged us to come back for their next luncheon and Bunco event, scheduled for March 17, 2012. I plan to attend, and I hope you'll join me. Maybe we'll all have some St. Patrick's Day luck and be big winners next time!!

“The members of PCLPA did a wonderful job of putting on this very fun afternoon.”

~Lynne Gomes



SLSA'S FALL CHARITABLE PROJECT



Sacramento Legal Secretaries Association is participating in Sacramento Food Bank & Family Services' (SFBFS) 18th Annual Spirit of Giving Drive.

Over the past 17 years, the Spirit of Giving (SOG) drive has helped SFBFS organization collect and distribute over 4.6 million pounds of canned and non-perishable food items to local families in need. Help SLSA support families in need by participating in this year's drive. The drive started **October 17** and ends **January 6**.

SLSA is looking for "host" firms that would be willing to have a container from SFBFS in their office for donations of canned and non-perishable food items. We would like to find "host" offices for the containers as soon as possible. In order to have SFBFS deliver/pick-up the containers at the "host" offices, each "host" office would be required to fill a minimum of two barrels during the food drive; we believe that some of the firms should easily meet and hopefully exceed this minimum requirement. SFBFS delivers/pick-ups the containers weekdays, during normal business hours (7:30 am to 4:00 pm). Please note that pick-up and delivery service is limited during the holiday season.

For members and/or their firms who wish to donate but cannot host a container, you can bring your food donations to SLSA's regular meetings, and the Charitable Projects Committee will deliver the donations to SFBFS. If you're unable to attend a regular meeting between now and the end of December and wish to donate food, please contact Teri McClory; it's possible that the Charitable Projects Committee can arrange to pick up and deliver your donations to SFBFS.

Thank you for your involvement. If you are interested in having a container delivered or have any questions regarding this project, please contact Teri McClory at teretad@aol.com or (916) 716-9956.

Crystal Rivera, Chair crivera@somachlaw.com
Teri McClory, Co-Chair teretad@aol.com
Lacy Monserrat, Co-Chair lmonserrat@cbmlaw.com





FOOD Assistance

Wish List

Basic

- Pasta
- Proteins
- Canned fruits & vegetables
- Grains
- Cereal
- Snack foods
- Canned & dry soups
- Juice
- Dietary specialties
- Baby formula

Preferred

- Whole wheat or gluten-free
- Dry beans, water-packed tuna, natural peanut butter, unsalted nuts
- Canned in water or natural juices, low sodium, pop-tops
- brown/wild rice, oats, couscous, quinoa
- High fiber, vitamins, minerals
- Natural fruit leather, granola bars, fruit cups
- Low sodium, no MSG
- 100% natural juice, no artificial colors or flavors
- Ensure
- Enfamil Lipil with iron, Gentlease, soy-based

Sacramento Food Bank & Family Services



SLSA'S DECEMBER CHARITABLE PROJECT



Sacramento Legal Secretaries Association will be participating in the Sacramento Loaves & Fishes Christmas Stocking Giveaway.

Sacramento Loaves & Fishes is a private charity founded in 1983. It relies solely on private donations to support its work of feeding the hungry and sheltering the homeless. It provides an oasis of welcome, safety, and cleanliness for homeless men, women, and children seeking survival services.

Each year, as part of its holiday meal, Loaves & Fishes offers each of its guests a Christmas stocking. To accomplish this, they ask the community to participate by providing stockings (approx. size: 14-16 inches long and 6-8 inches wide) with the following items:

- McDonald's \$5 Gift Certificate(s)
- One pair of new socks, one size fits all
- One set of stretch/knit hat and gloves
- Travel-size toiletry items (lotions, Vaseline, conditioners, shampoos, body wash)
- Disposable razors (adult stockings only)
- Deodorant
- Chapstick
- Toothbrush and toothpaste
- A deck of cards
- Gum
- Bar soap
- A pair of shoelaces

Now is the time to clean out your supply of all those toiletries that you always bring back from your hotel stays and donate them to this worthy cause. We are also looking for items specific to children. Last year, with member and member-employer donations, SLSA was able to deliver a dozen overflowing stockings! Let's try to beat that number this year!

