

SACRAMENTO LEGAL  
SECRETARIES ASSOCIATION

# The Legal Eagle

JANUARY 2016  
Book 16, Issue 1



Dawn Forgeur, CCLS

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## Upcoming Events

- Day in Court - State
- Day in Court - Federal



Find us on FaceBook

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# President's Message

## Submitted by Crystal Rivera



President  
Crystal Rivera

Happy New Year! I hope 2016 is a great year for everyone, and I wish you, your family, and friends health and happiness.

Did you make a New Year's resolution? Did you set any goals for yourself? After almost 60 years, I've figured out that I'm not one to keep any resolutions or goals (even though I'm usually optimistic) -- I now have wishes or dreams.

My wish for SLSA's 2016-2017 fiscal year is that we have a full slate of officers and chairmen for every committee -- and with some new faces! My wish is that members volunteer and become more involved with the association. There are day-to-day duties (usually required by one or more Board members), but there are committees whose duties/participation are only necessary a few times a month, once a month, once in a while, etc.

Trust me, I know that life can be very busy – personally and professionally. Employers ask more from us every day. But, if you want to continue to get information, updates, training, etc., to help you with your profession, it takes volunteers (and lots of them). Out of almost 120 members, there is a handful who volunteer on a regular basis; there are a few others who volunteer to help on a one-time basis. And, the work of these volunteers is greatly appreciated! That leaves a heck of a lot of members who don't get involved. About a fifth of the members regularly attend dinner meetings, but others just take advantage of information provided in the monthly newsletter or e-blasts – which are just a couple of things that SLSA offers (or we try to offer).

We are always getting inquiries about when we will have classes - beginning and advanced legal secretarial training - and about lunch lessons. Unfortunately we don't have volunteers to present this training, nor a committee chair for lunch lessons.

As SLSA is wrapping up its 2015-2016 fiscal year, please think if what you, as a member, get out of SLSA and what, if anything, you would like to get out of SLSA. If there is something you aren't getting from being a member of SLSA but is possibly something we can offer, please step up and volunteer. Be a part of the solution.

Without more volunteers, it's a possibility that the information and activities that you regularly rely on getting from SLSA, or that you participate in, may have to be cut back or not provided at all. This is something we don't want to have to do, but there is only so much an individual can do. It takes a team – please become part of that team!

---Crystal

# SACRAMENTO LEGAL SECRETARIES ASSOCIATION

A Member of Legal Secretaries, Incorporated

PROUDLY PRESENTS

## ANNUAL STATE COURT UPDATES 2016

Speakers Include Court Clerks and Executive Officers from Numerous Counties  
 ~ Door Prizes ~ Exhibitors ~ Information from the Courts ~

### JANUARY 21, 2016

EXHIBITOR GALLERY & NO-HOST BAR: 4:45 P.M. TO 6:15 P.M.  
 DINNER: 6:15 P.M.

#### HILTON - SACRAMENTO ARDEN WEST

2200 Harvard Street  
 (at Business 80 and Arden Way West)  
 Sacramento  
 Parking will be validated for all attendees



**SLSA Members: \$45**

**Non-Members: \$50**

**Deadline to RSVP is January 14, 2016**

**\$5 late fee will apply to all reservations made after the deadline**

*\*Cancellations must be made 72 hours in advance for a refund. No-shows will be billed!!*

**RSVP by January 14, 2016\***

#### Two Ways to Register:

- Online at [www.slsa.org](http://www.slsa.org) under Upcoming Events (Preferred)
- Via e-mail at [daguillen@stonegraves.com](mailto:daguillen@stonegraves.com) (please include menu choice)

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

Deseree Aguillen  
 c/o Stone & Graves  
 11335 Gold Express Drive, Suite 145  
 Gold River, CA 95670

#### Menu Choices:

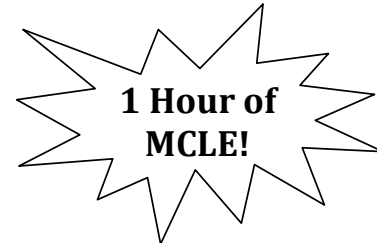
- Sliced New York Steak with Mushroom Demi Glace
  - Chicken Toscana with Artichokes, Roasted Red Peppers and Lemon Beurre Blanc
  - Roasted Vegetable Ravioli with Sage Crème
- Meals include:  
 Mixed Winter Greens with Tangerine and Cranberries, Goat Cheese, Sliced Almonds  
 Champagne Vinaigrette Dressing, Rolls & Butter and Tuxedo Mousse Kahlua Cake

Contact Deseree Aguillen (916) 231-0321, [daguillen@stonegraves.com](mailto:daguillen@stonegraves.com)

**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 **1.0 hour** by the State Bar of California.



**LEGAL SPECIALIZATION SECTIONS  
LUNCHTIME LEARNING  
WEBINAR**



The Law Office Administration Section Presents

**“Ethics for Paralegals and Legal Staff”**

Speaker: Jeanine DeBacker, Esq.

January 27, 2016, 12:00 p.m. - 1:00 p.m.

**ONLINE REGISTRATION AND PAYMENT AVAILABLE AT [WWW.LSI.ORG](http://WWW.LSI.ORG)**

All Legal Specialization Section Members	LSI / Local Association Member	Non-LSI Member / <u>Attorney</u>
Free with Advanced Reservations \$5 After January 22, 2016	\$10 with Advanced Reservation \$15 After January 22, 2016	\$15 with Advanced Reservation \$20 After January 22, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: \_\_\_\_\_

CLE Certificate Requested:  CCLS --  Paralegal --  Attorney [Bar No. \_\_\_\_\_]

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Local LSI Association: \_\_\_\_\_ (No abbreviations.)

Payment:  Check (made payable to LSI)  Credit Card or PayPal Available at [www.lsi.org](http://www.lsi.org)

**Send completed form and payment (check made out to LSI) to:**

Dawn R. Forgeur, CCLS, LSS Coordinator  
500 Capitol Mall, Suite 1600, Sacramento, CA 95814  
Email: [dawn.forgeur@stoel.com](mailto:dawn.forgeur@stoel.com)

*The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that this seminar has been approved for minimum MCLE/CLE credit of 1 hour by the State Bar of California.*

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.

# December Mock Trial



Honorable S.D. Kluger (aka James W Henderson, Jr.) and Burgermeister Meisterburger (aka Corene Rodder)



Miss Jessica (aka Heather Rodriguez, CCLS) being sworn in by the Bailiff/Court Clerk (aka Lynne Prescott, CCLS)



Susie Dour (aka Emily Rodriguez) being sworn in by the Bailiff/Court Clerk



Honorable S.D. Kluger and Lieutenant Grimsby (aka Crystal Rivera)



The Jurors (aka Morgan Albanese; Elizabeth Madden, CCLS; Brenda Bracy; Sarah Martinez; Michelle Van Dyke; Debbie Sidhu)



Kris Kringle (aka Luke Patterson) being sworn in by the Bailiff/Court Clerk



Winter Warlock (aka Hailey Rodriguez) being sworn in by the Bailiff/Court Clerk

## Kris Kringle Exonerated!

### Burgermeister Meisterburger Ordered to Repay Sombertown Citizens \$250,000 in Illegally Collected Taxes

Submitted by Lynne Prescott, CCLS

On December 17, 2015, the trial of *Burgermeister Meisterburger v. Kris Kringle* (Mock Trial Case No. SLSA-0011) was heard before the Honorable S. D. Kluger, and decided by unanimous jury vote.

