

SACRAMENTO LEGAL
SECRETARIES ASSOCIATION

The Legal Eagle

FEBRUARY 2016
Book 16, Issue 2



Jennifer Tisdale, Sharry Shumaker, Deseree Aguillen, Shelby Wineinger, Meredith Bostian, Crystal Rivera, Colette M. Bruggmann, Anne Maas, Angela Krueg, and Brenda Jones

Upcoming Events

- LSI Conference – Yosemite
- March SLSA Dinner Meeting



Find us on FaceBook

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President's Message

Submitted by Crystal Rivera



I believe SLSA's State Day In Court event was another success, and I hope you weren't disappointed. The committee did a fantastic job in lining up speakers from the courts. We had a lot of vendors who wanted to share with you what they **COULD DO FOR YOU**, so I hope you were able to visit their tables.

Did you hear? SLSA is now an Associate Affiliate of the Sacramento County Bar Association! At SCBA's January Retreat, they **unanimously** approved SLSA as an Associate Affiliate Association. Some of you know that this has been a long-time coming, and because of the hard work and perseverance of a few members, it has finally come to fruition! SLSA now has a non-voting seat on the SCBA board. SCBA 2016 membership rate for SLSA members is \$40 for the calendar year. This is the lowest attorney member rate. SCBA membership runs January 1–December 31. SCBA 2016 Board of Director's Meetings are at 5:30 p.m., the third Thursday of each month. Unfortunately, that is the same night as SLSA's membership dinner meetings. The meetings are at SCBA's new location, 425 University Avenue Suite 120. The SCBA Membership Application is in this bulletin, and we have the SCBA as a link on SLSA's website.

We have the honor of having Chief United States District Court Judge Morrison C. England, Jr. as our guest speaker at our March 17 dinner meeting. You don't want to miss this event!

See you soon,

--Crystal



SACRAMENTO LEGAL SECRETARIES ASSOCIATION

A Member of Legal Secretaries, Incorporated

Proudly Presents

Federal Day In Court – Annual Court Updates**Featuring:**

Chief Judge Ronald H. Sargis, USBC, Eastern District
 Michael Tomback, Law Clerk, USBC, Eastern District
 Cathy Waltz, Operations Support Specialist USBC, Eastern District
 Wim van Rooyen, Law Clerk, USDC, Eastern District



~Door Prizes ~ Exhibitors ~ Information from the USDC~

February 18, 2016

Exhibitor Gallery & 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 under Upcoming Events (Preferred)**
- **Via E-mail at 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

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.

Sacramento Legal Secretaries Association



Dinner Meeting - March 17, 2016

Courtyard Marriott
4422 Y Street - Sacramento

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



Ruling From the Bench, an Evening with Judge England



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

MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing legal education credit in the amount of **0.75 hours** by the State Bar of California.

RSVP by Noon on Friday, March 11*

Two Ways to Register:

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

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

Make checks payable to SLSA and mail to:

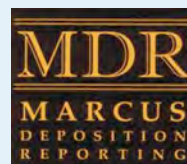
Linda Bianchi
 Registration/Reception Chair 2015-2016
 c/o Downey Brand
 621 Capitol Mall, 18th Floor
 Sacramento, CA 95814

Dinner Menu – Choice of:

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

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

SLSA's Vendor Partner for March, Marcus Deposition Reporting:



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

January Day in Court



What a turnout!



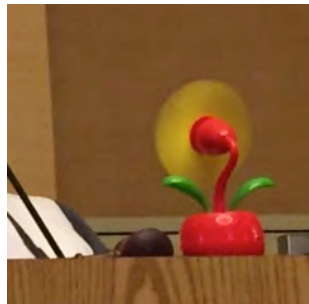
Dawn Willis and
Jennifer Estrabrook, CCLS



