

SACRAMENTO LEGAL
SECRETARIES ASSOCIATION

The Legal Eagle

MARCH 2016
Book 16, Issue 3



Cathy Waltz, Wim van Rooyen, Crystal Rivera, Michael Tomback, Deseree Aguillen, and Chief Judge Ronald H. Sargis

Upcoming Events

- **March SLSA Dinner Meeting**
- **April SLSA Installation and Dinner Meeting**



Find us on FaceBook

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President's Message

Submitted by Crystal Rivera



President
Crystal Rivera

SLSA's Federal Day In Court event was another success! Again, the committee did a wonderful job, and, again, we thank you!

Spring is almost here. And along with spring, SLSA's 77th Annual Installation of Officers is right around the corner. New officers will be installed at the April 21, 2016 dinner meeting. As you will read in this issue, there were no nominations for the office of Treasurer. SLSA is in dire need of a Treasurer, as Heather Rodriguez, CCLS, is unable to continue. If you've been thinking about being part of the Board of this Association, now is the time to jump in. As with the other Board positions, there is a time commitment that comes with being Treasurer.

We are also looking for volunteers for almost all of the committee positions. There have been a handful of members who continually volunteer for committee positions, or volunteer to take care of whatever task needs to be done. These members are ready to step aside. We encourage you to volunteer. As they say, it takes a village. See below for the committee positions and brief descriptions.

Some are a one-time commitment; others are weekly or monthly. And, if you don't want to take on a committee chair position by yourself, ask another member (co-worker or friend) to co-chair.

Lastly, membership renewals are due May 1. Our updated renewal form will be posted to our website in the near future.

Advertising – Promote advertising on SLSA's website and in the monthly bulletin to potential advertisers. Follow through on advertising contracts and posting of advertisements. Send advertisers copy of bulletin as ad proof each month.

Benefits – Keep the members informed of all benefit and insurance programs available through LSI and the local association, and promote interest in them. Prepare benefits article for the bulletin each month.

Budget – This committee (at least two persons) works with the SLSA Treasurer to develop and present an annual budget to the Executive Board and general membership. [This is a one-time commitment and does not require submission of articles to the bulletin or responding to LSI directives.]

Bulletin – Prepare, edit, and publish a monthly newsletter. Respond to quarterly directives from LSI counterpart. We also hope to have a bulletin proofing committee to help proof the draft bulletin.

California Certified Legal Secretary (CCLS) – Encourage eligible members to take the CCLS exam, assist in their preparation for the exam, and encourage them to submit an application in accordance with the deadlines and procedures of LSI. Prepare and submit

a CCLS quiz for all monthly meetings, as well as each monthly bulletin. Prepare CCLS certificates of attendance for monthly meetings. Submit CCLS news items to the bulletin editor for members' information. Respond to quarterly directives from LSI counterpart.

Charitable Projects – This committee receives and distributes donations (monetary and other tangible donations) for contribution to charity(ies) selected by the general membership or the committee.

Day in Court – Organize and conduct the Day in Court programs of the association. Prepare flyers and articles for the bulletin prior to and following the Day in Court program(s). Respond to quarterly directives from LSI counterpart. [This committee has a chair, but needs volunteers.]

Employment – Keep on file information pertaining to members available for substitute or permanent employment, to assist members of this association regarding employment, and to cooperate with attorneys in filling positions in law offices, but in no event shall this committee act as an employment agency. Posts information to the association's website regarding job vacancies, and submits same to the bulletin editor for inclusion in the monthly bulletin.

President's Message (Continued)

Fairytale Town – Coordinate and conduct SLSA's weekend at Fairytale Town's annual Halloween event. SLSA provides crafts and hands out candy to the children participating in the event. Prepare report and submit photos for the bulletin after the event. [This committee has a chair, but needs volunteers to participate in the event.]

Financial Review/Audit Committee – Function as the Audit Committee for the association (minimum of three persons). Review the accounting records produced by the association's Treasurer to validate the accuracy and completeness of the financial records. Prepare report of findings and submit to the executive Board. [This is a one-time commitment and does not require submission of articles to the bulletin or responding to LSI directives.]

History Book – The chair of this committee shall be the Historian, whose duty it shall be to prepare a complete history book of the association for the current year for display at the annual conference of LSI. Said history book shall conform to the rules established by LSI. Respond to quarterly directives from LSI counterpart.

Inter-Club Relations – Encourage the exchange of ideas for the advancement of this association in the community; to visit neighboring associations, when practical; to represent this association at meetings of other organizations, obtain information as to study courses, programs, social events, etc., which would be of interest to the members of this association. Responsible for submitting information to the bulletin editor and social media chair for upcoming interclub events that would be of interest to SLSA, and submitting a report/article to the bulletin editor regarding any interclub activities attended. Respond to quarterly directives from LSI counterpart.

Law Office Products and Management – Collect and distribute information concerning newly developed office management procedures, office products and equipment, tools and resources for the legal professional, etc. Prepare law office products and management article for the bulletin each month.

Legal Procedures – This chairman shall be, or shall have been, employed in work of a legal nature. This committee keeps the membership advised of proper

procedures in connection with general legal practice, including changes in codes, local rules of practice, and special procedures required by the courts and other agencies. The committee acts as liaison for the purpose of encouraging and promoting good public relations between the association and all local courts, and other agencies. Prepare and submit legal procedures handout and/or an oral report at each monthly meeting, and prepare a legal procedures article for the bulletin each month. Respond to quarterly directives from LSI counterpart.

Legal Professional/Boss of the Year – Promote and conduct election of Legal Professional of the Year and Boss of the Year. Prepare flyer with guidelines and submit to bulletin editor. Read all nomination submissions at meeting where LPOY and BOY will be announced. Secure awards for each recipient. Submit report to bulletin editor following the event.

Legal Secretarial Training – It shall be the duty of this committee to conduct any course of study sponsored by this association, supervise and promote interest in the program, and award all certificates of completion. Respond to quarterly directives from LSI counterpart.

Marketing – Market the association at all SLSA meetings and/or other community events via marketing table, marketing materials, visual presentation, etc. Collect, maintain, and distribute marketing materials (flyers, text books, brochures, newsletters, magazines, electronic information, etc.) to market and promote SLSA to members and the legal community. Respond to quarterly directives from LSI counterpart. [The chair of this committee is the Vice President, but could use assistance.]

Nominations & Elections – Submit a slate of nominees for SLSA's officers and nominees for delegates to LSI's Annual Conference for consideration and election by the members of this association. Submit nominees' qualifications to the bulletin editor prior to election. Mail ballots and summary of nominees' qualifications to the members. Receive and verify ballots, report and certify the election results.

President's Message (Continued)

Professional Liaison - Encourage and promote good public relations between bar associations and SLSA. Submit reports/articles to the bulletin editor regarding any activities attended or promoted between SLSA and the bar association. Respond to quarterly directives from LSI counterpart. [This committee has a chair.]

Programs

1) **Monthly Dinner Meetings:** Plan and arrange a varied program for the monthly membership meetings, including securing the guest speaker. Prepare and submit flyer to the bulletin editor for each monthly meeting and to the website coordinator for posting on the association's website. Introduce the guest speaker at each program and prepare Speaker Spotlight article summarizing the program after each monthly meeting for submission to the bulletin editor.

2) **Lunch Lessons:** Plan and arrange for a varied program for lunchtime learning lessons, including securing the guest speaker, and coordinate with the facilities where the lunch lessons are to be held. Arrange for lunch delivery at each lesson or advertise as "brown-bag" session. Prepare and submit flyer to the bulletin editor for each lunch lesson and to the website coordinator for posting on the association's website. Receive and track all registrations and funds for the lunch lessons. Introduce the guest speaker at each lesson. Prepare CCLS/MCLE certificates for attendees. Submit all funds received and an accounting for same to the association's Treasurer after the event.

Publicity – Prepare and take charge of all publicity released in connection with this association and work closely with the chair of the History Book Committee.

