



## Sacramento Legal Secretaries Association

# The Legal Eagle

Book 2013, Issue 9

September 2013



### SLSA & SCBA: PARTNERS IN THE SAME PROFESSION



Mary Burroughs, SCBA Executive Director, Bruce Timm, SCBA President, and Lynne Koroush

### September Meeting Information

Come and join us to hear Gene Livingston, Shareholder of Greenberg Traurig, on September 19, 2013, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. 5:30 p.m. Meet and Greet, 6:15 p.m. Dinner Meeting. Mr. Livingston will be discussing "Civil Rights: Past, Present, and Future."

#### President

Lynne Koroush

#### Bulletin Editor

Corene E. Rodder

Greenberg Traurig  
1201 K Street, Suite 1100  
Sacramento, CA, 95814  
(916) 442-1111



NON-MEMBERS ARE WELCOME!

### In this issue

[RENO BUS TRIP](#)

[SPEAKER SPOTLIGHT](#)

[LUNCH LESSON](#)



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We're on the Web!

[www.slsa.org](http://www.slsa.org)

## President's Message: "The Show Stoppers"



Lynne Koroush, President

Every garden has a special place for those flowers that contribute greatly to its beauty. I call them show stoppers. The flowers that contribute greatly to enhance the beauty of my garden are roses, irises, lilies, azaleas, and

hydrangeas. They come in different varieties and colors, and I have planted them in random places so that when they are in bloom the whole garden is a riot of color. The time when one is not in bloom, usually one of the others is ready to burst forth and take center stage.

Have you noticed that SLSA is full of show stoppers, too? Every one of them is different and brilliant. Some are year-round producers, like our amazing Executive Board, Bulletin Editor, Employment Chair, Website Coordinator, Legal Procedures Chair, Advertising Chair, Reservations Chair, Historian, Benefits Chair, CCLS Chair, Programs/Lunch Lessons Chairs, and Scholarship Chair. Their energy, longevity, constant performance and production not only make them show stoppers, but mainstays in SLSA.

Then there are those who make a special appearance during their appointed season: Charitable Projects Chair; Reno Bus Trip Chairs; Day in Court Chair; Fairytale Town Chair; Publicity Chair; Nominations and Elections Chair; Beginning Legal Secretarial Training Course Chairs; Budget Committee; and the August 2014 Conference Chairs. These show stoppers bring us something different during the year, and draw our attention and admiration with their specific contributions.

Show stoppers give us reason to pause and show our appreciation for what they offer. I am taking this opportunity to pause, admire, and appreciate all of SLSA's show stoppers. Without you, our association would still be bountiful, but it would be nowhere near the strong, flourishing, brilliant collection of professionals we have today. I am truly in awe of your resilience and energy.

As we move into autumn, I encourage you to notice the last show stoppers of summer and look for the new ones that come with the changing of the season. And don't forget, there's always room for more! Your fresh talents, resources, ideas, and energy are always welcome.





# Sacramento Legal Secretaries Association

**Dinner Meeting - September 19, 2013**



## Gene Livingston, Esq. "Civil Rights: Past, Present & Future"

Vendor of the Month:  
Nationwide ASAP

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 / \$30 Non-Members

**RSVP by Monday, September 16.** Make checks payable to SLSA and mail to:  
Paula Lockard, CCLS, Registration/Reception Chair 2013-2014, c/o Sacramento City Attorney's Office,  
915 "I" Street, 4<sup>th</sup> Floor, Sacramento, CA 95814. You may also register via e-mail at [reservations@slsa.org](mailto:reservations@slsa.org), or  
through our website at [www.slsa.org](http://www.slsa.org) under Upcoming Events.

Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed. Walk-ins and registrations received after the RSVP deadline are subject to a \$5 late fee.

**MCLE & CCLS Credit:** SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of **0.5 hours**.

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

Do you require a ☐ MCLE or ☐ CCLS certificate?

Are you an SLSA member? ☐ YES ☐ NO

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

Are you interested in volunteering with SLSA? ☐ YES ☐ NO

### Entrée Selection:

☐ **Santa Maria Tri-Tip** – Grilled and seasoned. Served with garlic mashed potatoes & asparagus.

☐ **Chicken Cordon Bleu** – Breaded chicken breast stuffed with ham and cheese. Served with garlic mashed potatoes & asparagus.

☐ **Vegetarian Option:** Vegetable Lasagna.

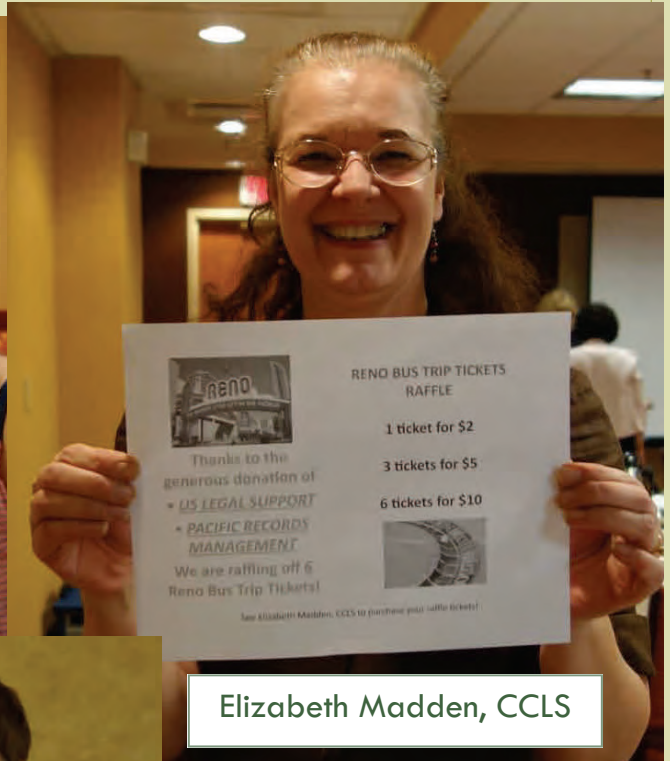
*All meals will be served with Caesar Salad and Chocolate Tuxedo Cake.*



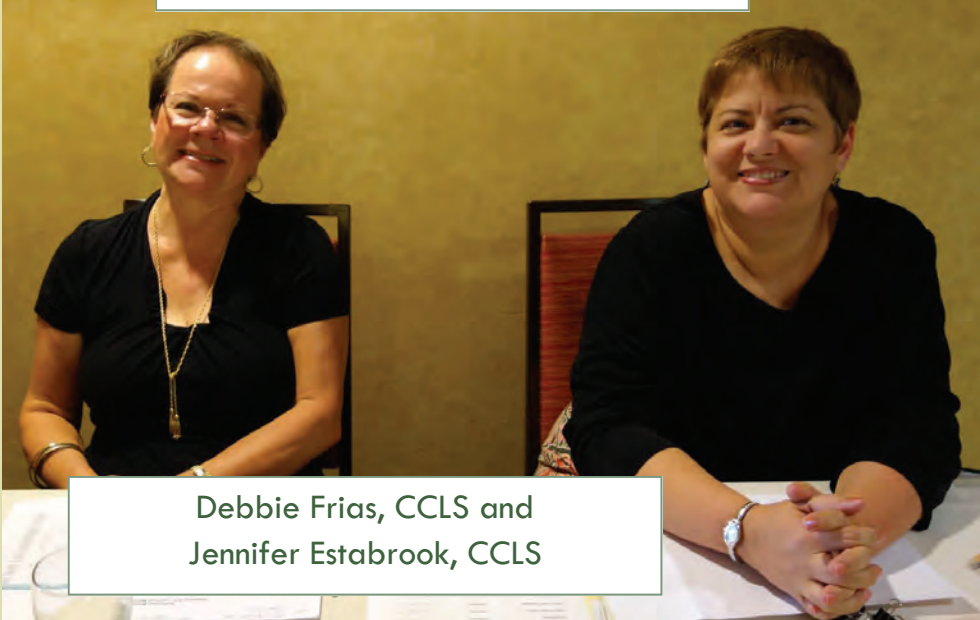
## SLSA August 15, 2013 Dinner Meeting



Ana Marie Sotuela and Andriana Ellis



Elizabeth Madden, CCLS



Debbie Frias, CCLS and  
Jennifer Estabrook, CCLS



Julia Diles and Lelia Jackson



Crystal Rivera, Alex Cain, and Lindsay Wahlstrom



## SLSA August 15, 2013 Dinner Meeting



Maryanna Rickner and Luke Patterson



Pamela Spring and Suzanne MacDonald



Carolina Rose and Lynne Koroush



Maryanna Rickner, Elizabeth Madden, CCLS, and Michelle Chavez, CCLS

## Speaker Spotlight: Bruce Timm, Esq. - President, Sacramento County Bar Association

Submitted by Lynne Koroush



SLSA was very pleased to be joined by Bruce Timm, Esq., President of the Sacramento County Bar Association, along with the Bar's Executive Director, Mary Burroughs, at the August 15, 2013,

dinner meeting. Mr. Timm gave an overview of the goals for his term as President of SCBA, and also discussed ideas for potential partnering opportunities with our association.

The Sacramento County Bar Association, which just celebrated its 95th anniversary, states that its mission is to enhance the system of justice, the lawyers who serve it, and the community served by it. Mr. Timm stated that some of the Bar Association's activities include vetting judicial candidates, occasionally providing input regarding political issues affecting the legal system or the practice of law, and offering an indigent defense panel that serves the legal community when conflict of interest issues arise with the Public Defender's Office.

Mr. Timm also provided an update on the Sacramento Law Academy, which SCBA President Michael Levy (2011) first made us aware of a couple of years ago. The Academy is doing very well, and has expanded its program to now include Florin High School as well as McClatchy High School.

SCBA is presently working on a mentorship program for student lawyers who are coming out of law school. A study is being conducted to evaluate the needs of these future attorneys and to identify solid plans for their entry and success in the legal field.