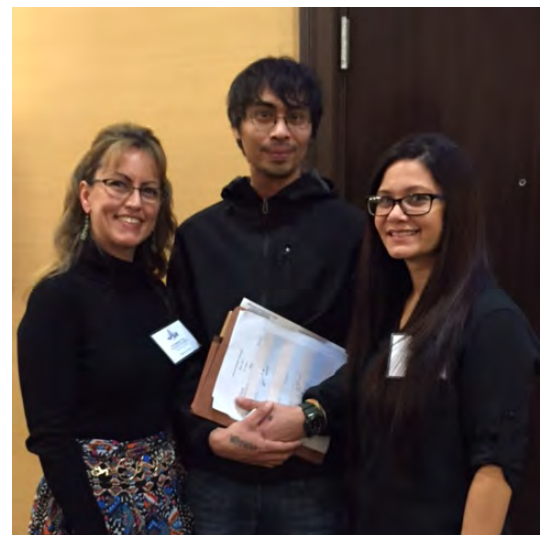
Newest members of SLSA



Lacy Monserrat, CCLS



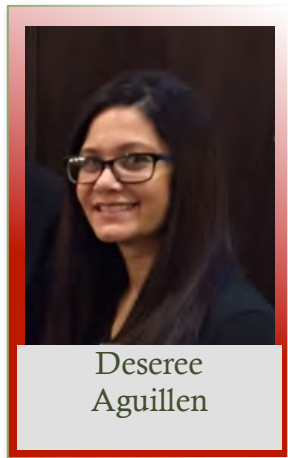
Thank goodness for
that fan!



Maimie Chyinski, Alex Cain, and
Deseree Aguillen

Day In Court

Submitted by Deseree Aguillen



SLSA's Annual State Day in Court event was held on Thursday, January 21, 2016, at the Hilton-Arden West. We had nearly 200 attendees this year!

We were honored to have speakers from Sacramento, San Joaquin and Placer County Superior Courts, and the Third District Court of Appeal. Each speaker addressed changes to hours or locations, local rules, forms and procedures, provided tips on common filing mistakes, and answered audience questions.

Colette Bruggmann and Anne Maas from the Court of Appeal for the Third Appellate District announced that the court requires all filings be made through their electronic filing system via the TrueFiling portal (Local Rule 5). Use of the EFS is mandatory for all attorneys filing in this district unless an exemption is granted; use of the EFS is voluntary for all self-represented litigants. Common filing rejections are documents not being searchable, pagination must start with page 1 (no Roman numerals), and documents must be scanned in black and white.

Angela Krug and Brenda Jones from San Joaquin County Superior Court joined us to provide their updates. San Joaquin has a new Case Management System that went live this year. They are in the process of cleaning up the calendars and working out minor bugs. They urge you to watch the tutorial videos posted on their website to help you navigate through the new system. A common error when using the new system is not using a complete case number, which includes all letters or dashes. Many cases will have an original case number and a new case number, either number will be accepted when filing. They also asked that all filings include the department and/or judge.

Sharry Shumaker and Jennifer Tisdale from Placer County Superior Court returned this year to give us their updates. They announced that they are no longer contracted with CourtCall, and have their own system in place for telephonic appearances. You can arrange for telephonic appearances on the court's website. The civil filings are about 15 days out. Telephonic appearances for Family Law and Family Support may be authorized pursuant to Local Rule 30.17.

Meredith Bostian was with us again, along with Shelby Wineinger, from Sacramento County Superior Court. They announced that the tentative ruling language has changed (Local Rule 1.06). They are working on a new case management system; it will begin with the criminal and family law divisions. The court hired more staff and they are current with most filings. They update their processing dates every Friday on their website.

SLSA hopes that you will be able to join us at February's Federal Day in Court event on Thursday, February 18, 2016. From the U.S. Bankruptcy Court, Eastern District, we have the Honorable Ronald H. Sargis and Michael Tomback, Law Clerk. From the U.S. District Court, Eastern District, we have Wim van Rooyen, Law Clerk. Also from the U.S. Bankruptcy Court for the Eastern District, we have Cathy Waltz, Operations Support Specialist.

Day In Court Vendor List

Capitol Digital Document Solutions

Dave Wilkinson
Ignacio Solorio
Nicolas Anderson
Tristan Hopkins

Diamond Court Reporters

Janice Williams
Regina Goins

Esquire Deposition Solutions

Ashley Syvertsen
Brittany Kritsch

Sacramento Legal Video Center

Sean McAleer

First Legal

Jim Pinter
Allie Stanton

Nationwide Legal

Mike Taraban
Michael Henry

U.S. Legal Support

Jenoa Derdowski
Johmar Gasphar

Capitol Legal Investigations

Luke Patterson

Sacramento Placement Service

Debra Jordan

Compex Legal Services

Jessica Taft-Williams
Kelly Munson

Litigation Services

Morgan Albanese
Celine Bartolome

Atkinson-Baker, Inc.