Donations of filled Christmas Stockings or items to put in the Stockings can be brought to SLSA's November and December regular monthly meetings. If you are unable to bring donations to one these regular meetings but wish to donate, please contact any of the Charitable Projects Committee Chairs (contact info below) to make other arrangements. **Deadline for SLSA to drop off donated stockings is December 21.**

We thank you for your continued involvement and generosity in SLSA's charitable projects.

Crystal Rivera, Chair crivera@somachlaw.com; (916) 469-3813
 Teri McClory, Co-Chair teretad@aol.com; (916) 514-1097
 Lacy Monserrat, Co-Chair lmonserrat@cbmlaw.com; (916) 446-5297

CCLS Abbreviation List

by Jennifer Estabrook, CCLS

Ethics Terminology	
According to the California Rules of Professional Conduct:	
“Client”	means a person who possesses the authority to accept an offer of settlement or plea, or, in a class action, all the named representatives of the class. Rule 3-510(B)
“Judicial Officer”	means judges, law clerks, research attorneys or other court personnel who participate in the decision-making process. Rule 5-300(C)
“Involuntarily Active Member”	means a member of the State Bar who is ineligible to practice law as a result of action taken pursuant to Business and Professions Code sections 6007, 6203(c) or CRC 958(d). Rule 1-311(A)(2)
“Resigned Member”	means a member who has resigned from the State Bar while disciplinary charges are pending. Rule 1-311(A)(3)
“Communication”	means any message or offer made by or on behalf of a member concerning the availability for professional employment of a member or law firm to any former, present or prospective client. Rule 1-400(A)
“Solicitation”	means any communication concerning the availability for professional employment of a member or law firm in which a significant motivation is pecuniary gain.
“Knowingly Permit”	means to fail to advocate corrective action when a member knows of a discriminatory practice or policy which results in unlawful discrimination. Rule 2-400(A)(1)
“Competence”	means to apply the diligence, learning and skill, and mental, emotional and physical ability reasonably necessary for the performance of the legal service. Rule 3-100(B)
“Disclosure”	means informing the client or former client of relevant circumstances and of their actual and reasonably foreseeable adverse consequences to that client or former client. Rule 3-310(A)(1)
“Informed Written Consent”	means the client’s or former client’s written agreement to representation following written disclosure. Rule 3-310(A)(2)

CCLS Quiz Answers

by Jennifer Estabrook, CCLS

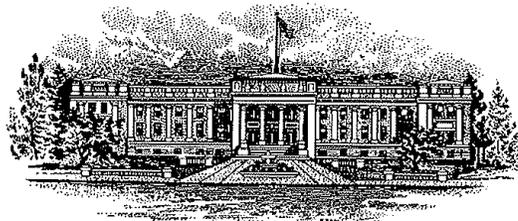
CCLS QUIZ ANSWERS (from page 10):

1. B
2. B
3. A
4. A
5. B



Legal Procedures

Submitted by Molly Mahoney and Stevie Garcia



Superior Court

Of the State of California for the
COUNTY OF YOLO
Executive Office
725 Court Street, Room 308
Woodland CA 95695
www.yolo.courts.ca.gov
(530) 406-6838

PUBLIC NOTICE

Pursuant to Government Code Section 68106

October 14, 2011

Notice of Temporary Reduction in Calendaring System for Normal Hearings and Trials

Pursuant to Government Code Section 68106, the Superior Court of California, County of Yolo is providing 60 day notice of participation in a reduced calendaring system for normal hearings and trials from **Monday, December 19, 2011 through and including Friday, December 30, 2011.**

Department 9, located at 213 Third Street, Woodland, is designated as the primary department to hear no-time waiver criminal matters, as well as emergency civil and family law cases. Law and motion matters will be heard at 8:30 a.m. and in-custody arraignments will be heard at 1:30 pm. Additionally, on Thursday, December 22nd and December 29th in-custody arraignments will be heard at 11:00 a.m. in Department 9.

Department 7, located in the Main Courthouse at 725 Court Street, Room 114, Woodland, will hear juvenile matters at 1:30 p.m. and is also the designate backup department.

Attorneys and members of the public will have access to all clerk filing windows for filing and payment of fees and fines. Clerk windows will be open from Monday through Friday, 9:00 a.m. to 3:00 p.m., excluding holidays.