Reservations & Reception – Receive and track all dinner meeting reservations for monthly meetings and coordinate with meeting facilities regarding number of attendees and their meal choices, etc. Check-in attendees at monthly meetings. Maintain record of all monthly meeting registrations. Provide registration lists to President, Vice-President, Governor, Treasurer, and CCLS Chair prior to each monthly meeting. Forward all membership / education

inquiries, etc., to President and Vice-President.

Scholarship – Promote scholarship program and receive applications for SLSA and LSI scholarships through the scholarship counselor and/or any other agent of schools in the area. Review applications for qualification and need, and make recommendation for recipient(s) of scholarship to SLSA's Executive Board. Submit qualified applications to LSI for Eula Mae Jett Scholarship. Respond to quarterly directives from LSI counterpart. [This committee has a Chair.]

Vendor Liaison – Promote and arrange for vendors to participate in SLSA's Vendor of the Month program. Introduce Vendor of the Month at monthly meetings and submit Vendor Spotlight article in the bulletin each month.

Ways and Means – It shall be the duty of this committee to devise ways and means of raising funds for this association, by methods as may be proper, in order to meet the financial requirements not covered by the membership dues. This committee shall supervise all functions for the purpose of raising such funds. This chairperson is responsible for promoting all Ways & Means activities in the monthly bulletin. Respond to quarterly directives from LSI counterpart. [This committee is available and ready to be filled.]

Please contact me if you wish to help.
crivera@somachlaw.com, or (916) 469-3813.

--Crystal

Sacramento Legal Secretaries Association



Dinner Meeting - March 17, 2016

Courtyard Marriott
4422 Y Street - Sacramento

5:30 – 6:15 p.m. Meet & Greet
 6:15 – 8:00 p.m. Dinner Meeting



Ruling From the Bench, an Evening with Judge England



Speaker: Judge Morrison C. England, Jr.
 Chief United States District Court Judge, Eastern District of California

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 **0.75 hours** by the State Bar of California.

RSVP by Noon on Friday, March 11*

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:

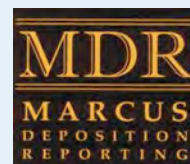
Linda Bianchi
 Registration/Reception Chair 2015-2016
 c/o Downey Brand
 621 Capitol Mall, 18th Floor
 Sacramento, CA 95814

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 March, Marcus Deposition Reporting:



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

Sacramento Legal Secretaries Association



Dinner Meeting - April 21, 2016

Courtyard Marriott
4422 Y Street - Sacramento

5:30 – 6:15 p.m. Meet & Greet
 6:15 – 8:00 p.m. Dinner Meeting



77th Annual Installation of Officers



Speaker: James M. Nelson,
 Greenberg Traurig, LLP

Navigating Ethics for the Legal Professional

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 **.75 hours** by the State Bar of California.

RSVP by Noon on Friday, April 15*

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:

Linda Bianchi
 Registration/Reception Chair 2015-2016
 c/o Downey Brand
 621 Capitol Mall, 18th Floor
 Sacramento, CA 95814

Dinner Menu – Choice of:

- Pork Loin with a Chipotle Rub on a Bed of Garlic Mash Potatoes
- Butternut Squash Raviolis with a Red Wine Reduction on a Bed of Roasted Vegetables

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

SLSA's Vendor Partner for April,
Inland Business Systems:



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

February Day in Court



Newest members of SLSA



Christina Witt and Jan Ainsworth



Day-In-Court Committee:
Maimie Chyinski, Alex Cain, and
Deseree Aguillen



Another great turnout!



Day In Court

Submitted by Deseree Aguillen



SLSA's annual Federal Day in Court event was held on Thursday, February 18, 2016, at the Hilton-Arden West. There were over 100 attendees this year! We were honored to have the following guest speakers from the U.S. Bankruptcy Court: Honorable Ronald H. Sargis, Michael Tomback, Law Clerk, and Cathy Waltz, Operations Support Specialist and Helpdesk Backup, and from the U.S. District Court, Eastern District: Wim van Rooyen, career law clerk/staff attorney for Judge Newman. Our speakers shared common filing and procedural errors that they encounter, and provided updates on local rules and procedures.

Wim van Rooyen gave a thorough presentation from a civil standpoint. It was extremely informational on the way civil cases are handled in Federal Courts.

He discussed in great detail many of the changes to the Federal Rules of Civil Procedure. I urge everyone who practices in Federal Court to review the changes. It is also important to review and familiarize ourselves with each Judge's standing orders for each case in District Court. All judges have their own orders.

Cathy Waltz spoke about common filing questions and what you could do to help the Court when filing, her role as an operations support specialist and how she is always available to help with any questions you may have prior to filing. There are a new set of forms that went live on December 1, 2015, that are more user friendly. Make sure you are submitting current forms for filing. Also, log-in and password are equivalent as a signature, so you have to make sure you are not filing on behalf of another attorney. If you do file on behalf of someone else, you are risking your e-filing privileges. Also, Modesto is no longer accepting mail.

Honorable Ronald H. Sargis and his law clerk Michael Tomback gave an interesting presentation with helpful tips to take back to our office. They informed us on the importance of using a Docket Control Number (DNC) on our motion/application pleadings. Unlike the District Court, Bankruptcy Court does offer tentative ruling/pre-hearing dispositions. You can check those rulings on their website the court day prior to your hearing. Most importantly, we are urged to call in and inform the court if we have a motion on calendar that we know will not be going forward.

Thank you to our guest speakers for making our Federal Day in Court event such a success and providing us with such great information. If you have any suggestions on how we can improve future Day in Court events, or would like to help with the 2017 Day in Court event, feel free to email Deseree Aguillen at daguillen@stonegraves.com.

Day In Court Vendor List

One Legal

Terry LoBianco

Anne Nguyen

Capitol Legal Investigations

Luke Patterson

First Legal

Jim Pinter

Litigation Services

Morgan Albanese

Celine Bartolome

Trinity Legal eSolutions

Brian Saelee

Soufou Lee

Veritext

Marj Walker

Andy Brown

U.S. Legal Support

Jenoa Derdowski

Johmar Gasphar

Marcus Deposition Reporting

Dina Marcus

Theresa Delp

Inland Business Systems

Brian Whiteside

Alex Solliday

Tori Taylor

Dave Mortensen

Esquire Deposition Solutions

David Heise

Ashley Syvertsen

Day In Court Vendors



Marcus Deposition Reporting



First Legal



One Legal



Litigation Services



U.S. Legal Support



Veritext



Inland Business Systems



Capitol Legal Investigations



Esquire Deposition Solutions



Trinity Legal E-Solutions

Member News

Submitted by Lacy Monserrat, CCLS



Vice President
Lacy Monserrat,
CCLS

Welcome, and congratulations to the following new SLSA members who were inducted at the February 18, 2016, Day-in-Court.

Active Membership

Melinda Chavez – Melinda is a paralegal at The Saqui Law Group, and has been employed as a legal professional since 2013. She specializes in arbitration, personal injury, and employment law. She celebrates her birthday on September 27, and she enjoys volunteer work at her church as well as her daughter's school, reading, and art.

Yuliana Santillan – Yuliana is a paralegal and notary at Mastagni, Holstedt APC, and has been employed as a legal professional since 2010. She specializes in administrative law, arbitration, and litigation. She celebrates her birthday on January 7.

Paige Thomas – Paige is a legal assistant at Cohen Durrett, LLP, and has been employed as a legal professional since 1998. She specializes in litigation. She celebrates her birthday on September 11, and she enjoys hiking, camping, animals, sports, and fun activities with her family.

Jessica Patton – Jessica is a legal secretary at Spinelli Donald & Nott, and has been employed as a legal professional since 2011. She specializes in litigation. She celebrates her birthday on May 27.

Keri Heaton – Keri is a legal secretary at Duggan Law Corporation, and has been employed as a legal professional since 2013. She specializes in business/corporate and employment law as well as litigation. She celebrates her birthday on April 9, and she enjoys cooking, hiking, cycling, dog walking and photography.