Robin Barca

Trinity Legal eSolutions

Brian Saelee
Soufou Lee

LSI

Dawn Forguer
Larry McGrew

Marcus Deposition Reporting

Theresa Delp
Cassidy Staggs

Centext Legal Services

Albert Pinto
Sergio Pinto

Silpada Designs Jewelry

Tracy Irwin

Jewelry by Elizabeth

Elizabeth Madden, CCLS

Golden State Reporting & Video

Kurt Mangels
Karen Mangels

ALSO – please note a special thank you to Marj Walker of Veritext Court Reporters for donating tote bags to our event!!

Day In Court Vendors



Marcus Deposition Reporting



First Legal



Nationwide Legal



Jewelry by Elizabeth



Sacramento Placement Service



Diamond Court Reporters



Litigation Services



Sacramento Legal Video Center



Capitol Digital Document Solutions



Golden State Reporting & Video

Day In Court Vendors



Capitol Legal Investigations



Context Legal Services



Trinity Legal E-Solutions



Atkinson-Baker, Inc.



Silpada Designs Jewelry



LSI

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 January 21, 2016 meeting.

Student Membership

Alyssa Ray – Alyssa is a receptionist and legal secretary at Hunt, Jeppson & Griffin LLP, and has been employed as a legal professional since October 2015. She celebrates her birthday on November 21, and she enjoys singing, musicals, crafts and horseback riding.

Associate Membership

Jackie Flores– Jackie has been employed as a legal professional since 2011. She specializes in litigation. She celebrates her birthday on July 8.

Active Membership

Mariana V. Wibbenhorst – Mariana is the office manager and a legal assistant at Hunt, Jeppson & Griffin LLP, and has been employed as a legal professional since 2012. She specializes in business/corporate law, litigation, probate and estate planning, and real estate law. She celebrates her birthday on July 30, and she enjoys reading, gardening, baking and hiking.

Danielle DeForrest – Danielle is a legal assistant at Hunt, Jeppson & Griffin LLP, and has been employed as a legal professional since 2014. She celebrates her birthday on May 13, and she enjoys reading and baking.

Mona De Marco – Mona is a legal assistant at Olson Hagel & Fishburn LLP, and has been employed as a legal professional for over 22 years. She specializes in business/corporate law, litigation, probate and estate planning, real estate law, and political reporting. She celebrates her birthday on January 16, and she enjoys sports, movies, games, music and traveling.

Ileah Miller – Ileah is a legal secretary at Kennaday Leavitt & Daponde PC, and has been employed as a legal professional since 2008. She specializes in litigation. She celebrates her birthday on November 20.

Shannon Kline – Shannon is a paralegal at The Saqui Law Group, and has been employed as a legal professional since 1992. She specializes in business/corporate law and litigation. She celebrates her birthday on March 9, and she enjoys volleyball, hiking, snowmobiling, dirt bikes and camping.

Heather Murdock – Heather is a paralegal at Evers Law Group, APC, and has been employed as a legal professional since 2007. She specializes in bankruptcy and litigation. She celebrates her birthday on May 9, and she enjoys gardening, cooking, knitting, reading and birding.

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

Member News (Continued)

Our Condolences

Our condolences to Shaylene Cortez, CCLS, for the loss of her younger sister Karlene Stukey-Thorp. Shaylene is LSI's Legal Secretarial Training/Seminar Chair. You may send cards to Shaylene's home address: 925 Queensdale Avenue, Corona, CA 92880.

Our condolences to the family of Judge Loren McMaster. He passed away at home in Lincoln, CA, on February 11, 2016. Judge McMaster was a wonderful speaker and frequently came to SLSA dinner meetings to speak to us about law and motion.

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.

February Birthdays

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

Crystal Roberts	February 16
Tammy Hunt, CCLS	February 20
Jenny Beck	February 22
Tammara Cheung	February 25
Cyrene Farrell, CCLS	February 27



Elizabeth
Madden, CCLS

CCLS Report

Submitted by Elizabeth Madden, CCLS

Please review the statements below and determine if they are True or False.

