

THE LEGAL EAGLE



Sacramento Legal Secretaries Association

June/July 2016—Book 16, Issue 6/7

Come and join us at the next SLSA Dinner Meeting!

September 15, 2016

Courtyard Marriott, 4422 Y Street, Sacramento, CA

5:30 - 6:15 p.m. Meet and Greet

6:15 - 8:00 p.m. Dinner Meeting

Robert M. Nelsen - Attorney at Dreyer Babich Buccola

Wood Campora, LLP will be speaking about:

MSJs: Navigating the Procedural Pitfalls

In this issue

- LSI Annual Conference reports and pictures
- Reno Bus Trip, October 8!

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2016—2017 LSI Officers and Chairmen

President's Message



Submitted by:
President
Crystal Rivera

I was pleased to see several SLSA members at LSI's May 2016 Annual Conference in Santa Rosa. Some members just came for the day or part of the day to attend LSI workshops and/or LSS Seminars.

If you consider running for office of our association or LSI, I would strongly suggest that you try to attend the officer/chairman workshops that are offered at conference. These workshops are included in the basic registration fee. It's also a way to network with other officers/chairmen. You get a lot of information and great handouts. I usually leave these workshops all excited with the ideas that have been shared for marketing and promoting our association and LSI. Then, I go back to work and reality hits me in the face – reminds me that I don't have enough time. Why are there not enough hours in the day?

At this year's annual conference, SLSA won several contests and awards. Also, our very own Lynne Prescott, CCLS, was installed as LSI Executive Secretary for 2016-2017! She will also continue as LSI Treasurer until someone else is nominated and elected.

SLSA was in a different category this year; we usually are in competition with only one other association – San Diego LSA. This year SLSA was competing with several other associations, and competition was fierce. We were on pins and needles waiting to see who won first place in the Chapter Achievement Contest, the Bulletin Contest, the History/Scrapbook Contest, the Membership Gain Contest, etc. And we were surprised (well, not really when you know how hard she works) at the winner of LSI's President's Award. The President only presents that award at Annual Conference and to only one person and it is a BIG deal! I'm not going to "spoil" anything else, so you have to read our Governor and Conference Delegates' reports.

Hope to see you at August Conference, which will be in Rancho Cordova.

--Crystal



Sacramento Legal Secretaries Association



Dinner Meeting - September 15, 2016

Courtyard Marriott
4422 Y Street - Sacramento
5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting



MSJs: Navigating the Procedural Pitfalls

Speaker: Robert M. Nelsen
Attorney at Dreyer Babich Buccola Wood Campora, LLP

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

RSVP by Noon on Friday, Sept. 9*

Two Ways to Register:

- Online at www.slsa.org under Upcoming Events (Preferred)
- Via e-mail at reservations@slsa.org (please include menu choice)

\$25 SLSA Members / \$30 Non-Members
Add \$5 after deadline

Make checks payable to SLSA and mail to:

Petersen Law
Attn: Michele Van Dyke
1420 Rocky Ridge Drive, Suite 160
Roseville, CA 95661

Dinner Menu – Choice of:

- Meat Lasagna with Fresh Marinara and Vegetables
- Penne Pasta Primavera with Fresh Vegetables and Light Olive Oil Vinaigrette Served with Grilled Vegetables with Rice and Balsamic Glaze

Entrees include green salad and choice of Starbucks Coffee, Tazo Tea, and water service.

SLSA's Vendor Partner for September

AtkinsonBaker

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

Parliamentarian Workshop



Dawn Forgeur, CCLS, Jennifer Estabrook, CCLS, Crystal Rivera, Lorenzo Cuesta, PRP, Brenda Bracy, CCLS, Jan Ainsworth, and Shannon Kline



Dawn Forgeur, CCLS and Shannon Kline

Member News



Submitted by:
Vice President
Brenda Bracy,
CCLS

Wishes for a Speedy Recovery

John Baldwin, Please send good thoughts and wishes for a speedy recovery to our honorary member John Baldwin. He is currently in a Sacramento Post Acute Care Facility recovering from severe back pain

Condolences

Karin Kitchen, administrator at Spinelli, Donald and Nott recently passed away. Our condolences go out to her family.

Donna Marie Labots-Misbeek Age 71, passed away peacefully Wednesday, May 25, 2016 after a brief illness. Born December 22, 1944 in Long Beach, California, she grew up in Santa Barbara, married, and moved to Santa Maria to raise her family, returning to Santa Barbara in 1987. She spent the majority of her career as a paralegal, retiring after 53 years from a profession she truly loved. In 1971 she chartered the Santa Maria chapter of Legal Secretaries, Inc., which continues to enrich its members working in the local legal community. She adored the ocean, finding solace in its magnificent presence. A devoted wife and mother to her two boys, her other passions were helping others and volunteering with local charitable organizations. Preceded in death by her son, Craig Hite (2008), mother, Ann Depaoli (1999) and Father, John Depaoli (1985), she is survived by her husband George Labots-Misbeek of Santa Barbara and son Jeff Hite of Santa Maria. Private inurnment. Donations in her memory may be made to VIVA Animal Shelter, Lompoc, California.

The Rutter Group's Kalman S. Zempleny, II, passed away suddenly and unexpectedly on Friday, July 22, 2016. No other details are available at this time. Cards and flowers may be sent to: Ken Wright, 4340 Strohm Avenue, Los Angeles, CA 91602. Services will be held at Noon on September 10, 2016, at Forest Lawn, Hollywood Hills followed by a reception at Hilton Universal.

Honorable Michael J. Virga, Sacramento County Superior Court passed away. Judge Virga was very well respected in the legal community. Colleagues described Judge Virga as a big man with keen intellect and kind demeanor. He presided over many trials and prior to his retirement was the presiding judge in the settlement conference department. Our condolences go out to his family.



Member News (Cont'd)

June and July Birthdays

Sizzling Summer Sweetness to all of SLISA's June and July babies!!

Linda Bianchi	June 1	Yolanda De La Cruz	June 22
Anne French	June 6	Maimie Chyinski	June 23
Kari Hernandez	June 7	Sherrell Hill	June 27
Lelia Jackson	June 7	Crystal Rivera	June 27
Betty Hamilton	June 8	Jamie Gifford	June 29

Sarah Kelly	July 2	Heather M. Rodriguez	July 15
Luz Loree	July 7	Morgan Albanese	July 22
Jackie Flores	July 8	Pamela Lee	July 22
Brenda Bracy	July 10	Maryanna Rickner	July 22
Angela Kolak	July 13	Noreen Patrignani	July 24

Congratulations!

Honorary member and SLISA supporter Deena Fawcett from the court of appeal retired on July 15, 2016.

Active Membership

Debra Clark – Debra is an executive legal secretary at the Law Office of Randy E. Thomas, and has been employed as a legal professional since 1994. She specializes in administrative law, business/corporate law, criminal law, family law, law office management, real estate law, and personal injury. She celebrates her birthday on November 22.

Tressa Jacobsen – Tressa is a legal secretary at Delfino Madden O'Malley Coyle Koewler, and has been employed as a legal professional since 1996. She specializes in litigation. She celebrates her birthday on February 16.

Susan Hryekewicz, CCLS – Susan is a paralegal at Farmer Smith & Lane, LLP, and has been employed as a legal professional since 2008. She specializes in litigation and insurance coverage. She celebrates her birthday on August 13 and her hobbies include fishing, hiking, and gardening.



Member News (Cont'd)

Jeanette Maldonado Coss – Jeanette is a lead Senior Legal Typist at the State of California, Department of Health Care Services, and has been employed as a legal professional since 2011. She specializes in bankruptcy, family law, and litigation. She celebrates her birthday on March 10 and her hobbies include jewelry artisan, baking, musicals, amateur bass/drum player, dancing, technical and creative writing, communications/PR, independent sales (entrepreneur), learning new things and networking.

Alicia P. Malerbi – Alicia is a legal secretary/paralegal at Downey Brand LLP and has been employed as a legal professional since 2006. She specializes in family law. She celebrates her birthday on September 15.

Tiffany Meier – Tiffany is a Risk Management Manager at Downey Brand LLP, and has been employed as a legal professional since 2006. She specializes in appellate law, bankruptcy, family law, litigation and probate/estate planning. She celebrates her birthday on September 13.

Debbie Cervantes – Debbie is a Calendaring Clerk at Downey Brand LLP, and has been employed as a legal professional since 1993. She specializes in appellate law, bankruptcy, family law and litigation. She celebrates her birthday on April 10.

Nicole Scruggs – Nicole is a Risk Management Assistant at Downey Brand LLP, and has been employed as a legal professional since 2011. She specializes in litigation. She celebrates her birthday on August 2, and her hobbies include soccer, running, baseball and hiking.

Kari Hernandez – Kari is a Risk Management Assistant at Downey Brand LLP, and has been employed as a legal professional since 2003. She specializes in litigation. She celebrates her birthday on August 7. If you are interested in membership in SLSA, please contact Vice President Brenda Bracy, CCLS, at (916) 321-5440, or via e-mail at bbracy@boutinjones.com.

On the Move

Jennifer Chastain has moved to Gilbert, Kelly, Crowley & Jennett, LLP.

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 bbracy@boutinjones.com.





**LSI Celebrates Local Associations!
LSI 1st Quarterly Conference
August 19-21, 2016
Sacramento Marriott Rancho Cordova
11211 Point East Drive
Rancho Cordova, CA 95742**

Room Rates:

Single - \$99 Double - \$99

Triple - \$109 Quad - \$119

Please note that room rates are guaranteed only until July 28, 2016 or until reserved room block is full, whichever occurs first.

To make reservations online:

<https://aws.passkey.com/event/14080292/owner/9323/home>

To make reservations by phone please call 800.228.9290 and reference LSI August 2016 Conference

For General Information Contact:

Kim Oreno

LSI Headquarters

Email: kim@lsi.org

Phone: 800.281.21

June 16, 2016 Dinner Meeting



Anne French, Brenda Bracy, CCLS, and Corene Rodder



Jeanette Osman-Bravard, Dawn Willis, and Mary Taylor



Kim Bogie, Brenda Bracy, CCLS, and Shannon Kline



Brittney Woods, Aleks Chernyy, and John Kinney



Jennifer Estabrook, CCLS, and Crystal Rivera



Governor's Report



**Submitted by:
Governor
Jan Ainsworth**

SLSA rocked Annual Conference this year! Thank you to delegates Anne French, Brenda Bracy, CCLS, and Corene Rodder for representing SLSA at the Board of Governors Meeting. Congratulations to Lynne Prescott, CCLS; Dawn R. Forgeur, CCLS; Corene Rodder; and Brenda Bracy, CCLS. Continue reading and you will see why.

I, along with 13 other SLSA members attended LSI's 82nd Annual Conference, May 19-22, 2016, at the Flamingo Conference Resort & Spa in Santa Rosa, CA, hosted by Marin County LPA and San Francisco LPA. The theme was "Hooray for LSI – A Tribute to Hollywood." The Flamingo was built in 1957 in an art nouveau style (that remains to this day) replicating its long ago demolished counterpart in Las Vegas. The lobby hallway walls were dotted with framed black and white photographs of various movie stars

cavorting about the grounds, pool, and lounge. Considering the Conference theme, the resort was ideal. I was surprised I did not see an apparition or two. Hotel clerks and staff alike were accommodating and courteous. The hotel even hosted an evening wine tasting and a morning continental brunch. All in all a good time was had by all.

