

The Legal Eagle

APRIL/MAY 2016
Book 16, Issue 4/5



Crystal Rivera and the Honorable
Judge Morrison C. England, Jr.

Upcoming Events

- **June SLSA Dinner Meeting (see page 5)**
- **Annual LSI Conference (see page 29)**



Find us on FaceBook

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President's Message

Submitted by Crystal Rivera



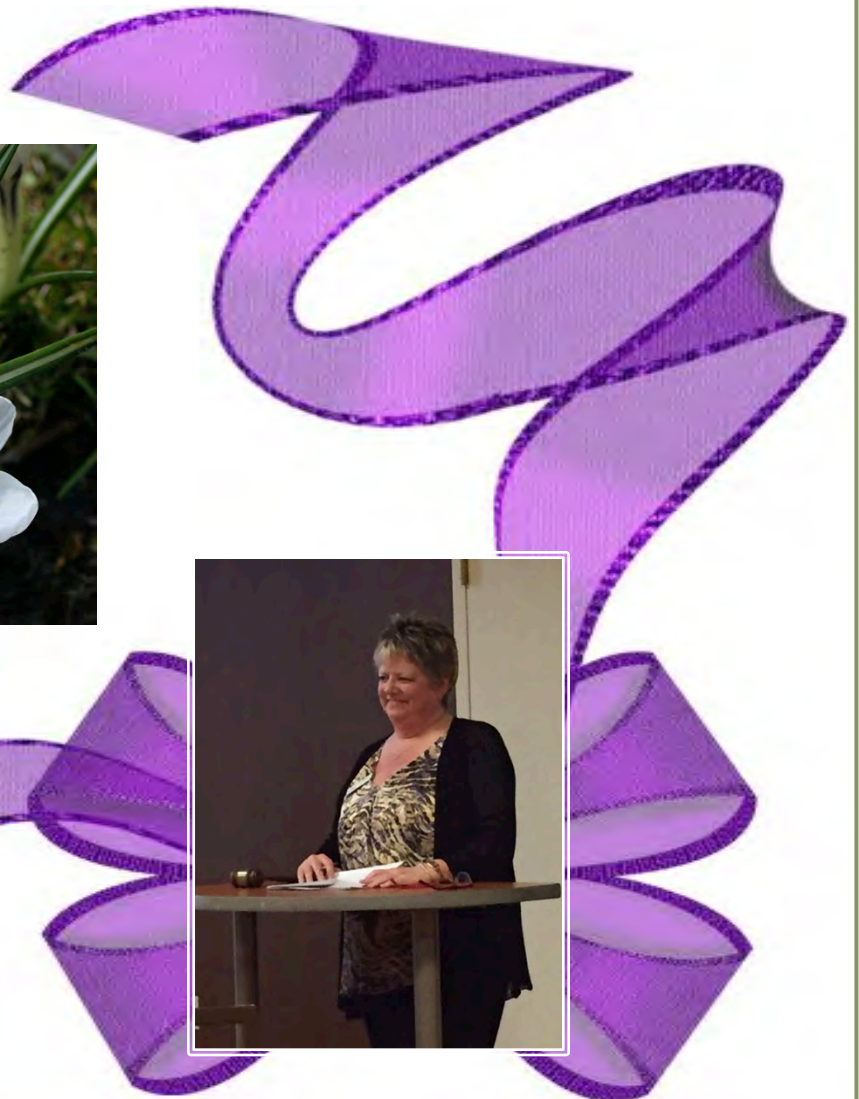
President
Crystal Rivera

I have bittersweet emotions with the 2015-2016 year coming to an end. I will miss those Board members who are not continuing, but also look forward to working with the new ones.

I want to again thank all the Board members for joining me this past year. I also want to again thank the committee chairs and volunteers who helped keep the association running smoothly. Without everyone's help and support, we would not have had another successful year.

As President, I receive directives (questionnaires) from LSI. One of the first directives I received asked if I had established any goals and my response was very honest -- "Just to get through the year." Well, I can check that goal off! I hope that this term I'll be able to actually accomplish something (and not just survive). We shall see what the new year brings.

--Crystal





OFFICE OF: JENNIFER L. PAGE, CCLS
VICE PRESIDENT
P.O. BOX 150427
SAN RAFAEL, CA 94915-0427
T: 415-710-3402
EMAIL: JLPAGE@IX.NETCOM.COM

April 14, 2016

To the Members of LSI:

As of the writing of this letter, the Nominations and Elections Chair has not received a single nomination for the office of Treasurer for LSI.

What does this mean?

It means that until a nomination is received, our current Treasurer, Lynne Prescott, CCLS, will be serving LSI as both Secretary and Treasurer. She will have the assistance of the members of the Executive Committee in managing the tasks that come with both positions. However, this is not an ideal scenario.

If we don't receive a nomination for the position of Treasurer, it is conceivable that at some point we may be left without a President to run this organization. While I don't see that happening, having the office of Treasurer left unfilled puts added pressure on the Executive Committee. While the Executive Committee fully supports each other, each volunteer officer carries a full load in her position, in addition to meeting the demands of full-time employment and a family life. For them to not only perform the duties associated with their current positions, but also divide the tasks of the Treasurer amongst the rest of the Executive Committee, is again, not an ideal, nor practical solution.

I encourage each and every one of you to think long and hard about your contributions to this organization that is about to embark upon its 82nd year. While the role and duties of legal support professionals has certainly changed since LSI was founded in 1934, one thing has not changed - - the ongoing demand for legal education, networking and professional development. No matter how the legal industry evolves or changes, you will still be looking to LSI to meet those demands. In order for LSI to continue to meet those demands, it will take people willing to commit to leading this organization; people who share LSI's commitment and vision.