ADOPTION

1. _____ Prior to the entry of an Adoptive Order, the biological parents must consent to the adoption and the court must determine whether the child is free to be adopted.
2. _____ Adoptions are confidential records and are not open to inspection by anyone except the parties or their attorneys of record, except upon written authority of a judge of the superior court.
3. _____ Petitions for freedom from parental custody and control must be filed in the country in which the minor resides, is found, or where the acts constituting abandonment occurred.
4. _____ There are three statutory categories of adoptions of unmarried minors in California: independent adoption, stepparent adoption, and intercountry adoption.
5. _____ The Social Security Administration has ruled that adoption terminates a child's right to collect Social Security benefits based on death of a biological parent.
6. _____ There are eight procedures which free a minor for adoption under California law: relinquishment, consent, waiver, denial of paternity, consent not required, alleged father rights terminated, free from custody, and parental rights terminated.
7. _____ When a child is a ward of the court and the court has terminated the child's parents' rights and referred the child to an adoptive agency for adoptive placement, the adoption procedure may be filed in the juvenile court, which has jurisdiction over the dependency of the child.
8. _____ If you want to adopt your stepchild or the child of your domestic partner, fill out the following forms and file with the superior court: Adoption Request, Adoption Agreement, and Adoption Order.
9. _____ When adopting an Indian child, additional forms must be filled out: Adoption of an Indian Child and Parent of Indian Child Agrees to End Parental Rights.
10. _____ Prospective adoptive parent(s) shall be at least 10 years older than the child.

CCLS - Vocabulary

ADOPTION VOCABULARY

Adult Adoption - A type of adoption which may be employed only when the person adopting and the person to be adopted each have attained maturity.

Agency Adoption - An adoption proceeding where the father and/or mother have relinquished the child to a licensed adoption agency for placement.

Alleged Natural Parent - Person who alleges that he/she is, or alleged to be, the biological parent of a child, but does not qualify for any of the statutory presumptions of paternity.

Birth Parent - Person who is the biological (natural) parent.

Confidential Intermediary - An individual appointed by the court as a “go-between,” whose actions are conducted in confidence, on behalf of one or more siblings seeking to make contact with another sibling.

Dependent Child - When a child is a ward of the court and the court has terminated the child’s parents’ rights.

Independent Adoption - An adoption in which the child to be adopted is placed by its parent or parents, who consent to the child’s adoption by specific individuals.

Intercountry Adoption - Adoption of a foreign-born child for whom federal law makes a special immigration visa available; includes completion of the adoption in the child’s native country or adoption in California.

Joinder - Joining or uniting together. A joinder of parties is bringing in a new person who joins together either as a plaintiff or defendant. A joinder of issues, such as a joinder to a motion, is when the issues are clearly laid out and the party who is joining in it feels nothing can be added to what has already been said.

Presumed Father - A man is presumed to be the natural father if he and the child’s mother are or have been married to each other and the child is born during the marriage, or within 300 days after the marriage is terminated by death, annulment, declaration of invalidity, or divorce, or after a judgment of separation is entered by a court, or before the child’s birth, he and the child’s natural mother have attempted to marry each other by a marriage solemnized in apparent compliance with law.

Special-Needs Child - A child with a handicap or some medical problem that requires special attention.

Stepparent Adoption - An adoption in which a stepparent is the petitioner and one natural or adoptive parent retains his/her custody and control of the child.

Calendar and Dates to Remember

February	
February 2	Happy Groundhog's Day.
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 without incurring late fee.
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	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 without incurring a late fee.
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.	
March	
March 8	SLSA's Executive Board Meeting, 6:00 p.m., Somach, Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
March 12	Placer County LPA Bunco Event, Auburn.
March 13	Daylight Savings Time begins.
March 17	Happy St. Patrick's Day.
March 17	SLSA's Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15 p.m. Dinner. <i>Ruling from the Bench, An Evening with Judge England</i> .
March 19	Bay Area Chapter of the National Docketing Association's Civil Procedure Calendaring Workshop, Morrison Foerster, 9:00 a.m.-12:30 p.m., 425 Market Street, 33 rd Floor, San Francisco.
March 20	First Day of Spring.
March 24	Deadline to submit articles to the Editor for the April issue of <i>The Legal Eagle</i> .
March 27	Happy Easter.
* 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 3rd 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 3rd 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

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

Telephone: (209) 761-4490

Susie Fagalde
Conference Co-Chair

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

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

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

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

Questions? sfdocket@gmail.com

Speakers:

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

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

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

Legal Procedures

Submitted by Corene Rodder



Corene Rodder

Hello everyone! The LSI Blog has some very important links to check out. The update from the USDC Bankruptcy Court is an important one to check out. A big thank you to everyone that contributes and organizes the LSI Blog.