Justine Eales – Justine is a paralegal at Mastagni, Holstedt, APC, and has been employed as a legal professional since 2014. She specializes in criminal and labor law. She celebrates her birthday on March 10, and she enjoys golf, cooking, photography and wine tasting.

Teri Jackson – Teri is a legal secretary at Spinelli Donald & Nott, and has been employed as a legal professional since 1995. She specializes in litigation. She celebrates her birthday on February 29, and she enjoys quilting, sewing, rock concerts, travel and spending time with her family and dogs.

If you are interested in membership in SLSA, please contact Vice President Lacy Monserrat, CCLS, at (916) 551-3302, or via e-mail at lacy@majlabor.com.

Member News (Continued)

Our Condolences

Our heartfelt sympathies go out to Pamela Spring and her family on the loss of her Mother on Sunday, February 21, 2016.

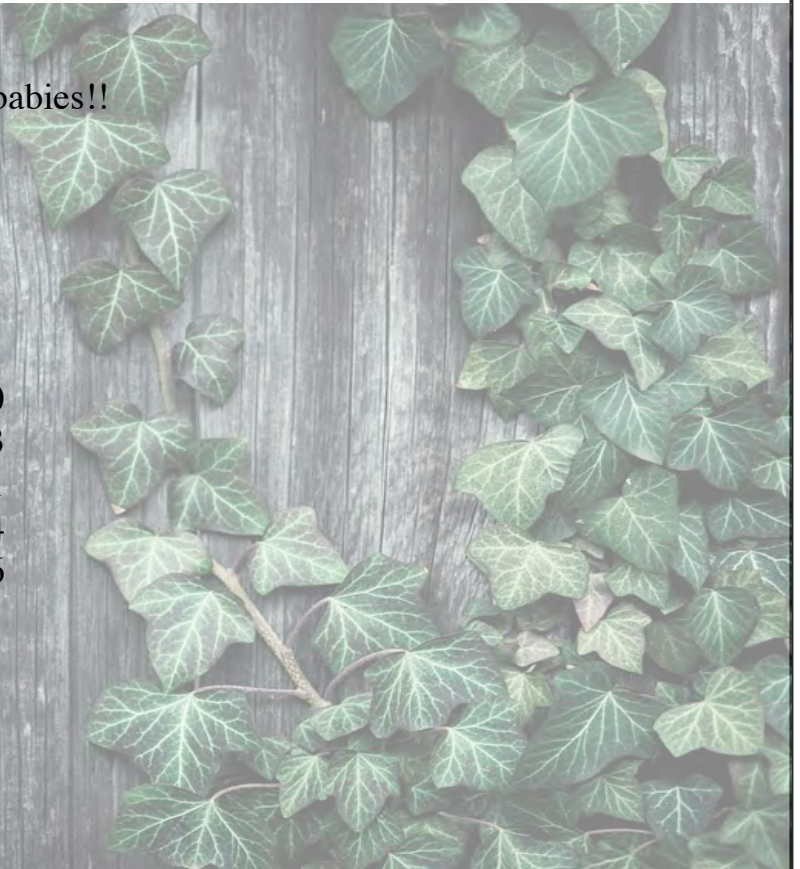
It is with sadness that we also report that the Honorable Loren McMaster passed away at home in Lincoln, CA, on February 11, 2016. Judge McMaster was a great support to SLSA and a great contributor to the legal community.

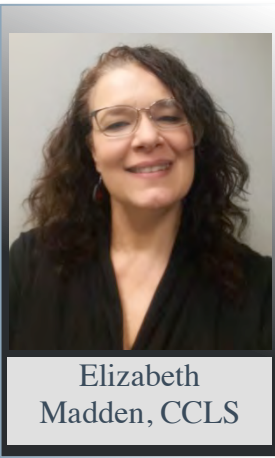
Are you an SLSA member who has moved? Changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you!! Let us celebrate your accomplishments with you during the good times, and support you during the tough times. Please send your news to vicepresident@slsa.org.

March Birthdays

Happy Birthday to all of SLSA's March babies!!

Elizabeth Madden, CCLS	March 4
Adriana Ellis	March 6
Debora Hansen	March 6
Shannon Kline	March 9
Justine Eales	March 10
Cleopatra Morris	March 13
Jim Pinter	March 21
Michelle Chavez, CCLS	March 24
Michael Henry	March 26





CCLS Report

Submitted by Elizabeth Madden, CCLS

Read each statement carefully and determine whether it is **true** or **false**:

1. _____ When using the short form of a case, it is usually done by enclosing the shortened form in parentheses immediately after the initial cite.
2. _____ When citing California code sections within parentheses, use code abbreviations followed by a comma and the sections symbol.
3. _____ Citations must always be cited in full every time they are cited throughout a document.
4. _____ In citations, abbreviate all states and territories.
5. _____ The signal “*cf.*” is a Latin abbreviation for confer, meaning compare with.
6. _____ The default feature that treats ordinal suffixes as superscripts should not be used except in writing of an informal nature.
7. _____ For amounts under a dollar, always use figures and the cent sign.
8. _____ When addressing a letter, do not abbreviate the city name.
9. _____ The names of well-known government and international agencies are often abbreviated. They are written without periods or spaces.
10. _____ When a measurement consists of several elements, be sure to always use commas to separate the elements.

CCLS - Vocabulary

In rem	Against the thing.
Ex post facto	After the deed is done.
Ex officio	By virtue of his office.
Mandamus	We command.
Per annum	For each year.
Compos mentis	Of sound mind.
Erratum	Error.
Lis pendens	Litigation pending.
Opere citato	In the work cited.
Proximo	In the next month.

CCLS Exam

The CCLS Certifying Board will be drawing two certificates for exam fee waivers on May 20, 2016. Each certificate will be good for one exam only, either the October 2016 or the March 2017 examination. Any local association that wishes to participate in this drawing will have their name put in the hat for a chance at one of the two certificates. Winning associations may use the certificates as they wish (so long as all laws, rules, and regulations are followed).

The exam fee waiver will cover the registration fee and exam fee for one examinee (LSI member or non-LSI member; full exam or partial retake) for one exam (either October 2016 or March 2017).



Calendar and Dates to Remember

March

March 8	SLSA's Executive Board Meeting, 6:00 p.m., Somach, Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
March 12	Placer County LPA Bunco Event, Auburn.
March 13	Daylight Savings Time begins.
March 14 – April 25	LSI Class: Online Overview of California State Court Discovery. Go to lsi.org "Upcoming Classes" for more information.
March 17	Happy St. Patrick's Day.
March 17	SLSA's Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15 p.m. Dinner. Ruling from the Bench, An Evening with Judge England.
March 19	Bay Area Chapter of the National Docketing Association's Civil Procedure Calendaring Workshop, Morrison Foerster, 9:00 a.m.-12:30 p.m., 425 Market Street, 33 rd Floor, San Francisco.
March 20	First Day of Spring.
March 24	Deadline to submit articles to the Editor for the April issue of <i>The Legal Eagle</i> .
March 27	Happy Easter.
March 31	Cesar Chavez Day (Only State Courts Closed).

* Be sure to check court websites for special court closures during the holiday season.

April

April 12	SLSA's Executive Board Meeting, 6:00 p.m., Somach, Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
April 19	Deadline to submit Conference Registration Form for LSI Annual Conference or incur a late fee.
April 21	SLSA's Annual Installation of Officers, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15 p.m. Dinner. Our guest speaker will be James M. Nelson of Greenberg Traurig LLP. Topic: "Navigating Ethics for the Legal Professional."
April 24	Deadline to submit Hotel Registration Form to the Flamingo Conference Resort & Spa for LSI Annual Conference.
April 28	Deadline to submit articles to the Editor for the May issue of <i>The Legal Eagle</i> .

* Be sure to check court websites for special court closures during the holiday season.