Please consider running for the office of Treasurer of LSI. Every single member of LSI has a voice, ideas, and many things to share. If LSI is to continue into the future, it needs individuals to keep it moving forward. I have met many of you over the years and I do believe there are many of you who could take on this journey and make significant contributions to LSI and its membership. Yes, we all have our own lives, families, friends, and work outside of LSI, but I would ask you these questions: "Why did you decide to join LSI?" "What do you expect to receive as a benefit of being a member?" "Do you have ideas that would help LSI continue on into the future?"

April 14, 2016

“Do you enjoy being part of a successful team?” “What will you do if LSI is no longer?” “Where will you get your educational needs met?” “Where will you receive continuing education credits at a reasonable price?” “Where will you network with others to further your career/to find a new job?”

LSI belongs to each and every member and it depends on each and every member participating at some level to keep it moving forward.

Is being an officer of this corporation challenging? Yes. Does it take time and energy to be an officer of this corporation? Yes. Do the officers and chairmen receive any benefit in serving LSI? Yes, we do. We are not compensated with money; we are compensated in knowing that we are part of a great organization that provides tremendous benefits to its members. We are compensated in knowing that what we contribute in time, energy, and ideas makes a difference. We are compensated in knowing that we have done all we can to move LSI forward into the future and to keep it alive. We are compensated by knowing we are the leaders in California when it comes to providing low-cost, high-quality continuing education for legal professionals.


If you have even an inkling to put your name into the hat, please do so.

What is required to submit your nomination?

An Original Nomination of Candidates/Consent and Certification of Nominee for Office of Legal Secretaries, Incorporated for Fiscal Year 2016 – 2017 may be presented at Annual Conference when the call for nominations is announced. If you intend to submit credentials for nomination at Annual Conference contact the Nominations and Elections Chair, Sandra T. Jimenez, CCLS to obtain the necessary forms and for further direction.

If you have any questions, please reach out to any member of the Executive Committee or Past President. We are all available to answer your questions.

Sincerely,



Jennifer L. Page, CCLS

/jlp

Cc: Mary J. Beaudrow, CCLS - LSI President

Sacramento Legal Secretaries Association



Dinner Meeting ■ June 16, 2016

Courtyard Marriott
4422 Y Street - Sacramento

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



From the Bench-Effective Court Hearing Practices



Speaker: The Honorable Richard K. Sueyoshi
of the
Sacramento County Superior Court

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, June 10*

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:

- Baked Salmon with a Lemon Caper Vin Blanc on a Bed of Rice Pilaf
- Penne Pasta with Fresh Tomato Compote and Italian Roasted Vegetables

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

SLSA's Vendor Partner for June,
Royal Reporting Services, Inc.:



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

Dinner Meeting, March 17, 2016



Lynne Prescott, CCLS, Heather Rodriguez, CCLS, and Jan Ainsworth



Ana Marie Sotuela



Crystal Rivera, Jan Klingelhoets, Judge Morrison C. England, Jr., and Adele España-Purpur



The meeting is about to start!



Installation of Officers and Dinner Meeting, April 21, 2016



Lacy Monseratt, CCLS, and Beth Flure



Lynne Prescott, CCLS, and Crystal Rivera



Crystal Rivera, Jan Ainsworth, Brenda Bracy, CCLS, and Jennifer Estabrook, CCLS



Lynne Prescott, CCLS, Crystal Rivera, Jan Ainsworth, Brenda Bracy, CCLS, and Jennifer Estabrook, CCLS



Crystal Rivera and Dawn Forgeur, CCLS



Jim Nelson, Esq., and Crystal Rivera

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 March 17 and April 21, 2016, dinner meetings.

Active Membership

Christina Will – Christina is a legal secretary at the Office of the City Attorney, and has been employed as a legal professional since 2004. She specializes in litigation. She celebrates her birthday on March 18, and she enjoys cooking and youth sports.

Luz D. Loree – Luz is a legal secretary at Hollingshead & Associates, and has been employed as a legal professional since 1983. She specializes in insurance defense. She celebrates her birthday on July 7.

Danielle Gonzales – Danielle is a legal secretary at Green and Hall, and has been employed as a legal professional since 2001. She specializes in construction defect. She celebrates her birthday on January 18.

Tamara S. Neumann – Tamara is a legal secretary at Thomas P. Hogan, and has been employed as a legal professional since 1995. She specializes in family law and law office management. She celebrates her birthday on February 5, and her hobbies include dancing, cooking, and reading.

Helen Wayne – Helen is a legal secretary at the State of California, Department of Developmental Services, and has been employed as a legal professional since 1998. She specializes in administrative, criminal, and family law as well as probate/estate planning. She celebrates her birthday on March 20.

Beth A. Flure – Beth is an office administrator at the Law Offices of Richard A. Lewis, and has been employed as a legal professional since 1984. She specializes in business/corporate law, criminal law, litigation, probate/estate planning, real estate law, and law office management. She celebrates her birthday on March 7, and her hobbies include reading, antiques, cooking, bicycling, and her children and grandson.

Deborah Main – Deborah is a legal secretary at Green and Hall, and has been employed as a legal professional since 2005. She celebrates her birthday on January 21.

Our Condolences

Our heartfelt sympathies go out to Ann Edwards and her family on the loss of her husband, Jon Edwards, on March 24, 2016.

It is also with great sadness that that we inform you of the passing of Helen Harney Crittenden, LSI Past President (1964-1966) on March 20, 2016. Services were held at Casa Bonita in Stockton on April 16, 2016.

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.



Member News (Continued)

Wishing a Speedy Recovery

We would like to send our best wishes for a speedy recover to Jerry Willis, Dawn Willis' ex-husband. He was in a head-on crash on April 29 and is currently still in recovery. Jerry was our 2015 Reno Bus Trip photographer.