Based on Judicial Branch budget cuts Yolo Superior Court will participate in a two-week reduced calendaring program to allow staff to complete mandatory training and work on reducing the court backlogs. The court will continue to hear mandated and emergency court matters. All filing and payment windows will remain open during regular business hours.

**Sacramento Legal Secretaries
 Association's** 
Annual Holiday Mock Trial
Santa Claus v. Prince Henry of Wales
An Issue of Trespass

**Vendor Sponsor:
 Atkinson-Baker**

Join us for our annual mock trial and ornament exchange! Attendees are encouraged to bring one ornament under \$5 in order to participate in the ornament exchange. Registration fee includes appetizers and desserts.



Date: December 15, 2011
 Time: 6 p.m.
 Location: Courtyard Marriott
 4422 Y Street, Sacramento
 Cost: \$20

**Volunteer
 Actors Needed!**

REGISTRATION INSTRUCTIONS

- E-mail your attendance confirmation to Astrid Watterson, CCLS at awatterson@somachlaw.com.
- Mail your payment to Astrid at Somach Simmons & Dunn, 500 Capitol Mall, Ste. 1000, Sacramento, CA 95814.
- **Deadline to register: 12/12/11**
- Please make your checks payable to "SLSA." (No shows will be billed.)

Bailiff
 Judge
 Plaintiff's Attorney
 Defendants' Attorney
 Court Clerk

Kris Kringle
 Winkey Elf
 Dr. Phil
 Prince Henry
 Sgt. Dwight
 7 Jurors



**Superior Court of California
County of Fresno**

FOR IMMEDIATE RELEASE

DATE: October 3, 2011

Re: Fresno County Superior Court Locations: Temporary Closures

Due to staffing shortages during the holidays, the following courtroom locations will be closed on the provided dates:

- **Clovis Court will be CLOSED** Tuesday, December 27 through Friday, December 30, 2011
- **Firebaugh Court will be CLOSED** Wednesday, December 28, 2011
- **Kingsburg Court will be CLOSED** Tuesday, December 20 through Friday, December 23, 2011
- **Selma Court will be CLOSED** on Thursday and Friday, December 22 and 23, 2011

All Clerk's Office locations will remain open to the public during this time.

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 <i>SLSA Executive Board Meeting</i>	8	9	10	11 <i>LSI Quarterly Conference</i>	12 <i>LSI Quarterly Conference</i>
13 <i>LSI Quarterly Conference</i>	14	15	16	17 <i>SLSA Regular Dinner Meeting</i>	18	19
20	21 <i>Last Day to Submit Articles for December Bulletin</i>	22	23	24	25	26
27	28	29	30			

Dates to Remember

- **November 7- SLSA Executive Board Meeting** (Location: Stoel Rives - Time: 6:00 p.m.)
- **November 11-13 - LSI Quarterly Conference** (Rancho Cordova)
- **November 17- Regular Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **November 21 - Last Day to Submit Articles for the November issue of The Legal Eagle**
- **December 5- SLSA Executive Board Meeting** (Location: Stoel Rives - Time: 6:00 p.m.)
- **December 15 - Mock Trial/Regular Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **December 19 - Last Day to Submit Articles for the November issue of The Legal Eagle**





Sacramento Legal Secretaries Association

Dinner Meeting - November 17, 2011

Civil Litigation

The Staff Side of Preparing a Motion

Procedures, Timing, Team Coordination, & More

Presented By:

Astrid B. Watterson, CCLS, Paralegal

Rebecca M. Lerma, Paralegal

Dawn R. Forgeur, CCLS, Litigation Secretary

Vendor of the Month:

C&P Legal Services

5:30 – 6:15 p.m. Meet & Greet

6:15 – 8:00 p.m. Dinner Meeting

Courtyard Marriott - Midtown Sacramento

4422 Y Street, Sacramento

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

R.S.V.P. by November 14. Checks should be made payable to SLSA, and mailed to: Maimie Chyinski, Registration/Reception Chair 2011-2012, SLSA, c/o Fagen Friedman & Fulfrost, LLP, 520 Capitol Mall, Ste. 400, Sacramento, CA 95814; or fax: 916-443-0030; or email to: reservations@slsa.org. You may also register online at www.slsa.org. Please add \$3 for reservations made after November 14. **NOTE:** Cancellations must be received 48 hours in advance for a refund. **No-Shows will be billed.**

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Entrée Selection:

Dijon Breaded Chicken, roasted red pepper mashed potatoes, seasonal vegetables.