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

<table border="0" style="width: 100%;"> <tr> <td style="background-color: #1a2b7a; color: white; padding: 2px;">Name</td> <td>_____</td> </tr> <tr> <td style="background-color: #1a2b7a; color: white; padding: 2px;">Organization</td> <td>Sacramento Legal Secretaries Association</td> </tr> <tr> <td style="background-color: #1a2b7a; color: white; padding: 2px;">Address</td> <td>_____</td> </tr> <tr> <td style="background-color: #1a2b7a; color: white; padding: 2px;">City/State/Zip</td> <td>_____</td> </tr> <tr> <td style="background-color: #1a2b7a; color: white; padding: 2px;">Phone</td> <td>() _____</td> </tr> <tr> <td style="background-color: #1a2b7a; color: white; padding: 2px;">Fax</td> <td>() _____</td> </tr> <tr> <td style="background-color: #1a2b7a; color: white; padding: 2px;">Email</td> <td>_____</td> </tr> <tr> <td style="background-color: #1a2b7a; color: white; padding: 2px;">State Bar #</td> <td>_____</td> </tr> <tr> <td style="background-color: #1a2b7a; color: white; padding: 2px;">Year Admitted</td> <td>_____</td> </tr> </table>	Name	_____	Organization	Sacramento Legal Secretaries Association	Address	_____	City/State/Zip	_____	Phone	() _____	Fax	() _____	Email	_____	State Bar #	_____	Year Admitted	_____	<p>Payment Details:</p> <p>Amount \$ _____</p> <p>Check # _____</p> <p>Credit Card:</p> <p style="text-align: center;">Visa MasterCard</p> <p style="text-align: center;">-----</p> <p>Exp: _____ / _____ CVC: _____</p> <p>Signature: _____</p>
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Organization	Sacramento Legal Secretaries Association																		
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State Bar #	_____																		
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: scba@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)

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

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

- Pro Bono** – Advises the Board about, and operates, the SCBA's pro bono program.
- Sacramento Lawyer Magazine Editorial** – Sets policies that govern the *Sacramento Lawyer*.
- Website** – Assists with the SCBA website and its content.

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.

Previous Committee/Section participation _____

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

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

LSI Quarterly Conference – Tenaya Lodge

Submitted by Maria Reyes



Maria Reyes

I was excited when I found out that my name was picked by SLSA for the free scrip ticket to attend LSI's February Quarterly Conference (February 26 – February 28) this year in Fish Camp, California (near Yosemite) at the Tenaya Lodge. The Quarterly Conference was hosted by the Merced County Legal Professionals Association.

The Merced County LPA did a wonderful job at putting on the conference and picked a picturesque location located near the south entrance to the Yosemite National Park. Due to the above average temperatures during the month of February, there was little to no snow on the ground at the Lodge a bit to my disappointment.

The Tenaya Lodge is a beautiful, updated resort, with a log cabin feel to the lobby, with the same feeling throughout the restaurants, deli and outdoor grounds. The rooms also had a lodge décor with beautiful views of the redwood trees and nearby mountains. I will put this hotel on my list of places to return to someday.

I attended the Friday night reception and after the reception attended the Civil Litigation seminar entitled, "Writing Techniques Applicable To Law & Motion." On Saturday I attended the Board of Governors Meeting, and another Board of Governors Meeting in the afternoon. I saw firsthand all of the important business that takes place during these very important meetings throughout the year and also witnessed how motions and other decisions by the Board are handled.

Saturday evening I attended the Banquet and we had a very interesting and entertaining speaker who spoke to us about the "mountain men" of the Sierra Mountains. These men came from varied backgrounds and yet accomplished many things in their lifetime from establishing towns, mining camps, governments and of course putting down roots and raising families. Sunday morning was a Brunch and our guest speaker was a Mariposa County Superior Court Judge, Honorable Michael Fagalde. He spoke to us at length how the law office would essentially be nowhere without us, the legal secretaries/legal assistants/paralegals. He spoke of how invaluable we are and all of the many tasks we do throughout our day at the office. He was lively, entertaining and a pleasure to listen to. I had a great time for my first time at a Conference, and I will be looking into attending a Conference again in the future!

MDR

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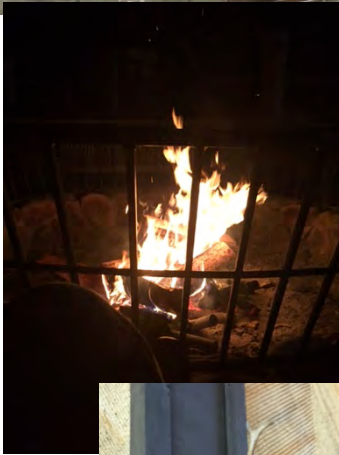
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Maria Reyes and Dawn Forgeur, CCLS



Crystal Rivera, Jan Ainsworth, and Corene Rodder



Crystal Rivera, Jan Ainsworth, Corene Rodder, Tammy Hunt, CCLS, Maria Reyes, and Dawn Forgeur, CCLS

CIVIL PROCEDURE CALENDARING WORKSHOP

The SF BAY AREA CHAPTER of the National Docketing Association is pleased to present its **Annual Civil Procedure Calendaring Workshop**

An overview of civil procedure calendaring requirements in California state and federal courts with an emphasis on applicable calendaring deadlines and techniques. Ideal for litigation secretaries, calendar/docket professional, paralegals and case clerks with some basic civil procedure experience. Topics will include venue and jurisdiction, initiation of the action, service of process, responsive pleadings, discovery, motion practice, and methods of disposition.

MCLE Status: 3.25 Hours

Date	Saturday, March 19, 2016
Time	9:00 a.m. – 12:30 p.m. Registration opens at 8:30 a.m.
Place	Morrison & Foerster, 425 Market Street, 33 rd Floor
Cost	\$125 (before 3/12/16)
	\$140 (after 3/12/16)
Pre-Registration Only – Registration will not be taken at the door on the day of the workshop*	

To register for this event: - <http://www.nationaldocketing.org/event-2093812>

*** The Workshop is limited to 70 registrants; and will be filled in the order that registrations with payment are received**

There is a \$15 charge for a check returned due to insufficient funds. Advance Cancellation is Required. If you enroll and cannot attend, a refund, less \$15 service charge, will be made if written request is received three (3) days prior to the date of the program.

Questions? sfdocket@gmail.com

Speakers:

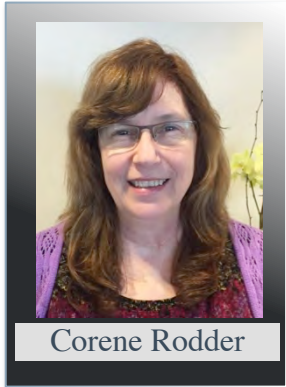
Elaine Screechfield is the Firmwide Litigation Docket Manager at Morrison & Foerster LLP. Ms. Screechfield attended the University of California-Davis and the University of San Diego School of Paralegal Studies. Elaine currently serves as the Education Committee Chair for the National Docketing Association and is the Chair of the SF Bay Area Chapter of the NDA. She has lectured at numerous forums including the San Francisco Bar Association; San Francisco Legal Professionals Association; (former) San Francisco Docket Association; National Docketing Association; 2014 Aderant Conference; Bay Area Legal Forum; and the Legal Secretary College of California, where she also was a member of the Board of Advisors.

Mary J. Beudrow, CCLS, is a Senior Docket Coordinator at Morrison & Foerster LLP. Ms. Beudrow has been employed in the legal field for over thirty years, spending much of that time working in the attorney service business. Mary currently serves as President for Legal Secretaries, Incorporated, and she is a past president of California Association of Legal Support Professionals. She is a member of the National Docketing Association (and its SF Bay Area Chapter) and of Mt. Diablo Legal Professionals Association. She has lectured at a number of forums including San Francisco Legal Professionals Association, Livermore-Amador Legal Professionals Association, and the Bay Area Legal Forum.