Mr. Timm shared that his main goal as President of SCBA, and that of his Board members, is to address the most critical issue facing California's judicial system – the issue of court funding. SCBA believes that it has an obligation to be an active voice for adequate court funding. As a result, they have formed a task force to mobilize their members, coordinate with the judiciary, work closely with other local bar associations to educate the public, and engage the Legislature. Given SCBA's proximity to the State Capitol, many members of the Bar Association have strong relationships with legislators and are uniquely situated to assist in the fight to restore adequate funding to our courts.

Mr. Timm also engaged in a very positive, deliberate, and meaningful discussion with the members of SLSA regarding how SCBA and SLSA can partner with each other. He and Executive Director Mary Burroughs were very open to the exchange of ideas regarding mutual support, educational opportunities, and a partnering presence in the legal community. It was exciting and encouraging to witness Mr. Timm and Ms. Burroughs engage in such meaningful dialogue with SLSA's members. The door has been opened for future discussions and collaboration with SCBA, including a proposed meeting of SLSA's Board members and SCBA's Board, an invitation to make a presentation at a Bar Association meeting, and even the potential for an SCBA membership category for legal secretaries and legal support staff.

Thank you very much to Mr. Timm and Ms. Burroughs for joining us and updating us on the Bar Association. More importantly, we appreciate SCBA's commitment to partnering with SLSA.

Many happy returns to the following SLSA members who celebrate September birthdays!

Vicki Haynes	Sept. 4
Kate Moore	Sept. 7
Dawn Willis	Sept. 11
Tiffany Meier	Sept. 13
Michelle Griswold	Sept. 16
Dawn Forgeur, CCLS	Sept. 17
Sherri Lee Caplette, CCLS	Sept. 20
Sally Day	Sept. 23
Lynne Koroush	Sept. 24
Lacy Monserrat	Sept. 25
Shelly Reyes	Sept. 26
Jennifer Sullivan	Sept. 27
Corene Rodder	Sept. 28
Ana Marie Sotuela	Sept. 29
Erin Sanchez	Sept. 30







Submitted by Launa Atkinson, CCLS

### CCLS Quiz

Circle the most correct term:

1. According to the United States Postal Service, the

following is the preferred method for addressing envelopes:

a. Tom Smith, Esq.  
1234 Main Street, Suite 100  
Mainsville, California 90000

b. Tom Smith, Esq.  
1234 Main Street, Suite 100  
Mainsville, CA 90000

c. TOM SMITH, ESQ.  
1234 MAIN ST STE 100  
MAINSVILLE CA 90000

2. The block style letter is distinguished by:

- a. all lines begin at the left margin
- b. indented date and signature line
- c. the subject line is above the date

3. Select the correct alphabetized order:

- a. Rivera-Jones  
Joseph Rivera  
Gabriel Riveria
- b. S.B. Lawndale  
Samuel Lawrence  
S.J. Law-Smith
- c. Jose de la Rosa  
Joseph Delano  
Joe De la Cruz

4. There are three elements to an email address, one being "top level domain." Which of the following is not "top level domain"?

- a. .com, .gov, .ent.
- b. .com, .mil, .int
- c. .org, edu, .int

5. Some authorities recommend limiting the line length on email messages to:

- a. 70 or 80 characters
- b. 30 or 40 characters
- c. 50 characters or less

6. Which of the following is incorrect?

- a. Mr. and Mrs. Robert Edwards
- b. Rabbi Robert Cohen
- c. Mr. & Mrs. Robert Edwards

7. Which of the following is an appropriate pre-employment inquiry?

- a. maiden name
- b. language applicant writes, reads or speaks
- c. height and weight

8. What is it called to research and comprehend something in great detail and great depth?

- a. Algorithm
- b. Phishing
- c. Grok

9. What is the meaning of PDF?

- a. Personal document Format
- b. Portable Document Format
- c. Personal Document Folder

10. Which of the following is not a US Postal Service recommended abbreviation?

- a. Pennsylvania = PA
- b. Wisconsin = WS
- c. Louisiana = LA





## CCLS Vocabulary

Tenancy in Common: a form of ownership by two or more persons who hold undivided interest, without rights of survivorship;

Trustor: one who creates a trust.

Appraisal: personal opinion of value of property by a disinterested person.

Escrow: A system to transfer documents or property between two or more people in which the documents of property are held by a third party pending fulfillment of specified conditions.

Landlord: An owner, also called “lessor,” who rents out real property to a tenant, also called “lessee.”

Lessor: the party, usually the owner, who gives a lease in return for consideration (rent).

Tenant: A person who has been granted a tenancy in the real property of another, also called “lessee.”

Deed: A written document which conveys ownership of real property from one person or entity to another.

Grantor: One who makes a grant; the transferor (the giver) on a deed.

Personalty: Things movable, as distinguished from real property or things attached to the realty.



# 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  
14403 Leibacher Avenue  
Norwalk, CA 90650**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, October 19, 2013
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, March 15, 2014

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

EXAMINATION FEES*			
	<b>LSI MEMBERS**</b>		<b>Non-LSI MEMBERS</b>
	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: \_\_\_\_\_

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

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

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

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

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

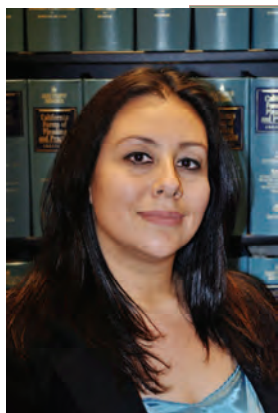
I certify that I have completed this application truthfully. I understand that a false statement may result in the rejection of this application or revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that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

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



## Beginning Legal Secretarial Training Course

Submitted by Astrid Watterson, CCLS



Dawn Forgeur, CCLS, Lynne Koroush, and I, on behalf of the Sacramento Legal Secretaries Association, finished another successful Beginning Legal Secretary training class. Many thanks to Crystal Rivera and Maryann McCandless for their assistance in grading assignments, and to Jaymie Moralez for her assistance with registration.

I would like to congratulate the top-ten scoring students for the Summer 2013 class. They worked hard and did a fantastic job in earning their grade and working to keep it.

Stephanie Fulps

Jessica Shepard

Tamara Caves

Stephanie Laurence

Carly Howard

Doris Pruett

Linda Gerst

Shelby Smith

Robert Miller

Suzie Meza

The Beginning Legal Secretary course is a nine-week training program designed to teach students about the introduction to the law office, ethics, file management, service of process, legal citations, discovery procedures, civil litigation procedures, docketing/calendaring, alternative dispute resolution, and pre-trial proceedings.

There were a total of 15 students and the class grade average was 81 percent. It's wonderful to see so many interested in improving their legal support skills. Many thanks to Stoel Rives for allowing us to use their conference room and being so accommodating to our students. SLSA thanks all those who participated and assisted in making this course run smoothly and successfully!



### ACTIVE MEMBERSHIP

The following six applicants were approved and accepted for ACTIVE membership at the August 15, 2013, SLSA Regular Membership Meeting:

Andrea Abate – Andrea is an office services clerk with Jackson Lewis, LLP, and has been employed as a legal professional since 2005. She recently received her associate's degree in paralegal studies. She enjoys reading, movies, and entertaining. Andrea celebrates her birthday on October 28.

Luke Patterson – Luke is a previous member of SLSA, and is the owner of Capitol Legal Investigations. He has been a legal professional since 1993.

Marie Beasley – Marie is a previous member of SLSA, and is a freelance legal professional engaged in office support services.

Andrea Stoll – Andrea is a legal assistant with Smith, McDonald & Powell, and has been a legal professional since 2007. She specializes in business/corporate law, law office management, litigation, and real estate law. She is a previous member of SLSA, and celebrates her birthday on June 6.

Desiree Delonia – Desiree is a legal secretary with Klindinst PC, and a former member of SLSA. She specializes in litigation, real estate, bankruptcy, environmental, and personal injury law. Desiree celebrates her birthday on April 7.

Debbie Jordan – Debbie is the owner of Sacramento Placement Services, and has been a legal professional for over 20 years. She is a former member of SLSA and celebrates her birthday on December 10.

### ASSOCIATE MEMBERSHIP

The following applicant was approved and accepted for ASSOCIATE membership at the August 15, 2013, SLSA Regular Membership Meeting:

Jacquelyn Castillo – Jacquelyn is a legal assistant with 30 years' experience as a legal professional. She recently relocated to Sacramento from Arizona, and is seeking employment in the Sacramento area. Jacquelyn specializes in commercial litigation, and enjoys cooking, gardening, walking, traveling and reading in her spare time. Her birthday is June 13.

### LIFETIME MEMBERSHIP

Jean Wright - was granted Lifetime Membership status, as she has maintained continuous membership in SLSA for over 20 years. Jean recently retired from Downey Brand after working as a legal secretary there for 30+ years.



**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:

**Maryanna Rickner, Treasurer  
Sacramento Legal Secretaries Association  
c/o Sacramento County Office of Education  
P. O. Box 269003, Sacramento, CA 95826-9003**

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:**

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

**EDUCATION:**

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

**TYPE OF OFFICE:**

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

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

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

\_\_\_\_\_ **CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES**

\_\_\_\_\_ **CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS**

\_\_\_\_\_ **CHECK HERE IF YOU ARE WILLING TO HOLD A STANDING COMMITTEE CHAIR OR ASSISTANT CHAIR POSITION**

**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:

Maryanna Rickner, Treasurer  
Sacramento Legal Secretaries Association  
c/o Sacramento County Office of Education  
P. O. Box 269003  
Sacramento, CA 95826-9003



## Sacramento Legal Secretaries Association Membership Renewal Invoice

**Membership Period: May 1, 2013 – April 30, 2014**  
**Due Date: May 1, 2013**

Make check payable to:

**Sacramento Legal Secretaries Association**

Amount Due: **\$40**

Renewals are due May 1, 2013.

There will be a late fee of \$5 after June 1, 2013.