Plaintiff Burgermeister Meisterburger, Prime Lawmaker of Sombertown, brought the personal injury suit against Defendant Kris Kringle, alleging that Defendant was responsible for injuries sustained when Plaintiff tripped and fell over a toy duck that was left on the steps of City Hall. Plaintiff further alleged that Defendant did so intentionally and with full knowledge that toys are illegal in Sombertown. The Burgermeister claimed that he suffered a broken leg and coccyx bone, resulting in \$250,000 in medical costs, for which he was forced to levy a tax against the citizens of Sombertown to pay these medical bills. Plaintiff's complaint, filed with the Mock Trial Court, requested remuneration for general and specific damages, as well as punitive damages, in the amount of \$30 million.

In her opening statement, Defense Counsel stated that Plaintiff's trip and fall was "purely happenstance" and that Defendant Kringle was in no way responsible for Plaintiff's unforeseeable accident. Defense Counsel added that Plaintiff's accident would not have occurred at all if he had been paying attention to where he was walking, and that the lawsuit was a "frivolous claim construed by a vindictive Plaintiff who has an apparent self-delusional vendetta against the Defendant for alleged crimes Plaintiff claims that Defendant committed." Plaintiff's Counsel opened her case by calling The Burgermeister himself to the stand. The Burgermeister, a stodgy curmudgeon, on crutches and his leg wrapped in a brace, testified that Defendant Kringle "Obviously paid one of the brats to plant it [the toy] there, knowing I would not expect a toy to be there, and therefore trip over it." He went on to state that in giving the children toys, "he should have known that children are lazy and never pick up their toys. He should have known to take the precaution to prevent injury to innocent strolling Meisters by coning off the area to restrict the scattering of the toys and posting caution signs."

Lieutenant Grimsby, Lead Law Enforcer for Sombertown and The Burgermeister's right-hand person, was called as a witness for the Plaintiff. On cross-examination, Lt. Grimsby admitted that he saw the toy duck on the steps

and was therefore able to avoid tripping over it. When asked why the Plaintiff was not watching where he was going, Grimsby pompously stated that "The Burgermeister has more important things to do than to worry about avoiding things on steps that shouldn't be on the steps in the first place!" During further cross-examination, Grimsby grudgingly admitted that his investigation into the incident led to the questioning of one of the children who had been playing with the toys, and the child admitted that she accidentally left the toy on the steps when she saw The Burgermeister coming out of City Hall.

An adorable but frightened little Susie Dour was called as a witness for the Plaintiff and testified that Defendant Kringle gave her and the other children toys on the day in question. She stated that she knew toys were not permitted in Sombertown, but that her teacher, Ms. Jessica, told the children it was okay to accept the toys and play with them. She further testified through tears that she was frightened of The Burgermeister and when she saw him coming out of City Hall, she ran off, accidentally leaving the toy duck on the steps.

Kris Kringle, a rather jolly fellow, then took the stand in his own defense. He stated that making toys is all the Kringle family has ever known and when they had no one who could transport the toys to the nearest town, which was Sombertown, he volunteered to do so. He further testified that he was not aware at that time that toys were illegal in Sombertown, and was only advised of such by the Town School Teacher and the children when he was handing out toys.

Plaintiff's Counsel questioned Defendant Kringle as to why, after being advised that the toys were illegal, he continued to give the children toys. Defendant responded, "Because I was in shock that someone could be dim-witted enough to outlaw toys and that a whole town was lemming enough to allow that someone to do it. Because I came to bring joy and fun to the children of Sombertown, and once I saw the joy on their faces, there was no way I could stop!" Defendant Kringle was vehement in his denial that he did not leave toys on the steps of City Hall, either intentionally or unintentionally, denied that he encouraged the children to leave toys strewn on the steps, and stated that it was The Burgermeister's own negligence in not watching where he was walking that caused the trip and fall. He further pointed to Susie Dour's own tearful

admission of accidentally leaving the toy duck on the steps. Ms. Jessica, Town School Teacher and the very definition of breathless refinement, testified on behalf of the Defendant. She stated that Defendant Kringle at no time came near the steps of City Hall, nor was she aware of any encouragement on his part to have the children leave toys scattered about. Ms. Jessica testified that although she was aware of the law against toys in Sombertown, she saw no harm in allowing the children to have a few moments' pleasure away from their chores. Defense Counsel then brought to light the romantic nature of Ms. Jessica's relationship with the Defendant and questioned the influence of such a relationship on her testimony. To which, of course, Ms. Jessica was properly offended. The final witness in the case, Winter Warlock, testified on behalf of the defense. Winter Warlock, a somewhat scatter-brained old wizard, was called to give testimony about a snowball he had given to Defendant Kringle that allows one to "Observe people you care about, and see what's going on in places you're interested in," as he put it. Plaintiff Meisterburger alleged in his complaint that Kringle used such a snowball to see future events and knew what would occur with the toy, and thus could have prevented his injury but failed to do so. On cross-examination, Winter Warlock testified that the snowball does not, in fact, allow one to see into the future; rather,

only what's happening in the present.

Both Plaintiff's Counsel and Defense Counsel presented closing arguments and the jury deliberated less than five minutes before returning to the Mock Trial Courtroom to deliver its verdict. The jury found in favor of Defendant Kris Kringle, stating that, "Defendant is not liable for the damages claimed by Plaintiff, and Plaintiff is therefore awarded nothing." The jury then appealed to the Court to order Plaintiff to return the \$250,000 in taxes he illegally imposed on the good citizens of Sombertown to pay for his medical care.

In a final statement on the record, Judge Kluger entered the following order and admonishment:

"The Court thanks the jury for its service and appreciates the jury's concern for the good citizens of Sombertown and concurs with its recommendation. Herr Burgermeister Meisterburger, you are hereby ordered, within 30 days, to return the \$250,000 in taxes you illegally imposed on the citizens of Sombertown. And if I ever hear of any other illegal tax shenanigans going on in Sombertown, you can be sure you will be back in my Court and giving me a very good explanation!"

#### **Author's Note:**

This year's mock trial was the final script to be written by our very own Honorary Member John Baldwin. John has written 11 mock trial scripts for SLSA, which have all gone on to be housed in the LSI Mock Trial Library. SLSA will always be grateful to John for the creativity and hilarity he brought to us in these 11 scripts, allowing us to enjoy a fun time while still gaining continuing legal education.

Additional thanks go to this year's Mock Trial Cast, who did a stellar job in presenting the case of "Burgermeister Meisterburger v. Kris Kringle: Duck . . . Duck . . . Whoops!"

#### Cast (In Order of Appearance)

Bailiff/Court Clerk – Lynne Prescott, CCLS  
 Judge S.D. Kluger – James W. Henderson, Jr.  
 Plaintiff's Counsel – Jennifer Estabrook, CCLS  
 Defense Counsel – Jan Ainsworth  
 Burgermeister Meisterburger – Corene Rodder  
 Lieutenant Grimsby – Crystal Rivera  
 Susie Dour – Emily Rodriguez  
 Kris Kringle – Luke Patterson  
 Ms. Jessica – Heather Rodriguez, CCLS  
 Winter Warlock – Hailey Rodriguez  
 Jurors

Elizabeth Madden, CCLS; Morgan Albanese; Brenda Bracy; Debbie Sidhu; Michelle Van Dyke; Sarah Martinez.