Mt. Diablo Legal Professionals Association
P.O. Box 4253
Walnut Creek, CA 94596

Legal Procedures

Submitted by Corene Rodder



Corene Rodder



SUPERIOR COURT OF CALIFORNIA COUNTY OF SACRAMENTO

CIVIL DOCUMENT FILING GUIDELINES

CIVIL FRONT FILING COUNTER (Located at 720 9th Street, Room 102, Sacramento, CA 95814)

The Civil Front Filing Counter **ONLY** accepts the following documents for filing:

- ◆ Application for Discovery Subpoena – Out of State
- ◆ Application and Order for Appearance and Examination
- ◆ Claim Opposing Forfeiture
- ◆ Civil Case Related Fees without accompanying documents
- ◆ Court Reporter/Jury Fees
- ◆ Ex Parte Applications for PJ/Law and Motion with a Hearing Date
- ◆ First Amended Complaints with a scheduled Demurrer Hearing
- ◆ Labor Commissioner Appeals
- ◆ Law and Motion documents including Applications and Stipulations
- ◆ Limited Civil Pretrial Documents with a Hearing Date
- ◆ New Complaints with Notice of Pendency of Action
- ◆ New Complaints with Temporary Restraining Order
- ◆ New Complaint for Unlawful Detainer (Unlimited Civil)
- ◆ Petition To Allow Late Claim for Relief from Government Code Sections 945 or 946.6
- ◆ Petition for Approval for Transfer of Structured Settlement Payment Rights
- ◆ Petition for Assignment of Case number (Claim for Uninsured Motorist)
- ◆ Petition for Assignment of Lottery Payments
- ◆ Petition for Change of Name/Gender Change (Tuesday – Friday from 8:30 a.m. to 12:00 p.m., specified window)
- ◆ Petition to Confirm, Correct, Vacate or Compel Arbitration
- ◆ Petition - Unresolved Deposit of Undistributed Surplus Proceeds of Trustee Sale
- ◆ Petition for Voter Registration and any related subsequent documents
- ◆ Presiding Judge Law and Motion documents
- ◆ Summons – Resubmissions Only (Return Notice MUST be attached)
- ◆ Unlawful Detainer – Request to Set Case for Trial (UD-150)
- ◆ Writs of Election and any related subsequent documents
- ◆ Writs of Mandate and any related subsequent documents

CIVIL DROP BOX (Located at 720 9th Street, Sacramento, CA 95814 in the 1st Floor Lobby and in the Room 102 Lobby)

All Civil documents **except** those listed below may be placed in a Civil Drop Box.

DOCUMENTS TO BE FILED DIRECTLY IN THE DEPARTMENT (DO NOT place in a Civil Drop Box)

- ◆ Complex Cases – ALL documents as ordered by the assigned judge.
- ◆ Civil Trial and Post-Trial Motions - All motions, oppositions and replies for the following:
 - Motions in Limine
 - Motion for Judgment Not Withstanding the Verdict
 - Notice of Intent to Move for New Trial
 - Motion for New Trial
 - Peremptory Challenge
 - Any other documents as ordered by the Judge

OTHER (DO NOT place in a Civil Drop Box)

- ◆ Civil Appeals Documents - Must be filed at the specified Civil Appeals Front Counter Window.
- ◆ The documents below shall be filed directly in the Law and Motion Lobby at 800 9th Street, 3rd Floor, Sacramento, CA 95814 when there is a pending law and motion matter on calendar:
 - Request for Continuance Letter
 - Request for Dismissal
 - Notice of Dropping a Pending Matter

(Rev. January 6, 2016)

Governor's Report

Submitted by Jan Ainsworth



Governor
Jan Ainsworth

LSI's Third Quarterly Conference was held February 26-28, 2016, at the Tenaya Lodge in Fish Camp, CA. Our host association was Merced County LPA. Nine SLSA members were in attendance: four of whom were officially called and one first timer. With this Conference attendance, SLSA earned 650 Chapter Achievement Points.

The Tenaya Lodge is a classic mountain resort surrounded by nature on 35 acres bordering the Sierra National Forest. It is located in Fish Camp, just two miles from the southern entrance to Yosemite National Park. Guests can skate on the lodge's ice rink (when in season), swim or Jacuzzi in two pools (indoor and outdoor), try their skills on the climbing wall, or visit the on-site spa for rejuvenation. Since the SLSA attendees were attending Conference we were unable to take advantage of many of the amenities; although some of us were able to visit the spa.

The Executive Committee met as the Budget Committee on Thursday, February 25, 2016. A proposed Budget for the fiscal year 2016-2017 was prepared for presentation at the Post Annual Board of Governors Meeting in Santa Rosa, California, on Sunday, May 22, 2016. The members of the Executive Committee present were: President, Vice President, Executive Secretary, Treasurer, Parliamentarian, and the Executive Advisor.

The Board of Governors meeting was called to order on Saturday at 9:00 a.m. Twenty-four governors were in attendance and we had a quorum. Our welcome speech was given by Kevin Cann, Supervisor, Mariposa County. Mr. Cann welcomed us stating that we came at the perfect time to visit Yosemite as the crowds are low, the rivers are flowing, temperatures are in the 60's and the mountains are snowcapped. Mr. Cann told us that Yosemite is very unique as 65% of Yosemite's visitation comes from California; that that is unheard of, and, that it definitely factors in how the park is managed. He further stated that most visitors are repeat visitors who remember a trail, an overlook, or a waterfall, and must return to experience its splendor again and again. Here are some interesting factoids: there is 1200 square miles of park; 22% of visitors are international; Yosemite is booked a year and a day in advance; 10% of Tenaya's revenue goes

to Yosemite; Mariposa the town and Mariposa the county are joined at the hip with Yosemite; 88% of the paychecks come from the churn of the park – a sort of gateway relationship; and, since 1980, visitors have grown from 2.5 to 8.2 million per year.

Now, on to more business. The Minutes of the November 2015 Quarterly Conference Board of Governors Meeting were approved as mailed. Reports of the elected officers followed. We broke for coffee and adjourned until 2:00 p.m. so all could attend Legal Specialization Sessions and our various assigned group lunches.

We reconvened at 2:08 p.m. Twenty-four governors were in attendance and we had a quorum. Thereafter, we heard the Recommendations of the Executive Committee and voting followed.

Bylaw Amendment No. 1 to allow for the Legal Specialization Sections Coordinator to combine the Criminal and Family Law Sections into one Section as well as the need to add a Federal Law Section passed by a two-thirds majority with a standing vote of 21 in favor.

Executive Committee Recommendation No. 1 passed approving the charter of Contra Costa County; and, as such, LSI announced the new local

Governor's Report (Continued)

association, Contra Costa County Legal Professionals Association. Congratulations to CCCLPA. LSI now has 37 chapters, two of which cover the various cities within Contra Costa County.

LSI will be hosting August 2016 Conference. Details to come.

Future Conference bids accepted by the Executive Committee are as follows:

November 2017 – Placer County LPA – November 10-12, 2017, at the Lyons Gate Hotel in Sacramento. \$130/single/double and \$125/scrip.

May 2018 – San Fernando Valley LSA – May 17-20, 2018, at a nearby Beverly Garland Hotel. \$230/single/double - \$145/scrip.

August 2018 – Stockton/San Joaquin County LPA – August 17-19, 2018. Details to follow.

Bids for the November 2018 Conference were extended to April 30, 2016.

There was no unfinished business to report. Regarding new business, the contract of our current LSI Administrator, CAMS, will expire on June 1, 2016. A report on how it was managed and how we will proceed will be prepared before May Conference and a Board Recommendation will follow with then newly elected President, Jennifer L. Paige. We adjourned at 3:20 p.m. for afternoon Legal Specialization Sessions and banquet.

Our banquet speaker was Shirley Spencer. Shirley has lived and worked in the Sierra Nevada region since 1979. Shirley gave a rousing talk with a slide presentation on the History of the Mountain Men. Did you know that the Mountain Men held a rendezvous as an annual gathering? They were held at various locations by a fur trading company at which trappers and mountain men sold their furs and hides and replenished their supplies. The large fur companies

put together teamster driven mule trains which packed in whiskey and supplies into a pre-announced location each spring-summer and set up a trading fair. Rendezvous were known to be lively, joyous places, where there would be singing, dancing, shouting, trading, running, jumping, racing, target-shooting, and anything else that they could invent.