Return the completed invoice and full payment to:

**Maryanna Rickner, Treasurer**  
**Sacramento Legal Secretaries Association**  
**c/o Sacramento County Office of Education**  
**PO Box 269003**  
**Sacramento, CA 95826-9003**

### MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME:	_____	Are you a CCLS? <input type="checkbox"/> Yes / <input type="checkbox"/> No
BIRTHDAY:	_____	
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?

Which address should be listed in the membership roster?

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

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

### 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: \_\_\_\_\_



The Biggest Little City in the World

## RENO BUS TRIP

An Event Sponsored by  
Sacramento Legal Secretaries Association

**Saturday, October 12, 2013**  
**8 AM to 8 PM**

**Destination: The Silver Legacy Resort Casino**  
**\$30 per person (checks payable to "SLSA")**

### Includes:

- \$10 credit voucher for the casino and \$5 food voucher
- Free Breakfast
- Free Goodie Bag on Return Trip

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

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

### Departures:

8:20 AM -- Arden Fair Mall (Sears Parking Lot along Royale Rd.)  
8:40 AM -- Citrus Heights (Safeway Parking Lot, 5345 Elkhorn Blvd.)

We will arrive at the Silver Legacy approx. 11:30 AM, and depart at 5:30 PM. We arrive in Sacramento approx. 8 PM.

**RSVP BY SEPTEMBER 15, 2013**  
**(no refunds after this date)**

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

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

### Questions???

SLSA -- Michelle Chavez, CCLS ([mchavez@yahoo.com](mailto:mchavez@yahoo.com)), Elizabeth Madden, CCLS ([elizcccls@gmail.com](mailto:elizcccls@gmail.com)),  
Johnny Bateman ([jbateman@capitol-digital.com](mailto:jbateman@capitol-digital.com))



Checks Payable to: SLSA

**Mail form & check to: Elizabeth Madden, CCLS, 5916 Camray Circle, Carmichael, CA 95608**

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

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



# **Reno Bus Trip**

by  
**Michelle Chavez, CCLS, and Elizabeth Madden, CCLS**



**RENO OR BUST!**  
**SOLD OUT TRIP!**  
**FIFTY-ONE ATTENDEES!**

SLSA currently has **NINE** sponsors!!

**Two** Gold Nuggets (at \$500 each = \$1,000) [US Legal; Greenberg Traurig].

**One** Silver Strike Sponsor (at \$250) [Murphy Austin]

**One** Bronze Blazer (at \$249) [Legalese]

**Five** Bronze Blazer (at \$100 each = \$500). [DeMichelle-Huseby; Whittall-Scherfee Law Office; Pacific Records Management; Capitol Legal Investigations; and Luke Patterson's brother].

We are raffling **FOUR** sponsor-generated bus tickets to the SLSA group! The raffle tickets are selling as follows: **\$2 for 1, \$5 for 3, \$10 for 6**. So far, we have sold **\$25** worth of raffle tickets. Raffle tickets will be sold up through our September dinner meeting. At the September dinner meeting, we will raffle off the donated tickets. Please see the flyer which follows to obtain your raffle tickets prior to the September dinner meeting.

Placer County LPA has agreed to join us in this venture, making this an official interclub event

Help, we need sponsors – and volunteers!! Unless there are more sponsors of any kind, a portion of the bus trip revenue will be needed for the cost of breakfast and all the drinks, plus any goodie bag items.

## **MORE RAFFLE ITEMS OF ANY KIND ARE NEEDED!**

### **Reno Bus Trip Help Needed!!**

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

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

**Please contact Elizabeth Madden, CCLS ([elizccls@gmail.com](mailto:elizccls@gmail.com)), as soon as possible!**



# Last Chance to Win a Seat on the Reno Bus Trip!



Thanks to the  
generous donation of

- US LEGAL SUPPORT
- PACIFIC RECORDS  
MANAGEMENT

We are raffling off 4  
Reno Bus Trip Tickets!

## RENO BUS TRIP TICKETS RAFFLE

1 ticket for \$2

3 tickets for \$5

6 tickets for \$10



See Elizabeth Madden, CCLS to purchase your raffle tickets!





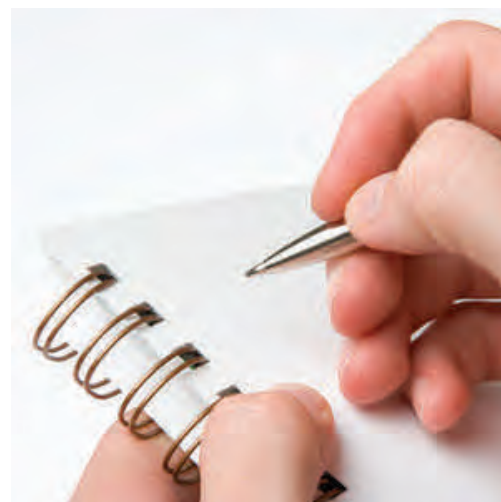
### Columbus Day Reminders

Please note the different dates the state and federal courts observe Columbus Day this year:

October 8 – Federal Courts Closed.

October 14 – State Courts Closed.

Also note that the U.S. Postal Service observes Columbus Day on October 8, and there will be no mail service that day.



### CONGRATULATIONS:

Of special note, a congratulations is in order for our Bulletin Editor, Corene Rodder, on the birth of her new grandson, Henry Thomas Adams, born August 15, 2013, who weighed 8 lbs., 15 oz., and was 21" long. Grandma Corene, daughter Margaret, and Baby Henry are all doing well.



### CONDOLENCES:

Our heartfelt sympathies and condolences go out to SLISA Secretary, Jennifer Estabrook, CCLS, on the passing of her brother, Doug Fiedler. He was a very special part of Jennifer's life and that of her family, and he will be greatly missed. Please keep them in your thoughts and prayers. Expressions of sympathy may be sent in care of SLISA, P.O. Box 188635, Sacramento, CA 95818

Our condolences to Christine Flores, LSI PRC Assistant Editor's father, Don Costa, passed away on Friday, August 9, 2013. Her father had never been sick and was in very good health at the age of 80 years. Please keep Christine and family in your thoughts and prayers. Cards may be sent to Christine's home address: 20248 Redwood Road, Castro Valley, CA 94546

### Answers to the CCLS Quiz

1. c 2. a 3. b 4. a 5. a 6. c 7. b 8. c 9. b 10. b

## **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 [treasurer@slsa.org](mailto:treasurer@slsa.org)*



### **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?

Which address should be listed in the membership roster?

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

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

Please submit to:

**Attn: Maryanna Rickner  
SLSA Treasurer 2013-2014  
c/o Sacramento County Office of Education  
PO Box 269003  
Sacramento, CA 95826-9003  
E-mail: [treasurer@slsa.org](mailto:treasurer@slsa.org)**

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

Rumor has it they trained here at Atkinson-Baker.



  
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Editor-Corene E. Rodder

## Editor's Note

I hope you were one of the lucky few that were able to purchase tickets for the Reno Bus Trip! I am very excited about the trip!

Thank you to everyone for your help with articles at the last minute while I was out of town.

The Legal Eagle always welcomes letters and article suggestions from readers. Please send them to: Corene E. Rodder, c/o Greenberg Traurig, LLP, 1201 K Street, Suite 1100, Sacramento, CA 95814 or [rodderc@gtlaw.com](mailto:rodderc@gtlaw.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.



## Benefits

Submitted by Kimberly Ann Smith

Why not join one of LSI's Legal Specialization Sections? There's something there for everyone:

Civil Litigation

Family Law

Criminal Law

Law Office Administration

Probate/Estate Planning

Transactional Law

Membership includes access to free quarterly newsletters containing up-to-date information, including changes in the law and forms. Joining any one of the Legal Specialization Sections provides access to continuing education workshops and seminars.

The cost for LSI® members to join all six sections is \$75, or \$20 per section. Dues for non-LSI members is \$150 to join all six sections, or \$40 per section.

Besides the personal benefits to joining one of the legal specialization sections, if an SLSA member joins, our association can earn Chapter Achievement Points.

### **Discounts through Continuing Education of the Bar**

Members of LSI are offered certain educational benefits (seminars, publication) through CEB at a reduced cost. For more information, visit <http://ceb.com/LSI/>.

### **Working Advantage**

Members of LSI can receive discounts on movie tickets, theme parks, apparel, plays and more. Working Advantage provide promotional material to Corporate Office, who then forward the information to local associations. For more information contact: [www.workingadvantage.com](http://www.workingadvantage.com).



Sacramento Legal Secretaries Association

## LUNCH LESSON

October 2, 2013  
12:00 Noon to 1:00 PM

### *"Collections 101: From Complaint to Writ of Execution"*

Presented by Spencer Christensen, Esq. of Downey Brand LLP

Location: Downey Brand LLP, 621 Capitol Mall, 18<sup>th</sup> Floor, Sacramento, CA 95814  
Cost: \$20 LSI Members, \$25 Non-LSI Members (NO REFUNDS)

#### **Reservations due September 27, 2013**

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

RSVP to: Anne French  
c/o Downey Brand LLP  
621 Capitol Mall, 18<sup>th</sup> Floor  
Sacramento, CA 95814  
Tel: (916) 520-5268 / Fax: (916) 520-5668  
E-mail: [afrench@downeybrand.com](mailto:afrench@downeybrand.com)

**Make checks payable to: SLSA**



**\*\*\*Registration begins at 11:45 AM, and the Speaker will begin promptly at Noon\*\*\***

Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Are You A Member of SLSA? \_\_\_\_Yes \_\_\_\_No  
Are You A Member of Another LSI Association? \_\_\_\_Yes \_\_\_\_No  
If Yes, Which Association? \_\_\_\_\_  
Check Here If You Would Like SLSA Membership Information: \_\_\_\_\_  
Do You Require an \_\_\_\_ MCLE or \_\_\_\_ CCLS Certificate?