# Charitable Project

Submitted by Corene Rodder

## Stuffing Christmas Stockings for Loaves and Fishes



Corene Rodder and Crystal Rivera



Dawn Forgeur, CCLS, Jan Ainsworth, and Jennifer Estabrook, CCLS



Ran out of stockings!



Lynne Prescott, CCLS, Dawn Forgeur, CCLS, Luke Patterson, and Crystal Rivera



Can you believe it – we exceeded our donation goal for the fifth straight year! Our goal this year was to donate 30 filled Christmas Stockings to Loaves & Fishes, and we had 60! We focused the stockings for boys and girls, but also filled stockings for men and women. We filled them with toiletries, socks, gloves, hats, and other goodies. We had so many donations that we ran out of stockings, but Corene Rodder purchased more stockings and took to the task of filling those. Luke Patterson of Capitol Legal Investigations donated several large toys for the boys and girls. The filled stockings were delivered to Loaves & Fishes, where they were distributed to homeless men, women, and children just in time for the holidays.

Founded in 1983, Sacramento Loaves & Fishes is a private charity that relies solely on private donations to support its work of feeding the hungry and sheltering the homeless. For more information, see [www.sacloaves.org](http://www.sacloaves.org).



Thank You to the Following Donators!

Fagen Friedman & Fulfroost LLP  
Luke Patterson, Capitol Legal Investigations  
The Sacramento County Bar Association  
Somach Simmons & Dunn  
Elizabeth Madden  
Rebecca Lerma  
Crystal Rivera  
Dawn Forgeur, CCLS



A big THANK YOU to our membership for saving all their sample sizes and donations!



# 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 December 17, 2015 meeting.*

## Active Membership

**Jessica Anderson** – Jessica is a paralegal at Dowling Aaron Incorporated, and has been employed as a legal professional since 2010. She specializes in business/corporate law and probate and estate planning. She celebrates her birthday on July 27, and she enjoys reading, environmental issues, hiking and camping.

**Laura Kindelt** – Laura is a paralegal at Hunt Jeppson & Griffin, and has been employed as a legal professional since 1992. She specializes in probate and estate planning. She celebrates her birthday on January 29, and she enjoys running, skiing, traveling and spending time with family.

## Our Condolences

**Micky Kelly, CCLS** – Our heartfelt sympathy to Micky and her family for the loss of her mother.

**Kimberly Bogie** – Our heartfelt sympathy also to Kimberly and her family for the loss of her mother.

**Heather Rodriguez, CCLS** – Our heartfelt sympathy to Heather and her family for the loss of her father-in-law.

**Pat Parsons** – Our condolences go out to the family of 1988-1990 LSI Past President Pat Parsons who passed away on October 20, 2015. Her family has planned a mass to be held on February 12, 2016, at 10:30 a.m., at St. Raymond Church, 11555 Shannon Avenue, Dublin, California.

## Congratulations!

**Michele Van Dyke** – Michele and family welcomed a baby girl on New Years Eve; they named her Rebecca Ann.

## January Birthdays

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

Doro Nesbitt	January 1
Terry Olson	January 4
Colleen Clay	January 11
Elizabeth York	January 17
Sharla Maxey	January 24
Laura Kindelt	January 29
Sarah Martinez	January 31



*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](mailto:lacy@majlabor.com).*

*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](mailto:vicepresident@slsa.org).*



Elizabeth  
Madden, CCLS

## CCLS Report

### Submitted by Elizabeth Madden, CCLS

#### CCLS Quiz – California Rules of Court, Title 8, Appellate Rules

1. In an unlimited civil case, a Notice of Appeal may be filed with the superior court for which of the following reasons:
  - a. Judgment after court trial.
  - b. Judgment after jury trial.
  - c. Judgment after an order denying an MSJ.
  - d. All of the above.
  
2. A motion to dismiss an appeal before the record is filed in the reviewing court must be accompanied by:
  - a. A certificate of the superior court clerk.
  - b. A declaration.
  - c. Both A and B.
  - d. Neither A nor B.
  
3. In determining good cause (or an exceptional showing of good cause), the court must consider the following factors when applicable to grant an extension of time to file an appeal brief:
  - a. The length of the record, including the number of relevant trial exhibits. A party relying on this factor must specify the length of the record. In a civil case, a record containing one volume of clerk's transcript or appendix and two volumes of reporter's transcript is considered an average-length record.
  - b. The number and complexity of the issues raised. A party relying on this factor must specify the issues.
  - c. Illness of counsel, a personal emergency, or a planned vacation that counsel did not reasonably expect to conflict with the due date and cannot reasonably rearrange.
  - d. All of the above.
  
4. When requesting an extension of time to file an appeal brief using "Pending Settlement," which of the following must be included in the request:
  - a. Date negotiations began.
  - b. Progress of negotiations.
  - c. Names and contact information of any third-party mediator.
  - d. None of the above.
  
5. If a document is filed electronically, the filing deadline is altered.  
True \_\_\_\_\_ False \_\_\_\_\_
  
6. The court may electronically file any notice, order, opinion, or other document prepared by the court.  
True \_\_\_\_\_ False \_\_\_\_\_
  
7. An original and the number of copies of every brief, petition, motion, or application that must be filed in the California Supreme Court may be submitted as follows:
  - a. 13 paper copies.
  - b. 8 paper copies and one electronic copy.
  - c. A court may provide by local rule for the submission of an electronic copy of a document either in addition to the copies of a document required to be filed under (a) or (b) or as a substitute for one or more of these copies. The local rule must specify the format of the electronic copy and provide for an exception if it would cause undue hardship for a party to submit an electronic copy.
  - d. All of the above.
  
8. An original of a petition for a writ within the court's original jurisdiction, an opposition or other response to the petition, or a reply, may be submitted to the California Supreme Court as follows:
  - a. 10 paper copies.
  - b. 8 paper copies and one electronic copy.
  - c. A court may provide by local rule for the submission of an electronic copy of a document either in addition to the copies of a document required to be filed under (a) or (b) or as a substitute for one or more of these copies. The local rule must specify the format of the electronic copy and provide for an exception if it would cause undue hardship for a party to submit an electronic copy.
  - d. All of the above.

9. Unless provided otherwise, a notice of appeal must be filed on or before the earliest of:
- 60 days after the superior court clerk serves on the party filing the notice of appeal a document entitled "Notice of Entry" of judgment or a file-stamped copy of the judgment, showing the date either was served.
  - 45 days after the party filing the notice of appeal serves or is served by a party with a document entitled "Notice of Entry" of judgment or a file-stamped copy of the judgment, accompanied by proof of service.
  - 160 days after entry of judgment.
  - All of the above.
10. Filing an appendix constitutes a representation that the appendix consists of accurate copies of documents in the superior court file. The reviewing court may impose monetary or other sanctions for filing an appendix that contains inaccurate copies or otherwise violates this rule.  
True \_\_\_\_\_ False \_\_\_\_\_

## CCLS - Definitions

**1203.03 PC MOTION** - Request to cancel, modify, change or terminate probation.

**1203.4 PC MOTION** - Request to take back guilty plea or set aside a guilty verdict, and dismiss the accusations or information. (Made after probation has either terminated or defendant was discharged from probation prior to termination.)