Of even more importance, the Mountain Men left no physical trace of their lives upon the western landscape. They moved so lightly upon the world that only the land and the river remained as a witness to those shining times. If only more of us would do the same today with the pack it in – pack it out mentality.

And, if banquet was not enough, the SLSA contingent continued the merriment by roasting marshmallows, eating s'mores, and swapping stories of Conferences past around one of the lodge's fire pits. Ahh -- enough of that. Let's continue on with the business at hand.

We reconvened at Sunday brunch at 10:00 a.m. dispensing with roll call. Our guest speaker was The Honorable Michael Fagalde. Judge Fagalde was introduced by his legal secretary daughter and Brunch Chair, Susie Fagalde. Judge Fagalde told us that the Mariposa Courthouse was established in 1854 and it is the oldest operating courthouse west of the Mississippi. He told us that we are very valuable and have a special skill set that no other secretaries have, and then he began to name them. He said we file, type, word process, we are able to use computers, fax machines, copy machines, postage machines, and shredders. We can scan, operate complex telephone systems, find and use judicial council forms, know local rules, as well as how to locate the local rules. He continued on stating that we have distinct people skills as we must deal with attorney moods, client demands, keep the peace, communicate with court clerks, opposing counsel, opposing sides in pro

Governor’s Report (Continued)

per, and at all times remaining polite, diplomatic, and helpful. We are not “girls.” We are legal professionals. We are travel agents, we procure, order, and deliver things. We prepare Proofs of Service and deal with our attorney’s spouse or significant other; and once a rapport is established, that spouse or significant other generally contacts us before our attorney arrives to forewarn of his or her mood. I can relate to that. In sum, Judge Fagalde recognized how important we are and that what we do is valuable. We all appreciated his commentary and clapped jubilantly. Add some of those skill sets to your next yearly evaluation. Afterwards all that came to my mind was I am woman – w-o-m-a-n. Or, better yet, Helen Reddy’s 1975 rendition of I Am Woman . . . In numbers too big to ignore . . . I am strong. . . I am invincible . . . I am woman. Well, you get the picture.

There was no unfinished business, no new business, and the Conference was adjourned at 10:09 a.m. until Pre-Board of Governors Meeting at the 82nd Annual Conference - May 20-22, 2016, at the Flamingo Conference Resort & Spa in Santa Rosa, CA. Host Associations: Marin County LPA and San Francisco LPA. The theme will be “Hooray for LSI – A Tribute to Hollywood.” This resort is a Sonoma wine country four-star conference venue. Get your reservations in early, as I understand rooms are at a premium. For more information go to lsi.org and click on Upcoming Conferences. There you will find Conference registration forms, hotel reservation

information, and the LSS Seminar flier. The fliers are also included in this Bulletin.

Chapter Achievement Chat

It’s that time again. Time for you to look over the Chapter Achievement Reporting Form and see if there is anything you can check off and turn in to me regarding any activities from April 1, 2015, through March 31, 2016. Have you received updates to the LOPM or the LPH? Did you attend a webinar? Perhaps you attended another association’s meeting or function? Beginning April 1, I will be tallying up points with the hopes of capturing a win at Annual Conference in May.

And, speaking of CAPS – SLSA CAPS earned to date: 27,595 points. Go SLSA! Send me those CAPS forms.

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.

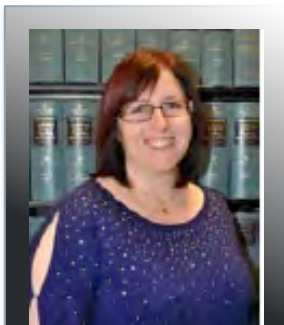
Until next time - take care. Jan

**CCLS
Answers**

1. True	6. True
2. True	7. False
3. False	8. True
4. False	9. True
5. False	10. False

Executive Advisor's Report

Submitted by Dawn Forgeur, CCLS



Dawn Forgeur,
CCLS

CONGRATULATIONS!

At the February 18, 2016, dinner meeting, the Nominations and Elections Committee presented a slate of officers and delegates for the upcoming 2016-2017 fiscal year. As there were no nominations from the floor, all nominees presented were elected by acclamation and as such no ballots will be mailed out to the members.

SLSA's 2016-2017 officers are:

President: Crystal Rivera
Vice President: Brenda Bracy
Secretary: Jennifer Estabrook, CCLS
Governor: Jan Ainsworth
Treasurer: There were no nominees and no nominations from the floor.

Delegates for 2016 Annual Conference are:

Brenda Bracy
Anne French
Corene Rodder

Call For Volunteers

SLSA Executive Board and Committee Chairs are legal professionals just like you who are committed to helping others and the legal community. Without the volunteers that run this association, SLSA simply cannot exist. Cannot continue to present the monthly educational meetings that keep you updated, informed, marketable, and an asset to your office. Cannot continue to offer a monthly informational newsletter that keeps the members current on local legal news and upcoming classes locally and regionally. Cannot put together the annual state and federal court update meetings at the beginning of each year. Cannot continue doing the awesome charitable projects throughout each year as it has been. Volunteering is a rewarding experience and SLSA needs you now more than ever. You can do it and the time is now!

At the beginning of each fiscal year, there is a seminar on parliamentary procedure taught by a Registered Parliamentarian for the Board members. If you are interested in attending, please contact President Crystal Rivera at president@slsa.org. There is no cost to attend, but seating is limited and must be reserved with the President in advance.

You may send an email to executiveadvisor@slsa.org with any questions.





HOORAY FOR LSI – A TRIBUTE TO HOLLYWOOD

MARIN COUNTY LEGAL PROFESSIONALS ASSOCIATION
and

SAN FRANCISCO LEGAL PROFESSIONALS ASSOCIATION

May 19-22, 2016

LSI ANNUAL CONFERENCE

FLAMINGO CONFERENCE RESORT & SPA, SANTA ROSA, CALIFORNIA

CONFERENCE REGISTRATION FORM

Name (on Badge): _____
 Mailing Address: _____
 City/State/Zip: _____
 Home Phone: _____ Work Phone: _____
 E-mail Address: _____
 Local Association: _____ LSA/LPA (Full Name)

Please Check If Applicable and Include Title: Please Check if You Are:
 State Officer _____ Governor CCLS PLS
 State Chairman _____ DELEGATE

Scrip (Includes Registration, Welcome Reception, Banquet and Brunch)
 Postmarked on or **Before APRIL 19, 2016** **\$135.00** \$ _____
 Postmarked **APRIL 20, 2016 or later** **\$145.00** \$ _____

Individual Tickets

Registration by APRIL 19, 2016	_____ @	\$25.00	\$ _____
Registration APRIL 20, 2016 or Later	_____ @	\$35.00	\$ _____
Welcome Reception (Friday)	_____ @	\$30.00	\$ _____
Luncheons _____ Vegetarian			
Governor’s (Friday)	_____ @	\$30.00	\$ _____
President’s (Friday)	_____ @	\$30.00	\$ _____
Membership (Saturday)	_____ @	\$30.00	\$ _____
CCLS luncheon (Saturday)	_____ @	\$30.00	\$ _____
Saturday Night Banquet	_____ @	\$55.00	\$ _____
_____ chicken	_____	_____ Pork Tenderloin	_____ Salmon
Sunday Brunch	_____ @	\$35.00	\$ _____
Total Amount Enclosed			\$ _____

Special dietary needs: _____

Please make checks payable to: **MCLPA MAY 2016 ANNUAL CONFERENCE FUND**

Mail to: Alison Gardner, CCLS
 775 E. Blithedale Avenue #122
 Mill Valley, CA 94941

For General Information Contact:
 Registration Chair – Alison Gardner, CCLS (415) 419-2012 – agardner@freitaslaw.com
 or Conference Co-Chair – Kristi Edwards, CCLS (415) 491-5000 – kledwards@justice.com
 Christine Flores (415), CBA 773-5566 – cflores@orrick.com

NO REFUNDS AFTER May 5, 2016



HOORAY FOR LSI! A Tribute to Hollywood

MARIN COUNTY LEGAL PROFESSIONALS ASSN. and
SAN FRANCISCO LEGAL PROFESSIONALS ASSN.