Congratulations!

LADIES AND GENTLEMEN: (drum roll, please) SLSA is proud to announce the birth a new CCLS: BRENDA BRACY! Brenda completed that milestone in March of 2016. She studied long and hard. Plus, in the midst of studying, Brenda managed to change jobs. Major stressor! Well done, Brenda!!!! We are SO proud of you!

On the Move

Jennifer Estabrook, CCLS – Jennifer began her new position at Somach Simmons & Dunn on April 20, 2016. Congratulations Jennifer!

April Birthdays

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

Casie Campbell	April 3	CoSandra Pollard	April 17
Yuliya Kalenyk	April 5	Rebecca Lerma	April 19
Keri Heaton	April 9	Yelena Williams	April 19
Luke Patterson	April 12	Suzanne MacDonald	April 22
Katelyn Hoffman	April 16	DeAnn Rippy	April 29
Jean Wright	April 16	Kimberly Bogie	April 30

May Birthdays

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

Micky Kelly	May 6	Tereta McClory	May 17
Cristina Witt	May 6	Ann Edwards	May 20
Heather Murdock	May 9	Vivian Sanchez	May 22
Michelle Peterson	May 10	Phyllis Zakrajsek	May 24
Deseree Aguillen	May 11	Johanna Gibson Ford	May 26
Kristi Baughman	May 11	Jessica Patton	May 27
Catharine Irvine	May 11	Jeanette Osman-Bravard	May 30
Danielle DeForrest	May 13		

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.



APPLICATION FOR MEMBERSHIP IN SACRAMENTO LEGAL SECRETARIES ASSOCIATION

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO "SLSA" (see membership category and dues information below), TO:

Brenda Bracy, CCLS, Vice President Sacramento Legal Secretaries Association c/o Boutin Jones Inc. 555 Capitol Mall, Suite 1500, Sacramento, CA 95814

NAME OF APPLICANT ARE YOU A CCLS? EMPLOYER POSITION BUSINESS ADDRESS CITY/ZIP BUSINESS PHONE BUSINESS E-MAIL RESIDENCE ADDRESS CITY/ZIP RESIDENCE PHONE RESIDENCE E-MAIL EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES)

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

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

IT SHALL BE THE DUTY OF EACH MEMBER OF LEGAL SECRETARIES, INCORPORATED TO OBSERVE ALL LAWS, RULES AND REGULATIONS NOW OR HEREAFTER IN EFFECT RELATING TO CONFIDENTIALITY AND PRIVILEGED COMMUNICATION, ACTING WITH LOYALTY, INTEGRITY, COMPETENCE AND DIPLOMACY, IN ACCORDANCE WITH THE HIGHEST STANDARDS OF PROFESSIONAL CONDUCT.

SIGNATURE OF APPLICANT DATE SPONSOR (IF ANY) APPLICATION APPROVED

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

- ACTIVE MEMBER* (Annual Dues \$40)
STUDENT MEMBER** (Annual Dues \$25)
ASSOCIATE MEMBER** (Annual Dues \$25)

* ACTIVE MEMBERSHIP IN SLSA INCLUDES MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED (LSI), AND ALL BENEFITS OF MEMBERSHIP IN LSI AND SLSA.
** STUDENT/ASSOCIATE MEMBERSHIP IN SLSA DOES NOT INCLUDE MEMBERSHIP IN LSI.
*** SLSA Membership Period: May 1 - April 30.

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

- CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES**
- CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS**
- CHECK HERE IF YOU ARE WILLING TO HOLD A STANDING COMMITTEE CHAIR OR ASSISTANT CHAIR POSITION**

E-MAIL PREFERENCE? **BUSINESS** **RESIDENCE (Please check only one)**

REGULAR MAIL PREFERENCE? **BUSINESS** **RESIDENCE (Please check only one)**

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

How did you hear about SLSA? _____

Please make your **check payable to SLSA**. Mail payment with this form to:

Brenda Bracy, CCLS, Vice President
 Sacramento Legal Secretaries Association
 c/o Boutin Jones Inc.
 555 Capitol Mall, Suite 1500
 Sacramento, CA 95814



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2016 – April 30, 2017
Due Date: May 1, 2016**

Make check payable to:

Sacramento Legal Secretaries Association

Amount Due: **\$40**

Renewals are due May 1, 2016

There will be a late fee of \$5 after June 1, 2016

Return the completed invoice and full payment to:

**Shannon Kline
SLSA Treasurer
The Saqui Law Group
1410 Rocky Ridge Drive, Suite 330
Roseville, CA 95661**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

ARE YOU A CCLS? _____

BIRTHDAY: _____

JOB TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

BUSINESS E-MAIL: _____

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

RESIDENCE E-MAIL: _____

YOUR SPECIALTY:

<input type="checkbox"/> Administrative Law	<input type="checkbox"/> Appellate Law	<input type="checkbox"/> Bankruptcy
<input type="checkbox"/> Corporate Law	<input type="checkbox"/> Criminal Law	<input type="checkbox"/> Environmental
<input type="checkbox"/> Family Law	<input type="checkbox"/> Labor and Employment	<input type="checkbox"/> Law Office Management
<input type="checkbox"/> Legal Support	<input type="checkbox"/> Litigation	<input type="checkbox"/> Personal Injury
<input type="checkbox"/> Probate/Estate Planning	<input type="checkbox"/> Real Estate	<input type="checkbox"/> Other: _____

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered? *(check one)*

Business Residence

Where do you want e-mail delivered? *(check one)*

Business Residence

INVOLVEMENT:

Have you been awarded lifetime membership in SLSA? (If yes, return form only w/out dues)

Yes No

Are you interested in volunteering as a committee chairperson or co-chairperson?