**170.6 PC MOTION** - Request to disqualify the assigned judge from hearing a matter.

**995 PC MOTION** - Request made by a defendant to dismiss a count of information.

**ABUSE OF PROCESS** - Misuse of the power of the court.

**ACTION IN PERSONAM** - Proceeding against the person for the recovery of a specific object, usually an item of personal property such as an automobile.

**ACTION IN REM** - Proceeding "against the thing" as compared to personal actions (*in personam*). Usually a proceeding where property is involved.

**ADMIN PER SE** - Latin meaning, "by itself, inherently." Requires the Department of Motor Vehicles (DMV) to automatically suspend or cancel the driver's license of a driver whose blood alcohol content measures more than .08%, or who refuses to take a test to measure his/her blood alcohol level.

**BODY ATTACHMENT** - A written order issued by a court directing a peace officer to take custody of someone and bring them before the court: 1) a witness who fails to comply with a subpoena; 2) a party who fails to comply with a court order in a civil action; or 3) a material witness in a criminal case.

**CHALLENGE TO THE ARRAY** - Questioning the qualifications of an entire jury panel, usually on the ground of partiality or some fault in the process of summoning the panel.

**CONSANGUINITY – COLLATERAL** - The relationship that exists between persons who have the same ancestors, but who do not descend, or ascend, one from the other; as between uncle and nephew.

**CONSANGUINITY – LINEAL** - The relationship that exists between persons of whom one is descended in a direct line from the other, as between son, father, grandfather, and so upwards in the direct ascending line; or between son, grandson, great-grandson, and so downwards in the direct descending line.

**ERROR CORAM NOBIS** - Petition filed in trial court seeking relief from conviction based on new facts.

**ERROR CORAM VOBIS** - Petition filed in appellate court seeking relief from conviction based on new facts.

**HITCH MOTION** - A request to exclude evidence.

# Calendar and Dates to Remember

<b>January</b>	
January 1	Happy New Year! State and federal courts closed and no U.S. Mail pick-up.
January 11	LSI Beginning Legal Secretarial Training class (January 11 – March 7). Go to LSI website under “Upcoming Classes” or refer to the November issue of <i>The Legal Secretary</i> for registration and details.
January 12	SLSA’s Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
January 12	LSI CCLS On-line Study Group class begins (January 12 – March 15). Go to LSI website under “Upcoming Classes” or refer to the November issue of <i>The Legal Secretary</i> for registration and details.
January 14	Deadline to register for January 21 State Court Updates meeting.
January 18	Martin Luther King, Jr. Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
January 21	SLSA’s Day In Court. Annual State Court Updates 2016. No-Host Meet & Greet and Exhibitor Gallery, 4:45-6:45 p.m. Dinner 6:15 p.m. Hilton Sacramento Arden West, 2200 Harvard Street, Sacramento.
January 25	Deadline to register for LSI Third Quarterly Conference without incurring late fees.
January 26	Room rates for LSI Third Quarterly Conference are only guaranteed through this date at Tenaya Lodge, Fish Camp.
January 27	LSI LSS Luchtime Learning Webinar “ <i>Ethics for Paralegals and Legal Staff</i> ,” 12:00 p.m. – 1:00 p.m.
January 29	Deadline to submit articles to the Editor for the February issue of <i>The Legal Eagle</i> .
* Be sure to check court websites for special court closures during the holiday season.	
<b>February</b>	
February 9	SLSA’s Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
February 11	Deadline to register for February 18 Federal Court Updates meeting.
February 14	Happy Valentine’s Day.
February 15	Washington’s Birthday aka President’s Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
February 18	SLSA’s Day In Court – Annual Federal Court Updates 2016. No-Host Meet & Greet and Exhibitor Gallery, 4:45-6:45 p.m. Dinner 6:15 p.m. Hilton Sacramento Arden West, 2200 Harvard Street, Sacramento.
February 19	Deadline to register for LSI Legal Specialization Sections Seminars at February Quarterly Conference.
February 26-28	LSI’s Third Quarterly Conference, Tenaya Lodge, Fish Camp.
February 26	Deadline to submit articles to the Editor for the March issue of <i>The Legal Eagle</i> .
* Be sure to check court websites for special court closures during the holiday season.	



# BEAR IT ALL IN YOSEMITE

Merced County Legal Professionals  
Association

**February 26-28, 2016**  
LSI 3<sup>rd</sup> Quarterly Conference  
Tenaya Lodge, Fish Camp, California  
**Conference Registration Form**

Name on badge: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Local Association: \_\_\_\_\_ LSA/LPA (full name)

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

**Please check if you are:**

State Officer \_\_\_\_\_  
 State Chairman \_\_\_\_\_

Governor  CCLS  PLS

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

Postmarked on or before January 25, 2016 \_\_\_\_\_ @ \$124.00 \$ \_\_\_\_\_  
Postmarked January 26, 2016 or later \_\_\_\_\_ @ \$134.00 \$ \_\_\_\_\_

**Individual Tickets:**

Registration by January 25, 2016 \_\_\_\_\_ @ \$20.00 \$ \_\_\_\_\_  
Registration January 26, 2016 or later \_\_\_\_\_ @ \$30.00 \$ \_\_\_\_\_  
**Welcome Reception** (Friday) \_\_\_\_\_ @ \$25.00 \$ \_\_\_\_\_  
**Luncheons** (California Cobb salad w/chicken or \_\_\_\_\_ Vegetarian – w/out chicken)  
Governor’s (Saturday) \_\_\_\_\_ @ \$26.00 \$ \_\_\_\_\_  
President’s (Saturday) \_\_\_\_\_ @ \$26.00 \$ \_\_\_\_\_  
Membership (Saturday) \_\_\_\_\_ @ \$26.00 \$ \_\_\_\_\_

**Saturday Night Banquet** \_\_\_\_\_ @ \$63.00 \$ \_\_\_\_\_

\_\_\_\_ Salmon \_\_\_\_\_ Chicken \_\_\_\_\_ Pasta

\***Choose one:**  tomato basil soup or  salad

**Sunday Brunch** (All American Breakfast) \_\_\_\_\_ @ \$26.00 \$ \_\_\_\_\_

Special Dietary Restrictions: \_\_\_\_\_

**Please make checks payable to: February 2016 Conference Fund**

Mail Registration to: Lorraine Bettencourt, 3361 Shore Line Drive, Atwater, CA 95301

**For General Information Contact:**

Stephanie Harrison,  
Conference Chair  
(209) 761-4490 or stephnmjb@sbcglobal.net

Lorraine Bettencourt, PLS, CCLS,  
Registration Chair  
(209) 356-0815 or plscccls325@att.net

**\*\*\*NO REFUNDS AFTER JANUARY 30, 2016\*\*\***



Merced County Legal  
 Professionals Association  
 Invites you to  
**BEAR IT ALL IN YOSEMITE**

LSI 3<sup>rd</sup> Quarterly Conference

February 26-28, 2016

TENAYA LODGE  
 1122 HIGHWAY 41  
 FISH CAMP, CA 93623

**ROOM RATES:\***

Single: \$125.00	Double: \$125.00
Triple: \$140.00	Quad: \$155.00

\*Please note room rates are guaranteed only until January 26, 2016

**To Make Reservations online:** [www.TenayaLodge.com](http://www.TenayaLodge.com)

**To Make Reservations by phone:** (888) 514-2167 option #2; Identify the following:

**Group name:** *LSI Quarterly Conference hosted by MCLPA*      **Group Code:** 30W4XK

**Special Requests:** Please notify Conference chairs for room accessibility requests as soon as possible. Although the hotel cannot guarantee your request, reserving your room early will allow a greater opportunity for the hotel to honor your request.