MAY 19-22, 2016

LSI 82ND ANNUAL CONFERENCE

FLAMINGO CONFERENCE RESORT and SPA

SANTA ROSA, CALIFORNIA

HOTEL REGISTRATION FORM

FLAMINGO CONFERENCE RESORT and SPA

2777 Fourth Street

Santa Rosa, CA 95405

PH: 800-848-8300 or 707-545-8530

NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

E-MAIL ADDRESS: _____

LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)

ARRIVAL DATE: _____ DEPARTURE DATE: _____

Accommodations: (Plus Applicable Taxes and Fees)

- Double/Double or Superior King - **\$169**, plus \$10 each for 3rd & 4th person
- Executive King - **\$199**
- Suite - **\$269**

Includes complimentary Wi-Fi in guest and meeting rooms, complimentary Self-Parking, and complimentary Continental Breakfast for all registered attendees on Friday and Saturday.

Please use the following link or call hotel directly for reservations, 707-545-8530. Use code **“LSI CONFERENCE 2016”** to identify yourself as being a part of **lsi** in order to get the group rate.

A credit card is required to hold your reservation, but the hotel will not charge your card at the time of reservation.

Please ensure you receive a written confirmation and bring it with you to conference.

[LSI Conference 2016 Reservation Link](#)

For General Information Contact:

Registration Chairman: Alison Gardner, CCLS, 415-419-2012, agardner@freitaslaw.com

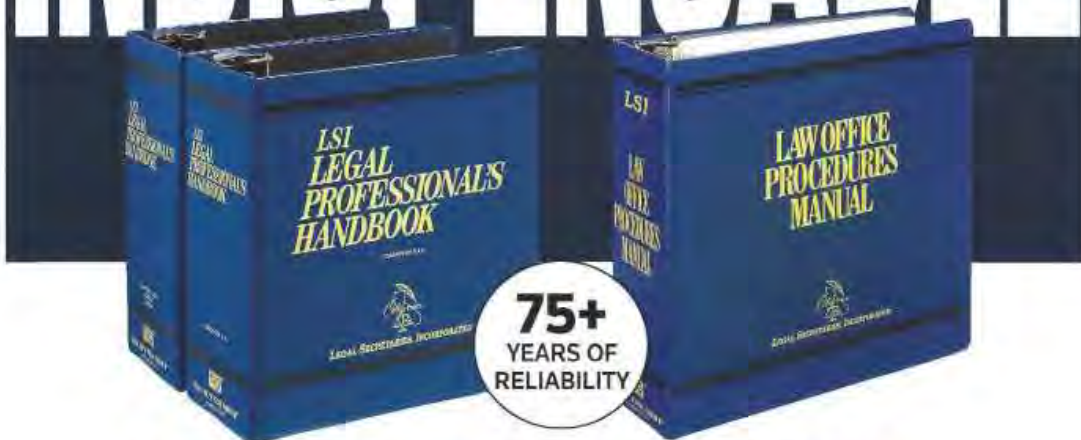
Conference Co-Chair: Kristi L. Edwards, CCLS, 415-491-5000, kledwards@justice.com

Conference Co-Chair: Christine Flores, CBA, 510-388-7918, cflores@orrick.com

HOTEL REGISTRATION DUE BY APRIL 24, 2016

The Hotel is expected to sell out during our dates. Please make your reservations early!

INDISPENSABLE



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 Nonmembers Price.....\$390

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 This title is updated annually for subscribers by replacement pages.

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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

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 This title is updated bi-annually for subscribers by replacement pages.

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 Combo price for both books.....\$425
 Price includes shipping. Add applicable sales tax.

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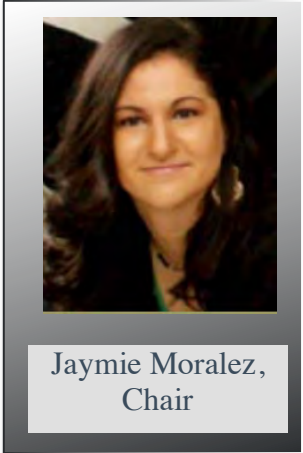
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www.RutterGroup.com

Employment Report

Submitted by Jaymie Moralez



Jaymie Moralez,
Chair

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

SLSA assists in every possible manner to procure employment for members of this association and cooperates with attorneys in filling positions in law offices, but in no event does this 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 number(s), areas of law practice, software used, position available, and years of experience required. The attorney/employer is requested to e-mail the Employment Chair with the

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

It is the responsibility of the 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.

Full-Time Legal Secretary. Preeminent Workers' Compensation Defense Law Firm is seeking an experienced full-time legal secretary for its Sacramento office to support friendly busy attorneys. Ideal candidate should have two years of experience and be reliable, organized, dependable, and able to take direction. Candidates must have good written and oral communication skills. Candidates should have proficient knowledge of Workers' Compensation procedures. *Responsibilities include, but are not limited to:* Transcription with digital dictation machines; proactively assist in the handling of upcoming events; determining dates upon which various pleadings must be served and filed, and ensuring service by those dates; following up with doctors and third party vendors regarding appointments and reports. *Additionally, the chosen candidate should possess these competencies and skills:* ability to format pleadings; ability to identify urgent tasks and to prioritize accordingly; able to practice appropriate office etiquette; ability to manage their time and multitask effectively; able to display problem-solving skills by developing methods or approaches to getting the work done; ability to maintain composure and professionalism under pressure; ability to adapt to new situations and changing priorities. Please reply to Tyler Roberts at troberts@twohylaw.com with resume, professional references, and a cover letter outlining your workers' compensation experience for this position and your familiarity with EAMS.

Legal Secretary/Admin Assistant – Corporate Bankruptcy. Felderstein Fitzgerald Willoughby & Pascuzzi LLP, located in downtown Sacramento, has an immediate opening for a full-time legal administrative assistant/secretary to support lawyers and share administrative duties. Daily duties include but are not limited to document and pleading preparation, calendaring, e-filing, electronic file retention and organization, sorting and distributing mail, managing vendor relationships, and time and expense entry. *Required Skills:* A minimum of two years of legal secretarial/legal administrative experience, proficiency in

Employment Report - Continued

MS Word 2010, organized, conscientious and reliable, and detail oriented. *Desired Skills:* Background in business bankruptcy and bankruptcy litigation, working knowledge of Federal Court Electronic Case Filing, experience with Time Matters 10.0, Timeslips 2014, Adobe Acrobat XPro, and MS Excel. For a firm overview, please visit the firm's website at www.ffwplaw.com. Resumes may be emailed to Inlasley@ffwplaw.com, or faxed to (916) 329-7435.

Experienced Legal Secretary. Great career opportunity for Experienced Legal Secretary. Roseville law firm seeking professional, energetic legal secretary with 3-5 years minimum solid litigation/business background. Full-time position. Excellent working environment, competitive salary, medical, dental, vision and 401k. Please e-mail cover letter and resume for consideration. Salary commensurate with skills and experience to info@hjj-law.com.

Paralegal-County of Sacramento. *Position Information:* Under the direction and supervision of a licensed attorney, performs legal tasks assisting the attorney in preparing legal documents, and other legal services. Please refer to the online job announcement for further details. *Minimum Qualifications:* In accordance with the California Business and Professions Code, section 6450 (c), as may be amended from time to time, applicants must meet one of the following requirements: (1) Possess a certificate of completion of a paralegal program approved by the American Bar Association. (2) Possess a certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education. (3) Possess a baccalaureate degree or an advanced degree in any subject *and* a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, *and* a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. (4) Possess a high school diploma or general equivalency diploma *and* a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, *and* a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. *Note:* The word "experience" referenced in the minimum qualifications means full-time paid experience unless the job announcement states that volunteer experience is acceptable. Part-time paid experience may be accumulated and pro-rated to meet the total experience requirements. *Application:* Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a County of Sacramento employment application online, in person, or by mail, *by 5:00 p.m.* on the posted cut-off date. www.SacCountyJobs.net.