USDC – EASTERN DISTRICT OF CALIFORNIA – SIGNIFICANT CHANGES TO THE FEDERAL RULES OF CIVIL PROCEDURE EFFECTIVE 12/1/15

<http://www.lsi.org/usdc-eastern-district-of-california-significant-changes-to-the-federal-rules-of-civil-procedure-effective-12115/>

CA USDC BANKRUPTCY - Important Notice Regarding NextGen CM/ECF

<http://www.lsi.org/ca-usdc-bankruptcy-important-notice-regarding-nextgen-cmecf/>

YOU GOT SERVED ... ON FACEBOOK

<http://www.lsi.org/you-got-served-on-facebook/>

US COURT OF APPEALS FOR THE NINTH CIRCUIT - CHANGE IN PROCESS FOR SUBMITTING SEALED MATERIALS IN EXCERPTS OF RECORD

<http://www.lsi.org/us-court-of-appeals-for-the-ninth-circuit-change-in-process-for-submitting-sealed-materials-in-excerpts-of-record/>

STATE OF CALIFORNIA – DEPOSITION NOTICES

<http://www.lsi.org/state-of-california-deposition-notices/>

STATE – MANDATORY EFILING

<http://www.lsi.org/state-mandatory-efiling/>

Effective January 1, 2016, the following courts have enforced Mandatory Electronic Filing:

- San Luis Obispo County (Civil Limited and Probate)
- Santa Barbara (all case types, Santa Barbara courthouse only)

The following courts continue to require eFiling:

- Orange County (for all case types)
- San Francisco (Civil and Probate Trusts, subsequent documents only)

VENTURA COUNTY – UNLAWFUL DETAINER CALENDAR

<http://www.lsi.org/ventura-county-unlawful-detainer-calendar/>

TEHAMA COUNTY – JAIL BAIL SCHEDULE

<http://www.lsi.org/tehama-county-jail-bail-schedule/>

SHASTA - TEMPORARY DELAY FOR TRAFFIC CITATIONS

<http://www.lsi.org/shasta-temporary-delay-for-traffic-citations/>

SANTA CLARA COUNTY – FAMILY JUSTICE CENTER COURTHOUSE

<http://www.lsi.org/santa-clara-county-family-justice-center-courthouse/>

Family Justice Center Courthouse Gets Greenlight for Move-In Date After years of development and planning, the new Family Justice Center Courthouse to open this summer.

Legal Procedures - Continued

SAN FRANCISCO – MEDIA ACCESS

<http://www.lsi.org/san-francisco-media-access/>

Effective January 1, 2016, the San Francisco Bench adopted a new local rule governing media access to our courthouses (not courtrooms) and courthouse facilities. This rule impacts hallways, employee work areas and other non-courtroom areas in our courthouse facilities.

SAN BERNARDINO – MEET AND CONFER DECLARATION MUST BE FILED WITH EVERY DEMURRER

<http://www.lsi.org/san-bernardino-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).

SAN BERNARDINO COUNTY - EXPANSION OF FAMILY LAW CALENDAR AT SAN BERNARDINO HISTORIC COURTHOUSE SAN BERNARDINO

<http://www.lsi.org/san-bernardino-county-expansion-of-family-law-calendar-at-san-bernardino-historic-courthouse-san-bernardino/>

MARIN COUNTY – see NOTICE OF CASE REASSIGNMENT (2/1/16)

<http://www.lsi.org/marin-county-see-notice-of-case-reassignment-2116/>

LOS ANGELES - IMPLEMENTATION OF E-DELIVERY PROJECT

<http://www.lsi.org/los-angeles-implementation-of-e-delivery-project/>

LOS ANGELES - REMINDERS REGARDING FAMILY LAW CHILD SUPPORT SERVICES DEPARTMENT CASES

<http://www.lsi.org/los-angeles-reminders-regarding-family-law-child-support-services-department-cases/>