Saturday morning's Pre-Board of Governors Meeting was called to order at 8:00 a.m.; 29 governors were present and we had a quorum. The February 2016 Quarterly Conference Board of Governors Meeting Minutes were timely mailed and approved as corrected. There was a recommendation that the CAMS contract be voted upon at the Post-Board of Governors meeting. There was no unfinished business, no new business, no announcements, and we adjourned at 8:20 a.m.

Annual Conference Board of Governors Meeting was called to order on Saturday, May 19, 2016 at 10:08 a.m.; 82 delegates were registered; 81 were present; 1 was absent.

The Inspirational Message was read by Mary S. Rocca, CCLS, who read the poem "The Dash." You may already be familiar with it - I was. The poem has been enjoyed by millions around the world, written by Linda Ellis, and copyrighted in 1996. It refers to the date on one's tombstone; first, the date of birth, the dash, and the date of death. Hence, the dash represents the time we have spent on earth. How have you or how will you spend your dash? Think about it.

Our keynote speaker was The Honorable Andy Wick who became quite sentimental talking about the importance of legal secretaries and his appreciation of us. Judge Wick told us we have very stressful jobs and the objective is to de-stress. He discussed the issues of stress on attorneys and secretaries alike and urged us all to take care of ourselves, look for warning signs, and take heed. On a more positive note, Judge Wick advised that Mayor John Sawyer sent his regards via a letter with a City Council Proclamation commending the Officers and Chairmen of LSI proclaiming May 20, 21, and 22, 2016 as Legal Secretaries, Inc. Day. Everyone was elated.

Treasurer, Lynne Prescott, CCLS, made a motion that the actions of the Treasurer in paying the routine bills during the Fourth Quarter of the fiscal year 2016-2017 be ratified. The Motion carried.

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Governor's Report (Cont'd)

(Continued from page 10)

Parliamentarian, Astrid B. Romero, CCLS, reported: (1) the Adoption of 2016 Annual Conference Standing Rules were approved as corrected; and (2) the Adoption of 2016 Annual Conference Election Rules were approved as presented.

2016 Annual Conference Committee Co-Chairman, Christine Flores, CBA, reported the Adoption of the 2016 Official Program approved as corrected.

2016 Annual Conference Committee Minutes Chair, Christine A. Banks, CCLS, reported the 2016 Annual Conference Minutes were approved as distributed.

2015 Annual Conference Committee Chair, Mae Chester, CCLS, reported the 2015 Annual Conference Minutes were approved as distributed.

The 2016 Annual Conference Chair reported 173 people had registered for conference.

The Membership Chair announced the Membership Gain Contest Winners. They are:

Group A – a tie between Trinity County LSA and Santa Maria LPA with a 20% gain;

Group B – Desert Palm LPA with a 107% gain;

Group C – San Fernando Valley LSA with a 115% gain;

Group D – Long Beach LPA with a 45% gain;

Group E – Fresno County LPA with a 100% gain; and

Group F – San Diego LSA with a 44% gain.

I will save Chapter Achievement Contest results for my Chat section.

The Publications Revision Committee Chair reported royalties received for the period January 1, 2016 to March 31, 2016 total \$5,712.32 due to sales and subscription renewals for LOPM and LPH.

The Editor of *The Legal Secretary* reported the winners for the 2015-2016 Bulletin Contest out of a possible 300 points are as follows:

Class A – First Place – Conejo Valley LPA with 194 points;

Class B – First Place – Stockton-San Joaquin County LPA with 184 points;

The Editor of *The Legal Secretary* further reported the winners for the 2015-2016 Bulletin Contest out of a possible 375 points are as follows:

Class C – First Place – San Gabriel Valley LSA with 332 points; Second Place – Stanislaus County LPA with 223 points; Third Place – Alameda County LSA with 217 points;

Class D – First Place – Los Angeles County LSA with 223 points;

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Governor's Report (Cont'd)

(Continued from page 11)

Class E – First Place – Orange County LSA with 336 points; Second Place – Sacramento LSA with 326 points. Congratulations to OUR Beloved Bulletin Editor, Corene Rodder! And, Third Place – San Francisco LPA with 309 points; and

Class F – First Place – San Diego LPA with 350 points.

Legal Specialization Section Leader, Dawn Forgeur, CCLS, reported that there are 145 members as of this report which is an increase of 20 members from 2015 Annual Conference.

2017 Annual Conference Chair, Diane Mecca, CP, CBA, reported that we *Save the Date*, May 18-21, 2017, as Stanislaus County LPA is gearing up to host the 2017 LSI Annual Conference in the Central Valley at the DoubleTree Hotel. Although they have not “fine-tuned” their theme or event title, they are gearing the festivities around what Modesto is best known for, and that is American Graffiti, cruising, and the home of George Lucas. You might want to dust off your poodle skirts and saddle shoes if ya got em’ – just sayin’.

The CCLS Certifying Board Chair reported: (1) currently there are 241 active CCLSeS, 28 inactive, 8 attorneys, and 114 retired CCLSeS; (2) 37 people sat for the CCLS exam and 12 passed. Congratulations to Sacramento LSA member, Brenda Bracy, CCLS, on her achievement. Thereafter, the winners of the fee waivers for the next CCLS exam were announced. They are: Imperial County LPA and Stanislaus County LPA.

Career Promotion/Scholarship Chair, Sylvia Marsh reported the 2016-2017 Eula Mae Jett Scholarship Winners. They are as follows:

Plan A – High School Senior – 2nd Place – Kim Hoang Do – Sponsoring Association: Santa Clara County LPA; 1st Place – Lizet Villanueva – Sponsoring Association: Alameda County LSA;

Plan B – College Student – 1st Alternate – Anna Marie Doinguez – Sponsoring Association: San Diego LSA; 2nd Place – Shiana Lovejoy – Sponsoring Association: Los Angeles LSA; 1st Place – Maria Dage – Sponsoring Association: Alameda County LSA;

Plan C – 2nd Alternate – Janae Robles – Sponsoring Association: Los Angeles LSA; 1st Alternate – Barbara Occhiogrosso – Sponsoring Association: San Francisco LPA; 2nd Place – Johann Christine Alcaraz – Sponsoring Association: Alameda County LSA; 1st Place – Marielle Sarginson – Sponsoring Association: Mt. Diablo LPA.

Legal Procedure Chair, Becky J. Neidhardt reported that the LSI *Blog* has over 150 subscribers. If you have not done so yet, please sign up by going to www.LSI.org. Look for “Keep Up To Date!” and sign up. Remember the LSI *Blog* is open to everyone, not just members. Becky further reported that she was able to post over 390 court announcements, updates, and/or notices during her term over the last two years. As the courts continue to adjust and adapt – so shall the LSI *Blog*.

At Saturday's Governor's Luncheon, the Resume of the Executive Committee Meeting was discussed. Of note, Vice President, Jennifer L. Page, CCLS, reported: (1) Membership including Members at Large (MALs) – total membership 1,495 including 25 MALs as of April 16, 2016 versus

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Governor's Report (Cont'd)

(Continued from page 12)

1,546 members including MALs on April 15, 2015; and (2) Discussion on the status of El Dorado County LPA and Trinity County LSA. Neither Association has paid their per capita; however, there is no discussion as to dissolution at this time. There was also an Executive Committee Recommendation to renew the contract of California Advocates Management Services (CAMS) for the term of June 1, 2016 to May 31, 2017. EC Recommendation No. 1 was approved and was voted upon at Post-Board of Governors Meeting.

There was no unfinished business, no new business, and we adjourned at approximately 3:45 p.m. to scurry off to our various seminars and gussy up for Saturday night banquet.

At banquet, Sacramento LSA was awarded First Place in the Chapter Achievement contest in our category. More on that in my Chapter Achievement Chat. Even more importantly, the very prestigious LSI President's Award was awarded to LSI Legal Specialization Section Leader and SLISA member, Dawn R. Forgeur, CCLS, for providing outstanding assistance and support to the LSI President and to LSI. Those of us at the table were thrilled for her. Kudos to you Dawn and congratulations!

Sunday morning's session was called to order at 10:00 a.m.; 82 delegates were registered; 73 delegates were present; 9 were absent. Thereafter your LSI 2016-2017 Roster of Elected Officers were announced: They are: President, Jennifer L. Page, CCLS, Marin County LPA; Vice President, Heather Edwards; San Fernando Valley LSA; Executive Secretary, Lynne Prescott, CCLS; Sacramento LSA. There were no properly credentialed nominations from the floor for Treasurer; and, so, Lynne Prescott, CCLS, will do double duty and also remain as Treasurer with the help of the Executive Board until such time as a Treasurer is named.

Sunday morning's Post-Board of Governors Meeting after Brunch was called to order at 11:00 a.m.; 31 governors were present constituting a quorum. The LSI Proposed Budget for 2016-2017 was adopted. EC Recommendation No. 1 to continue LSI's administration contract with CAMS previously approved at Governor's Luncheon was passed. There were two bids for February 2018 Quarterly Conference: Orange County LSA and San Diego LSA. With a standing vote of 25 in favor and 7 against, Orange County LSA won the bid. Conference will be held at the Knott's Berry Farm Hotel in Buena Park, CA, on February 22-25, 2018. Room rate: \$135 Single/Double; Parking Fee: \$7 per day; Projected Scrip: \$145; accessible via John Wayne International Airport, Santa Ana, CA. Oh, and for you foodies, I understand Mrs. Knott's fried chicken dinner will be on the menu. And, yes, there will be pie. My guess is boysenberry or cherry rhubarb.

Chapter Achievement Chat

Two words - We Won! SLISA was awarded First Place in our category of five submissions with 44,175 Chapter Achievements Points. I have a lovely golden statuette to share with you along with a First Place ribbon, a Chapter Achievement Award Certificate, and a check in the amount of \$100.00. My sincerest thanks to all who submitted CAPS forms. Let's do it again next year bigger and better. Go SLISA Go!

As always, feel free to email me with questions or comments at jainsworth@murphyaustin.com. I am interested, here to serve, and will respond promptly.

Until next time - take care. Jan

Delegates' Reports



**Submitted by:
Vice President
Brenda Bracy,
CCLS**

Thank you for electing me to be one of the delegates representing SLSA at LSI's 82nd Annual Conference held at the Flamingo Conference Resort & Spa in Santa Rosa, California. This was my first time attending an annual conference. It was a great experience and I enjoyed meeting other legal professionals from all over the state and attending various meetings and workshops.

Saturday morning we attended the opening ceremony by LSI President Mary J. Beadrow, CCLS, and were called to order at 9:30 a.m. Session 1 began with the Report of the Registrar. The Registrar noted 82 delegates were registered, 1 delegate was absent, and we had a quorum. Presentation of the Colors was performed by Civil Air Patrol, Empire Composite, Squadron 157. The Pledge of Allegiance was led by LSI Past President Patricia E. Miller, PLS, CCLS. The new CCLSes were recognized.