**For General Information contact:**

Stephanie Harrison,  
Conference Chair

Email: [stephmjb@sbcglobal.net](mailto:stephmjb@sbcglobal.net)

Telephone: (209) 761-4490

Susie Fagalde  
Conference Co-Chair

Email: [susie.fagalde@berliner.com](mailto:susie.fagalde@berliner.com)

Telephone: (209) 576-0111

**PARKING IS FREE**

## 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. <b>Registration opens at 8:30 a.m.</b>
Place	Morrison & Foerster, 425 Market Street, 33 <sup>rd</sup> Floor
Cost	<b>\$125</b> (before 3/12/16)
	<b>\$140</b> (after 3/12/16)
<b>Pre-Registration Only – Registration will not be taken at the door on the day of the workshop*</b>	

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](mailto: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.

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



# Legal Procedures

## Submitted by Corene Rodder

### **From the LSI Blog:**

#### **SUTTER – NEW COUNTY COURTHOUSE**

<http://www.lsi.org/sutter-new-county-courthouse/>

The new Sutter County Courthouse is scheduled to open to the public on Tuesday, January 19, 2016.

#### **SAN LUIS OBISPO – CIVIL CASE E-FILING**

<http://www.lsi.org/san-luis-obispo-civil-case-e-filing/>

E-Filing is now available for all civil case types: Unlimited, Limited, Small Claims, Probate and Guardianships, Family Law, Family Support, Adoption and Mental Health.

Effective January 1, 2016, electronic filing will be MANDATORY in San Luis Obispo Superior Court for all limited civil and all probate case types.

#### **SAN DIEGO – NOTICE OF FEE CHANGES**

<http://www.lsi.org/san-diego-notice-of-fee-changes/>

The court's Fee Schedule (SDSC Form #ADM-001) has been amended and contains two new fees, which are summarized below.

The changes are effective January 1, 2016.

#### **SACRAMENTO – CIVIL NAME AND/OR GENDER CHANGE SERVICE WINDOW**

<http://www.lsi.org/sacramento-civil-name-and-or-gender-change-service-window/>

Effective Tuesday, January 5, 2016, the service hours for the Civil Name and/or Gender Change Service Window located in the Gordon D. Schaber Courthouse at 720 9th Street, Sacramento, CA 95814 will change as follows:  
Tuesday through Friday – 8:30 a.m. to 12:00 p.m.

#### **SACRAMENTO – LABOR DISPUTE**

<http://www.lsi.org/sacramento-labor-dispute/>

The Sacramento Superior Court is pleased to announce that on Tuesday (December 15, 2015) the membership of the UPE Office-Technical Unit ratified the Tentative Agreement the Court reached with the Union's Board last Friday.

#### **RIVERSIDE – CIVIL CALENDAR CHANGES**

[Effective January 1, 2016]

<http://www.lsi.org/riverside-civil-calendar-changes-effective-january-1-2016/>

Mid County Region - Southwest Justice Center

All unlimited civil matters designated in the civil administrative order on where to file documents originating from the following zip codes shall be filed and heard at the Southwest Justice Center in Departments 8302 and S303:

ZIP CODE	CITY
92536	Aguanga, Redec
92539	Anza
92543-92546	Hemet, Sage, Valley

#### **ORANGE – NEW CASE MANAGEMENT SYSTEM FOR FAMILY AND JUVENILE CASES – REVISED**

<http://www.lsi.org/orange-new-case-management-system-for-family-and-juvenile-cases-revised/>

December 11, 2015 - This week the Orange County Superior Court successfully launched the use of a new case management system to manage family and juvenile cases.

## Legal Procedures - Continued

### **EFFORT TO REALLOCATE JUVENILE COURT RESOURCES**

<http://www.lsi.org/los-angeles-expands-effort-to-reallocate-juvenile-court-resources/>

### **LOS ANGELES – WEB USERS CAN NOW SET UP TRAFFIC PAYMENT PLANS ONLINE**

<http://www.lsi.org/los-angeles-web-users-can-now-set-up-traffic-payment-plans-online/>

In its continuing effort to improve service to the community, the Los Angeles Superior Court recently introduced a new feature on its website which allows customers with non-delinquent citations for Vehicle Code violations to establish a payment plan and make incremental payments online over time.

### **KINGS – COURT CLOSURES**

<http://www.lsi.org/kings-court-closures/>

On October 1, 2015, pursuant to California Government Code section 68106\*, the Superior Court of California, County of Kings, announced, in writing, its proposed intent to cease all operations at its Court locations in Avenal (at 501 E. King Street} and Corcoran (at 1000 Chittenden Avenue

### **EL DORADO – TELEPHONIC APPEARANCES**

<http://www.lsi.org/el-dorado-telephonic-appearances/>

The El Dorado Superior Court is implementing a new telephonic appearance system, effective January 1, 2016. This new telephonic appearance system will be replacing CourtCall for all telephonic appearances.

To schedule an appearance, this must be done from the El Dorado Court website

at: <http://www.eldoradocourt.org/onlineservices/vcourt.htm>

### **FEDERAL RULE CHANGES – SIGNIFICANT CHANGES TO THE FEDERAL RULES OF PROCEDURE EFFECTIVE 12/01/15**

<http://www.lsi.org/federal-rule-changes-significant-changes-to-the-federal-rules-of-procedure-effective-120115/>

On December 1, 2015, significant changes to the Federal Rules of Civil Procedure became effective.

### **COURT OF APPEALS – 5TH DISTRICT – FEES & FILING**

<http://www.lsi.org/court-of-appeals-5th-district-fees-filing/>

If you are appearing telephonically, you must make your reservations on CourtCall's website or by calling 1-866-582-6678. Currently, CourtCall's fees are \$40 for the first 45 minutes and \$7.50 for each additional 15-minute increment. Parties with Fee Waivers may participate in CourtCall Without paying any fees.

### **DMV – REMINDS MOTORISTS OF NEW 2016 LAWS**

<http://www.lsi.org/dmv-reminds-motorists-of-new-2016-laws/>

Sacramento - With the New Year just around the corner, the California Department of Motor Vehicles (DMV) wants to inform the public of several new laws or changes to existing law that, unless otherwise noted, take effect on January 1, 2016. The following are summaries of some transportation-related laws coming into effect.



# Legal Procedures - Continued

**FROM THE CALIFORNIA DEFENSE COUNSEL**

**E-NEWSLETTER** – Message from California Defense President – Keith D. Chidlaw  
<http://www.lsi.org/from-the-california-defense-counsel-e-newsletter-message-from-california-defense-president-keith-d-chidlaw/>

**DEMURRERS**

Senate Bill 383 amends CCP §430.41, CCP §472 and §472(a) concerning demurrers. SB 383 arose in response to the Consumer Attorneys’ proposal to eliminate demurrers entirely and some judges’ views that demurrers were clogging the court system.