Yes No

What topics and speakers would benefit you most this coming year? _____

SLSA USE ONLY	Date Received: _____	On Roster: _____
	Check no.: _____	On LSI: _____
	On Email List: _____	To Editor: _____

Bunco Placer County LPA



Crystal Rivera, Elizabeth Madden, CCLS,
Jennifer Estabrook, CCLS, and Morgan Albanese

National Docketing Association Calendaring Workshop



Crystal Rivera



Corene Rodder



Jan Ainsworth, Crystal Rivera,
Lynne Prescott, CCLS,
Shannon Kline, and
Corene Rodder



Jan Ainsworth



Crystal Rivera, Corene Rodder, and
Jan Ainsworth



Lynne Prescott, CCLS, and Crystal Rivera

Vendor Spotlight for March Submitted by Rebecca Lerma

Our vendor of the month for March was Marcus Deposition Reporting, a court reporting company. Owner/Operator Dina Marcus spoke to us about the services offered by Marcus Deposition Reporting. Marcus Deposition Reporting was founded in 1992 by Dina Marcus, an active court reporter with over 25 years of experience. Marcus Deposition Reporting has an excellent team of reporters with over 60 years of combined experience. Equipped with knowledgeable, experienced office staff, Marcus Deposition Reporting delivers the highest level of professionalism and service available in the court reporting industry. Marcus Deposition Reporting will go the extra mile to accommodate all your court reporting needs, whether you need reporting services in California or anywhere else in the U.S.

For more information about Marcus Deposition Reporting, please contact:

DINA M. MARCUS, CSR NO. 8579
Owner/Operator
Marcus Deposition Reporting
207 W. Oak Street
Lodi, CA 95240
800-682-2323
209-333-8485
209-333-1133 Fax
mdr@marcusdepo.com

*Rebecca is a litigation paralegal at
Stoel Rives LLP.*



Vendor Spotlight for April Submitted by Crystal Rivera

April's Vendor of the Month (VOM) was Inland Business Systems (Inland). Bryan Whiteside, Executive Account Manager, and Kimberly Dean joined us and talked to us about the services that Inland has to offer. They brought some swag, and donated a \$50 VISA gift card for the raffle prize.

Inland is part of Global Imaging Systems, a wholly-owned subsidiary of Xerox, one of the largest technology and solutions company in the world. From document management to collaborative communication tools and multifunction systems, Inland provides the broadest portfolio of technology and solutions for companies of any size and in any industry throughout the Sacramento Region, central/northern California, and Reno.

Inland focuses on document-driven companies and industries – from healthcare organizations, government entities, manufacturing companies and legal firms to school districts and financial service institutions – spanning all types and sizes. In the local area, Inland hosts a state-of-the-art diagnostic center to provide LIVE remote support and first call resolution. To bring comprehensive solutions to the market, Inland partners with world-class innovators and value-added suppliers. What does this mean for you ... local management, local support, and local supplies.

Inland has a revolutionary methodology – 360° Business – measures the core areas required to achieve true optimization. It is a multi-source approach that delivers a comprehensive snapshot, providing clear visibility into each of seven core business areas. Integrated reporting tools deliver concrete, actionable guidelines for complete alignment of all technology and business process initiatives. Inland will work with you to define your company's culture and business objectives to stay in-line with your company's goals; implement an enterprise-wide solution aimed at reducing operation costs and improved efficiencies by integrating updated technology solutions; conduct quarterly reviews to ensure your business solutions remain flexible, and adapt to your business needs; determine the total cost of ownership of your fleet and breakdown internal information processes to discover hidden, unnecessary costs; measure your entire technology inventory to determine your asset usage to better understand the current print environment and workflow process.

You can contact Bryan at:
bwhiteside@inlandbusiness.us;
(916) 928-0770, ext. 7834.





Elizabeth
Madden, CCLS

CCLS Report

Submitted by Elizabeth Madden, CCLS

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

1. ____ An Order of Examination is a court process to aid enforcement of a monetary judgment.
2. ____ The party being examined will be required to furnish information to aid in the enforcement of a monetary judgment.
3. ____ The Judgment Creditor or its representative may not ask questions relating to personal financial assets.
4. ____ The Judgment Creditor or its representative may ask questions relating to the Debt(s) owed to the Judgment Debtor by a third party examinee.
5. ____ The Judgment Creditor or its representative may not ask questions relating to Property owned by the Judgment Debtor that is possessed or controlled by a third party examinee.
6. ____ Personal financial assets of the Judgment Debtor are of high interest to a Judgment Creditor.
7. ____ The Court will issue a bench warrant for a Judgment Debtor's failure to appear whether or not proper proof of service can be shown.
8. ____ A new application with the appropriate fees must be submitted for processing, if service of the Judgment Debtor has not been accomplished by the time of the noticed hearing.
9. ____ Upon service of the Civil Bench Warrant (for failure to appear), a hearing date will be set for the Judgment Debtor to appear before the court.
10. ____ The Judgment Creditor is not required to appear before the court at the Civil Bench Warrant hearing date.

MDR

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CCLS – Vocabulary

Writ of Supersedeas A writ issued to stay proceedings at law; to stay the enforcement of a judgment or order pending appeal.

Peremptory Writ At common law, an original writ issued when the plaintiff seeks only general damages.

Mandamus A writ issued by a superior court to compel a lower court or a government officer to perform mandatory or purely ministerial duties correctly.

Writ of Error A writ issued by an appellate court directing a lower court to deliver the record in the case for review.

Original Writ A writ commending an action and directing the defendant to appear and answer; in the U.S., this writ has been largely superseded by the summons.