LOS ANGELES - CENTRAL - PROBATE DIVISION ANNOUNCES CHANGES TO COURTROOM OPERATIONS

<http://www.lsi.org/los-angeles-central-probate-division-announces-changes-to-courtroom-operations/>

LOS ANGELES - ON-LINE COURT RESERVATION SYSTEM (CRS) EXPANSION

<http://www.lsi.org/los-angeles-on-line-court-reservation-system-crs-expansion/>

LOS ANGELES - CENTRAL FAMILY LAW DIVISION ANNOUNCES CHANGES TO JUDICIAL ASSIGNMENTS

<http://www.lsi.org/los-angeles-central-family-law-division-announces-changes-to-judicial-assignments/>

HUMBOLDT COUNTY - 2016 FELONY BAIL SCHEDULE

<http://www.lsi.org/humboldt-county-2016-felony-bail-schedule/>

EL DORADO – NEW TELEPHONIC APPEARANCE SYSTEM

<http://www.lsi.org/el-dorado-new-telephonic-appearance-system/>

Governor's Report

Submitted by Jan Ainsworth



Governor
Jan Ainsworth

Just a reminder that LSI's Third Quarterly Conference will be held February 26-28, 2016 at the Tenaya Lodge, Fish Camp, CA. Public transit to Yosemite is available. Go to "yarts.com" for more detailed information. I will be present to represent your interests. For discussion, I include a Notice of Bylaw Amendment from the LSI Parliamentarian. Please be sure to review it and email me with your questions or comments. The proposed Bylaw Amendment is regarding a proposal to change the Legal Specialization Sections. In a nutshell, the purpose is to allow for the Legal Specialization Sections Coordinator to combine the criminal and family law sections into one section due to the diminished membership levels in each section along with low attendance numbers at each seminar at conference. There is also a need to add a Federal law section to cover the growing number of legal professionals in California that practice in the Federal court system as you will read in the attached Notice. The proposal will be voted on at the February 2016 quarterly conference and I will report the results in my March report as well as at our March dinner meeting.

LSI's 82nd Annual Conference will be held May 20-22, 2016 at the Flamingo Conference Resort & Spa in Santa Rosa, CA. The theme will be "Hooray for LSI – A Tribute to Hollywood." This resort is a Sonoma wine country four star conference venue. Get your reservations in early as I understand rooms are at a premium. For more information go to lsi.org and click on Upcoming Conferences. There you will find conference registration forms, hotel reservation information, and LSS Seminar flier. The fliers are also included in this Bulletin.

Chapter Achievement Chat

Speaking of CAPS – SLSA CAPS earned to date: 24,495 points. We need 60,000 by March to even be in the running to win at annual. Go SLSA! Send me those CAPS forms.

As always, feel free to email me with questions or comments at jainsworth@murphyaustin.com. I am interested, here to serve, and will respond promptly. Until next month - take care. Jan

CCLS Answers

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



LSI

*Educating California's
Legal Support Professionals*

OFFICE OF: PARLIAMENTARIAN
ASTRID B. WATTERSON, CCLS
CELL: 209-406-9984
E-MAIL: ASTRID.WATTERSON@GMAIL.COM

January 13, 2016

NOTICE OF PROPOSED BYLAW AMENDMENT NO. 1
TO ALL GOVERNORS:

NOTICE IS HEREBY GIVEN, pursuant to Article XIX, Section 2, subsection (a), of the LSI Bylaws, and within the time period specified, that at the next February 2016 Board of Governors meeting in Fish Camp, California, a proposed amendment to LSI Bylaw Article XII, Section 2(h) will be presented to the Governors for discussion and voting.

The purpose of the notice to amend the bylaw is to allow for the Legal Specialization Sections Coordinator to combine the criminal and family law sections into one section due to the diminished membership levels in each section along with low attendance numbers at each seminar at conference. There is a need to add a Federal law section to cover the growing number of legal professionals in California that practice in the Federal court system.