**MCLE & CCLS Credit:** SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of **0.75 hours**.

\\downeybrand.com\dfs\USERDATA\SACRAMENTO\afrench\Documents\SLSA\2013-09-24 Lunch Lesson Flyer.docx

# LEGAL SPECIALIZATION SECTIONS

## *Of LEGAL SECRETARIES, INCORPORATED*

### 2013-2014 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**  
**P. O. Box 12082, Pleasanton, CA 94588**

Enclosed is payment of my dues for the fiscal year **8/1/13** through **7/31/14** 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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Civil Litigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Criminal Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Law Office Administration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Probate/Estate Planning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: \_\_\_\_\_

**PLEASE NOTE PREFERRED EMAIL ADDRESS. NEWSLETTERS, ROSTERS, AND OTHER COMMUNICATIONS, WILL BE SENT VIA EMAIL UNLESS REGULAR MAIL IS SPECIFICALLY REQUESTED.**

**I prefer communication via USPS** ☐ (indicate preferred address: home ☐ work ☐)

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

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

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

\_\_\_\_\_

## BENEFITS

### LEGAL SECRETARIES INCORPORATED (LSI)

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

<p style="text-align: center;"><b>DISCOUNT THROUGH CEB</b></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 <a href="http://ceb.com/LSI/">http://ceb.com/LSI/</a></p>	<p style="text-align: center;"><b>WORKING ADVANTAGE</b></p> <p>Toll Free: (800) 565-3712  <a href="http://www.workingadvantage.com">www.workingadvantage.com</a>  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, <a href="mailto:lsiorg@suddenlink.com">lsiorg@suddenlink.com</a>, or LSI Vice President</p>
<p style="text-align: center;"><b>HERTZ CORPORATION</b></p> <p>Effective Date: June 1, 1996  CDP Card #447698  (800) 654-3131  <a href="http://www.hertz.com">www.hertz.com</a></p>	
<b>INSURANCE AND FINANCIAL PROVIDERS</b>	
<p style="text-align: center;"><b>AFLAC AND WORKER'S COMPENSATION QUOTES</b></p> <p><b>Steven C. Dannenberg (Independent Broker)</b>  11091 Rhyolite Drive, Suite 4  Redding, CA 96003  Direct: (530) 339-5889 - Office: (530) 243-9879  Fax: (530) 243-9880  E-mail: <a href="mailto:dannenberginsurance@gmail.com">dannenberginsurance@gmail.com</a>  Offering supplemental insurance for Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke.</p>	<p style="text-align: center;"><b>CAPITAL INVESTMENT ADVISERS</b></p> <p><b>Emerson J. Fersch, CFP, ChFC, CLU, CASL</b>  5000 E. Spring Street, Suite 200  Long Beach, CA 90815  Office: (562) 420-9009 or (877) 270-9342  Fax: (562) 420-9955  <a href="http://www.ciadviseurs.com">www.ciadviseurs.com</a>  Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
<p style="text-align: center;"><b>DWORKIN INSURANCE SERVICES</b></p> <p><b>Earl Dworkin</b>  467 Hamilton Avenue, Suite 1  Palo Alto, CA 94301  Office: (650) 329-1330 or (800) 332-4313  Fax: (650) 329-9957  <a href="http://www.dworkininsurance.com">www.dworkininsurance.com</a>  Offering Individual and Family Medical Insurance, Travel Medical, Medicare Supplements, Dental Plans, and Part D Prescription Drug Plans</p>	<p style="text-align: center;"><b>LEGACY WEALTH MANAGEMENT</b></p> <p><b>Daniel R. Henderson, MBA, CFP</b>  3478 Buskirk Avenue, Suite 300  Pleasant Hill, CA 94523  Office: (925) 296-2853 or (877) 679-9784  Fax: (925) 944-5675  E-mail: <a href="mailto:daniel@legacywealthmanagement.biz">daniel@legacywealthmanagement.biz</a>  <a href="http://www.legacywealthmanagement.biz">www.legacywealthmanagement.biz</a>  Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K.</p>
<p style="text-align: center;"><b>DAVID WHITE &amp; ASSOCIATES</b></p> <p><b>Wealth Accumulation and Preservation</b>  3150 Crow Canyon Place, Suite 2000  San Ramon, CA 94583  (800) 548-2671  Contact: Ryan Gonzales (ext. 2682), <a href="mailto:rgonzales@dwassociates.com">rgonzales@dwassociates.com</a>, or Matt Kay (ext. 2628), <a href="mailto:mikay@dwassociates.com">mikay@dwassociates.com</a>  Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance.</p>	<p style="text-align: center;"><b>MWG FINANCIAL AND INSURANCE SERVICES</b></p> <p><b>Jory Wolf, President/Founder</b>  6333 Greenwich Drive, Suite 210  San Diego, CA 92122  Office: (858)888-7300  Cell: (510)919-9062  <a href="http://jory@mwgfinancial.com">jory@mwgfinancial.com</a>  California Insurance License: 0E88330  Individual disability insurance solutions</p>
<b>CREDIT UNIONS</b>	
<p style="text-align: center;"><b>LA FINANCIAL FEDERAL CREDIT UNION</b></p> <p>P.O. Box 6015  Pasadena, CA 91102-6015  (800) 894-1200  <a href="http://www.lafinancial.org">www.lafinancial.org</a>  Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p style="text-align: center;"><b>PROVIDENT CREDIT UNION</b></p> <p>303 Twin Dolphin Drive  P.O. Box 8007  Redwood City, CA 94603-0907  (800) 632-4699 - (650) 508-0300  <a href="http://www.providentcu.org">www.providentcu.org</a>  All LSI members are eligible to join.</p>

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



### Submitted by Jaymie Moralez

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

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

It is the responsibility of the applicants to contact the employers, schedule interviews, exchange résumés, and to discuss benefits and salary, etc. All information is listed until notification to drop the name/position is given to the Employment Chair. Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at [jmoralez@somachlaw.com](mailto:jmoralez@somachlaw.com). A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

**(8/30/13) Docket Clerk - Northern California Docketing Coordinator.** Seyfarth Shaw LLP seeks an experienced docket clerk to support attorneys, paralegals and legal secretaries in the San Francisco and Sacramento offices. This position coordinates docketing for all litigation matters in Northern California and will provide administrative support as needed. The docket coordinator interacts with colleagues in a team setting and is will observe confidentiality of client matters. Skill Requirements: Excellent organizational and communication skills. Excellent attention to detail. Proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint). Legal citation and legal terminology expertise. Understanding of court rules and protocols and knowledge of calendaring deadlines. Working knowledge of CompuLaw Vision or similar calendar/docket software. Minimum three years legal calendaring experience in a law office or legal services environment. Large law firm experience preferred.  
[Apply online.](#)

**(8/30/13) Court Department CSR.** An Attorney Support Service in downtown Sacramento is seeking to fill a full time position in the Court Department. Duties will include preparation of all filings for local Superior Courts and the Secretary of State, as well as monitoring legal research sent to the field. Heavy multi line phone use is involved, and client contact is required. Knowledge of the Superior Courts and legal procedure is a plus. Salary will be commensurate to experience. Please email resume to [hr4nowsc2@gmail.com](mailto:hr4nowsc2@gmail.com). Position available immediately, and training will be provided.

**(8/26/13) 28109-B Legal Secretary I – County of Sacramento.** The County of Sacramento is currently accepting continuous file applications for Legal Secretary I. For Salary Range, Position Information, Examples of Knowledge and Abilities, Employment Qualifications, and Application and Testing Information, please [click here](#) to thoroughly read the job announcement and apply online.

**(8/26/13) Executive Secretary – Sacramento.** Legal Services of Northern California (LSNC), the non-profit civil legal aid provider for 23 Northern California counties seeks an experienced legal secretary to provide administrative support to the LSNC executive office staff and board of directors. Under the supervision of the Executive Director, supervise and direct workflow of Executive office, including communication flow with branch offices; word processing for the Board of Directors and Executive staff; assist Finance and Development Units; administer office procedures, program procedures, policies and guidelines; assist in preparation of funding proposals; assist in formatting of court pleadings; oversee building maintenance and security, executive office supplies and budget. Knowledge of management techniques, principles of confidentiality and interpersonal relationships; word processing; bookkeeping; legal terminology; community resources; instructional techniques, problem solving and listening skills; law office procedures; and knowledge of various software applications (i.e., Word, Excel, Adobe Acrobat and Google Apps). At least three (3) years of prior secretarial/professional office support experience, preferably in law office. Minimum of one (1) year of prior management experience required. Completion of

*(Continued on page 29)*



(Continued from page 28)

Associate or Bachelor's degree, legal assistant or secretarial school (or life experience equivalent). LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY. To apply, send resume and three references to: Gary F. Smith, Executive Director, LSNC, 517 12th Street, Sacramento, CA 95814.

**(8/19/13) Court Paralegal - Tulare County.** The Superior Court of California, County of Tulare, is currently accepting applications for a Court Paralegal. For full position information and how to apply, please visit the Court's website at: <http://www.tularesuperiorcourt.ca.gov/index.php?section=recruitments>.

**(8/19/13) Court Clerk I & II - El Dorado County.** The Superior Court of California, County of El Dorado, is currently accepting applications for the Court Clerk I & II position. Please click [here](#) for application and instructions on how to apply.

**(8/13/13) Litigation Paralegal - Sacramento AND San Francisco.** Weintraub Tobin is seeking an experienced Litigation Paralegal for our San Francisco and Sacramento locations. We are looking to fill two positions for each of these locations. The successful candidate must be able to multi-task in a fast-paced, professional environment, enjoy working as part of a team, and demonstrate a commitment to client service. Under minimal supervision, the litigation paralegal will be expected to carry out the following job duties and responsibilities:

- o Organize documents and coordinate document productions including bates-stamping, redaction, duplication and indexing of documents.
- o Perform various document searches and factual research.
- o Create and maintain internal case databases including searching for internal and external documents.
- o 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.
- o Work with attorneys and legal secretaries in the preparation and filing of all court documents.
- o Act as a liaison between various internal departments as well as outside vendors.
- o Oversee the progress of documents through litigation, order transcripts/medical records, etc. from reporting services and fulfill requests from outside counsel and others.
- o 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.
- o Discovery: Organize documents, review, analyze and summarize discovery responses, and respond to discovery requests.