Alternative Writ A common-law writ commanding the person against whom it is issued either to do a specific thing or to show cause to the court why he or she should not be compelled to do it.

Writ of Certiorari An extraordinary writ issued by an appellate court, at its discretion, directing the lower court to deliver the record in the case for review. Most commonly used by the U.S. Supreme Court to review the cases it wants to hear.

Writ A court's written order in the name of a state or other competent legal authority, commanding the addressee to do or refrain from doing some specified act.

Extraordinary Writ A writ issued by a court exercising unusual or discretionary power. Examples are certiorari, habeas corpus, mandamus, and prohibition.

Writ of Prohibition An extraordinary writ issued by an appellate court to prevent a lower court from exceeding its jurisdiction or to prevent a nonjudicial officer or entity from exercising a power.



A Xerox Company

Calendar and Dates to Remember

May	
	Friendly Reminder: SLSA will go dark this month and will not be holding a regular membership meeting due to annual conference.
May 8	Mother's Day.
May 10	SLSA's Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
May 13	Deadline to register for Legal Specialization Seminars at LSI's 82nd Annual Conference.
May 19-22	LSI's 82 nd Annual Conference, Flamingo Conference Resort & Spa, Santa Rosa, CA.
May 26	Deadline to submit articles to the Editor for the June issue of <i>The Legal Eagle</i> .
May 30	Memorial Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
June	
June 4	Parliamentarian Workshop, 9:00 a.m. to 12:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento. (If interested in attending, please contact president@slsa.org .)
June 9	SLSA's Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
June 16	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 The Honorable Richard K. Sueyoshi, Sacramento Superior Court Judge. Topic: "From the Bench-Effective Court Hearing Practices (trial doc prep, ex partes, minors comps, etc.)"
June 19	Father's Day.
June 20	First Day of Summer.
June 24	Deadline to submit articles to the Editor for the July issue of <i>The Legal Eagle</i> .



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: #000080; color: white; padding: 2px;">Name</td><td>_____</td></tr> <tr><td style="background-color: #000080; color: white; padding: 2px;">Organization</td><td>Sacramento Legal Secretaries Association</td></tr> <tr><td style="background-color: #000080; color: white; padding: 2px;">Address</td><td>_____</td></tr> <tr><td style="background-color: #000080; color: white; padding: 2px;">City/State/Zip</td><td>_____</td></tr> <tr><td style="background-color: #000080; color: white; padding: 2px;">Phone</td><td>() _____</td></tr> <tr><td style="background-color: #000080; color: white; padding: 2px;">Fax</td><td>() _____</td></tr> <tr><td style="background-color: #000080; color: white; padding: 2px;">Email</td><td>_____</td></tr> <tr><td style="background-color: #000080; color: white; padding: 2px;">State Bar #</td><td>_____</td></tr> <tr><td style="background-color: #000080; 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>
Name	_____																		
Organization	Sacramento Legal Secretaries Association																		
Address	_____																		
City/State/Zip	_____																		
Phone	() _____																		
Fax	() _____																		
Email	_____																		
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

Speaker Spotlight – Navigating Ethics for the Legal Professional Presented by Jim Nelson, Esq.

Submitted by Morgan Albanese

We were pleased to have James Nelson from Greenberg Traurig as our speaker at the April 21, 2016 dinner meeting. Mr. Nelson is a Shareholder at the firm's Sacramento office and is Co-Chair of the firm's National Labor & Employment Practice's ERISA Litigation team, as well as, Chair of the Sacramento office's Labor & Employment Practice.

Mr. Nelson spoke on the topic of, "Ethical Issues – Managing Risk in Turbulent Times." He spoke on several matters, such as: what it may look like when the minimum wage climbs to an all-time high of \$15/hr; how this recession has been one of the worst legal economies; how we have excessive reliance on technology; blurring legal boundaries; ethics and unethical behavior; good people becoming over stressed; and gave an excellent analogy on why plane crashes happen and what this has to do with dynamics in a law firm.

During his presentation, Mr. Nelson talked about the relationship between an experienced pilot, and a less experienced co-pilot. He said the co-pilot noticed a blinking light coming on signaling there was something wrong, but didn't speak up because he made the assumption that the pilot must be more knowledgeable. The co-pilot not speaking up could in turn be detrimental and cause a plane crash. He brought this up because even though he may be a seasoned attorney, if someone sees something he may not, he would hope they would enlighten him.

He also touched on a wide array of ethical issues in law firms, such as trust accounts, expenses, time entry, etc. In a world where we have access to proprietary information and private accounts, it is important we strive to work with only the highest ethical regard. In regards to expenses, he touched on how someone expensed a pair of shoes over \$300 as "ground transportation." This was creative, but highly unethical to expense a personal expense on the firm.

Mr. Nelson also discussed the issue of malpractice and showed us a screen grab of his outlook calendar.

A legal secretary could be managing his/her calendar, his/her attorney's work calendar and his/her attorney's personal calendar, which at times can get stressful and convoluted. Even though the attorney may want to blame the secretary for missing a deadline, it falls on no one but the attorney themselves.

It is common place to speak to co-workers in the office on breaks, or in lounge areas, maybe even on cell phones while walking around. Mr. Nelson reminded us that internal gossip can be used inappropriately, especially when dealing with confidential legal matters.

A big thing to remember is that we are a very time sensitive, paper heavy and document intensive industry. This can lead to what Mr. Nelson referred to as "Data Smog." We could have a thousand copies of an unimportant document and cannot find the one copy of something that could be important. This is also important when it comes to e-discovery and spoliation of information.

The legal field can certainly be fast-paced and stressful and we were honored to have Mr. Nelson speak to us on how to lighten the load when it comes to remembering the importance of managing risk in regards to ethical issues.