**CALIFORNIA – NOTARY LAWS EFFECTIVE ON JANUARY 1, 2016**

<http://www.lsi.org/california-notary-laws-effective-on-january-1-2016/>

Assembly Bill 139 creates a transfer on death deed that will be used to transfer property and avoid probate. Like a grant deed, power of attorney or living trust, these should be handled with the highest level of care.

You may view the latest post at [www.lsi.org/blog](http://www.lsi.org/blog).

*Superior Court of California  
 County of San Bernardino  
 San Bernardino Justice Center*

## NOTICE

**Effective January 1, 2016**

**Meet and Confer Declaration Must Be Filed With Every Demurrer**

Please be advised that effective January 1, 2016, parties will be required to meet and confer “for the purpose of determining whether an agreement can be reached that would resolve the objections to be raised in the demurrer” pursuant to California Code of Civil Procedure § 430.41(a).

Parties will be required to file a *separate declaration* entitled “**Declaration re: Meet and Confer Pursuant to Code of Civil Procedure § 430.41(a)(3)**” along with the demurrer. The clerk’s office will not accept the demurrer if it is not accompanied by the declaration.

If the parties are not able to meet and confer at least five days prior to the date the responsive pleading is due, the demurring party shall be granted an automatic 30-day extension of time within which to file a responsive pleading by filing and serving, on or before the date the demurrer would be due, a declaration entitled “**Declaration re: Good Faith Attempt to Meet and Confer Pursuant to Code of Civil Procedure § 430.41(a)(2)**”

This notice has been posted on the Court’s website [www.sb-court.org](http://www.sb-court.org)

## Governor’s Report Submitted by Jan Ainsworth



LSI has issued a call for nominations for officers for the 2016-2017 term. If you are interested in running for office at the LSI level, **please contact Governor Jan Ainsworth** for a copy of the Official Call for Nominations, Consent to Nomination Form, and the Campaign Guidelines. The deadline to submit nominations (by U.S. Mail only) to LSI Executive Advisor Sandra T. Jimenez, CCLS, is February 16, 2016.

CCLS Answers	
1. A and B	6. T
2. C	7. D
3. D	8. D
4. B	9. A
5. F	10. T

# Legal Procedures - Continued

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## NOTICE OF CHANGE OF LOCATION AND ADDRESS SUTTER COUNTY SUPERIOR COURT

Please take notice, effective January 19, 2016, the Sutter County Superior Court will open for business in its new location at:

*1175 Civic Center Blvd.  
Yuba City, CA 95993*

All court proceedings will be heard and court services provided in this location effective January 19, 2016. The courthouse located on Second Street in Yuba City will be closed as of this date.

If you are a party to any proceeding currently scheduled to be heard in the Sutter County Superior Court on or after January 19, 2016, this serves as your notice to appear at the new location indicated above.

Effective January 19, 2016, the mailing address for the Sutter County Superior Court will be changed to 1175 Civic Center Blvd., Yuba City, CA 95993. Telephone numbers will remain the same and the clerk may be reached at (530) 822-3300.

If you have any questions regarding the relocation of the Sutter County Superior Court, please visit our website at [www.suttercourts.com](http://www.suttercourts.com) or call our information line at 530-822-3402.





# SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION



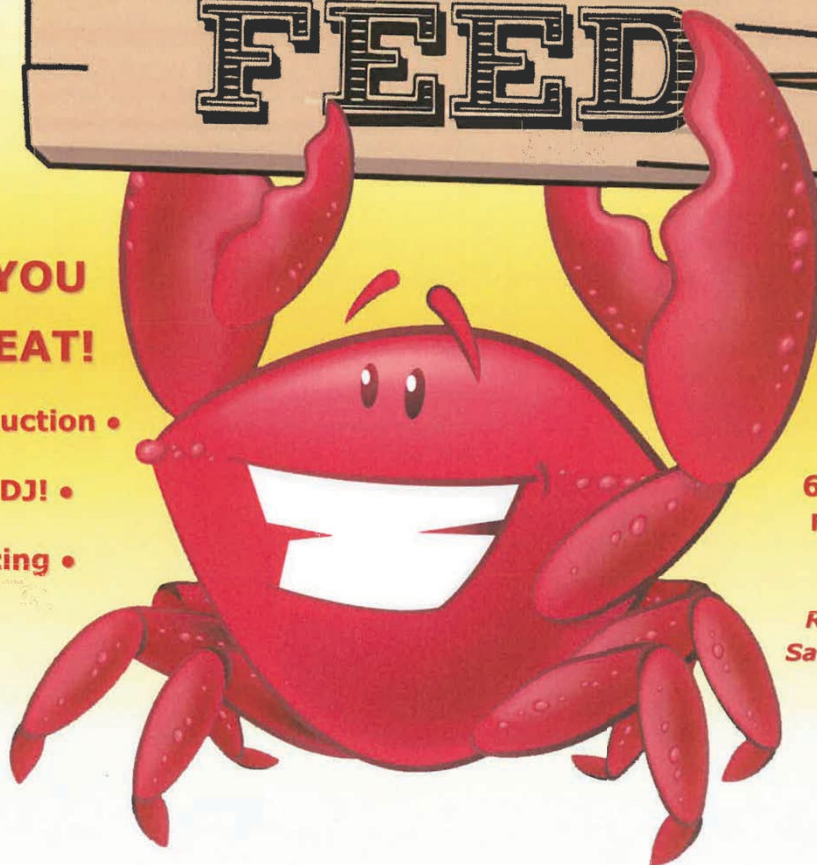
- invites you to its -



## 6TH ANNUAL CRAB FEED

**ALL YOU CAN EAT!**

- Silent Auction •
- Live DJ! •
- Dancing •



**Social Hour**  
**6:00 p.m.**  
 (No Host Beer/  
 Wine/Soda/Water  
 \$15 Corkage Fee)

**Crab Feast**  
**6:30pm- 8:30pm**  
 Fresh Cooked Crab,  
 Garlic Bread,  
 Pasta - featuring  
*Rod's Famous Pasta*  
 Sauce, Salad & Dessert



**Saturday,**  
**February 6, 2016**

**ALMADEN COMMUNITY CENTER**  
**6445 Camden Avenue**  
**San Jose, CA 95120**

Adults: \$45.00 - Children (4-12): \$20.00

For more information, contact Rod Cardinale Jr. - [rodcardinalejr@sbcglobal.net](mailto:rodcardinalejr@sbcglobal.net)

Register and pay online at <http://www.sccolpa.org/events.php> or email reservation to

[reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com) and send your check to

SCCoLPA, P.O. Box 90509, San Jose, CA 95109.