You may send resume, cover letter and salary history/requirements to Jennel Fernandez, Human Resources Manager, at Weintraub Tobin, 400 Capitol Mall, 11th Floor, Sacramento, CA 95814, [recruiting@weintraub.com](mailto:recruiting@weintraub.com), or fax to (916) 446-1611.

**(8/13/13) Records Clerk - Sacramento.** Weintraub Tobin is seeking a Records Clerk to work for the second largest law firm in Sacramento. Under general supervision, the Records Clerk will collect and organize loose filing, perform data entry, document indexing and electronic tracking of files, electronically check-in and check-out files for attorneys and staff, prevent office wide loss, perform shelf maintenance and assist with regular inventories. The Records Clerk will have the ability to manage files and boxes in off-site storage, including the accurate storage and retrieval thereof. The position may also involve assistance in the upkeep and filing of electronic documents. The ideal candidate will have the following capabilities:

- o Superior attention to detail and organizational ability.
- o Mastery of alphabetical, numerical and chronological sequencing.

## Employment Report (continued)

- o Maintain legal files and case rooms.
- o Ability to work concurrently on a variety of projects and work effectively under pressure.
- o Adept at working independently or on a team in providing timely service to attorneys and staff.
- o Capable of lifting standard boxes up to 50 lbs.
- o Communicate effectively with attorneys and legal personnel at all levels.
- o Flexibility to assist in other departments when needed.
- o Ability to work overtime if needed.
- o Reliable and punctual.

### Education and Experience:

- o College degree preferred or some college coursework.
- o At least 2-4 years of clerical office experience.
- o Previous records management experience with demonstrated knowledge of filing procedures and techniques in a legal environment is preferred.

You may send resume, cover letter and salary history/requirements to Jennel Fernandez, Human Resources Manager, at Weintraub Tobin, 400 Capitol Mall, 11th Floor, Sacramento, CA 95814, [recruiting@weintraub.com](mailto:recruiting@weintraub.com), or fax to (916) 446-1611.

**(7/25/13) Legal Assistant/Paralegal.** Civil Litigation firm part-time (25 - 30 hours a week) employment opportunity downtown Sacramento. Prior experience desired (1-3 years preferred). Must know WordPerfect, Excel, PowerPoint. Responsibilities include: Preparing documents for court filings (including electronic filings), correspondence, document management, indexing, and administrative tasks including answering phones, calendaring and filing. Responsibilities may include Paralegal work depending upon experience. Compensation will be commensurate with experience. Send resume to [mjslegalassistant@gmail.com](mailto:mjslegalassistant@gmail.com). Thank you.

**(7/16/13) Part-Time Paralegal (Bilingual, Spanish Speaking Preferred).** Two attorney plaintiff boutique practice located off of Howe Avenue and Highway 50 seeks part-time paralegal (20-25 hours per week). Applicant MUST have 3+ years of full-time paralegal experience. In addition, applicant should possess excellent organizational and computer skills. The position requires someone with ambition, intelligence, flexibility, and who is highly motivated to perform at a superior level. Spanish speaking is preferred. Salary is very competitive and DOE. Retirement, vacation and health benefits are available. Please email resume to [jgeorgejr@psyclaw.com](mailto:jgeorgejr@psyclaw.com).





### Submitted by Debbie Frias, CCLS

September greetings! Am I the only one out there who is "done with summer?" As I write this article, it is 100 degrees outside and very muggy.

This has certainly been a year of change in our courts, both state and federal. On the state level, I have recently found the following:

1. Sacramento Superior Court-Changes to Court Reporter Services in civil Law and Motion Departments (53 and 54): As I reported to members and guests at our August dinner meeting, I found a notice on our court's website stating that the services of a court reporter in the law and motion departments 53 and 54 must be requested in advance of a hearing, and a \$30 fee is now required for each matter lasting less than one hour. Please see the notice that is contained in this article for further information and detail.
2. Riverside County Superior Court- Transfer of cases to Murrieta and Temecula courthouses. Please see the notice herein.
3. El Dorado County Superior Court- Its South Lake Tahoe office has reduced staff due to budget reductions. See the memo included herein.

4. Los Angeles County Superior Court- The Appellate Division announced 2013 hearing dates. This information is on the LSI procedures blog. Jeff Weddle, my state counterpart, is working hard to keep this information current. Details of the dates for the appellate hearings are on the blog.

From the federal court, I found on the blog an announcement that the USDC, Northern District, is electronically filing new cases. Check out the blog for more information.

Sacramento Superior Court - Proposed Changes to the Local Rules for Public Comment

The proposed changes to the 2014 Local Rules for the Superior Court of California, County of Sacramento are now available for public comment. The comment period closes Monday, September 30, 2013. Please send any comments to [LocalRules@saccourt.ca.gov](mailto:LocalRules@saccourt.ca.gov). <http://www.saccourt.ca.gov/local-rules/docs/2014-proposed-amendments-local-rules.pdf>

With change happening all over the state, I would appreciate receiving announcements and notices from you, should you learn of something you think our readers would benefit from. My email address is [dfrias@crowlawoffices.com](mailto:dfrias@crowlawoffices.com), or my fax here at work is (916) 441-3846. Thank you.



**Check out LSI's New Legal Procedures Blog!**  
**[www.lsi.org](http://www.lsi.org)**





SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO

WWW.SACCOURT.CA.GOV

**Changes to Court Reporter Services in Civil Law and Motion  
Departments 53/54**

Effective August 12, 2013, in Law & Motion Departments 53 and 54, the services of a Court Reporter must be requested in advance of a hearing and pursuant to Government Code §68086 (a)(1)(A), a \$30.00 fee is required for each matter lasting less than one hour.

Therefore, Court Reporter services must be requested at the time a request for an appearance is made. A separate request is required for every matter on calendar.

**The Court Reporter will not report any proceeding unless a request is made in advance of the hearing.**

The required fees are assessed per matter wherein a court reporter is utilized. Court Reporter services utilized on multiple matters will result in multiple fees.

Fees shall be paid in the Civil Lobby Room 102, **prior to** the hearing. Civil Lobby hours are Monday – Friday, 8:30 a.m.-4:00 p.m.. An Express Window is available for payment of the court reporter fees.

**PAYMENT REQUIREMENTS:**

- a. Make check payable to the Sacramento Superior Court.
- b. Include the case number and case title on the check.
- c. Indicate the payment is for Court Reporter fees.
- d. If the Court Reporter services are requested on more than one matter on the same case, a single check will be accepted.
- e. If the Court Reporter services are requested for matters on multiple cases, separate checks are required for each case.

**Once payment is made, bring the receipt with you to the hearing. Proof of payment will be required prior to the court reporter services being provided.**

Parties requesting court reporter services who appear telephonically must immediately mail the required fees to the following address:

Sacramento Superior Court  
Attn: Civil Division  
720 9<sup>th</sup> Street, Room 102  
Sacramento, CA 95814

The payment must meet the criteria outlined in the above Payment Requirements. Include a cover letter or a copy of the minute order with your payment.





Superior Court of California  
County of Riverside

Effective August 19, 2013, the Traffic, Small Claims and Limited Civil Calendar will be relocated to the Southwest Justice Center (SWJC) located in Murrieta. All hearings and filings on or after August 19, 2013, will be handled at the Southwest Justice Center.

The Temecula Court will hear mid-county region Probate and Unlawful Detainer Matters only beginning on August 26, 2013. All hearings and filings on or after August 26, 2013, will be handled at the Temecula Court.



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

**RECENTLY THERE HAS BEEN REDUCED  
STAFF IN THE CLERK'S OFFICE DUE TO  
STATE BUDGET REDUCTIONS.**

**WE APPRECIATE YOUR PATIENCE AND  
UNDERSTANDING OF DELAYS AND WAIT  
TIME.**

**El Dorado County Superior Court  
1354 Johnson Blvd.  
So. Lake Tahoe, CA 96150**

MAY 23 2013

**S. Rippetoe**

A handwritten signature, likely of S. Rippetoe, is located to the right of the date stamp.



LEGAL SECRETARIES, INCORPORATED

# LAW OFFICE PROCEDURES MANUAL FOR CALIFORNIA LAW PRACTICE

compiled by Legal Secretaries, Incorporated  
published by The Rutter Group



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

1 Volume

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Nonmembers Price: **\$195**

(Includes shipping)

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- Court Structure
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- Local Rules
- Discovery
- Unlawful Detainer
- Real Estate
- Criminal
- Family Law

- Adoptions
- Probate
- Conservatorships and Guardianships
- 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
- Glossary

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Law Office Procedures Manual	\$195 (Nonmembers Price)				

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Rebecca Lerma

## Charitable Projects: Operation Backpack

Submitted by Rebecca Lerma

**Volunteers of America and the children who benefited from your generosity during "Operation Backpack" send a huge thank you!**

Thank  
You!



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Jevon

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You make the world  
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*This is why we do what we do.*

August 21, 2013

Thank you for supporting homeless and at-risk children by donating to our 2013 Operation Backpack campaign. Your generosity makes a difference in the lives of the thousands of children Operation Backpack serves.


Here in the Greater Sacramento area, more than 10,000 children, from kindergarten to high school are homeless. Countless more families struggle to provide the barest necessities. A backpack may seem like a small gift, but the impact is anything but small. Having the tools they need gives kids a boost in confidence, helping them do better in school, and beyond.

14-year old Chastity was a little intimidated when she arrived at our Pick-a-Pack event earlier this month. She's starting at a new high school this year, and felt anxious about fitting in. All she wanted was a Jansport backpack, "with lots of color, if you have one." When she found just the pack she was looking for, her excitement and relief was unmistakable. "This backpack is so cool, thank you!"

Through the generous support of people like you, Chastity and 6,408 local children like her are now ready to start the new school year on more even footing with their peers.