Introduction of the keynote speaker was by LSI Past President Diana E. Estabrook, PLS. The speaker was the Honorable Andy Wick, Sonoma County Superior Court. Judge Wick had been in private practice for 26 years before becoming a judge and was always willing to be a speaker. He was appointed to the bench in 2006.

Judge Wick gave a very moving speech about the role we play as legal assistants and at one point was moved to tears when describing the many years he had worked with his own legal assistant. Judge Wick stated that secretaries are the backbone of the legal profession. He told us to always watch for stress in people around you. There was a local attorney who had recently passed away, and no one had noticed how stressed he had been prior to his death. Judge Wick was a great speaker and you could tell he had nothing but respect for legal secretaries and the role we play in the legal field.

Judge Wick then stated the Mayor of Santa Rosa, John Sawyer, could not attend the Conference as he was busy with a local parade. However, he read a very moving letter from Mayor Sawyer on behalf of the City Council of Santa Rosa.

LSI President Mary Beadrow, CCLS, introduced LSI Past Presidents, and stated that 50 years ago the annual Conference was held at the Flamingo and the then LSI President Patricia Brady was in attendance today. The remaining

LSI Past Presidents were then introduced and dismissed for a special luncheon.

After a short break, we reported back with the Registrar noting 82 delegates registered, 2 delegates absent, and we had a quorum. Conference Standing Rules and Conference Election Rules were adopted. The 2015 Official Program was adopted as amended. 2015 Annual Conference Minutes were approved. A committee was appointed to review the 2016 Conference Minutes. Correspondence was read by LSI Treasurer Lynne Prescott, CCLS, regarding \$350 donated to the Eula May Scholarship Fund. Reports of the LSI's elected officers were then read.

We then recessed for lunch. SLSA members elected to not attend the CCLS Luncheon, and instead we went to lunch at Johnny Garlic's to celebrate my recent passing of the CCLS exam. I was truly honored for all who attended lunch with us. The food was great and the company was even better.

After lunch we reported for Session 2 with the same number of delegates registered and 1 delegate absent. We had a quorum.

It was announced that the 83rd Annual Conference will be hosted by Stanislaus County LPA. The Annual Reports of the Committee Chairmen were read. There was no new or unfinished business to be discussed and we adjourned.

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Delegates' Reports (Cont'd)

(Continued from page 14)

That afternoon I attended the Civil Litigation Section Seminar – Federal Subpoenas hosted by Jim Ayer of Titan Legal Services. He was a good speaker and gave us a nice handout.

Saturday evening we attended the banquet with the theme of “A Tribute to Hollywood.” Everyone was dressed fancy for the event. Awards were given for the Scrapbooking contest and the History Book contest. SLSA received first place for our Scrapbook. Great job Corene Rodder.

At the CCLS luncheon the new CCLSes were given beautiful wrist corsages to wear at the banquet. The CCLSes were then introduced and were given their certificates. After we received our certificates, the room erupted in applause, giving us a standing ovation and took many pictures. It made us feel quite special. I was truly honored with the amount of recognition we were given all day on Saturday. Everyone had a great time at the banquet.



Submitted by:
Anne French

This year's annual conference was held in Santa Rosa at the Flamingo Conference Resort and Spa. It was a beautiful venue with a nostalgic feel of the Rat Pack era.

Friday morning of the conference started out with various workshops. I attended the legal secretarial training workshop. There was a lot of discussion regarding continuing education for legal secretaries and the importance of being a mentor to new legal secretaries coming into the field. I'm sure many of you still remember the early beginnings of your career and how overwhelming it was to learn the rules and nuances of your area of law, let alone, the quirks of the attorney you were supporting.

During the workshop, discussion regarding a book called Litigation By the Numbers by Julie Goren came up as an excellent reference book for legal secretaries. Julie Goren started out as a legal secretary and eventually moved on to become an

attorney. This is an excellent reference book for those who may be new to litigation or perhaps not familiar with litigation, especially regarding calendaring.

Friday evening was the meet and greet in which the theme was Star Wars. Many conference attendees came dressed as their favorite Star Wars character. There was a lot of creativity in the costumes that were worn at the event. The hosting associations had a great selection of appetizers and snacks during the event while everyone relaxed and visited with friends from different associations. Friday was a great kick off to the conference weekend.



Delegates' Reports (Cont'd)



Submitted by:
Corene Rodder

Thank you for electing me to be one of the delegates representing SLSA at the 2016 LSI Annual Conference held at the Flamingo Resort in Santa Rosa, CA. This is my third time attending an annual conference. It is always nice to see other legal professionals from all over the state and attend the different meetings and workshops.

I was happy to see all the different bulletins submitted for the annual contest. I am always amazed at the variety of styles and formats. In our category (E – 66 to 150 members) we received Second place in a close race. Orange County LSA took first place with 336 points; Sacramento LSA was second with 326 points; and San Francisco LPA was third with 309 points.

Sunday was a wonderful day beginning with the delegates registering in the ballroom. The executive board was installed and then the chairmen were appointed. The installing officer, Mary S. Rocca, CCLS, LSI Past President 2004-2006 and a member of Alameda County LSA, introduced each of the executive board members as a piece of the movie making industry. They are: President, Jennifer L. Page, CCLS, Marin County LPA; Vice

President, Heather Edwards; San Fernando Valley LSA; Executive Secretary, Lynne Prescott, CCLS; Sacramento LSA. There were no properly credentialed nominations from the floor for Treasurer; and, so, Lynne Prescott, CCLS, will do double duty and also remain as Treasurer with the help of the Executive Board until such time as a Treasurer is named.

Sandra Jimenez, CCLS, presented a monetary gift to President Mary Beaudrow, CCLS. After President Mary Beaudrow, CCLS, gave her thank you speech, she then gave the floor to President Jennifer L. Page, CCLS, to announce the chairmen. Two of our very own association members stepped up as chairmen: Dawn Forgeur, CCLS, Legal Specialization Sections Coordinator, and Tammy Hunt, CCLS, Law Office Administration Section Leader.

Next came the announcements of the “People’s Award” for the History Book and the Scrap Book. We won! It is not judged like the bulletins. The scrapbooks are voted on by the attendees of the conference. Congratulations to everyone that contributed to our success.

There was no new business. Among the announcements from the host associations for the next two annual conferences, the next quarterly conference was announced for August 19-21, 2016, in Rancho Cordova. The theme will be “Celebrating Local Associations.” I hope to see you there!

We ended with the closing song “Till We Meet Again.” I encourage each of our members to attend a conference. You have the opportunity to learn so much from our membership. Corene



Annual Conference May 19-22, 2016



LSI
*Educating California's
Legal Support Professionals*

Educational Programs

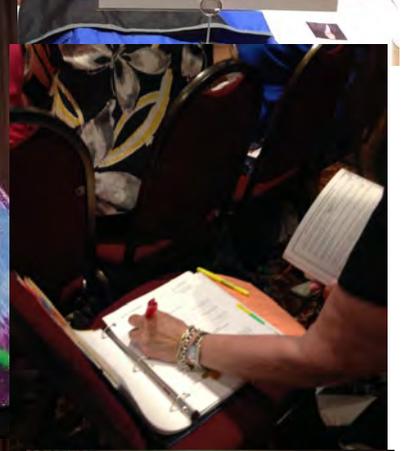
- California Certified Legal Secretary (CCLS)
- Beginning Legal Secretary Training (BLST)
- Online Courses

Legal Specialization Sections (LSS)

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

Educational Materials

- Legal Professional's Handbook (LPH)
- Law Office Procedures Manual (LOPM)
- Instructor's Guides for LOPM
- Study Guide & Kit for CCLS
- The Legal Secretary - LSI Magazine
- LSS Newsletters





**The Sacramento County Bar Association
Annual Bench-Bar Reception**

Honoring Judge David Abbott as Judge of the Year

Appetizers • Hosted Bar • Jazz Combo

Thursday, September 15, 2016
Reception 6 pm to 9 pm
Program starts at 7 pm

Sacramento Convention Center, 1400 J Street, Sacramento, CA 95814

Individual Ticket Registration Form

Individual Tickets: _____ \$50 SCBA Members _____ \$85* Non SCBA Members _____ \$20 Court Staff/Law Students
(After August 31, 2016 all individual ticket prices increase by \$10.)

You can pay by credit card or make checks payable to Sacramento County Bar Association.
 Please mail, fax or email this form to: Sacramento County Bar Association, 425 University Ave., Suite 120,
 Sacramento, CA 95825 • Phone (916) 564-3780 • Fax (916) 564-3787 • Email: scba@sacbar.org

FIRST NAME: _____ LAST NAME: _____
 ADDRESS: _____ PHONE: _____
 CITY: _____ STATE: _____ ZIP: _____
 EMAIL: _____ CHECK AMOUNT: \$ _____
 CREDIT CARD NUMBER: _____ AMOUNT: \$ _____
 EXPIRATION DATE: _____ MASTER CARD: _____ VISA: _____ CVV CODE NUMBER: _____
 SIGNATURE: _____

If you are purchasing multiple tickets, please provide your guest's name below:

GUEST NAME: _____ GUEST NAME: _____
 GUEST NAME: _____ GUEST NAME: _____

*Includes 2016 SCBA Membership for the rest of the 2016 calendar year, email scba@sacbar.org to request an application for SCBA Membership.

Sacramento Legal Secretaries Association

2016 – 2017

BOSS OF THE YEAR

- Nominations for SLSA's 2016-2017 BOSS OF THE YEAR are now being accepted. The nomination must be made by a member of SLSA.
- Please submit an essay of 500 words or less. Your submission must also describe your boss in three words. The winner's nominating assistant will receive a \$50 gift card, and the winning BOSS will receive a beautiful plaque.

Please email your essay by 5:00 p.m., September 23, 2016, to the following judges:

Elizabeth Madden, CCLS – elizccls@gmail.com
Michelle Chavez, CCLS – michellechavez@yahoo.com



All essays submitted by the deadline will be considered.
The WINNER'S NOMINATING ASSISTANT and BOSS OF THE YEAR will be announced at the October 20, 2016 dinner meeting and will receive well-deserved recognition.

Sacramento Legal Secretaries Association

2016 – 2017

LEGAL PROFESSIONAL OF THE YEAR

- Nominations for SLSA's 2016-2017 Legal Professional of the Year are now being accepted.
- Please submit an essay of 500 words or less explaining why your nominee (who must be a member of SLSA) should be the Legal Professional of the Year, and also describe the nominee in three words.