Legal Procedures

Submitted by Corene Rodder



U.S. Court of Appeals for the 9th Circuit – Filing Motions

Effective February 19, 2016, parties no longer have the option to submit motions and briefs together in the same transaction in CM/ECF.

Parties shall submit all Motions via CM/ECF by selecting "File a Motion" as the Type of Document. Parties shall submit all Briefs via CM/ECF by selecting "Submit Brief for Review by the Court" as the Type of Document.

For Frequently Asked Questions, go to <http://www.ca9.uscourts.gov/cmecf/faqs/briefs/>

Prospective Amici shall continue to submit their amicus briefs and motions to become amicus together by selecting "Submit Brief and File Prospective Amicus or Intervenor Motion Together" as the Type of Document.

U.S. Court of Appeals for the 4th District – Electronic Transcript

Pursuant to Local Rule 5(2)(e)(3) – Any party who orders a reporter's transcript of the proceeding pursuant to California Rules of Court, rule 8.130, must also request a copy of the transcript in electronic format, as provided in California Rules of Court, rule 8.130(f)(4), and must submit an electronic copy to the court. For assistance preparing electronic transcripts, see the Guidelines for E-Reporter Transcripts. <http://www.courts.ca.gov/4dca.htm>

Monterey County Superior Court – Launches an Electronic Filing System

Monterey County Superior Court is pleased to announce the launch of an electronic filing [e-filing] system for civil, family, probate, and juvenile case types, effective April 1, 2016. Currently, e-filing, which enables parties to file documents in these case types, is voluntary for all users and will become mandatory for attorneys on July 1st of this year. Self-represented litigants may continue to use e-filing voluntarily after July 1st.

Additional information about e-filing may be obtained in the Code of Civil Procedures, section 1010.6, California Rule of Court, rule 2.250-2.261, and Monterey's Local Rule 1.06.



Governor's Report

Submitted by Jan Ainsworth



Governor
Jan Ainsworth

After last month's lengthy, but very informative, and most amusing Governor's Report (if I say so myself – and I do – ah-hem), I thought I would spare your vision this month and keep it short. I trust you had a joyful Spring Break and Easter; and I hope you are duly recognized on Administrative Professionals Day on April 27.

The next time I will be reporting will be after the Pre/Post Board of Governors Meetings at the 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, and the theme will be "Hooray for LSI – A Tribute to Hollywood." I would also like to take a moment to congratulate your Delegates at Annual Conference this year. They are: Anne French, Brenda Bracy, CCLS, and Corene Rodder. Look forward to their takes and reports on conference.

Meanwhile, time is running out for you to get your room reservations and conference registrations. I refer you to "Dates To Remember" and fliers contained within this bulletin.

Chapter Achievement Chat

Chapter Achievement reporting ended on March 31, 2016. I am now in the throes of calculating points with the hopes of capturing a win for us at Annual Conference in May. You may ask yourself 'why does she keep asking about CAPS?' 'What is this CAPS thing anyway and this contest?' Well I am glad you asked my member friend. This contest is not just a contest to see how many points you can accumulate (well it is – but it's not). It is also an opportunity to participate in your local chapter, another neighboring association, and LSI. Why did you join SLSA? To attend meetings, earn CLE credit, have dinner companions, make friends, learn about employment opportunities, study to take the CCLS exam, increase your knowledge? All of these reasons have the potential for increasing your support network AND earning points towards Chapter Achievement. Stay tuned for the results of SLSA's contest entry.

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. True | 9. True |
| 5. False | 10. False |

CHAPTER ACHIEVEMENT REPORTING FORM 2016-2017

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA’s Governor. This covers activities from April 1, 2016, through March 31, 2017.

Please complete this form and mail or email it to SLSA’s Governor, Jan Ainsworth. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam - Test Date: _____. (100 points)
- _____ I passed the CCLS exam - Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2013-2014 fiscal year. (50 points)
- _____ I attended another association’s monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or The Rutter Group. (25 points)
- _____ I attended an educational workshop or seminar via webinar. (50 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2016. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional’s Handbook* (LPH). (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA
Attn: Jan Ainsworth, CCLS, Governor
Murphy Austin
555 Capitol Mall, Ste. 850
Sacramento, CA 95814
governor@slsa.org



Join The American Legion Family of Post 233 (Elk Grove-Laguna) as we walk 1.8 miles through the Elk Grove, CA community in support of America's veterans, service members, and their families.

Monday, May 30, 2016
Elk Grove Cemetery
8540 Elk Grove Boulevard
Elk Grove, CA

Start Time: At the conclusion of Elk Grove Cemetery's Memorial Day Ceremony (approx. 11 am)

A barbecue will follow at Legion Grove, Elk Grove Regional Park.

For more information visit www.elkgrovepost233.com/Events1.html or email post233wfv@gmail.com

REGISTER TODAY

Free registration at <https://www.eventbrite.com/e/the-american-legion-walk-for-veterans-registration-22754547464>.

WE
WALK
FOR
THOSE
WHO
MARCHED
FOR US



LEGAL SPECIALIZATION SECTIONS SEMINARS

May Annual Conference – May 20-21, 2016
 Flamingo Resort & Spa, Santa Rosa

The deadline to register without a late fee is
 Monday, May 16, 2016.