Thank you again for generously giving of your time and treasure to help the most vulnerable in our community. Please contact me at (916) 442-3691 or rburton@voa-ncnn.org if you have any questions or if you would like to tour a program that serves homeless children and youth.

Sincerely,



Rachele Burton  
Development Officer

**Coming Soon: VOA Holiday Drives!**



Halloween Drive:  
October!



Turkey Drive:  
November!



Christmas Drives:  
December!

Visit [voa-ncnn.org](http://voa-ncnn.org) or follow us on Facebook to see how you can help individuals and families in need!



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## Calendar/Dates to Remember



### September

Sept. 2 – Labor Day. All courts closed. No mail service.

Sept. 9 – SLSA Executive Board Meeting. 5:30 pm. Greenberg Traurig, 1201 K Street, Suite 1100, Sacramento, CA. All members welcome.

Sept. 15 – ~~Deadline to reserve Reno Bus Trip tickets.~~  
SOLD OUT!

Sept. 16 – Deadline to RSVP for September 19 Membership Meeting.

Sept. 19 – SLSA Membership Meeting. 5:30 pm. Courtyard Marriott, 4422 Y Street, Sacramento, CA.

Sept. 19 – Last day to submit late application for October 19 CCLS Exam (with additional \$30 late fee).

Sept. 23 – Deadline to submit bulletin articles to the Editor for the October issue of *The Legal Eagle*.

### October

Oct. 8 – Federal courts closed in observance of Columbus Day.

Oct. 8 – U.S. Postal Service observance of Columbus Day (no mail service).

Oct. 12 Reno Bus Trip.

Oct. 14 – State courts closed in observance of Columbus Day.

Oct. 14 – SLSA Executive Board Meeting. 5:30 pm. Greenberg Traurig, 1201 K Street, Suite 1100, Sacramento, CA. All members welcome.

Oct. 14 – Deadline to RSVP for October 17 Membership Meeting.

Oct. 16 – Deadline to mail registration for November LSI Quarterly Conference.

Oct. 17 – SLSA Membership Meeting. 5:30 pm. Courtyard Marriott, 4422 Y Street, Sacramento, CA.

Oct. 19 – CCLS Examination.

Oct. 21 – Deadline to submit bulletin articles to the Editor for the November issue of *The Legal Eagle*.

Oct. 22 – Birthday Magic

Oct. 25-27 – Fairytale Town.

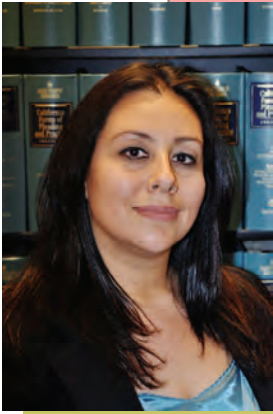
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## Parliamentarian's Corner: Up for Debate



### Submitted by Astrid Watterson, CCLS

Did you know that there are rules for debate when speaking to or discussing a motion/question on the floor? Consider the following:

A. No members may speak until recognized by the chair.

B. All discussion must be relevant to the immediately pending question.

C. No member may speak a second time until every member who wishes to speak has had the opportunity to do so.

D. No member can speak more than twice to each motion.

E. No member can speak more than ten minutes.

F. All remarks must be addressed to the chair – no cross debate is permitted.

G. It is not permissible to speak against one's own motion (but one can vote against one's own motion).

H. Debate must address issues not personalities – no one is permitted to make personal attacks

or question the motives of other speakers.

I. The presiding officer must relinquish the chair in order to participate in debate and cannot

reassume the chair until the pending main question is disposed of.

J. When possible, the chair should let the floor alternate between those speaking in support

and those speaking in opposition to the motion.

K. When a large number of people wish to speak to a motion it may be advisable for the chair

to make a speakers' list.

L. Members may not disrupt the assembly.

M. Rules of debate can be changed by a two-thirds vote.

Keeping these general rules of debate in mind when participating in SLISA or LSI meetings should assist you in understanding proper parliamentary procedure.

### 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 Dawn Forgeur, CCLS

I attended LSI's August Quarterly Conference in San Diego, August 9-11, 2013. San Diego LSA did an awesome job hosting, the food was plentiful and delicious, and the entertainment was fabulous!

During the business meetings, it was announced that LSI has 41 students registered for their first ever online CCLS class, which will last for 10 weeks. The CCLS chair has also asked and received a per diem for teaching this class.

The Bylaw Amendment regarding Revocation of Charter Procedure was postponed until November 2013 conference by a vote of 13 to 12 of the governors. The reasoning given for wanting this postponement was that the provisions were too broad in this amendment.

The Bylaw Amendment regarding the requirement of students to pay per capita tax was also postponed until November 2013. This is to give LSI's Parliamentarian additional time to receive all local associations' bylaws and review them to accurately assess the impact this Bylaw Amendment could have.

The CCLS Certifying Board announced that certain study materials related to the 10th edition of the Gregg Reference Manual are no longer available. Therefore, following the October 2013 CCLS Exam, they will be switching to the 11th edition of the Gregg Reference Manual.

The CCLS Certifying Board also announced that the Standards for Recertification have been updated to incorporate LSI-sponsored study groups and online workshops/seminars and to expand upon self-study. Please review the specifics on LSI's website.

The Continuing Education Council put forth a recommendation to lower the cost of the CCLS Study Kit from \$299 to \$199. This recommendation carried.

LSI will once again be exhibiting at the State Bar of California's Annual Meeting, October 10-12, 2013, in San Jose. If any of your attorneys will be attending, make sure they stop by and learn more about how LSI membership helps keep their staff educated!

### Chapter Achievement

LSI is looking for advertisers for their quarterly magazine. If you know of any vendors (or you are a vendor) who might be interested in advertising on a statewide level, please pass their information along to me and I can send to LSI's Advertising Chair. And of course this would count towards our Chapter Achievement Points!

Additionally, if you use a vendor that you've seen in LSI's quarterly magazine, The Legal Secretary, let that vendor know! We want to make sure they know that their advertising pays off.

If you have any other CAPs questions, please let me know at [governor@slsa.org](mailto:governor@slsa.org).





**LSI First Quarterly Conference  
San Diego, CA**





**LSI First Quarterly Conference  
San Diego, CA  
(CONTINUED)**



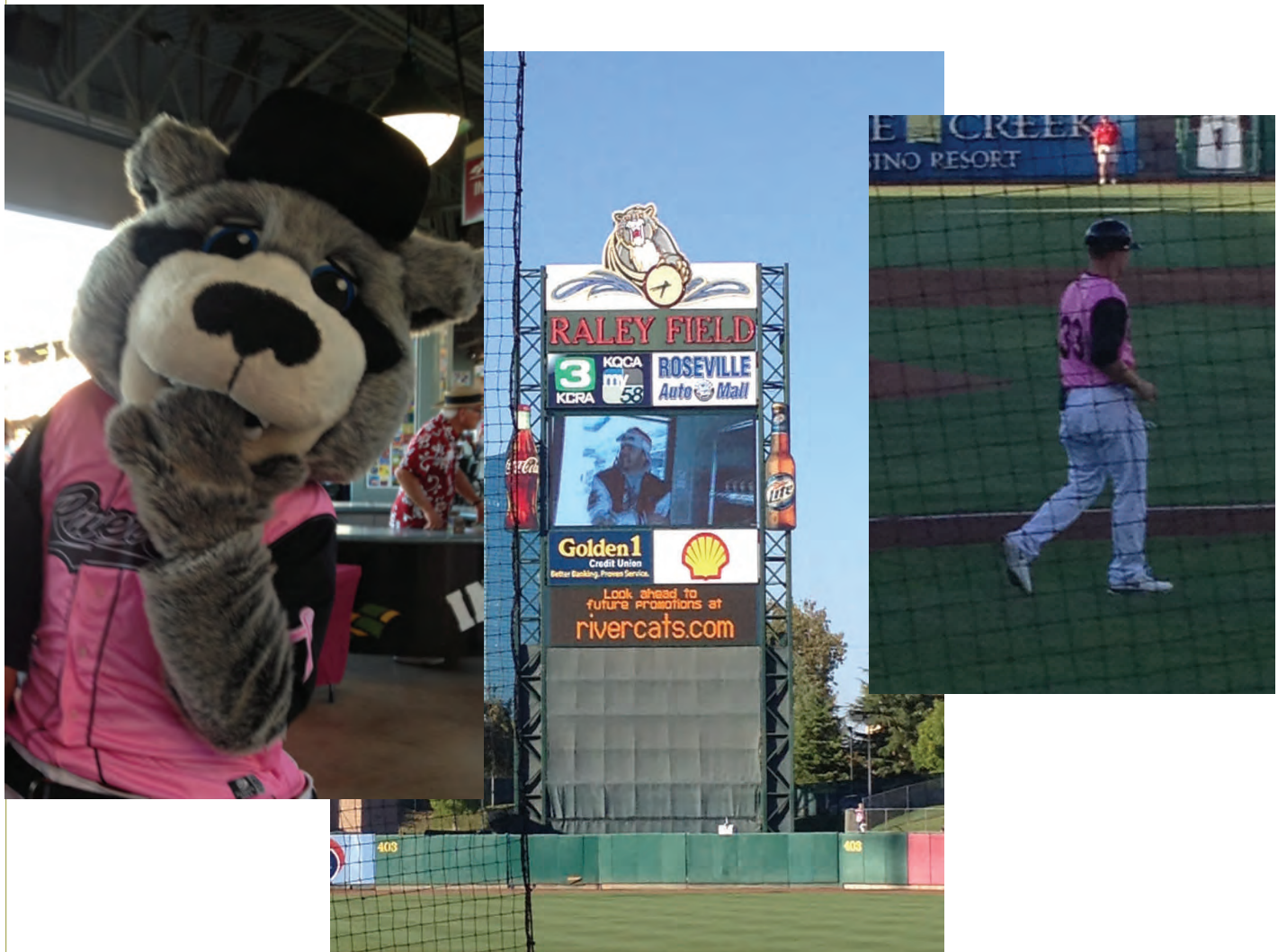


# 2013 SACRAMENTO LEGAL SECRETARIES ASSOCIATION AT RALEY FIELD

## SLSA Night at Raley Field

By Dawn Forgeur, CCLS

It was a great night to be at Raley Field watching the Sacramento River Cats play the Albuquerque Isotopes. SLSA members and guests joined hundreds of other fans on August 2, 2013, on "Swing for the Cure" night. The River Cats players donned hot pink and black jerseys for the occasion, with the jerseys being sold in a silent auction during the game to raise funds for breast cancer research and awareness. The game was also a fundraiser for SLSA's August 2014 Conference, which made \$104! Thanks so much to everyone who came out to support SLSA, the River Cats, and breast cancer awareness!