All proceeds to benefit our local community projects

**SACRAMENTO LEGAL SECRETARIES ASSOCIATION****A Member of Legal Secretaries, Incorporated**

Proudly Presents

**Federal Day In Court — Annual Court Updates 2016**

Featuring Speakers from the USDC, Eastern District

~Door Prizes ~ Exhibitors ~ Information from the USDC~

**February 18, 2016**

Exhibitor Gallery &amp; No-Host Bar 4:45 PM

Dinner: 6:15 PM

**Hilton - Sacramento Arden West****2200 Harvard Street, Sacramento, CA  
(at Business 80 and Arden Way West)**

Parking Will Be Validated For All Attendees

**SLSA /LSI Members: \$45****Non-Members: \$50****Deadline to RSVP is February 11, 2016****\$5 late fee will apply to all reservations made after the deadline**\*Cancellations must be made 72 hours in advance for a refund. No-Shows will be billed!**Deadline to RSVP is February 11, 2016. A late fee of \$5 will apply to all reservations made after the deadline\***

- Online at [www.slsa.org](http://www.slsa.org) under Upcoming Events (Preferred)
- Via E-mail at [daguillen@stonegraves.com](mailto:daguillen@stonegraves.com) (Please Include Menu Choice)

**Menu Choices:**

- ◇ Spice Rubbed Tri-Tip with BBQ Vinaigrette
- ◇ Salmon Tapenade with Tomato, Olive & Pine Nut Relish
- ◇ Grilled Portobello Mushroom Stuffed with Cheesy Herb Polenta and Roasted Tomato Aioli

**Accompanied by Mixed Field Greens with Grape Tomato, Cucumber, Carrots with dressing, Chef's Risotto, Fresh Vegetable Du Jour, Rolls & Butter and Lemon Crème Chiffon Cake****Make Checks Payable to: "SLSA" and Mail To:**

Deseree Aguillen  
c/o Stone & Graves  
11335 Gold Express Drive, Suite 145  
Gold River, CA 95670

Questions?

Deseree Aguillen (916) 231-0321, [daguillen@stonegraves.com](mailto:daguillen@stonegraves.com)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 1.0 hour by the State Bar of California.





## 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](mailto:agardner@freitaslaw.com)  
 or Conference Co-Chair – Kristi Edwards, CCLS (415) 491-5000 – [kledwards@justice.com](mailto:kledwards@justice.com)  
 Christine Flores (415), CBA 773-5566 – [cflores@orrick.com](mailto: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 82<sup>ND</sup> 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 3<sup>rd</sup> & 4<sup>th</sup> 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](mailto:agardner@freitaslaw.com)

Conference Co-Chair: Kristi L. Edwards, CCLS, 415-491-5000, [kledwards@justice.com](mailto:kledwards@justice.com)

Conference Co-Chair: Christine Flores, CBA, 510-388-7918, [cflores@orrick.com](mailto: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!*

# 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.*

**Legal Assistant – Trust Administration (Auburn).** Join a successful, family-owned (and awesome) law firm in the field of Estate Planning, Trust Administration and Tax Planning in the historic district of Auburn. We are seeking a full-time Legal Assistant to join the growing team in our Auburn office. The ideal candidate will have strong communication skills, organization, promptness and attention to detail. Primarily providing administrative and word processing support to our Trust Administration department, the candidate must be able to handle multiple projects and adjust priorities in a manner that is organized, consistent and upbeat. We need a reliable and productive team member who takes pride in delivering exceptional results. *Some responsibilities may include:* Act as general assistant to Trust Administration attorneys, schedule and calendar Trust Administration client appointments, professionally and sympathetically interact with clients during an emotional/traumatic period, receive Trust Administration telephone calls and redirect to appropriate party, Trust Administration tasks such as lodging wills, service of statutory notices, dispatch of trustee reports and accountings, assign TINs, record deeds, affidavits, change of ownership forms, and related documentation, support in Trust Administration court petitions, filing and service of pleadings, setting court calls, internal calendaring, interaction with court personnel case as well as file management, create agendas and attend all department staff meetings, provide back-up support to phone and client reception (answering phones, greeting clients, etc.), and all other duties as assigned. *Required Qualifications:* High school diploma plus AA degree or college coursework, telephone and e-mail communication skills, superior attention to detail, grammar, editing and proofing, typing speed of minimum 60 wpm, basic to intermediate experience with Microsoft Office (Word, Excel, Outlook), and Adobe Software, familiarity with Probate Judicial Council Forms, experience working with legal software such as Abacus or other legal calendaring/billing software, California Notary Public a plus. Compensation is commensurate with experience. Our firm offers a comprehensive benefits package. To apply, please submit a cover letter with your expected salary requirements and resume to [hr@cunninghamlegal.com](mailto:hr@cunninghamlegal.com) – submissions without this information will not be considered. Please no contractors, freelancers, or staffing agencies.

## Employment Report - Continued

**Legal Assistant.** Health Care and Employment firm is seeking a full-time legal assistant with at least five years of experience. *Essential duties:* Perform a full range of litigation-related secretarial duties, including drafting and filing legal documents such as correspondence, pleadings and orders, transcribing dictation, proofreading and editing documents for correct grammar, spelling, punctuation, and format, calendaring, and opening and closing files. *Knowledge/Skills/Abilities:* MS Word, Excel, federal, state, and local rules, court filing procedures, e-filing, calendaring, strong spelling and grammar skills. Paralegal certificate a plus. Competitive salary based on experience. Full benefits offered. Send resume to [kkennaday@kldlawgroup.com](mailto:kkennaday@kldlawgroup.com).

**Experienced Legal Secretary.** Small busy Roseville law firm seeks experienced legal secretary. Must be a self-starter and have at least 2 years of experience in civil litigation. Candidates with family law experience a plus. Work hours are Monday through Friday 8 a.m. to 5 p.m. *Responsibilities:* Revise, format and finalize a wide variety of documents, including correspondence, memoranda, and legal materials; schedule, coordinate and confirm court dates, appointments, and meetings; transcribe court proceedings and other recorded meetings; arrange for the delivery of legal paperwork; arrange for the filing of court documents; organize and maintain files (paper and electronic) and client document databases; prepare and serve/file pleadings, discovery, subpoenas, deposition notices, and other legal documents; format documents and prepare Table of Contents/Table of Authorities; correspondence and communication with clients, courts, and attorneys. *Qualifications:* Proficient use of Windows, Word, Excel, Outlook, Adobe Acrobat, and PowerPoint; knowledge of Essential Forms and PCLaw a plus; experience with federal and California Rules of Court and Civil Procedure; must have a thorough knowledge of California and federal court filing requirements, including experience with e-filing; exceptional attention to detail, grammar, and proofreading skills; a professional appearance and demeanor; work independently and manage deadlines. Salary commensurate with skills and experience. Please e-mail cover letter and resume for consideration to [info@hjj-law.com](mailto:info@hjj-law.com).

**Litigation Legal Secretary – Sacramento.** Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week), experienced Litigation Secretary to join our Litigation 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 Litigation Secretary will be expected to carry out the following job duties and responsibilities:* Maintain attorney calendar by planning and scheduling conferences, teleconferences, depositions, and travel, recording and monitoring court appearance dates, pleadings, and filing requirements and monitoring evidence-gathering; 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; prepare documents for state and federal court filings, discovery, arbitration, mediation and hearings; read, sort, and date incoming mail; ensure that outgoing mail is processed according to office procedures; if necessary, route mail to specific delivery service and follow up on timely delivery; 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; establish and maintain calendar and deadline reminder systems; complete and submit conflict check forms, screening forms and new matter request forms; maintain all client and general files; provide exceptional client service to guests and clients whether in person or on the telephone; maintain good public relations and diplomacy with clients while observing confidentiality of

## Employment Report - Continued

attorney-client relationship; input time entry, review and edit bills; send and retrieve e-mail and faxes for attorney(s); photocopy and assemble documents as required; additional duties as assigned including assisting other secretaries, as needed. *The ideal candidate will have the following capabilities:* Effective communication and organizational skills; strong analytical and problem solving skills; attention to detail and high level of accuracy; stress and time management skills; flexibility in dealing with multiple projects and assignments; strong client focus. *Education and Experience:* College degree preferred, but not required; 8+ years' legal secretary experience with extensive knowledge of litigation; advanced working knowledge of Microsoft Office Suite (Outlook, Word, Excel and PowerPoint); type 50 wpm; solid drafting and proofreading skills; self-motivated and able to work independently; ability to multi-task and meet deadlines. Qualified candidates should send their cover letter, resume and salary requirements to [wrecruiting@weintraub.com](mailto:wrecruiting@weintraub.com).