Cheese and Mushroom stuffed tortellini in Alfredo sauce.

All meals are served with:
Tuscan pasta fagioli soup with grated asiago with New York style cheesecake with berry sauce for dessert.

Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO If "No", are you interested in membership? YES NO

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

LEGAL SPECIALIZATION SECTIONS
Of LEGAL SECRETARIES, INCORPORATED

2011-2012 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

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

Mail to: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**
5534 Blackbird Drive, Pleasanton, CA 94566

Enclosed is payment of my dues for the fiscal year **8/1/11** through **7/31/12** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

Name on Credit Card: _____ **Card Verification Number** _____

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

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS. _____ PLS/CCLS/CLA/PARALEGAL

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

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

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

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

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

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

* Fees subject to change without notice.

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

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

Highest level of formal education completed: _____; Highest Degree: _____.

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

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

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

Signature of Applicant _____ Date _____

Eating with Sophia:

Eating and Drinking

by Sophia Albov, CCLS



Sometimes you want something great to eat and sometimes you want something delicious to drink. Sometimes you want both! This month we will be exploring some places in Sacramento that deliver on food beverage. Whether it be and artisan cocktails or a really extensive beer or wine menu, there are definitely some venues in Sacramento that champion awesome food and drinks.

THE GOLDEN BEAR

2326 K St
Sacramento, CA 95816
Neighborhood: Midtown
(916) 441-2242
www.goldenbear916.com/

Yes, it is primarily a bar. Yes, there are hoarders of hipsters and grid kids smoking on the balcony at all times of the day and night. No, it is not a good place to bring your children (but dogs are welcome!). Those disclaimers out of the way, we can now discuss the magic and amazingness that is The Golden Bear (GB). This quaint bar was once just a house (in fact someone still lives above it). That being said, the interior is a little bit cramped. However, they have the best front porch in town and a back area that is a fun semi-inside space. The drinks are stiff and the bartenders are usually friendly. The true standout over the last few years is the food. I remember the days when you could get a semi-decent pizza

with your drinks at GB, but oh the times have changed. They now offer an assortment of very fresh and very well executed food. There is soup, sandwiches, pizza, and TACOS!!! The chicken taco has to be one of the very best in town. This is a great place to come and enjoy a few beers or mixed drinks and a great meal. I personally love the front porch, but once again, if you sit out here don't be surprised if you are surrounded by smokers (and please don't bring your baby!).

LOUNGE ON20

1050 20th St
Ste 100
Sacramento, CA 95811
Neighborhood: Midtown
(916) 443-6620
www.loungeon20.com

Do you want a little molecular gastronomy with your cocktail? If you are into that then this is the place for you! Molecular gastronomy is a sub-discipline of food science which makes use of the physical and chemical transformations that occur during the cooking process. Another facet of molecular gastronomy is the use of foods and chemicals to make those foods mimic other foods in appearance. For example, the menu has a shrimp ceviche which features a spherified mango "yolk." This means they used mango puree to mimic an egg yolk. In addition to these unique twists on the menu there are artisanal cock-

tails like the La Fleur (vodka, Chambord, Elder flower, lemon, and rose water). In addition to the unique menu and fancy cocktails, this place has a sleek, sexy interior. It is a great place to see and be seen on a Friday or Saturday night!

58 DEGREES AND HOLDING

1217 18th St
Sacramento, CA 95811
Neighborhood: Midtown
(916) 442-5858
www.58degrees.com

Happiness is only as far away as a glass of wine and a perfect little plate of bruschetta. 58 Degrees has some of the best and most inventive bruschetta in town. You get to pick 3 of their 7 varieties which leaves a lot of room to tailor your plate for what your palate is in the mood for at the moment. They give you two of each variety. This is a great appetizer to share with friends or eat as a meal by yourself. In addition to the great appetizers there are 44 wines offered by the glass. There is also the option of a 3 oz taste or a full 6 oz glass. The selection of wines by the bottle is even more impressive! They even have an entire bottle shop in the restaurant! Add all that to a lovely patio and a great interior space and you have a recipe for success. If you are really in the mood for a splurge they also have one of the most phenomenal mac and cheese concoctions in Sacramento, it is not always on the menu, but when it is, it is not to be missed!!