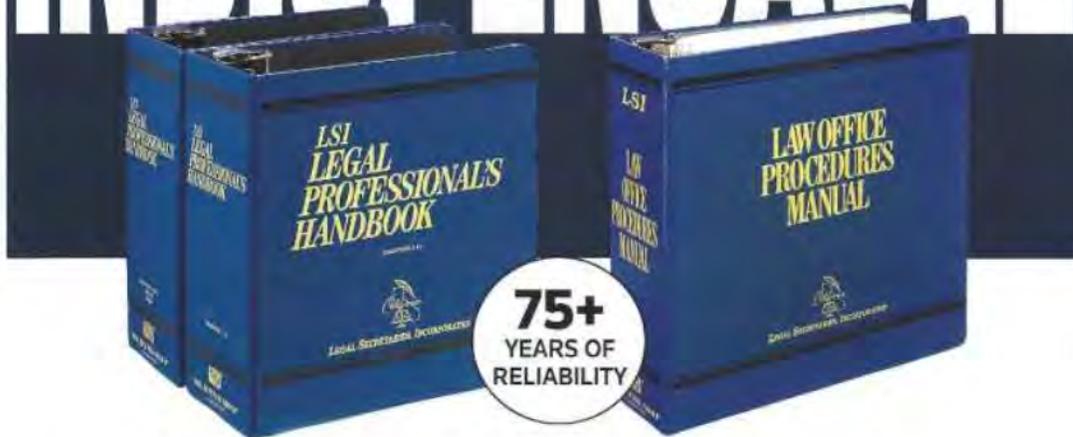
Please email your essay by 5:00 p.m., September 23, 2016, to the following judges:

Elizabeth Madden, CCLS – elizccls@gmail.com
Michelle Chavez, CCLS – michellechavez@yahoo.com



All essays submitted by the deadline will be considered.
The LEGAL PROFESSIONAL OF THE YEAR winner will be announced at the October 20, 2016 dinner meeting. In recognition of his/her accomplishment, the winner will receive a plaque, certificate of recognition, and a \$75 gift card.

INDISPENSABLE



LEGAL PROFESSIONAL'S HANDBOOK

...THE ULTIMATE RESOURCE GUIDE!

Busy lawyers rely on their staff to handle many details of their practice. They look to you, as a professional, to know what to do, and when and how to do it. The *Legal Professional's Handbook* provides you with the answers... just as it has for over 75 years! Each chapter contains detailed practice forms and step-by-step instructions covering every major area of California law practice. The Handbook is an invaluable resource to add to your entire reference library!

LSI MEMBERS-ONLY PRICE\$273
 Nonmembers Price.....\$390

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This Manual contains detailed practice forms for every major area of law practice, along with step-by-step instructions for completing them. This is a "must-have" forms guide for legal secretaries, paralegals and new lawyers; and it's a great resource for training your office staff. In fact, the Manual is frequently used in schools, workshops and legal secretaries classes. You'll also find handy miscellaneous aids, such as procedural checklists and guidelines, tips on transcription and proofreading, law office abbreviations and legal terminology, and a list of useful reference books.

LSI Members-Only Price.....\$164.50
 Nonmembers Price.....\$235

Price includes shipping. Add applicable sales tax.
 This title is updated bi-annually for subscribers by replacement pages.

Buy both LSI books together and get a discount!

Combo price for both books.....\$425

Price includes shipping. Add applicable sales tax.

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SLSA's Reno Bus Trip

Saturday, October 8, 2016



While in Reno, enjoy the
EIDorado Great Italian Festival too!

Includes:

- \$5 Food Credit Voucher at Silver Legacy Resort/Casino
- \$10 Free Casino Play at Silver Legacy Resort/Casino
- Free Bùsta Bag on trip
- Games with Prizes on trip

Onboard:

- Restroom
- \$2 Beers, Mimosas, Bloody Mary's, Screwdrivers, Sodas
- Italian Stallion Horse Races (\$2 bets)
- Raffle Prizes (Ticket Sales - \$1 for 1, \$5 for 7, \$10 for 16)

Must be 21 years of age or older (must show your I.D. at check-in)
No Glass Containers, Please
Open to Members & Non-Members of SLSA

ONLY \$33 PER PERSON

Departures & Drop-Offs:

8:00 AM Pick-Up @ the parking lot nearest to the
[Closed] Coco's Bakery Restaurant, 1830 Arden Way
8:20 AM Pick-Up @ the parking lot at
CVS Pharmacy, 5333 Elkhorn Blvd.

RSVP BY SEPTEMBER 15, 2016
(no refunds after this date)

Please mail in the form below.
Questions?

Dawn Willis: dwillis@downeybrand.com
Mary Taylor: mtaylor@downeybrand.com

Make Checks Payable to: **SLSA**
Mail completed form & payment to:
Alicia Malerbi c/o Downey Brand LLP

621 Capitol Mall, 18th Fl., Sacramento, CA, 95814-4731

Name: _____

Number of Tickets Requested: _____ | Email: _____

Address: _____

Contact/Mobile Phone: _____

Pickup Location: 8:00 am [Closed] Coco's on Arden or 8:20 am CVS on Elkhorn

CCLS Report



Submitted by:
Elizabeth
Madden, CCLS

CONGRATULATIONS to the most recent additions to LSI's ever growing CCLS population! Below are the individuals who passed the CCLS exam on March 19, 2016. One of those intelligent individuals is our very own BRENDA BRACY, CCLS!

- Brenda Bracy, CCLS, Sacramento LSA
- Elizabeth Cameron, CCLS, Santa Clara County LPA
- Ruth Marina Durazo, CCLS, San Diego LSA
- Lori Lovelace-Jones, CCLS, Santa Clara County LPA
- Maria Patterson, CCLS, Santa Clara County LPA
- Jessie Ruedas, CCLS, Riverside LPA
- Denise Smith, CCLS, Non-Member

The next CCLS exam will be Saturday, October 15, 2016, location to be announced at a later date. A copy of the Application is included in this bulletin, or you may go to LSI's website, under CCLS Certification, Learn More for a fillable application.

The next CCLS On-Line Study Group begins August 9, 2016. Classes are every Tuesday evening from 7:30 p.m. to 8:30 p.m., through October 11, 2016. Sign up is through August 2, 2016. A copy of the registration is included in this bulletin, or you may go to LSI's website, under Upcoming Classes for a fillable form.

Terminology Quiz

True or False. The following terms should be hyphenated unless they appear in quoted matter and were not hyphenated in the original. California Style Manual, §§ 4:43-4:44.

1. _____ above-described
2. _____ attorney-client relationship
3. _____ blood-alcohol level
4. _____ case-in-chief
5. _____ case-law
6. _____ co-counsel
7. _____ co-workers
8. _____ court-appointed
9. _____ I-beam
10. _____ mid-term
11. _____ parent-child relationship
12. _____ re-examine
13. _____ tape-recorded
14. _____ well-being
15. _____ work-product

Vocabulary

Attribute	Database programs have the capability to limit and define what information can be entered into a specific field in a computer form.
Bibliographic Indexing (BI) or Objective Coding	The recognition of certain fields of information, such as the author, date, addressee, and the like.
Clawback Agreement	To limit the cost of reviewing the significant volumes of electronic information and try to prevent the waiver of inadvertent disclosure of privileged information, both parties to a dispute agree in writing that inadvertent production of privileged materials will not automatically constitute a waiver of privilege. If the producing party realizes the disclosure in a reasonable time, he can request the documents be returned and the other party must comply.
Deduplication	The process of separating duplicate e-mail messages, word processing documents, and other computer files from the electronic file collection.
Ephemeral Data	Temporary information that exists for a brief period, such as data stored in RAM or in cache.
Fuzzy Search	This technique locates words that closely match the spelling of the primary word.
Hashing	The process of generating a value from a computer file, a section of a storage disk, or a whole disk, and then, recorded.
Infrared Technology	Invisible radiation wavelengths.
Metadata	Hidden or embedded data.
Native File	File format used by a specific software application.
Quick Peek	In this type of arrangement, the requesting party is allowed to see his opponent's entire data set before production, even the privilege data. The requester identifies relevant information from his opponent's mass of information. The producing party then extracts privileged information from the now smaller set, which has already been reviewed by the requesting party, and turns over his responsive documents and a privilege log.
Relational Database	The storing of information in a collection of tables, each table storing information about one subject. A table is divided into rows and columns. These tables can be related for business or other informational purposes by using "keys."
Steganography	The science of hiding the existence of a message within another message or computer file.
Virtualization	The creation of a virtual (as opposed to actual) version of an operating system, a server, a storage device, processors, or other network resources.

ANSWERS TO TRUE AND FALSE:
1=F, 2=T, 3=T, 4=T, 5=F, 6=F, 7=F, 8=T, 9=T, 10=F, 11=T, 12=F, 13=T, 14=T, 15=F



California Certified Legal Secretary
A Program of LSI®



APPLICATION TO TAKE CCLS® EXAM

Mail Application, copy of LSI Membership Card (if applicable), and fees to:
CCLS Certifying Board, 14403 Leibacher Avenue, Norwalk, CA 90650

(Select one) **Northern California** **Saturday, October 15, 2016**
 Southern California **Saturday, March 18, 2017**

- **Deadline:** Applications must be received 60 days prior to the examination date.
- **Late Application:** Late Fees apply when Applications are received less than 60 days (but not less than 30 days) prior to the examination date, and accepted only if space is available.
- **Deferral:** Requests to defer to the next exam must be received at least 30 days prior to the exam date.

EXAMINATION FEES (Select Payment Type)		Check <input type="checkbox"/> Payable to "LSI" Mail to above address	PayPal <input type="checkbox"/> Email exam application to CCLSCertifyingBoard@gmail.com . Payment link will be provided upon confirmation of eligibility to sit for exam.
LSI Members <input type="checkbox"/>		Non-LSI Members <input type="checkbox"/>	
On Time Registration Fee	\$ 25.00	On Time Registration Fee	\$ 75.00
Examination Fee*	100.00	Examination Fee*	100.00
Late Fee (if applicable)	30.00	Late Fee (if applicable)	30.00
TOTAL DUE w/o Late Fee:	\$125.00	TOTAL DUE w/o Late Fee:	\$175.00

Personal Information

Name: _____
Mailing Address: _____
Last 4 digits of SSN: _____ Email: _____
Phone (Day): _____ Phone (Evening): _____
LSI Member: Yes (enclose copy of LSI Membership Card) No
Name of Local LSI Association: _____

Employment Information

Provide your legal secretarial employment information beginning with your most recent (or current) employment in order to confirm that you have at least two years' experience. Attach a supplemental page if you have not been in your current position for two years.

Position: _____ Dates of Employment: _____
Employer: _____
(name and address)
Supervisor: _____ Supervisor's Phone: _____
Supervisor's Email: _____
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 not to be discussed with anyone, and that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Date: _____ Applicant Signature _____

*Fees subject to change without notice.
Rev. April 2016

Vendor of the Month

Royal Reporting Services, Inc.

Our June 16 Vendor of the Month (VOM) was Royal Reporting Services, Inc. Owner and Certified Shorthand Reporter Sherree L. Blakemore and Certified Shorthand Reporter Karen Urbano joined us for dinner. They brought some great swag, and donated two gift cards for raffle prizes. Sherree explained that she is not a salesperson, but gave us plenty of information about Royal.

Sherree started the company in 1990, serving Sacramento and Northern California. Even though Royal is a local company, they provide services anywhere their clients ask them to go. Sherree's mission is to keep her firm at the forefront of the reporting industry by staying progressive with the most up-to-date technology available in the industry without sacrificing personal service.

Royal also provides online deposition scheduling, 24/7 online access to transcripts and exhibits, real-time reporting, draft transcripts, hyperlinked exhibits in transcripts, conference suite coordination (both in-house and out-of-town space), and much more. If you're in need of an interpreter, contact Royal – they have access to professional and skillful interpreters. Need a videographer? Look no further than Royal.