Office Services Clerk. Stoel Rives LLP has an immediate opening for an Office Services Clerk in its Sacramento, CA office. Duties include: Sorting/distributing mail and interoffice correspondence, setting up conference rooms for in-house meetings (drinks, supplies, etc), retrieving lunches for in-house meetings, reception & fax/copy room coverage, courier services, secretarial assistance, special office project assistance, library services, and manage/organize supply room and kitchens.

Must be familiar with Microsoft Word and other Microsoft Office applications. Must be able to lift 35 lbs. 2-3 years' experience and prior experience working in a law firm preferred. Excellent benefit package and salary commensurate with experience.

Employment Report - Continued

Experienced Corporate/Tax/Estate Planning Paralegal. Murphy Austin Adams Schoenfeld LLP is looking for a part-time paralegal with 10+ years corporate and estate planning experience to work with the Corporate and Tax/Estate Planning Groups.

Advanced computer skills and aptitude are required. Advanced skills in Word, Excel and a document management program are required, with proficiency in Legal MacPac a plus. The successful candidate must also be able and willing to learn other software systems as needed.

Experience with real estate closing procedures, CASOS filings, merger and acquisitions, and entity formations preferred. The successful candidate must be able to multi-task in a fast-paced, professional environment, enjoy working as part of a team and demonstrate a commitment to client service and professional growth.

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

General Services Clerk. Murphy Austin Adams Schoenfeld LLP is looking for an organized, reliable person for general office services duties. Duties include running errands, managing supplies, making copies, back-up on phone duties, picking up and delivering mail as well as kitchen and copy room set up and clean up. Must have a car and proof of current car insurance.

The successful candidate must be able to multi-task in a fast-paced, professional environment, enjoy working as part of a team and demonstrate a commitment to client service and professional growth.

Murphy Austin offers a competitive salary and benefit package. Well-organized, detail-oriented, and motivated applicants should submit resumes to: Trish Hughes Kreis, Murphy Austin Adams Schoenfeld LLP, thkreis@murphyaustin.com.

LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 01/31/16

Total Members (Fiscal Year-end 4/30/15)	Association		New Members	Transfer Members	Continuing Members	Total Members
38	Alameda County	LSA	10		32	42
6	Antelope Valley	LSA	0		6	6
37	Beverly Hills/Century City	LSA	2		31	33
15	Conejo Valley	LPA	0		13	13
25	Desert Palm	LPA	15		14	29
19	El Dorado County	LPA	0		0	0
90	Fresno County	LPA	45		48	93
30	Humboldt County	LPA	2		24	26
19	Imperial County	LPA	6		13	19
18	Livermore-Amador Valley	LPA	2		11	13
47	Long Beach	LPA	11		34	45
67	Los Angeles	LSA	14		44	58
27	Marin County	LPA	2		13	15
48	Merced County	LPA	4		33	37
57	Mt. Diablo	LPA	11		49	60
14	Napa County	LSA	0		14	14
78	Orange County	LSA	15		52	67
20	Placer County	LPA	6		14	20
17	Rio Hondo District	LPA	7		16	23
20	Riverside	LPA	7		19	26
151	Sacramento	LSA	23		94	117
211	San Diego	LSA	13		114	127
27	San Fernando Valley	LSA	22		19	41
102	San Francisco	LPA	12		72	84
37	San Gabriel Valley	LSA	11		20	31
51	San Mateo County	LSA	7		36	43
20	Santa Barbara	LPA	4		14	18
84	Santa Clara County	LSA	32		59	91
5	Santa Cruz County	LPA	0		5	5
21	Santa Maria	LPA	2		10	12
27	Sonoma County	LSA	8		18	26
9	Southern Butte	LSA	1		9	10
38	Stanislaus County	LPA	1		32	33
27	Stockton-San Joaquin	LPA	3		21	24
4	Trinity County	LSA	0		0	0
15	Ventura County	LPA	0		9	9
24	Members at Large		7		16	23
1546	YTD TOTALS					1333

SLSA Committee Chairs 2015-2016

Updated: 10/20/15

Position	Name	Contact Info
Advertising	Elizabeth Madden, CCLS	elizccls@gmail.com
Audit (Financial Review) [3 people]	OPEN	
Benefits	OPEN	
Budget Committee	Dawn Forgeur, CCLS (Chair) Deseree Aguillen Lynne Prescott, CCLS	dawn.forgeur@stoel.com daguillen@stonegraves.com lynne@majlabor.com
Bulletin Editor	OPEN	
CCLS	Elizabeth Madden, CCLS	elizccls@gmail.com
Charitable Projects	Corene Rodder (Chair) OPEN	crodder@somachlaw.com
Day In Court	Deseree Aguillen (Chair) Alex Cain (Co-Chair) Maimie Chyinski (Co-Chair) OPEN	daguillen@stonegraves.com acain@odlegal.net mchyinski@f3law.com
Employment	Jaymie Moralez	Jaymie.moralez@jud.ca.gov
Historian	Corene Rodder	crodder@somachlaw.com
Interclub	Lynne Prescott, CCLS (Chair)	lynne@majlabor.com
Law Office Products & Management	OPEN	
Legal Procedures	Corene Rodder	crodder@somachlaw.com
Legal Professional of the Year / Boss of the Year	Maimie Chyinski (Chair) Christie Kaelber Teri McClory, CCLS	mchyinski@f3law.com ckaelber@downeybrand.com teretad@metzlawonline.com
Legal Secretarial Training	Astrid Watterson, CCLS Dawn Forgeur, CCLS	Astrid.watterson@gmail.com dawn.forgeur@stoel.com
Marketing	Lacy Monserrat, CCLS	lacy@majlabor.com
Membership	Lacy Monserrat, CCLS	lacy@majlabor.com
Nominations & Elections [3 people]	Dawn Forgeur, CCLS (Chair) Selena Paradee OPEN	dawn.forgeur@stoel.com selena.paradee@stoel.com
Professional Liaison	Lynne Prescott, CCLS (Chair)	lynne@majlabor.com
Programs	Rebecca Lerma (Chair) OPEN	rebecca.lerma@stoel.com
Programs – Lunch Lessons	OPEN	
Publicity	Mary Taylor	mtaylor@downeybrand.com
Reservations/Reception	Linda Bianchi	lbianchi@downeybrand.com
Scholarship	Christie Kaelber (Chair) Suzanne MacDonald	ckaelber@downeybrand.com smm@pacificlegal.org
Vendor Liaison	OPEN	
Ways & Means	OPEN	
Website Coordinator / Social Media Chair	Dawn Forgeur, CCLS	dawn.forgeur@stoel.com
Fairytale Town	Deseree Aguillen (Chair) Alex Cain OPEN	daguillen@stonegraves.com acain@odlegal.net
Reno Bus Trip	Dawn Willis (Co-Chair) Mary Taylor (Co-Chair)	dwillis@downeybrand.com mtaylor@downeybrand.com
75th Anniversary Gala	Lynne Prescott, CCLS (Chair) Morgan Albanese OPEN	lynne@majlabor.com morgan@litigationervices.com

SLSA Executive Board 2015 - 2016



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(916) 446-7979
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parliamentarian@slsa.org



Executive Advisor
Dawn Forgeur, CCLS
(916) 319-4786

Members of LSI adhere to the LSI Code of Ethics which is dedicated to an LSI Past President, Joan M. Moore, PLS, CCLS, and reads as follows:

It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules, and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.



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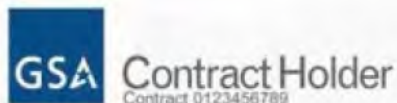
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