<p>LSS SECTION MEMBER: Free with Advanced Reservations \$5 at the Door/After Deadline -- Handout Only: \$5</p>	<p>NON-LSS SECTION MEMBER: \$15 with Advanced Reservation \$20 at the Door/After Deadline -- Handout Only: \$15</p>
<p>Friday, May 20, 2016 – 1:30 p.m. to 3:30 p.m.</p>	
<p><u>Probate/Estate Planning</u> Elder Law & What Legal Assistants Need to Know About Public Assistance Patricia M. Tobin, Esq. The Campopiano Law Offices <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>	<p><u>Law Office Administration</u> Reasonable Accommodation Under the ADA/FMLA Albert L. Thuesen III Coit Law Group <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>
<p>Friday, May 20, 2016 – 4:00 p.m. to 6:00 p.m.</p>	
<p><u>Transactional Law</u> Transactional Law Issues in the Wine Industry John Dawson, Esq. and Jay Behmke, Esq. Behmke Law <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>	<p><u>Family Law</u> Family Law/Bankruptcy James V. Sansone, Esq. Law Offices of James V. Sansone <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>
<p>Saturday, May 21, 2016 – 4:00 p.m. to 6:00 p.m.</p>	
<p><u>Criminal Law</u> Computer/CyberCrime Chris Andrian, Esq. Andrian & Gallenson <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>	<p><u>Civil Litigation</u> Federal Subpoenas Jim Ayer Titan Legal Services <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>

Name: _____ CCLS Paralegal PLS

E-mail (required): _____

Local Secretary Association (if applicable): _____ LSA LPA

PAYMENT: CHECK MADE PAYABLE TO **LSI** CREDIT CARD & PAYPAL AVAILABLE AT WWW.LSI.ORG

REGISTER AND PAY ONLINE OR SEND COMPLETED FORM AND PAYMENT TO:
 DAWN R. FORGEUR, CCLS, LSS COORDINATOR
 500 CAPITOL MALL, SUITE 1600, SACRAMENTO, CA 95814
 EMAIL: DAWN.FORGEUR@STOEL.COM

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 2.0 hours each, by the State Bar of California. California Certified Legal Secretary credit offered is 2.0 hours.

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





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

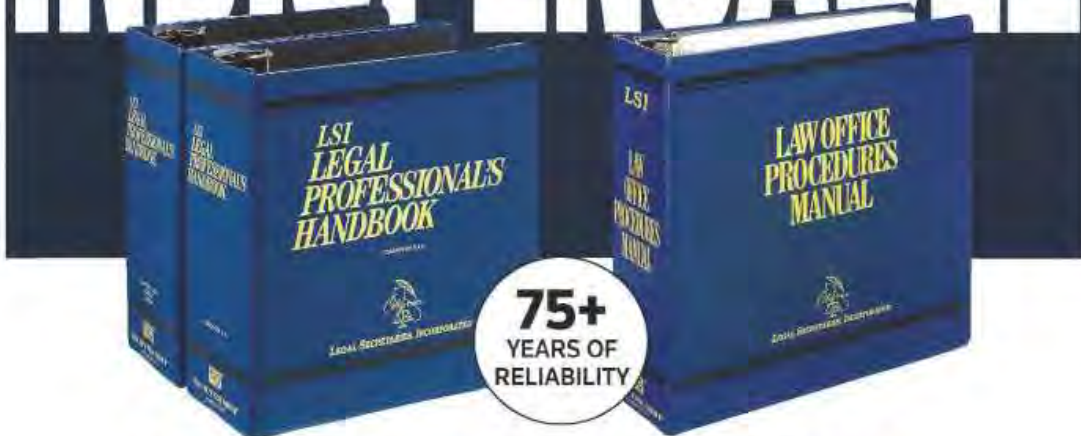
Conference Co-Chair: Kristi L. Edwards, CCLS, 415-491-5000, kledwards@justice.com

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



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

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

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...THE IDEAL TRAINING MANUAL FOR NEW STAFF!

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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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.

Litigation Secretary. Growing national law firm seeks an experienced litigation secretary for their Construction Defect team. Candidates should have at least 5 years' experience. Candidates must be proficient in calendaring and knowledgeable in court rules both state and federal. Candidates must be able to support 3 attorneys, have excellent organizational skills, be able to multi-task and work independently and as a team player. This is a busy desk and requires efficiency and good time management skills. This is a full time position with competitive salary and benefits. Please send resume, cover letter, and references in confidence to sachr@lewisbrisbois.com.

Family Law Legal Secretary/Assistant. The Law Office of Linda D. States is seeking a seasoned professional with substantial litigation experience, preferably in family law, to support her newer family law practice in a beautiful park-like setting in Sacramento (at American River Drive and Watt). Initially the position is part-time, to expand to full-time. The ideal candidate will be well-versed in family law litigation, calendaring, billing, state/local rules and software, be detail-oriented, possess superb communication/interpersonal skills, and manage time and deadlines responsibly. Alternate experience will also be considered for otherwise strong candidates. Please send a cover letter, resume, and salary requirements to linda@statesfamilylaw.com.

Legal Assistant. Environmental law firm has an opening for an experienced legal assistant. We practice in both federal and state court. Our office is located near Loehmann's Plaza. Free parking. Qualified candidates must be familiar with PACER, federal and state court filing procedures and requirements. Our practice, representing governmental entities against polluters, is challenging. The ideal candidate will be an eager learner, responsible, and a self-starter. The position requires being able

Employment Report - Continued

to work on different projects with different teams. We use WordPerfect, Word, Excel, and Outlook. Client contact is minimal. Casual attire is expected. Wages are competitive. Healthcare benefits for employees and their dependents are superb with participation in the 401k after one year. Please send cover letter and your current resume to kherron@toxictorts.org.

Legal Assistant. Busy Civil Litigation (defense) firm in Roseville seeks legal assistant with 1 to 5 years' experience for a full-time position. We are a busy firm with 5 attorneys. You will be acting as the receptionist/legal assistant. Candidates must be familiar with court rules, both state and federal. Candidates must also be organized, detailed oriented, able to multi-task, work independently, be dependable, and be a team player. Please e-mail resumes to cfn@gilbertkelly.com.