# The Survivors - A Mayan Adventure



LSI November Quarterly Conference 2013

November 15-17, 2013



## Conference Registration Form

Name (as it will appear on badge): \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

Home telephone: \_\_\_\_\_ Work telephone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

**SCRIP** (includes registration, reception, banquet and brunch)

**Please check if applicable and include title:**

☐ State Officer \_\_\_\_\_

☐ State Chairman \_\_\_\_\_

**Please check if you are:**

☐ Governor ☐ CCLS ☐ PLS

**SCRIP TICKET (price includes registration, reception, banquet and brunch)**

POSTMARKED ON OR BEFORE 10/16/13 \_\_\_\_\_ @ \$ 110.00 \$ \_\_\_\_\_

POSTMARKED ON OR AFTER 10/17/13 \_\_\_\_\_ @ \$ 120.00 \$ \_\_\_\_\_

### INDIVIDUAL TICKETS

Registration by 10/16/13 \_\_\_\_\_ @ \$ 15 \$ \_\_\_\_\_

Registration after 10/16/13 \_\_\_\_\_ @ \$ 25 \$ \_\_\_\_\_

Welcome Reception (Friday) \_\_\_\_\_ @ \$ 20 \$ \_\_\_\_\_

Presidents' Lunch (Saturday) \_\_\_\_\_ @ \$ 30 \$ \_\_\_\_\_

Governors' Lunch (Saturday) \_\_\_\_\_ @ \$ 30 \$ \_\_\_\_\_

Membership Lunch (Saturday) \_\_\_\_\_ @ \$ 30 \$ \_\_\_\_\_

Banquet (Saturday) \_\_\_\_\_ @ \$ 43 \$ \_\_\_\_\_

Brunch (Sunday) \_\_\_\_\_ @ \$ 38 \$ \_\_\_\_\_

**TOTAL AMOUNT:** \$ \_\_\_\_\_

Dinner Choice: ☐ *Pollo a la Plancha* ☐ *Fillet of Salmon* ☐ *Vegetarian (Pasta Primavera)*

*Chicken: Pan-Seared Chili Rubbed Chicken Breast, Sofrito & Black Bean Chorizo Risotto*

*Salmon: Ginger, Mango & Granola Crusted Atlantic Salmon, Shallot, Tarragon, Citrus Coulis, Garlic Spinach, Yukon Mashed Potatoes*

Special Dietary Requests: \_\_\_\_\_

Make checks payable to "LBLPA 2013 CONFERENCE FUND"

**Registration Chair:** Alice M. Widmark, CCLS, 1016 W. Santa Cruz, San Pedro, CA 90731

310-547-0965 or e-mail: amwccls@sbcglobal.net

**NO REFUNDS AFTER NOVEMBER 1, 2013**



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- 🐾 Pet friendly

## **CHAPTER ACHIEVEMENT REPORTING FORM 2013-2014**

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. This covers activities from April 1, 2013, through March 31, 2014.

**Please complete this form and mail or email it to SLSA's Governor, Dawn Forgeur, CCLS.** 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 2013-2014 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, 2014. (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: Dawn R. Forgeur, CCLS, Governor

Stoel Rives LLP

500 Capitol Mall, Ste. 1600

Sacramento, CA 95814



### Submitted by Lynne Koroush

You will recall that that at our June 2013 dinner meeting, we had Judge Laurie Earl and Executive Officer Chris Volkers from the Sacramento County Superior Court as our guest speakers. They offered to take the questions that were submitted on index cards and provide further information. Below are the follow-up responses provided by Meredith Bostian, the Court's Director of Operations, Civil Division.

**Q. Where are the judgments at? Will this be part of the catch up? Also, I have run into situations where the clerk says "exceeds clerk's authorization," "file Law & Mtn in furtherance submit."**

A. 1. As of July 30 we were working on Clerks Judgments submitted to the Court on March 19<sup>th</sup> and Court Judgments submitted on July 9<sup>th</sup>. On the Court Judgments, my support staff do an initial review and then send it for legal review and preparation. The time it takes to complete the legal review and preparation varies greatly by complexity of case and legal issues involved. I cannot estimate how long that process takes.

A. 2. Yes, the Judgments (both Clerk and Court) are included in the documents that are being processed as part of the "catch up."

A. 3. Statute defines what can be done via a Clerk's Judgment and what must be done via a Court Judgment.

**Q. Can Sacramento Superior Court endorse face pages?**

A. As we discussed in our conversation on June 28, the Civil Division will endorse face pages.

**Q. What is the standard procedure for the clerks in reviewing attorney documents.**

A. As we have discussed a few times, clerical staff have received judicial direction to assist the Court in reducing court time spent preparing/reviewing documents that are incorrectly filed. The basis for the rejection should be a violation of a code or rule. The code or rule should be stated in the rejection notice. The level of review varies by

document.

**Q. Prove-Up Package: What is the best and most time effective?**

A. Statute defines what can be done via a Clerk's Judgment and what must be done via a Court Judgment. That being said, generally speaking a Clerk's Judgment will take less time than a Court Judgment.

**Q. Is the Trial Readiness Notification process a local rule by which a deadline would be generated in legal calendaring software, or should be brought to the attorney's attention?**

A. The Trial Readiness Notification is discussed in Local Rule 2.92 as noted below.

Civil Trial. Readiness Notification.

All counsel shall notify the court by 1:30 p.m. on the Thursday before a jury trial date of their readiness to begin trial. Such notification shall be done electronically by accessing the "Civil Trial Readiness Notification" link on the Sacramento Superior Court's website at [www.saccourt.ca.gov/civil](http://www.saccourt.ca.gov/civil). Instructions for accessing the program are available on the court's website. Upon accessing the website all counsel shall provide information as to the status of the case.

**Q. You indicated that you are re-hiring past employees with the \$2 million budget. I heard that Sacramento Superior is going to be laying off their court reporters. Is this true? If so, is it temporary like the past layoffs of staff?**

A. The Court is not planning on laying off court reporters this fiscal year. As mentioned in the presentation, the budget picture beyond June 30, 2014, is uncertain. The Court cannot at this time make any definitive statements regarding future staffing levels for any of our classifications of employees.

**Q. Is there a difference in processing times for Drop Box vs. mail?**

A. All documents submitted to the Court by mail and by Drop Box are sorted by document type and then processed in the date-order received regardless of how

they came to us. There will be different turnaround times for different document types, however. We have prioritized our documents and process them in that priority order. So, if you submit different document types on the same day, they will probably be processed and returned to you on different days.

**Q. What happens to funds that don't get spent, and no longer get carried over? Do you have a volunteer program so we can help?**

A. 1. Any remaining funds will be used to offset the Trial Court Trust Fund allocation we receive in the following year.

A. 2. Thank you very much for the offer of assistance! In order to consider the use of volunteers to assist the Court in reducing its backlog, we will need to check with our labor unions.

**Q. Would the Court like to discuss a partnership with SLISA to help with the scanning and processing of your backlog, or in some other way to assist? SLISA can gather various volunteers to help on a volunteer basis. If the Court is open, the Executive Board can work with the Court to make it happen.**

A. Thank you very much for the offer of assistance! In order to consider the use of volunteers to assist the court in reducing its backlog, we will need to check with our labor unions.

**Q. Regarding criminal changes – state to county, and early releases - who is defined as a "low level offender"?**

A. The best answer I can provide is to refer you to AB 109. That is the bill that established this program and will provide you the best source of information to answer any questions you have relative to the program.

Thank you very much to Meredith Bostian, Chris Volkers, and Judge Earl for following up and seeing that our questions were addressed. As always, SLISA appreciates the responsiveness and level of service provided by the Sacramento County Superior Court.





## PROJECT BIRTHDAY!! SLSA'S OCTOBER CHARITABLE PROJECT



Project Birthday is a 100% volunteer organization providing birthday parties to children currently living in shelters and transitional housing throughout the Sacramento area.

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

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

**WHEN:** Tuesday, October 22, 2013, from 6:30 - 7:30 pm

**WHERE:** Next Move (formerly Sacramento Area Emergency Housing Center)

SLSA's sponsorship guarantees the cupcakes, beverages, decorations, goodie bags, entertainment, and presents.



### WHAT WE NEED



- your help in purchasing presents for the kids
- donations of items to give as party favors to all the children at the center
- ideas for entertainment (approx. 30 minutes total). It can be a quick craft project, magic show, game(s), etc.
- volunteers to help set up for the party, help celebrate and run the party, and then help clean up

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

If you are interested in joining us for the party, donating presents (or party supplies), or have any questions, please contact Connie Kelley at [kellyco@stlaw.com](mailto:kellyco@stlaw.com) or (916) 868-0761. If you wish to volunteer at the party, you must **RSVP** to Connie Kelley. No drop-ins, please.

Your Charitable Projects Committee THANKS YOU!

Rebecca Lerma

Crystal Rivera

Connie Kelley

# **It's Almost Time for Fairytale Town!**

**October, 25, 26 & 27**

**4:30PM – 9PM**

**Theme: The Hobbit**

For the past several years, SLSA has partnered with Fairytale Town as part of its Safe & Sane Halloween festivities. We are the hosts of the castle in Fairytale Town, which means we get LOTS of little ones coming through the doors! In addition to providing candy, SLSA provides the children with some coloring and arts/crafts projects.