Eating with Sophia Cont....

THE SHADY LADY
 1409 R St
 Sacramento, CA 95811
 Neighborhood: Downtown
 (916) 231-9121
www.shadyladybar.com/

Step on up and travel back in time to the roaring twenties. The bar is large and handsomely appointed with dark wood and impeccably

dressed barkeeps. Half the time I am there I expect to see a flapper walk through. The food is great (hello fried green tomatoes and duck tater tots!!), but the cocktails are the true star of this show. The specialty here is pre-prohibition era cocktails. Not only do they use the best ingredients available, but they also craft some their ingredi-

ents in-house. The tonic, ginger ale, and the cola are all homemade. This leads to very delicious tasting libations. The atmosphere is classy yet laid back. There is also a wonderful outdoor eating area!!





Happy November B'days

Kathy Montgomery	Nov. 1	
Jaymie Moralez	Nov. 1	
Christina McKinney	Nov. 3	
Patricia Pineda	Nov. 5	
Janice Ainsworth	Nov. 6	
Audrey Hammond	Nov. 6	
Susan Lee	Nov. 15	
Grace Barner	Nov. 17	
Reyna Santana	Nov. 20	
Ileah Waltman	Nov. 20	
Emily Roldan	Nov. 27	
Andrea Savig, CCLS	Nov. 29	

Legal Secretaries, Incorporated
LEGAL SPECIALIZATION SECTIONS

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



ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?

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

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

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

LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

2010-2011 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

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

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

Method of Payment: Check, payable to "LSI," enclosed VISA MASTERCARD
Credit Card Information: Number _____ Expiration Date: Month _____ Year _____
Name on Credit Card: _____ **Card Verification Number** _____

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

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



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS _____ PLS/CCLS/CLA/PARALEGAL

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
BRASS TACKS* A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 1/2010) No charge for PDF [<input type="checkbox"/>] Send hard copy [<input type="checkbox"/>]	\$ 5.00		\$
CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET Currently under revision and not available at this time			
CCLS BROCHURE Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 2/08)	N/C		
CCLS MOCK EXAM (Revised 2010) Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	25.00		
CCLS PIN A ½" high, 10-karat gold-filled pin with CCLS logo. For the CCLS.	35.00		
CCLS STUDY KIT Contains Mock Exam (see above), Gregg Reference Manual with Instructor's Resource Guide, Basic and Comprehensive Worksheets.	199.00		
GUIDELINES FOR HOSTING LSI CONFERENCES* An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 12/09)	N/C		
GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM A 34-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 8/03)	5.00		
HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES* A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/08)	5.00		
HISTORY OF LEGAL SECRETARIES, INCORPORATED A 50-page memory of people, places and events since 1929. (Rev. 3/2010)	5.00		
LAW OFFICE PROCEDURES MANUAL FLYER An 8 ½" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/2010)	N/C		
LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 9/07)	4.00		
ADOPTIONS CHAPTER (Rev. 6/11)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 6/11)	7.00		
CORPORATIONS CHAPTER (Rev. 6/11)	7.00		
COURT STRUCTURE CHAPTER (Rev. 9/07)	7.00		
CRIMINAL LAW CHAPTER (Rev. 9/07)	7.00		
DISCOVERY CHAPTER (Rev. 6/11)	7.00		
FAMILY LAW CHAPTER (Rev. 6/11)	7.00		
PROBATE CHAPTER (Rev. 9/07)	7.00		
REAL ESTATE CHAPTER (Rev. 6/11)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 6/11)	7.00		
WORKERS' COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 6/11)	7.00		
LEGAL SECRETARY'S REFERENCE GUIDE A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 11/09)	30.00		
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	5.00		
TOTAL THIS PAGE			\$

*Item available to LSI members only.