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Calendar / Dates to Remember

JULY

July 4	Independence Day. State and Federal Courts closed, and no U.S. Mail delivery or pick-up.
July 12	SLSA's Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
July 20	Last day to postmark August conference registration to receive discount.
July 21	SLSA's Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15 p.m. Dinner. Our guest speaker will be Gina L. Lera of Lera Tiberini. Topic: "If There's a Will, There's a Way."
July 28	Deadline to receive guaranteed room rate for LSI's First Quarterly Conference at the Sacramento Marriott, Rancho Cordova, CA.
July 28	Deadline to submit articles to the Editor for the August issue of <i>The Legal Eagle</i> .

AUGUST

August 9	SLSA's Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
August 15	Deadline to register for Legal Specialization Seminars at LSI's First Quarterly Conference.
August 19-21	LSI's First Quarterly Conference, Sacramento Marriott, 11211 Point East Drive, Rancho Cordova, CA.
August 25	Deadline to submit articles to the Editor for the September issue of <i>The Legal Eagle</i> .

Legal Procedures



Submitted by:
Sarah I. Martinez

TULARE – NOTICE OF TEMPORARY COURT CLOSURE

The Visalia Division of the Tulare County Superior Court will be closed to the public on Thursday, August 18, 2016, from 12:00 p.m. to 4:00 p.m. so court staff may participate in an organized training event.

Limited services will be made available as mandated; however, access to the building will not be allowed during this time.

Additional information regarding available services at alternate locations will be posted at a later date.

All questions may be directed to Deanna Jasso, Court Administrative Manager at (559) 730-5000 ext. 1117.

USDC CENTRAL DISTRICT OF CALIFORNIA – EXPANDED PUBLIC HOURS

The United States District Court, Central District of California, is expanding the public hours of the Clerk's Office. Effective July 1, 2016, the Clerk's Office in the Court's Los Angeles, Santa Ana, and Riverside courthouses will be open from 9:00 a.m. to 4:00 p.m., Monday through Friday. Notice of any exceptions to this schedule, such as closures for federal holidays or special events, will be provided in advance.

COURT OF APPEAL, FIFTH APPELLATE DISTRICT – LIVE STREAMING OF ORAL ARGUMENTS

Live streaming of oral arguments will start effective June 29, 2016.

<http://www.courts.ca.gov/5dca.htm>



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO**

WWW.SACCOURT.CA.GOV

AMENDED PUBLIC NOTICE

CHANGES TO LIMITED CIVIL CASE MANAGEMENT PROGRAM

Effective July 1, 2016, the Sacramento Superior Court will implement AB555, mandatory Expedited Jury Trial Program for limited civil cases (excluding unlawful detainees). Detailed program rules will be posted on the Civil page of the Court's website at www.saccourt.ca.gov on or about July 1, 2016.

**EXPEDITED JURY TRIAL PROGRAM FOR LIMITED CIVIL CASES
PROGRAM DESCRIPTION**

When all parties have answered and/or been dismissed **AND** the relevant documents have been processed by the Court, the case is at-issue, and a [Limited Civil Case Status Memorandum \(CVÆ-202\)](#) shall be filed with the Court. Opposing counsel has 15 days to file a Limited Civil Case Status Memorandum (CVÆ-202) indicating any objections. Opposing counsel shall mark the box "Counter Case Status Memorandum" on the form. Limited Civil Status Memorandums shall be served on all parties or their counsel of record unless otherwise directed by the Court. The Court may set a hearing in the Limited Civil Pretrial department to determine disputed matters.

All trials on limited civil cases shall be set pursuant to the filing of a Limited Civil Case Status Memorandum (CVÆ-202). Pursuant to Code of Civil Procedure Section 630.20, all limited civil cases requesting a jury trial, shall be set for an expedited jury trial unless a request to opt out is made and granted by the limited civil judge. To request to opt out of the Expedited Jury Trial Program, a Judicial Council form Request to Opt out of Mandatory Expedited Jury Trial Procedures (EJT-003) **MUST** be filed. To object to a request to opt out of the Expedited Jury Trial Program, a Judicial Council form Objection to Request to Opt Out of Mandatory Expedited Jury Trial Procedures (EJT-004) must be filed.

Short cause civil cases will be set for trial in Department 47 at 8:30 a.m. on Fridays. Expedited Jury Trials will be set for trial in Department 47 at 8:30 a.m. on Tuesdays. All long-cause limited civil cases will be referred to the Court's [Trial Setting Process](#).



SUPERIOR COURT OF
CALIFORNIA
COUNTY OF SAN BERNARDINO
247 West Third Street, 11th Floor
San Bernardino, Ca 92415-0302
www.sb-court.org

909-708-8747

Raymond L. Haight III
Presiding Judge

Nancy CS Eberhardt
Interim Executive Officer

NEWS RELEASE

Release Date: June 24, 2016

Mandatory Settlement Conference Week October 24 – 28, 2016

SAN BERNARDINO—The Superior Court of California, County of San Bernardino, Civil Division, will host a Mandatory Settlement Conference Week, during the week of October 26 – 30, 2016.

This Mandatory Settlement Conference Week is being held to assist litigants in resolving their cases prior to trial. In partnership with volunteer attorneys throughout the County, the court will set mandatory settlement conferences (MSC) during this week-long event. Settlement conferences are an excellent alternative to trial and allow all parties to reach a mutual resolution for the benefit of all.

Please take further notice, that if any party to an action is interested in participating and has not been given notice of a MSC date, or if you have any questions regarding Mandatory Settlement Conference Week, please contact the civil clerk's office at (909) 708-8678 as soon as possible to make arrangements.

In order to prepare fully for this Mandatory Settlement Conference, upon receiving your Notice of Hearing, please take note of the following requirements:

- Briefs must be submitted five (5) days prior to each scheduled settlement conference and must be filed in the department;
- All persons with settlement authority must be present, i.e., plaintiff, trial counsel, insurance company representatives, etc.;
- All discovery must be completed prior to settlement conference; and
- At least one party to the action must be represented by counsel in order to participate.

Please refer to SBSC Local Rules of Court 610-621 for a complete list of requirements.

###



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

240 Church Street • Salinas, California • 93901 • (831) 775-5400

Contact: NONA MEDINA
Public Information Officer
(831) 775-5400 x3020
medairfo@monterey.courts.ca.gov

PRESS RELEASE

July 18, 2016

COURT SELF-HELP CENTER SERVICES AVAILABLE IN SALINAS EFFECTIVE JULY 18, 2016

The Monterey County Superior Court is pleased to announce the expansion of the Self-Help Center (SHC) to Salinas. The new Salinas SHC office is located on the 1st floor, in Room #172 at the Salinas Courthouse, 240 Church Street. Hours of operation are each Monday and Friday from 8:00 am to 4:00 pm.

The expansion of SHC services to Salinas will provide greater convenience to self-represented litigants who live in remote areas of Monterey County who need assistance with family law and other civil case document preparation. The Salinas SHC will lessen the impact of long distance travel and should provide time and cost savings for residents who otherwise may face up to 100 roundtrip miles to access in-person document preparation assistance. SHC services in Salinas will mirror the assistance provided at the Monterey SHC office, where legal and support staff effectively guide self-represented litigants with document preparation review and conduct workshops in select court matters.

Assistance is available with divorce, nullity, legal separation, limited civil cases, guardianships, name changes, emancipation, landlord/tenant, step-parent adoptions, limited conservatorships and domestic violence, and civil harassment restraining orders. SHC services will also continue to be provided at the Monterey Courthouse located at 1200 Aguajito R.d. in Monterey. Both locations provide SHC assistance in both English and Spanish.

Court Executive Officer Teresa A. Risi said, "Our goal as a Court is to continue to enhance access to the justice system for all community members. Representing yourself in court can be an intimidating process, particularly when you're not certain what to expect or what steps are necessary to resolve your dispute. I'm delighted that self-represented litigants will now have access to in-person assistance in both Monterey and Salinas provided by the Self-Help Center."

*The mission of the Court is to dispense justice in all matters within
its jurisdiction in an impartial manner and in accordance with the law.*



NEWS RELEASE

Release Date: July 11, 2016

SUPERIOR COURT OF
CALIFORNIA
COUNTY OF SAN BERNARDINO
247 West Third Street, 11th Floor
San Bernardino, Ca 92415-0302

www.sb-court.org

909-708-8747

Raymond L. Haight III
Presiding Judge

Nancy CS Eberhardt
Interim Executive Officer

BARSTOW COURTHOUSE TO OFFER NEEDLES RESIDENTS ADDITIONAL SERVICES STARTING AUGUST 1, 2016

Effective August 1, 2016, the Superior Court of California, County of San Bernardino, Barstow District, will begin hearing Small Claims and Landlord Tenant matters from the Needles jurisdiction. The Court will coordinate these dates to coincide with the Victor Valley Transit Authority (VVTA) Friday bus service via the VVTA Route 200 Needles Link from Needles to Barstow. This will allow Needles residents to attend Traffic, Small Claims, and Landlord Tenant hearings at the Barstow Courthouse.

This ongoing collaboration between the San Bernardino Superior Court, VVTA, and San Bernardino County 1st District Supervisor Robert Lovingood, is part of the Court's continuing effort to restore services that were reduced over the last several years during challenging budgetary times.

VVTA Route 200 will make one round-trip each Friday, departing from Needles, traveling to Barstow and Victorville courthouses in the morning and returning to Needles in the afternoon. See the attached previously issued press release for transportation details.

All Needles Small Claims and Landlord Tenant case cases filed prior to August 1, 2016 shall remain assigned to the Joshua Tree Courthouse.

For more information please contact the Court Executive Office at 909-708-8746.

###

SACRAMENTO COUNTY BAR ASSOCIATION

2016 MEMBERSHIP APPLICATION



Membership dues in the SCBA and SCBA Sections are not deductible as charitable contributions for federal income tax purposes. However, such dues may be deductible as a business expense. Consult your tax advisor.

NEW MEMBER

RENEWAL

Name _____	Payment Details:
Organization _____	Amount \$ _____
Address _____	Check # _____
City/State/Zip _____	Credit Card:
Phone () _____	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Fax () _____	_____
Email _____	Exp: _____ / _____ CVC: _____
State Bar # _____	Signature: _____
Year Admitted _____	

SCBA DUES | Check one. Dues based on calendar year, not prorated.

- \$25.00 **Student Membership**
- \$40.00 **Associate Affiliate Membership**
- \$40.00 **1st year of admission to the State Bar of California - Government**
- \$45.00 **1st year of admission to the State Bar of California - Private**
- \$95.00 **2nd to 5th year - Government**
- \$110.00 **2nd to 5th year - Private**
- \$130.00 **6th to 9th year - Government**
- \$180.00 **6th to 9th year - Private**
- \$145.00 **10+ years - Government**
- \$195.00 **10+ years - Private**
- \$0.00 **Honorary Membership [Judge/Justice]**
- \$120.00 **Associate [Non-lawyer]**
- \$80.00 **Retired Status**

SCBA PROGRAMS

- Yes! I would like an application to join the Lawyer Referral and Information Service**
- Yes! I would like an application to join the Mandatory Fee Arbitration Service**

SECTIONS | Check the sections you wish to join.