\*Volunteers Needed for All Three Days!

\*Candy Donations Needed – Please Bring to September or October SLSA Meetings!

\*Costumes are required for all volunteers and should be theme-specific!

Please contact Deseree Gamayo ([dgamayo@stonegraves.com](mailto:dgamayo@stonegraves.com)) or Alex Cain ([acain@nationwideasap.com](mailto:acain@nationwideasap.com)) to volunteer or for additional information.







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# SAVE THE DATE!!!

## *Humboldt County Legal Professionals Association*

is celebrating **40+** years serving our legal community and support staff!

Wednesday, Oct. 16, 2013

6 p.m. to 8:30 p.m.

Eagle House Victorian Inn

139 2d Street, Eureka

*Come join us and enjoy:*

*Live music presented by: "Closer to the Curb" (William F. Mitchell, Esq.; Nicholas R. Kloeppel, Esq.; Arcata P.D. Chief Tom Chapman; and Arcata P.D. Sgt. Bob Martinez);*

*Introduction to ceremony by Donald Bicknell, Esquire;*

*Boss-of-the-Year/Secretary-of-the-Year awards;*

*Hors d'oeuvres provided by Gallagher's Pub and*

*Molly's Mom Bakes (Maureen Bolton);*

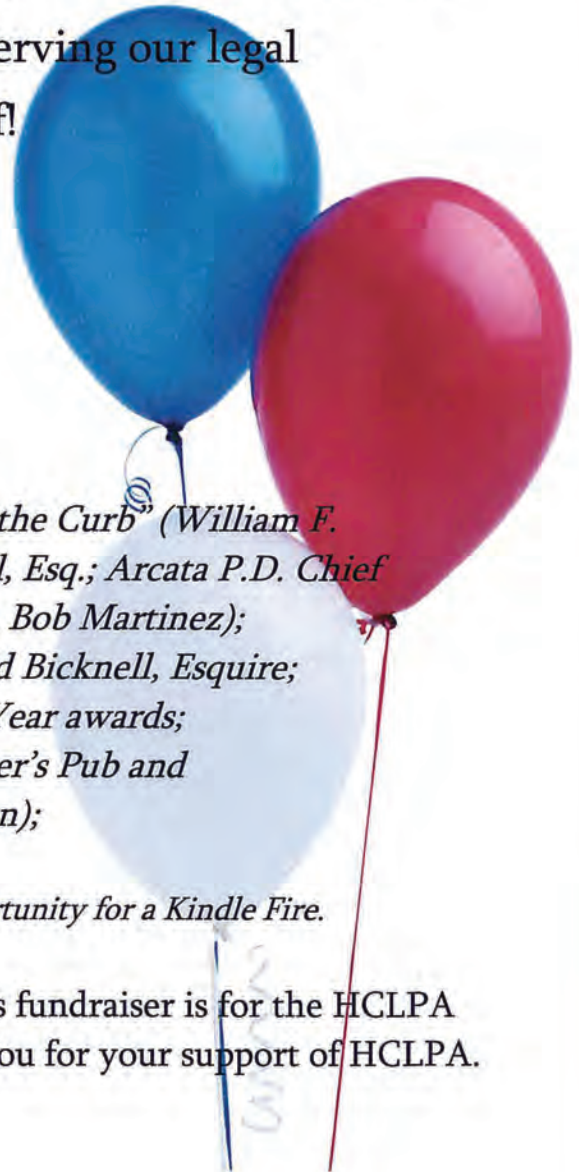
*No host cocktails;*

*2 free door-prize give-aways; raffle opportunity for a Kindle Fire.*

Tickets to go on sale in August. This fundraiser is for the HCLPA Annual Scholarship Fund. Thank you for your support of HCLPA.

HCLPA; PO Box 1097, Eureka, CA; 95502

[hclpa@yahoo.com](mailto:hclpa@yahoo.com); [www.HCLPA.org](http://www.HCLPA.org)





*Humboldt County Legal Professionals Association* is celebrating **40+** years serving our legal community and support staff!

Wednesday, Oct. 16, 2013

6 p.m. to 8:30 p.m.

Eagle House Victorian Inn

139 2d Street, Eureka

Advance Tickets: \$20 indiv./\$35 couple  
(Table of 8 avail. for \$120 in advance)

*Join us and enjoy:*

*Live music presented by: "Closer to the Curb" (William F. Mitchell, Esq.; Nicholas R. Kloeppel, Esq.; Arcata P.D. Chief Tom Chapman; and Arcata P.D. Sgt. Bob Martinez); introduction to ceremony by Donald Bicknell, Esq.; Boss-of-the-Year/Secretary-of-the-Year awards; hors d'oeuvres provided by Gallagher's Pub and Molly's Mom Bakes (Maureen Bolton); no host cocktails; 2 free door-prize give-aways; and raffle opportunity for a Kindle Fire.*

This fundraiser is for the HCLPA Annual Scholarship Fund. Thank you for your support of HCLPA.

[www.hclpa.org](http://www.hclpa.org); [hclpa@yahoo.com](mailto:hclpa@yahoo.com)

Cut and return bottom: \_\_\_\_\_

***YES! I want to celebrate "Over 40 years" with HCLPA!***

Enclosed is my ticket price of \$ \_\_\_\_\_ for \_\_\_\_\_ attendees.  
(number)

*Please list attendees names here:* \_\_\_\_\_ *and*  
*your contact e-mail:* \_\_\_\_\_.

*Return this portion of the form by September 25 to:*


Kathy Parker, CP  
PO Box 1008  
Eureka, CA 95502

Submitted by Lynne Koroush

Thank you to Carolina Rose, SLSA's Vendor of the Month. Below is more information on LRI.

And please remember to support our vendors, because they support us!

## THE "INTENT" OF LAWS

By Carolina Rose, J.D., President  
Legislative Research & Intent LLC   
Providing In-Depth Legislative History Research Since 1983

### The "Intent" of Laws: Why Bother Finding It?

Thanks, SLSA, for allowing my company, Legislative Research & Intent LLC (LRI) to be your August Vendor of the Month!

In this article I share a few tips on how your employer can excel in an arcane area of the law: *Arriving at the intent, purpose or meaning of a California statute as guided by the law's legislative history.*

**Why? I.e., what's the big deal about legislative history?** In a nutshell, the big deal is that the courts rely upon legislative history in same way that they rely upon case law. Cases can actually be won or lost based upon what the legislative history of a statute says.

**Some relevant points and authorities:** California Code of Civil Procedure Section 1859 requires the court to pursue "the intention of the Legislature... if possible" in the "construction of a statute." Evidence Code Section 452 (c) authorizes the court to take judicial notice of "official acts" of the Legislature, which has been interpreted to apply to "legislative history." *Monk v. Ehret* (1923) 192 Cal. 186, 219. The cases construing these two code sections cite specific categories of legislative history that the courts will consider.

**High comfort zone records.** Following is a short list of some of the courts' highest comfort zone legislative history records, along with related

California Supreme Court case cites:

1. **Bill versions** showing how the language of the bill evolved during the legislative process. *Varian Medical Systems, Inc. v. Delfino* (2005) 35 Cal.4th 180, 194.

2. **Legislative Committee Reports.** To determine the purpose of legislation, a court may consult contemporary committee analyses of that legislation. *In re J.W.* (2002) 29 Cal. 4th 200.

3. **Enrolled reports to the Governor.** "... we have routinely found enrolled bill reports, prepared by a responsible agency contemporaneous with passage and before signing, instructive on matters of legislative intent." *Eisner v. Uveges* (2004) 34 Cal.4th 915, 934 fn.19

There are, of course, other records that help comprise a complete legislative history that the courts will also take cognizance of, including, but not limited to, correspondence and floor reports.

For complimentary helps in this entire field and/or help obtaining a legislative history research report addressing the intent of your statutory terms of interest, feel free to visit our website at [www.lrihistory.com](http://www.lrihistory.com), call (916) 442-7660, or email us at [intent@lrihistory.com](mailto:intent@lrihistory.com).



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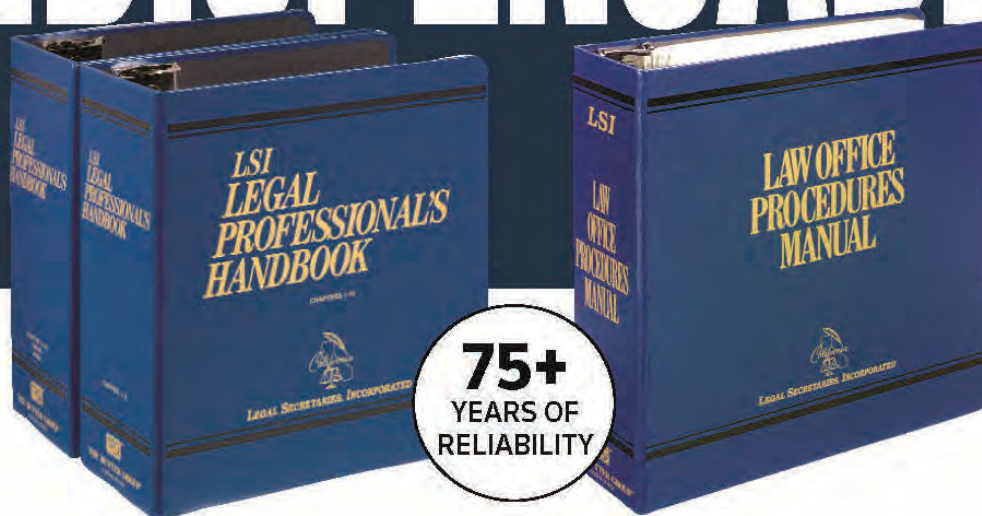
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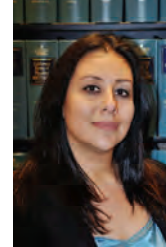
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