LSI Bylaw Article XII, Section 2(h) currently reads:

(h) Legal Specialization Sections. This Committee shall consist of the Legal Specialization Sections Coordinator and the respective leaders of the following Sections: (1) Criminal Law; (2) Family Law; (3) Law Office Administration; (4) Litigation; (5) Probate and Estate Planning; and, (6) Transactional Law. Upon the Coordinator's recommendation, the LSI President may appoint leaders of other Sections as deemed necessary. Section Leaders shall: (1) conduct seminars, workshops or round table discussions at LSI Conferences on topics pertinent to the Sections; and, (2) coordinate and present each LSI fiscal year two legal educational seminars, in distinctly different locations, the dates, locations, topics, registration fees and other arrangements of which shall be approved by the Executive Committee. Two members of the immediately preceding Legal Specialization Sections Committee shall be reappointed by the LSI President to positions on the Legal Specialization Sections Committee.

PROPOSED AMENDMENT TO BYLAW NOTICED

Section 2(h) Legal Specialization Sections. This Committee shall consist of the Legal Specialization Sections Coordinator and the respective leaders of the following Sections: (1) Criminal/Family Law; (2) Family Federal Law; (3) Law Office Administration; (4) Litigation; (5) Probate and Estate Planning; and, (6) Transactional Law. Upon the Coordinator's recommendation, the LSI President may appoint leaders of other Sections as deemed necessary. Section Leaders shall: (1) conduct seminars, workshops or round table discussions at LSI Conferences on topics pertinent to the Sections; and, (2) may coordinate and present during each LSI fiscal year two legal educational seminars, in distinctly different locations, the dates, locations, topics, registration fees and other arrangements of which shall be approved by the Executive Committee. Two members of the immediately preceding Legal Specialization Sections Committee shall be reappointed by the LSI President to positions on the Legal Specialization Sections Committee.

Please note that in order for this Bylaw amendment to be adopted, it must pass with an affirmative vote of 2/3 of the Governors voting at the February 2016 LSI Annual Conference Board of Governors meeting.

Astrid B. Watterson, CCLS
Astrid B. Watterson, CCLS
LSI Parliamentarian 2012-2016

cc: LSI Executive Committee





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!

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.

Experienced Corporate/Tax/Estate Planning Paralegal. Murphy Austin Adams Schoenfeld LLP is looking for a part-time paralegal with 10+ years corporate and estate planning experience to work with the Corporate and Tax/Estate Planning Groups. Advanced computer skills and aptitude are required. Advanced skills in Word, Excel and a document management program are required, with proficiency in Legal MacPac a plus. The successful candidate must also be able and willing to learn other software systems as needed. Experience with real estate closing procedures, CASOS filings, merger and acquisitions, and entity formations preferred. The successful candidate must be able to multi-task in a fast-paced, professional environment, enjoy working as part of a team and demonstrate a commitment to client service and professional growth. Murphy Austin offers a competitive salary and benefit package as well as a generous paralegal bonus program. Well-organized, detail-oriented, and motivated applicants should submit resumes to: Trish Hughes Kreis, Murphy Austin Adams Schoenfeld LLP, thkreis@murphyaustin.com.

General Services Clerk. Murphy Austin Adams Schoenfeld LLP is looking for an organized, reliable person for general office services duties. Duties include running errands, managing supplies, making copies, back-up on phone duties, picking up and delivering mail as well as kitchen and copy room set up and clean up. Must have a car and proof of current car insurance. The successful candidate must be able to multi-task in a fast-paced, professional environment, enjoy working as part of a team and demonstrate a commitment to client service and professional growth. Murphy Austin offers a competitive salary and benefit package. Well-organized, detail-oriented, and motivated applicants should submit resumes to: Trish Hughes Kreis, Murphy Austin Adams Schoenfeld LLP, thkreis@murphyaustin.com.

Legal Secretary/Admin Assistant – Corporate Bankruptcy. Felderstein Fitzgerald Willoughby & Pascuzzi LLP, located in downtown Sacramento, is seeking a legal administrative assistant/secretary to support lawyers and share administrative duties. Current opening is for a full-time position, starting February 22, 2016. Daily duties include but are not limited to document and pleading preparation, calendaring, e-filing, electronic file retention and