(Prices effective 07/01/2011)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/2010)	\$ N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* (Magnetic) A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	5.00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information. (Rev. 5/08) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7.00		
PRESIDENT'S PIN* Same as pendant (see above). Specify magnetic or pin back. [] Magnetic [] Pin back closure	7.00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
SUB-TOTAL, INCLUDING MAILING/SHIPPING AND HANDLING =			\$
CALIFORNIA SALES TAX (7.25% OF SUB-TOTAL ABOVE) +			\$
TOTAL DUE =			\$

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. COMPLETE PAYMENT INFORMATION BELOW AND MAIL COMPLETED ORDER FORM TO LEGAL SECRETARIES, INCORPORATED, CORPORATE OFFICE, PO BOX 660, FORTUNA, CA 95540-0660; OR, FAX TO (707) 682-6888. CHECK OR CREDIT CARD INFORMATION MUST BE INCLUDED. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY.

DELIVER TO: NAME _____ ASSOCIATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DAY TELEPHONE (_____) _____ E-MAIL _____

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

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

Name on Credit Card: _____ **Card Verification Number** _____

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

*Item available to LSI members only.

(Prices effective 07/01/2011)

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>DISCOUNT THROUGH CEB</p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit http://ceb.com/LSI/</p>	<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorq@suddenlink.com, or LSI Vice President</p>
<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
<p>INSURANCE AND FINANCIAL PROVIDERS</p>	
<p>AFLAC AND WORKER'S COMPENSATION QUOTES Steven C. Dannenberg (Independent Broker) 11091 Rhyolite Drive, Suite 4 Redding, CA 96003 Direct: (530) 339-5889 - Office: (530) 243-9879 Fax: (530) 243-9880 E-mail: dannenberginsurance@gmail.com Offering supplemental insurance for Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke.</p>	<p>CAPITAL INVESTMENT ADVISERS Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
<p>DWORKIN INSURANCE SERVICES Earl Dworkin 467 Hamilton Avenue, Suite 1 Palo Alto, CA 94301 Office: (650) 329-1330 or (800) 332-4313 Fax: (650) 329-9957 www.dworkininsurance.com Offering Individual and Family Medical Insurance, Travel Medical, Medicare Supplements, Dental Plans, and Part D Prescription Drug Plans</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 discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K.</p>
<p>DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwassociates.com, or Matt Kay (ext. 2628), mkay@dwassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance.</p>	
<p>CREDIT UNIONS</p>	
<p>LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p>PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
Sandra T. Jimenez, CCLS, LSI Vice President
LSI® Marketing Committee Coordinator
P.O. Box 58, Seeley, CA 92273
Cell - (760) 604-3057
sjimenez52@yahoo.com

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 4/30/11**

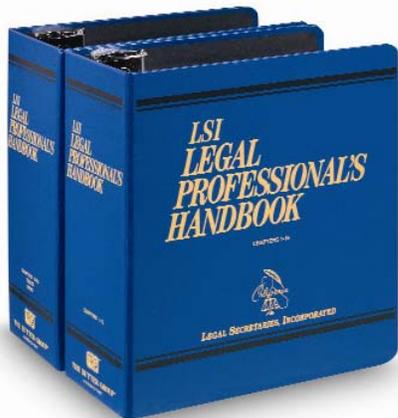
Total Members (Fiscal Year-end 4/30/10)	Association		New Members	Transfer Members	Continuing Members	Total Members
35	Alameda County	LSA	13	+2	27	42
21	Antelope Valley	LSA				0
49	Beverly Hills/Century City	LSA	13		37	50
22	Butte County	LPA	4		18	22
29	Capitol City	LPA	7		21	28
8	Conejo Valley	LPA	1		5	6
22	Desert Palm	LPA	2		15	17
24	El Dorado County	LPA	1		15	16
43	Fresno County	LPA	13		36	49
46	Humboldt County	LPA	9		39	48
30	Imperial County	LPA	13		24	37
35	Livermore-Amador Valley	LPA	4		23	27
55	Long Beach	LSA	9		55	64
34	Los Angeles	LSA	20		26	46
16	Marin County	LPA	4		13	17
35	Merced County	LPA	9		29	38
20	Monterey County	LSA	2		12	14
66	Mt. Diablo	LPA	11		51	62
16	Napa County	LSA			15	15
80	Orange County	LSA	21		57	78
22	Palo Alto	LSA	7		18	25
26	Placer County	LPA	5		34	39
13	Redding	LPA	8		11	19
23	Rio Hondo District	LPA	5		12	17
27	Riverside	LPA	4		16	20
158	Sacramento	LSA	63		118	181
205	San Diego	LSA	99		140	239
60	San Fernando Valley	LSA	6		28	34
46	San Francisco	LPA	12	-2	31	43
30	San Gabriel Valley	LSA	8		23	31
80	San Mateo County	LSA	14		63	77
28	Santa Barbara	LSA	6		20	26
52	Santa Clara County	LSA	15		44	59
20	Santa Cruz County	LPA	1		7	8
23	Santa Maria	LPA	4		12	16
38	Sonoma County	LSA	13		26	39
8	Southern Butte	LSA	3		9	12
37	Stanislaus County	LPA	3		33	36
46	Stockton-San Joaquin	LPA			29	29
4	Trinity County	LSA			4	4
25	Ventura County	LPA	5		17	22
28	Members at Large					36
1685	YTD TOTALS					1688