Litigation Secretary. Busy Civil Litigation firm seeks experienced litigation secretary. Candidates should have at least 5 years' experience, with 3 years in Civil. Candidates must be proficient in calendaring and knowledgeable in court rules both state and federal. Candidates must be able to support 3 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.

Estate Planning Legal Secretary. Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week), experienced Estate Planning Legal 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 Trust and Estates Litigation 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

Employment Report - Continued

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 requirement to wrecruiting@weintraub.com.

Legal Secretary. Berman, Berman, Berman, Schneider & Lowary LLP, has an opening in their Roseville, California office for a full-time Legal Secretary that can provide legal and administrative assistance to the attorneys by performing complex secretarial tasks. This position requires a professional, highly motivated and organized individual capable of functioning in a fast-paced environment. Candidate must have strong interpersonal and communication skills and be able to work as a team and under the direction of assigned attorneys. The ideal candidate will possess the following qualifications: 5+ years of experience as a Legal Secretary specializing in litigation; knowledge of state and federal court filing procedures; proficient in Word, Adobe Standard, Legal Solutions Plus and Microsoft Outlook; ability to proofread, correctly format and question any inconsistencies in all materials; ability to transcribe voicemails and other audio clips from time to time; practical knowledge of scheduling court hearings, conference calls, depositions, meetings, and coordinating travel arrangements for attorneys; ability to organize and prioritize workload in order to most efficiently accomplish firm and client goals; ability to adapt to new situations and changing priorities; typing skills of 65+ wpm. Job Duties: Prepare drafts and revise, format and finalize a wide variety of documents, including discovery, correspondence, memoranda, agreements, and legal pleadings; search various court requirements and filing fees; review incoming correspondence and pleadings for important dates/calendaring; establish and maintain electronic files via indexing in compliance with current firm policies. We are a paperless firm. To apply, please send resumes to Aubrey Brickzin at abrickzin@b3law.com.

Legal Secretary. Hefner, Stark & Marois, LLP, has an opening for a Legal Secretary that can provide legal and administrative assistance to the attorneys by performing complex secretarial tasks. This position requires a professional, highly motivated and organized individual capable of functioning in a fast-paced environment. Candidate must have strong interpersonal and communication skills and be able to work as a team and under the direction of assigned attorneys. The ideal candidate will possess the following qualifications: 5+ years of experience as a Legal Secretary specializing in litigation; experience with bankruptcies is preferred; knowledge of state and federal court filing procedures; proficient in WordPerfect, Adobe Standard/ECopy PDF Pro and the Microsoft Suite of Office software; ability to proofread, correctly format and question any inconsistencies in all materials; ability to transcribe voicemails and other audio clips from time to time; knowledge of redlining tools; practical knowledge of scheduling conference calls; coordinating travel arrangements for attorneys; ability to organize and prioritize workload in order to most efficiently accomplish firm and client goals; ability to adapt to new situations and changing priorities; typing skills of 65+ wpm. Job Duties: Prepare drafts and revise, format and finalize a wide variety of documents, including correspondence, memoranda, agreements, and legal pleadings; search various court requirements and filing fees; review incoming correspondence and pleadings for important dates/calendaring; establish and maintain paper and electronic files via indexing in compliance with current firm policies; provide assistance to other Legal Secretaries whenever necessary to meet firm and client needs. To apply please send resume to jmazuca@hsmlaw.com.

Employment Report - Continued

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 multi-task 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.

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.

**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 2016-2017

Updated: 5-16-16

Position	Name	Contact Info
Advertising	OPEN	
Audit (Financial Review) [3 people]	OPEN	
Benefits	OPEN	
Budget Committee	Dawn Forgeur, CCLS (Chair) OPEN	dawn.forgeur@stoel.com
Bulletin Editor	OPEN	
CCLS	Elizabeth Madden, CCLS	elizccls@gmail.com
Charitable Projects	OPEN	
Day In Court	Rebecca Lerma (Chair) OPEN	rebecca.lerma@stoel.com
Employment	OPEN	
Historian	OPEN	
Interclub	OPEN	
Law Office Products & Management	OPEN	
Legal Procedures	OPEN	
Legal Professional of the Year / Boss of the Year	OPEN	
Legal Secretarial Training	Astrid Watterson, CCLS Dawn Forgeur, CCLS	Astrid.watterson@gmail.com dawn.forgeur@stoel.com
Marketing	Brenda Bracy	bbracy@boutinjones.com
Membership	Brenda Bracy	bbracy@boutinjones.com
Nominations & Elections [3 people]	Dawn Forgeur, CCLS (Chair) OPEN	dawn.forgeur@stoel.com
Professional Liaison	Dawn Willis (Chair) NEED A CO-CHAIR	dwillis@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	OPEN	
Scholarship	OPEN (Chair) Suzanne MacDonald	
Vendor Liaison	Jackie Flores	
Ways & Means	OPEN	
Website Coordinator / Social Media Chair	Deseree Aguillen	daguillen@stonegraves.com

SLSA Executive Board 2016 - 2017



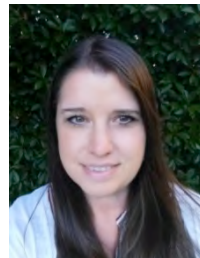
President
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(916) 446-7979
president@slsa.org



Vice President
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Executive Advisor
Dawn Forgeur, CCLS
(916) 319-4786
executiveadvisor@slsa.org

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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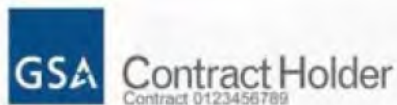
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