**Trusts and Estates Litigation Secretary – Sacramento.** Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week), experienced Trust and Estates/Litigation 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:* assist clients and attorneys in probate and trust litigation, guardianship and conservatorship matters; prepare documents for state court filings, discovery, mediation and hearings; maintain attorney calendar by planning and scheduling conferences, teleconferences, depositions, and travel, recording and monitoring court appearance dates, pleadings, and filing requirements and monitoring evidence-gathering; 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; read, sort, and date incoming mail; ensure that outgoing mail is processed according to office procedures; if necessary, route mail to specific delivery service and follow up on timely delivery; 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; establish and maintain calendar and deadline reminder systems; complete and submit conflict check forms, screening forms and new matter request forms; maintain all client and general files; conduct periodic review for possible storage of older files and prepare files to be closed; provide exceptional client service to guests and clients whether in person, on the telephone or by e-mail; maintain good relations with clients and observe confidentiality of attorney-client relationship; input time entry and review and edit bills; send and retrieve e-mail and faxes for attorney(s); photocopy and assemble documents as required; additional duties as assigned including assisting other secretaries, as needed. *The ideal candidate will have the following capabilities:* ability to work within a team; ability to empathize with clients and build a personal connection; strong analytical and problem solving skills; effective communication 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. *Education and Experience:* College degree preferred but not required; minimum of five years of Trusts and Estates litigation experience including trust administration and probate; knowledge of state and probate court 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 history to [wrecruiting@weintraub.com](mailto:wrecruiting@weintraub.com).

LEGAL SECRETARIES, INCORPORATED  
MEMBERSHIP LIST AS OF 10/31/15

Total Members (Fiscal Year-end 4/30/15)	Association		New Members	Transfer Members	Continuing Members	Total Members
38	Alameda County	LSA	8		32	40
6	Antelope Valley	LSA	0		6	6
37	Beverly Hills/Century City	LSA	2		28	30
15	Conejo Valley	LPA	0		13	13
25	Desert Palm	LPA	11		14	25
19	El Dorado County	LPA	0		0	0
90	Fresno County	LPA	39		48	87
30	Humboldt County	LPA	2		24	26
19	Imperial County	LPA	5		13	18
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	10		49	59
14	Napa County	LSA	0		14	14
78	Orange County	LSA	3		44	47
20	Placer County	LPA	6		14	20
1	Redding	LPA	0		0	0
17	Rio Hondo District	LPA	7		16	23
20	Riverside	LPA	3		19	22
151	Sacramento	LSA	20		93	113
211	San Diego	LSA	13		114	127
27	San Fernando Valley	LSA	21		19	40
102	San Francisco	LPA	6		65	71
37	San Gabriel Valley	LSA	11		20	31
51	San Mateo County	LSA	7		36	43
20	Santa Barbara	LPA	3		14	17
84	Santa Clara County	LSA	29		59	88
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		6		16	22
<b>1546</b>	<b>YTD TOTALS</b>					<b>1269</b>

MEMBERSHIP LIST 2nd Quarter, 10-31-15

## SLSA Committee Chairs 2015-2016

Updated: 10/20/15

Position	Name	Contact Info
Advertising	Elizabeth Madden, CCLS	<a href="mailto:elizccls@gmail.com">elizccls@gmail.com</a>
Audit (Financial Review) [3 people]	<b>OPEN</b>	
Benefits	<b>OPEN</b>	
Budget Committee	Dawn Forgeur, CCLS (Chair) Deseree Aguillen Lynne Prescott, CCLS	<a href="mailto:dawn.forgeur@stoel.com">dawn.forgeur@stoel.com</a> <a href="mailto:daguillen@stonegraves.com">daguillen@stonegraves.com</a> <a href="mailto:lynne@majlabor.com">lynne@majlabor.com</a>
Bulletin Editor	<b>OPEN</b>	
CCLS	Elizabeth Madden, CCLS	<a href="mailto:elizccls@gmail.com">elizccls@gmail.com</a>
Charitable Projects	Corene Rodder (Chair) <b>OPEN</b>	<a href="mailto:crodder@somachlaw.com">crodder@somachlaw.com</a>
Day In Court	Deseree Aguillen (Chair) Alex Cain (Co-Chair) Maimie Chyinski (Co-Chair) <b>OPEN</b>	<a href="mailto:daguillen@stonegraves.com">daguillen@stonegraves.com</a> <a href="mailto:acain@odlegal.net">acain@odlegal.net</a> <a href="mailto:mchyinski@f3law.com">mchyinski@f3law.com</a>
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Historian	Corene Rodder	<a href="mailto:crodder@somachlaw.com">crodder@somachlaw.com</a>
Interclub	Lynne Prescott, CCLS (Chair)	<a href="mailto:lynne@majlabor.com">lynne@majlabor.com</a>
Law Office Products & Management	<b>OPEN</b>	
Legal Procedures	Corene Rodder	<a href="mailto:crodder@somachlaw.com">crodder@somachlaw.com</a>
Legal Professional of the Year / Boss of the Year	Maimie Chyinski (Chair) Christie Kaelber Teri McClory, CCLS	<a href="mailto:mchyinski@f3law.com">mchyinski@f3law.com</a> <a href="mailto:ckaelber@downeybrand.com">ckaelber@downeybrand.com</a> <a href="mailto:teretad@metzlawonline.com">teretad@metzlawonline.com</a>
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Nominations & Elections [3 people]	Dawn Forgeur, CCLS (Chair) Selena Paradee <b>OPEN</b>	<a href="mailto:dawn.forgeur@stoel.com">dawn.forgeur@stoel.com</a> <a href="mailto:selena.paradee@stoel.com">selena.paradee@stoel.com</a>
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Programs – Lunch Lessons	<b>OPEN</b>	
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Ways & Means	<b>OPEN</b>	
Website Coordinator / Social Media Chair	Dawn Forgeur, CCLS	<a href="mailto:dawn.forgeur@stoel.com">dawn.forgeur@stoel.com</a>
Fairytale Town	Deseree Aguillen (Chair) Alex Cain <b>OPEN</b>	<a href="mailto:daguillen@stonegraves.com">daguillen@stonegraves.com</a> <a href="mailto:acain@odlegal.net">acain@odlegal.net</a>
Reno Bus Trip	Dawn Willis (Co-Chair) Mary Taylor (Co-Chair)	<a href="mailto:dwillis@downeybrand.com">dwillis@downeybrand.com</a> <a href="mailto:mtaylor@downeybrand.com">mtaylor@downeybrand.com</a>
75th Anniversary Gala	Lynne Prescott, CCLS (Chair) Morgan Albanese <b>OPEN</b>	<a href="mailto:lynne@majlabor.com">lynne@majlabor.com</a> <a href="mailto:morgan@litigationervices.com">morgan@litigationervices.com</a>

# SLSA Executive Board 2015 - 2016



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