Membership list as of 4/30/11

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK

... THE ULTIMATE RESOURCE GUIDE!



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!

FORMS: Included are official Judicial Council forms, plus practice-tested forms for pleadings, motions, business documents, transmittal letters, etc.

RELIABLE: The Handbook is written and reviewed by experienced legal secretaries, attorneys and judges. The Publications Revision Committee has years of practical know-how and expertise in each area covered in the Handbook.

UP-TO-DATE: The Handbook covers the current statutes and court rules. It is kept up-to-date by the Publications Revision Committee through annual replacement pages.

CONTENTS

- California Court System
- Statutes of Limitation/Jurisdiction
- Attachment/Other Provisional Remedies
- Commencement of Civil Actions
- 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

ORDER FORM

Please send me LEGAL PROFESSIONAL'S HANDBOOK. If I decide not to keep the book, I will return it within 45 days at my expense.

Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 1,074-pg. 2009 Update was \$115.)

My payment is enclosed

Please bill me

<p style="text-align: center;"><i>Legal Secretaries, Incorporated</i> LEGAL PROFESSIONAL'S HANDBOOK</p> <p style="text-align: center;">2 Volumes • Over 2550 Pages</p> <p>LSI Members-Only Price \$233.75 Nonmembers Price \$275 (includes shipping)</p>	NAME _____ PHONE (____) _____ E-MAIL ADDRESS _____ STATE BAR NO. _____ FIRM _____ ADDRESS _____ SUITE _____ CITY _____ STATE _____ ZIP _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-right: 1px solid black; padding: 2px;">Subtotal</td> <td style="padding: 2px;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Add applicable sales tax</td> <td style="padding: 2px;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">TOTAL</td> <td style="padding: 2px;">\$ _____</td> </tr> </table>	Subtotal	\$ _____	Add applicable sales tax	\$ _____	TOTAL	\$ _____	<input type="checkbox"/> Enclosed is my check for \$ _____ payable to THE RUTTER GROUP <input type="checkbox"/> Charge \$ _____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS Credit Card Number _____ Exp. Date _____ Signature _____
Subtotal	\$ _____						
Add applicable sales tax	\$ _____						
TOTAL	\$ _____						

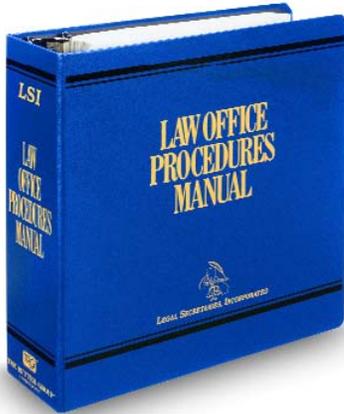


40272000

LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

... THE *IDEAL TRAINING MANUAL* FOR NEW 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.

UP-TO-DATE: The Manual is updated twice a year to include revised Judicial Council forms and other changes in applicable rules and procedures.

CONTENTS

- Court Structure
- Civil Procedure
- Local Rules
- Discovery
- Unlawful Detainer
- Real Estate
- Criminal
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by *Liz Gideon*

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