

# Sacramento Legal Secretaries Association



**VIRTUAL [Zoom]**

**General Membership Meeting**

**Thursday, July 15, 2021, at 6:00 p.m.**

**Zoom session opens at 5:30 p.m. for meet and greet**

## Pre-Litigation On and Off Ramps

*Guest Speaker:*

**Alden J. Parker**

**Managing Partner, Fisher and Phillips LLP**

As you travel toward the initial filing of an employment lawsuit in court it is important to have your destination plugged into your GPS and know the various on and off ramps along your route.

This presentation will discuss the following:

- *Labor Code Records Requests*
- *DFEH/EEOC Charges*
- *Labor Workforce and Development Agency Letters (PAGA letters)*
- *Pre-litigation Mediation*

Your GPS, Alden Parker, will help guide you through these various routes to your destination.

You will learn how these various pre litigation mechanisms work and issues your attorneys will need support with to effectively assist clients

**MCLE & CCLS Credit:** Sacramento Legal Secretaries Association is a local association of Legal Professionals, Incorporated, an approved provider, and certifies that this activity has been approved for maximum continuing legal education credit in the amount of **0.50 hours** by the State Bar of California.

### Registration Fee:

**\$10 SLSA Members and Non-Members**

**RSVP by Wednesday, June 14, 2021**

### Two Way to Register:

- **Online at [www.slsa.org](http://www.slsa.org) under "Events" (Preferred) - pay by credit card or check**
  - **Via Email to [reservations@slsa.org](mailto:reservations@slsa.org) and pay by check**

**A link and instructions for access to the virtual meeting will be emailed upon receipt of your registration.**

### Make checks payable to "SLSA" and mail to:

**Christie Kaelber, Registration Chair  
c/o Downey Brand LLP  
621 Capitol Mall, 18th Floor  
Sacramento, CA 95814**

*\*Cancellations must be received 48 hours in advance for a refund.*

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