- \$20.00 **Administrative Law** CODE 200
- \$20.00 **Alternative Dispute Resolution** CODE 205
- \$20.00 **Appellate Law** CODE 225
- \$20.00 **Bankruptcy and Commercial Law** CODE 210
- \$20.00 **Business Law** CODE 215
- \$20.00 **Civil Litigation** CODE 250
- \$20.00 **Construction Law** CODE
- \$20.00 **Criminal Law** CODE
- \$20.00 **Environmental Law** CODE 230
- \$20.00 **Family Law** CODE 235
- \$20.00 **Health Care** CODE 240
- \$20.00 **Intellectual Property** CODE 245
- \$20.00 **Labor and Employment Law** CODE 255
- \$20.00 **Probate and Estate Planning** CODE 260
- \$20.00 **Public Law** CODE 275
- \$20.00 **Real Property** CODE 270
- \$20.00 **Tax Law** CODE 280
- \$20.00 **Workers Compensation** CODE 285

Remit by mail/email/fax to Sacramento County Bar Association at 425 University Ave., Suite 120, Sacramento, CA 95825
Email: seba@sacbar.org or sign up on line at www.sacbar.org. Phone 916.564.3780 Fax 916.564.3787

SACRAMENTO COUNTY BAR ASSOCIATION

2016 MEMBERSHIP APPLICATION



PRACTICE AREAS | Select your Practice Areas (limit three)

- | | | |
|---|---|---|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Environmental | <input type="checkbox"/> Litigation, Construction |
| <input type="checkbox"/> Alternative Dispute Resolution | <input type="checkbox"/> Estate Planning & Probate | <input type="checkbox"/> Litigation, Debt Collection |
| <input type="checkbox"/> Animal Law | <input type="checkbox"/> Family Law | <input type="checkbox"/> Litigation, Environmental |
| <input type="checkbox"/> Appellate | <input type="checkbox"/> Gaming | <input type="checkbox"/> Litigation, Employment |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Government & Public Entity | <input type="checkbox"/> Litigation, General |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Health Care | <input type="checkbox"/> Litigation, Personal Injury |
| <input type="checkbox"/> Business/Corporate | <input type="checkbox"/> Immigration | <input type="checkbox"/> Litigation, Intellectual Property |
| <input type="checkbox"/> Civil Rights | <input type="checkbox"/> Insurance | <input type="checkbox"/> Litigation, Professional Liability |
| <input type="checkbox"/> Construction Law | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Municipal Law |
| <input type="checkbox"/> Criminal Defense | <input type="checkbox"/> International | <input type="checkbox"/> Native American Law |
| <input type="checkbox"/> Education | <input type="checkbox"/> Land Use/Zoning | <input type="checkbox"/> Non-profit Organizations |
| <input type="checkbox"/> Elder Law | <input type="checkbox"/> Landlord/Tenant | <input type="checkbox"/> Patent |
| <input type="checkbox"/> Employee Benefits | <input type="checkbox"/> Legislative & Governmental Affairs | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Employment & Labor | <input type="checkbox"/> Litigation, Administrative | <input type="checkbox"/> Social Security |
| <input type="checkbox"/> Energy & Natural Resources | <input type="checkbox"/> Litigation, Business | <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Entertainment & Sports | <input type="checkbox"/> Litigation, Class Action/Mass Tort | <input type="checkbox"/> Workers' Compensation |

COMMITTEES | Check to (re)apply

Participation on committees is a worthwhile contribution to the Sacramento legal community and to the public. Committees develop policy options for the Board and recommend actions for its consideration and approval. The work of SCBA committees is varied and reflects the diverse backgrounds and talents of our members. The primary role of committees is to examine and act upon assigned tasks. The Board relies on committees to inform its decisions, and in some cases, to carry out the mission of the organization. A brief description of each committee follows. Please indicate your interests. Committee appointments are made by the incoming President, although members may be added year around depending on individual committee needs.

- | | |
|--|---|
| <input type="checkbox"/> Annual Meeting – Organizes the SCBA Annual Meeting. | <input type="checkbox"/> Pro Bono – Advises the Board about, and operates, the SCBA's pro bono program. |
| <input type="checkbox"/> Bench Bar Reception – Organizes the Bench Bar Reception. | <input type="checkbox"/> Sacramento Lawyer Magazine Editorial – Sets policies that govern the <i>Sacramento Lawyer</i> . |
| <input type="checkbox"/> Bylaws – Oversees the bylaws; makes recommendations to the Board when changes are suggested. | <input type="checkbox"/> Website – Assists with the SCBA website and its content. |
| <input type="checkbox"/> SCBA Delegation – Organizes delegates and SCBA participation at the Conference of California Bar Associations; drafts and reviews resolutions. | |
| <input type="checkbox"/> MCLE – Oversees and advises the Board about MCLE credit. | |
| <input type="checkbox"/> Diversity Hiring and Retention – Encourages the hiring and retention of minority legal professionals. | |
| <input type="checkbox"/> Electronic/Social Media – Oversees and advises the Board about the SCBA's electronic media. | |
| <input type="checkbox"/> Fee Arbitration – Arbitrates fee disputes between attorneys and clients. | |
| <input type="checkbox"/> Sports & Leisure – Annual Golf Tournament, facilitate Softball League, and may create other events. | |
| <input type="checkbox"/> Judiciary – Evaluates the qualifications of candidates who seek appointment to judicial positions pertaining to Sacramento County. | |
| <input type="checkbox"/> Lawyer Referral and Information Service – Governs policies concerning lawyer referrals made to the public. | |
| <input type="checkbox"/> Membership – Oversees and advises the Board about member benefits and organizational marketing. | |
| <input type="checkbox"/> Nominations – Nominates a slate of candidates for election as Board members and recommends SCBA awards recipients. | |

Previous Committee/Section participation _____

TASK FORCES

- Mentorship Task Force** – Oversees and advises the Board about the SCBA's mentorship program.

DIVISIONS

- Barristers' Division** – SCBA members who are attorneys under the age of 36 and have practiced law under 5 years.
- Solo/Small Practice Division** – SCBA members who are attorneys in their own firm or small firm (four or less).
- Movers Division** – SCBA members who enjoy running, hiking, biking, or other athletic challenges. The Division will connect Movers with current local events, may organize teams or rideshares for those events, and may plan certain events for SCBA members.
- Shakers Division** – SCBA members who want to "do good" in the community in a non-legal fashion, such as serving food at a soup kitchen or assisting with food or clothing drives. The Division will connect Shakers with current local opportunities and may organize groups to work at specific events.

Remit by mail/email/fax to Sacramento County Bar Association at 425 University Ave., Suite 120, Sacramento, CA 95825

Email: soba@saobar.org or sign up on line at www.saobar.org. Phone 916.564.3780 Fax 916.564.3787

Employment Report



**Submitted by:
Vice President
Brenda Bracy,
CCLS**

This free Benefit offered by SLSA provides the legal community with a place to post job openings for all categories of job positions.

SLSA assists in every possible manner to procure employment for members of this association and cooperates with attorney in filling positions in law offices, but in no event does this association act as an employment agency.

Employers desiring/needing to place an advertisement for employment on SLSA's website may view the "Employment Opportunities" page on this website and format the advertisement like those already posted. Employers will also need to give the following information to the Employment Chair: Name, firm name, address, phone numbers(s), areas of law practice, software used, position available, and years of experience required. The attorney/employers is requested to e-mail the Employment Chair with the

advertisement formatted like those currently posted on the "Employment Opportunities" page. Advertisements for employment are usually posted as soon as possible.

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

Experienced General Litigation Paralegal

Murphy Austin Adams Schoenfeld LLP is looking for a full-time paralegal candidate with five+ years of solid litigation experience. The successful candidate must have excellent organizational skills and the ability to work with and organize large volumes of documents.

Top-notch computer skills and aptitude are essential. Advanced skills in Legal Support Software (preferably Eclipse), Microsoft Word, Excel, Outlook and document management systems are required, with proficiency in Filesite, Access and Legal MacPac a plus. The successful candidate must be able and willing to learn other software systems that support a litigation practice. We are looking for someone to multitask in a fast-paced, professional environment, enjoy working as part of a team, and demonstrate a deep commitment to client service.

Murphy Austin offers a competitive salary and benefit package as well as a paralegal bonus program. Highly organized, detail-oriented, and motivated applicants should submit resumes to: Trish Hughes Kreis at thkreis@murphyaustin.com.

Legal Secretary – Litigation (Downtown Sacramento)

Somach Simmons & Dunn, a mid-sized environmental law firm, is currently looking for an experienced legal secretary with a minimum ten years of civil litigation experience as well as some public agency experience. Qualified candidates will possess excellent communication, organizational, document production, and computer skills combined with a strong work ethic. Candidate must have a thorough working knowledge of Word, type at least 75 wpm, and possess excellent spelling, grammar, and punctuation skills. Working knowledge of both federal and state

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Employment Report (Cont'd)

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court rules is required. Must be able to work independently, have the ability to multi-task, have excellent attention to detail, and be a team player. Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Interested candidates should send their resume with cover letter including salary requirements to Somach Simmons & Dunn, Attn: Craig Price, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814; info@somachlaw.com (no phone calls please).

Conflicts/Calendar Specialist

Under general supervision, the Conflicts/Calendar Specialist manages and maintains the Master Calendar and conflicts database for all professionals and secretaries, including running audits and updates, researching authorities, and creating client, matter and sub-matters. Additional responsibilities include miscellaneous administrative duties as assigned, such as marketing assistance, RFP creation support, and assisting Risk Manager whenever necessary. Candidates must have at least three (3) years of experience working in a law firm environment, with an understanding of local, state, and federal court rules. Complete understanding of the Compulaw Software system for calendar and docket database management experience is required. Effective proof reading, auditing, communication skills and ability to complete and review projects with high-attention to detail under tight time constraints is a must. Working experience on litigation-related projects is a plus. This position offers a generous benefits package, a prestigious downtown location, and an opportunity to join a well-established firm in the Sacramento Area. To be considered for this opening, please submit a resume and cover letter with salary requirements to:

KMTG Recruitment Department, Kronick, Moskovitz, Tiedemann & Girard, 400 Capitol Mall, 27th Floor, Sacramento, CA 95814, Email: kmtgcareers@kmtg.com. Kronick Moskovitz Tiedemann & Girard is an equal opportunity employer.

Legal Assistant

Jacobson Markham LLP, an established Sacramento civil litigation firm is seeking a full-time legal assistant/paralegal with 2-5 years of experience. Candidate should have working knowledge of state and federal court rules and procedures. This position requires the ability to organize files, draft correspondence and pleadings, coordinate document productions, assist in the preparation of depositions, hearings and trial, manage calendaring and handle the day to day tasks/challenges of a litigation desk. A bachelor's degree and/or a paralegal certificate a plus.

A successful candidate will possess the following skills: Good grammar, spelling, punctuation and proofreading skills; Meticulous attention to detail; Must be familiar with California Code of Civil Procedure, California Local Rules of Court, Federal Rules of Civil Procedure and local rules for California District Courts; Excellent interpersonal skills and the ability to interact effectively with lawyers, staff and clients; Ability to prioritize and work well under pressure.

We offer a congenial work environment, competitive salary with 100% employer paid medical/dental benefits and profit sharing plan. To apply, please e-mail a resume and cover letter to mmorissette@jacobsonmarkham.com.

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Employment Report (Cont'd)

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Legal Secretary/Admin Assistant Adjunct Instructor

MTI College is seeking an enthusiastic, experienced Legal Secretary with at least 3 years of experience as a civil litigation legal secretary, or paralegal, to teach a Legal Secretary/Administrative Assistant class, one night a week. This position requires the knowledge of Microsoft Word, state court procedures, and calendaring. This is a part-time adjunct position. For further information, please contact Linda Gardenhire at lgardenhire@mticollege.edu.

Civil Litigation Secretary

Klinedinst PC is seeking an enthusiastic, hard-working and focused Civil Litigation Secretary with at least 5 years of experience for our downtown Sacramento office. Klinedinst PC is a team-oriented law firm that is dedicated to providing the utmost of service to our clients. If you are interested in joining our team of professionals and are ready for immediate responsibility with growth opportunities, Klinedinst is the place. For more information please visit our website at www.klinedinstlaw.com/careers.

Legal Secretary

Fujitani Consulting is seeking a full-time, Civil Litigation Secretary for a dynamic and growing firm with an unwavering commitment to excellence in client service. The firm is seeking a self-starter who will be assisting with the management and monitoring of a large litigation case. Prior litigation experience is a must and the ability to manage and prioritize deadlines will be necessary. Strong organizational skills are essential as well as database management skills and good communication skills. The firm offers: multiple medical and dental options, LTD, 401k, Paid parking or transportation reimbursement, Training and career development programs.

Please contact our office immediately as to your interest. Geri Ximenez-Fujitani, Fujitani Consulting, Legal Recruiters, 916-686-9444, geri@fujitaniconsulting.com

Family Law Paralegal

Statewide A-V rated law firm has an immediate opening for an experienced Family Law Paralegal in their Rancho Cordova office with the ability to perform delegated substantive legal work. The ideal candidate is a self-starter with the ability to (1) efficiently prioritize multiple assignments in a timely manner, (2) draft family law pleadings and documents, (3) analyze detailed financial documents, and (4) participate in case planning, development and management. Must be familiar with legal calendaring timelines and local and state court rules. Strong writing skills and the ability to effectively communicate with clients and opposing counsel is required. Must be proficient in Microsoft Word, Excel, Outlook, Adobe Acrobat and Legal Solutions. Candidate must meet the requirements and be in compliance with California Business Code Section 6450. Competitive salary and benefit package offered. To apply, please respond to jobs@bortonpetrini.com.

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Employment Report (Cont'd)

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Legal Assistant

The Law Office of Laura Stodden Parker is looking for a full-time legal assistant. A minimum of three years' legal experience in an estate planning practice, including estate and trust administrations, is required. The legal assistant maintains the calendar, answers the telephone, performs general office administration duties, and greets clients. The legal assistant also drafts letters and supporting documents and will periodically be required to deliver documents to clients or to the court. This position requires advanced Microsoft Office Suite skills.

Our practice focuses on estate planning and trust and estate administration. The office is located in downtown Davis. Our team consists of the attorney, the paralegal, and the legal assistant. Visit our website – www.stoddenparkerlaw.com – for more information about the practice.

EEOC. Salary DOQ. You may apply at indeed.com – just search for LA2016. When applying please state that you heard about the job through SLSA in your cover letter.

Litigation Secretary

The firm seeks a Litigation Secretary for its Sacramento office. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Requires 75+ wpm accurate typing, word processing and proficiency with MS Office applications. Ability to accurately proofread documents, set priorities and work under pressure is critical. Must have a positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, a strong work ethic, and be highly organized with an extreme level of attention to detail. Qualified applicants may submit a cover letter and resume in confidence to Miranda Martinez, Human Resources Generalist, via the firm's web application.

No telephone calls or email applications, please. Downey Brand is an Equal Opportunity/Affirmative Action employer.

Legal Secretary

Fujitani Consulting recruits for temporary and full-time positions in the Sacramento market place. We currently have an immediate need for a temporary Legal Secretary with at least 3-5 years of litigation experience and available to commit for at least 30 days, possibly longer.

Please contact our office immediately as to your interest.

Geri Ximenez-Fujitani, Fujitani Consulting, Legal Recruiters, 916-686-9444,
geri@fujitaniconsulting.com

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Employment Report (Cont'd)

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Paralegal – Environmental Law and Litigation

Somach Simmons & Dunn, a mid-size environmental law firm, seeks a paralegal with a minimum 5 years of litigation experience that includes case management and trial preparation. This individual will work closely with attorneys and other paralegals handling cases in their day-to-day and pre-trial management. Essential functions include: Gather, organize, summarize and index documents from various sources. Draft correspondence, pleadings, discovery, motions, subpoenas, client reports and other related documents. Cite check and shepardize pleadings. Review and analyze discovery productions. Accurately maintain and update data to detailed client and case-specific databases. Assist attorneys in discovery preparation and implementation, and preparation for hearings and trials. Be able to analyze and accurately interpret court procedures and rules, and have a knowledge of federal and state court deadlines.

Requirements: A minimum 5 years of litigation/case management paralegal experience with either a four year degree or paralegal certificate. Ability to efficiently gather, maintain and organize information and voluminous documents. Ability to analyze, categorize and accurately summarize documents in an efficient manner. Organizational skills to work independently and meet deadlines. Time management skills to handle multiple tasks accurately. Must be computer literate and proficient on Word, Excel and PowerPoint; experience with Lexis and Concordance is a plus. Must be detail oriented and have ability to work in a fast-paced environment. Team player attitude is essential. We are looking for someone who can work independently and anticipate the needs of the client and the attorney who handles them. This is a great opportunity for a self-starter who likes to work closely with attorneys providing excellent client service.

Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Insurance benefits are 100% employer paid for both the employee and their dependents. Interested candidates should send their resume with cover letter including salary requirements to info@somachlaw.com or Somach Simmons & Dunn, Attn: Human Resources, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please).

Legal Secretary – Downtown Sacramento

Downtown Sacramento litigation defense firm seeks highly organized, self-motivated Legal Secretary for its Employment/Tort Litigation section. Full-time position. Salary DOE. Benefits include medical, dental, vision, disability, long term care, group life and 401(K). Parking provided. Software: Word, Outlook, Compulaw, Omega. For consideration, please mail your resume along with references and a cover letter to: Firm Administrator, 1000 G Street, Suite 200, Sacramento, CA 95814, Please no phone calls

Job Qualifications: Minimum 5 years experience in civil litigation; Experience in employment law helpful; Strong communication skills, both written and verbal; Strong work ethic, dependable;

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Employment Report (Cont'd)

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Upbeat, pleasant and professional, a team player; Organizational and time management skills; Ability to work with a high degree of accuracy; Ability to follow instruction closely; Proficient in the use of MS Office, including Word and Outlook; Knowledge of current court rules, calendaring, e-filing, both state and federal; Experience with discovery, trial preparation, and motions, briefs, creating tables of contents and table of authorities; Ability to transcribe dictation.

Full-time Legal Assistant

Full-time legal assistant position available in busy family law practice in Auburn. Applicant should have family law experience and proficiency using Word, Outlook, and Excel. Applicant should also have good organizational skills, communication skills, and be detail oriented, reliable, and punctual. E-mail letter and resume to jsl@lazar4law.com.

Offices Services Clerk

The responsibilities of the Office Services Clerk are to provide general clerical assistance and support to the various positions within the office. The general areas of responsibility include receptionist and heavy filing, backup to the legal secretary and word processing positions. This position may also entail backing up or assisting with any other day-to-day operations of the office as needed or requested. While this position will have specific responsibilities, assignment may be made to assist with overflow work from other positions. Typing certificate of 55 wpm and a working knowledge of Microsoft Word and Excel is required. Minimum one year of legal office experience. To apply, please email resume to jobs@bortonpetrini.com.

Document/Records Clerk - Sacramento

Downey Brand LLP is looking for a full-time Document/Records Clerk for our Sacramento office. The candidate for this multi-faceted position must:

Be able to maintain confidentiality of our clients and their related documents; Be able to pay attention to detail and have strong organizational skills; Have the ability to set priorities and be capable of handling multiple interruptions while keeping on task and working independently; Have a firm understanding of basic filing principles; be able to arrange items according to alphabetic and alphanumeric structures; Have excellent computer skills, including Windows 7, Microsoft Office Word and Excel; Ability to lift 25 pound boxes. Duties include but are not limited to: Filing documents, records and other evidence; Indexing and tabbing; Scanning and copying legal documents; Document organizational support to paralegals and legal secretaries; Preparation of trial/deposition binders; Bates labeling documents; Projects related to trial preparation; Coding of documents into litigation support software; Perform clerical duties related to the above tasks; Copy/burn CD's.

In addition to the skills and duties above, the ideal candidate will also have excellent grammar, spelling and proofreading skills. A positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, and a strong work ethic are essential.

We offer a congenial working environment, with top pay and benefits. This position is ideal for

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Employment Report (Cont'd)

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someone who is interested in attending law school. Qualified applicants may submit a cover letter and resume in confidence to Miranda Martinez, Human Resources Generalist, via the firm's web application. No phone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.

Legal Secretary/Administrative Support Clerk

The Voluntary Legal Services Program (VLSP) is a nonprofit organization that is the main source of pro bono services for indigent persons in the Sacramento region. It is sponsored by the Sacramento County Bar Association and Legal Services of Northern California. Our mission is to provide free legal services through the volunteer efforts of attorneys and other legal professionals. We are hiring for the position of legal secretary/administrative support clerk. This is an 80% time position. Primary responsibilities include:

Perform telephone intake on potential clients for services in a variety of legal areas, especially the areas of probate guardianship, estate planning, conservatorship, and possibly family law cases for assignment to pro bono volunteer attorneys and/or legal clinics.

Communicate with volunteers who have accepted the assignment of cases through our office and ensure prompt updates and closures of cases. Return calls with referrals to appropriate entities for individuals seeking assistance with legal matters our office does not handle. Update website, flyers, brochures, and other program materials as necessary and at the direction of supervisors. Conduct outreach by phone, mail, and email on a regular basis to the public, government agencies, and Community-Based Organizations to keep information out in the public about our services. Respond to requests from Community-Based Organizations for information, brochures, flyers, etc. Communicate with prospective volunteers and respond to their inquiries.

Skills: Strong organizing, attention to detail, planning, and coordinating skills. Ability to prioritize multiple projects and complete assignments in a timely manner. Ability to work independently and accept supervision. Competent typist/keyboard work and overall ability to use a computer. Ability to communicate and interact effectively with the public, agencies, employees, and clients. Professional and courteous telephone voice and manners. Ability to relate to low-income clients and legal communities. Ability to deal with diverse individuals effectively. Excellent oral and written communication skills. Ability to maintain confidentiality and use discretion and tact. Ability to make decisions appropriate to this level of responsibility. Good proofreading ability. Ability to speak a second language desired (relating to client community need), but not required. Prior experience in working with volunteers desired, but not required.

Qualifications/Experience: Must have at least 5 years prior work experience, including clerical and/or secretarial, with extensive phone and public contact. Minimum of an associate college degree, although those with substantial relevant experience who do not have a college degree will be considered.

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Employment Report (Cont'd)

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Salary is commensurate with skills and experience. VLSP offers an excellent fringe benefit plan. For a complete Job Announcement, please e-mail vlsp@vlsp.org before applying. Deadline for applications is July 31, 2016.

Legal Secretary/Administrative Assistant

Seeking experienced legal secretary and/or administrative assistant for small law firm. This individual will often be the first point of contact for clients by phone and in office and must be professional as well as service and customer-oriented.

Working Conditions: Employee will be working an 8 hour day with 1 hour lunch break. Our business hours are 8:00 am to 5:00 pm., Monday through Friday. Employee should be willing to work overtime if needed. Employee may be asked to run periodic errands such as bank deposits, dropping off mail, etc. Employee must have their own method of dependable transportation. Gas mileage is reimbursable.

Major Responsibilities: Phone experience for multiple phone lines/businesses; Composes letters, pleadings, judicial council forms, reviews excel reports, researches client files and creates PowerPoint presentations; Greeting and screening clients in person and over the phone; Uses Microsoft office applications (i.e., Outlook, Word, Excel, PowerPoint); File Management & Clerical Support; Marketing development and support, utilizing direct marketing as well as social media and internet tools; Open to taking on projects & other essential tasks as needed.

Credentials and Experience: 3+ years experience performing legal/administrative duties; 2+ year degree preferred.

Technical Skills: Advanced knowledge in the following programs is desired: Outlook, Word, Excel, Power Point, Quickbooks, Adobe Acrobat & creating PDF forms, Constant Contact, Facebook advertising, Twitter, Instagram, Timeslips.

Desired Characteristics: Positive and enthusiastic demeanor; Close attention to detail; Multi-tasking and handling multiple deadlines and assignments; Excellent organizational skills; Excellent interpersonal communication skills; Analytical ability and problem-solving skills; Sales and Customer -Service minded; Creative; Self-motivated and driven to succeed.

Salary: Depending on experience, starting pay is \$17+ hour. Advancement and growth opportunities available for the committed individual. Please send resume to sarah@molaw.com.

Executive Legal Secretary

Stockwell, Harris, Woolverton & Helphrey, a well-established workers' compensation Defense Law Firm in Sacramento, seeks an experienced Executive Legal Secretary. Excellent pay and benefits. Flexible hours. Prefer self-motivated, organized candidate that can work independently. 2-5+ years

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Employment Report (Cont'd)

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experience. Fax or email resumes to Kalie Wikel at (916) 924-3541; sacramentoworkcomp@gmail.com.

Legal Assistant

One to five years' experience. Must have excellent word processing and computer skills. Plaintiff personal injury practice. Nice office with free parking in very pleasant midtown location. Full-time position. Salary based on skills and experience. Please send resume and cover letter describing your word processing skills and work experience to NambaLaw@aol.com.

Litigation Secretary

Busy Civil Litigation firm seeks experienced litigation secretary. Candidates should have at least five years' experience, with three years in Civil. Candidates must be proficient in calendaring and knowledgeable in court rules both state and federal. Candidates must be able to support three attorneys, have excellent organizational skills, be able to multi-task and work independently and as a team player. Must know Word, Outlook, Abacus, transcription, Legal Solutions, Excel, and Word Perfect. Must have excellent word processing skills (70+ wpm). This is a busy desk and requires efficiency and good time management skills. This is a full-time position. Please send resume, cover letter, and references to cbrazil@jonesdyer.com.

Legal Assistant

Mastagni, Holstedt A.P.C. seeks two experienced full-time legal assistants. One will support a labor/employment practice and the other a civil litigation practice. Work hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Duties include organizing and maintaining paper and electronic files, preparation and filing of legal documents, data entry, managing attorney calendars, and correspondence and communication with clients, courts, and attorneys. This position requires proficiency in the use of MS Windows, MS Office, and client databases. Knowledge of rules of court and civil procedure is necessary. Applicants must be able to work cooperatively, communicate well, have a professional appearance and demeanor, good judgment, and exceptional attention to detail and accuracy. Salary commensurate with skills and experience. Please submit cover letter and resume for consideration to bill@mastagni.com.

Legal Secretary

Ultimate Staffing seeks professional Legal Secretaries to work in the Sacramento area! We work with many firms in Sacramento who are looking for Jr. to Sr. Legal Assistants. Most are DIRECT HIRE opportunities! Candidates will be able to work in a professional, fast-paced environment where your experience, education, and training can be fully utilized. We are looking for people who have litigation as well as transactional experience. Experience with transcription, proofreading, editing, e-filing, calendaring, word processing, scheduling, contracts, agreements, and filing. Specific experience in Worker's Compensation, litigation, employment law, and medical malpractice is a big plus but any legal office experience is great! Please send your resume to Danielle at dkanan@ultimatestaffing.com.

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Employment Report (Cont'd)

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Estate Planning Legal Secretary

Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week), experienced Estate Planning Secretary to join our Trust and Estates Practice Group. The successful candidate must be able to multi-task in a fast-paced and professional environment, enjoy working as part of a team, and demonstrate a commitment to quality client service. Under minimal supervision, the Estate Planning Secretary will be expected to carry out the following job duties and responsibilities:

Welcome guests and clients by greeting them in person or on the telephone; answering or directing inquiries. Produce legal information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics, coordinating case preparation and assuring that high priority items are completed in a timely manner. Conserve attorneys' time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents. Draft letters and documents; collect and analyze information; schedule couriers, court reporters, expert witnesses, and other special functions; coordinate preparation of charts, graphs, and other courtroom visuals; prepare expense reports. Maintain attorney calendar by planning and scheduling conferences, teleconferences, depositions, and travel; record and monitor court appearance dates, pleadings, and filing requirements; monitor evidence-gathering. Complete and submit conflict check forms, screening forms and new matter request forms. Represent attorney by communicating and obtaining information; following-up on delegated assignments; know when to refer matters to the attorney. Maintain client confidence by keeping client/attorney information confidential. Input time entry; review and edit bills. Additional duties as assigned including assisting other secretaries, as needed.

The ideal candidate will have the following capabilities: Excellent interpersonal skills; Ability to empathize with clients and build a personal connection; Strong analytical and problem solving skills; Effective communication skills; Superb drafting skills; Attention to detail and high level of accuracy; Strong organizational skills; Stress and time management skills; Flexibility in dealing with multiple projects and assignments; Strong client focus; Excellent at managing the very busy desk, interacting with clients, and proactively keeping work and assigned attorneys on schedule.

Education and Experience: College degree preferred but not required. Minimum of five years of Trusts and Estate Planning experience including trust administration, probate administration and related real estate projects. Knowledge of State, Probate Court and tax filings requirements. Advanced operation and knowledge of Microsoft Office Suite (Outlook, Word, Excel and PowerPoint). Type 50 wpm. Solid drafting and proofreading skills. Self-motivated and able to work independently. Ability to multi-task and meet deadlines.

Qualified candidates should send their cover letter, resume and salary requirements to wrecruiting@weintraub.com.



**FAIRYTALE TOWN'S
30TH ANNUAL SAFE & SUPER HALLOWEEN:
SUPERHEROS**

October 21 – 23, from 5 – 9 p.m.

This special ticketed three-night extravaganza features 17 treat stations, a nightly costume parade at 8:30 PM, hands-on activities and a theater performance each night at 6, 7 & 8 PM in the Children's Theater. Puppet show tickets are an additional \$1 for members and \$2 for nonmembers.

Tickets go on sale September 1

Advance Tickets (September 1 – October 20):

Adults (13+ yrs): \$10
Children (2-12 yrs.): \$10
Children 1 and under: Free
Fairytale Town members receive \$3 off per ticket

Day-of Tickets (beginning October 21):

Adults (13+ yrs): \$12
Children (2-12 yrs.): \$12
Children 1 and under: Free

Volunteers and Candy Donations Needed

Candy donations can be picked up **free** by OnDemand Legal!!!

Volunteers are needed all three nights to assist with crafts and handing out candy.

**To volunteer, schedule candy pick up, or for other questions,
contact Deseree Aguillen or Christina Witt at.**

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

Christina Witt - 916-341-8240, christina.witt@lc.ca.gov



SLSA Committee Chairs 2016-2017

Updated: 7-26-16

Position	Name	Contact Info
Advertising	Jaymie Moralez	Jaymie.moralez@jud.ca.gov
Audit (Financial Review) [3 people]	OPEN	
Benefits	OPEN	
Budget Committee	Dawn Forgeur, CCLS (Chair) Corene Rodder Jennifer Estabrook, CCLS	dawn.forgeur@stoel.com
Bulletin Editor	Corene Rodder	crodder@somachlaw.com
CCLS	Elizabeth Madden, CCLS	elizccls@gmail.com
Charitable Projects	Mona DeMarco (Chair)	mona@olsonhagel.com
Day In Court [3-4 people]	Rebecca Lerma (Chair) Jessica Colgan Jessica Patton	rebecca.lerma@stoel.com
Employment	Brenda Bracy, CCLS	bbracy@boutinjones.com
Historian	Corene Rodder	crodder@somachlaw.com
Interclub	OPEN	
Law Office Products & Management	OPEN	
Legal Procedures	Sarah Martinez	legalassistant@perkins-lawoffice.com
Legal Professional of the Year / Boss of the Year	Elizabeth Madden, CCLS (Chair) Michelle Chavez	elizccls@gmail.com
Legal Secretarial Training	Astrid Watterson, CCLS Dawn Forgeur, CCLS	Awatterson@foleymansfield.com dawn.forgeur@stoel.com
Marketing	Brenda Bracy, CCLS	bbracy@boutinjones.com
Membership	Brenda Bracy, CCS	bbracy@boutinjones.com
Nominations & Elections [3 people]	Dawn Forgeur, CCLS (Chair) OPEN	dawn.forgeur@stoel.com
Professional Liaison	Dawn Willis (Chair) Mary Taylor (Co-Chair)	dwillis@downeybrand.com mtaylor@downeybrand.com
Programs	Anne French (Co-Chair) Morgan Albanese (Co-Chair)	anne.french@lewisbrisbois.com morgan@litigationservices.com
Programs – Lunch Lessons	OPEN	
Publicity	OPEN	
Reservations/Reception	Michele Van Dyke	Michele@petersenlaw.net
Scholarship	OPEN (Chair) Suzanne MacDonald	
Vendor Liaison	Debra Clark	debra.clark53@yahoo.com
Ways & Means	OPEN	
Website Coordinator/Social Media Chair	Deseree Aguillen	daguillen@stonegraves.com
Fairytale Town	Deseree Aguillen (Chair) Christina Witt (Co-Chair)	daguillen@stonegraves.com
Reno Bus Trip	Dawn Willis (Co-Chair) Mary Taylor (Co-Chair) Michelle Chavez	dwillis@downeybrand.com mtaylor@downeybrand.com
Bulletin Proofreaders	Michele Van Dyke	Michele@petersenlaw.net

SLSA Executive Board

2016 - 2017



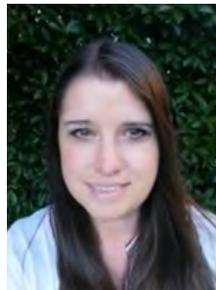
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