Employment Report - Continued

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

Litigation Legal Secretary. The Law Office of Christian B. Green, a CNA staff counsel office located in Sacramento, CA is currently seeking an experienced litigation legal secretary. This role, under general supervision, assists attorneys and other legal staff by providing legal administrative support, which includes all aspects of document preparation, and coordination of schedules and calendars for attorneys and case work as well as scanning and e-filing. Collaboratively works with Claim, Claim Legal and clients as well as other third parties to produce desired results in litigation matters including construction defect, personal injury, property damage, medical malpractice, and general liability matters. **Essential Duties & Responsibilities:** Handles all aspects of document preparation. May draft, prepare, and distribute legal correspondence and memoranda under management/attorney direction. Files documents timely and appropriately with courts and other parties. Collaboratively assists in gathering and organizing exhibits, documents, trial data and other materials in response to subpoenas, discovery requests, interrogatories, motions for summary judgment, etc. Accountable for organizing and maintaining all files (electronic, paper, and other) and legal archives. Schedules and coordinates attorney and case load calendars. May perform additional duties as assigned. **Skills, Knowledge & Abilities:** In-depth knowledge of legal terminology, procedures, and practices as well as overall general knowledge of the insurance industry and the business units. Excellent internal/external customer interactive skills. Strong computer skills including Microsoft Office Suite and other business related software systems. Excellent organizational skills including ability to prioritize and coordinate multiple tasks. Excellent written and verbal communication skills including professional phone etiquette and the ability to draft complex written correspondence. Acts with a sense of urgency to advance priorities of the organization. **Education & Experience:** Associates degree with course work or applicable certifications preferred or equivalent experience. Typically a minimum four years of experience in a related legal administrative environment. If interested, please e-mail your resume to karen.jackson@cna.com.

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.

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,

Employment Report - Continued

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.

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 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.

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

Employment Report - Continued

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.

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.

Experienced Litigation Secretary. Delfino Madden O’Malley Coyle & Kowler LLP, a 14-attorney firm in downtown Sacramento, is seeking an experienced litigation secretary to work with attorneys in its employment law practice. The successful candidate should have proficiency with Microsoft Office Suite, preparation of complex law and motion documents, and must be able to work well with clients and assist the assigned attorneys in balancing multiple counseling and litigation tasks. We are a collegial firm with competitive pay and benefits and are looking for a talented secretary to join us. Please submit your confidential resume to admin@delfinomadden.com. No phone calls please. Equal Opportunity Employer.

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
87	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		38	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
1546	YTD TOTALS					1269

MEMBERSHIP LIST 2nd Quarter, 10-31-15

SLSA Committee Chairs 2015-2016

Updated: 10/20/15

Position	Name	Contact Info
Advertising	Elizabeth Madden, CCLS	elizccls@gmail.com
Audit (Financial Review) [3 people]	OPEN	
Benefits	OPEN	
Budget Committee	Dawn Forgeur, CCLS (Chair) Deseree Aguillen Lynne Prescott, CCLS	dawn.forgeur@stoel.com daguillen@stonegraves.com lynne@majlabor.com
Bulletin Editor	OPEN	
CCLS	Elizabeth Madden, CCLS	elizccls@gmail.com
Charitable Projects	Corene Rodder (Chair) OPEN	crodder@somachlaw.com
Day In Court	Deseree Aguillen (Chair) Alex Cain (Co-Chair) Maimie Chyinski (Co-Chair) OPEN	daguillen@stonegraves.com acain@odlegal.net mchyinski@f3law.com
Employment	Jaymie Moralez	Jaymie.moralez@jud.ca.gov
Historian	Corene Rodder	crodder@somachlaw.com
Interclub	Lynne Prescott, CCLS (Chair)	lynne@majlabor.com
Law Office Products & Management	OPEN	
Legal Procedures	Corene Rodder	crodder@somachlaw.com
Legal Professional of the Year / Boss of the Year	Maimie Chyinski (Chair) Christie Kaelber Teri McClory, CCLS	mchyinski@f3law.com ckaelber@downeybrand.com teretad@metzlawonline.com
Legal Secretarial Training	Astrid Watterson, CCLS Dawn Forgeur, CCLS	Astrid.watterson@gmail.com dawn.forgeur@stoel.com
Marketing	Lacy Monserrat, CCLS	lacy@majlabor.com
Membership	Lacy Monserrat, CCLS	lacy@majlabor.com
Nominations & Elections [3 people]	Dawn Forgeur, CCLS (Chair) Selena Paradee OPEN	dawn.forgeur@stoel.com selena.paradee@stoel.com
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Ways & Means	OPEN	
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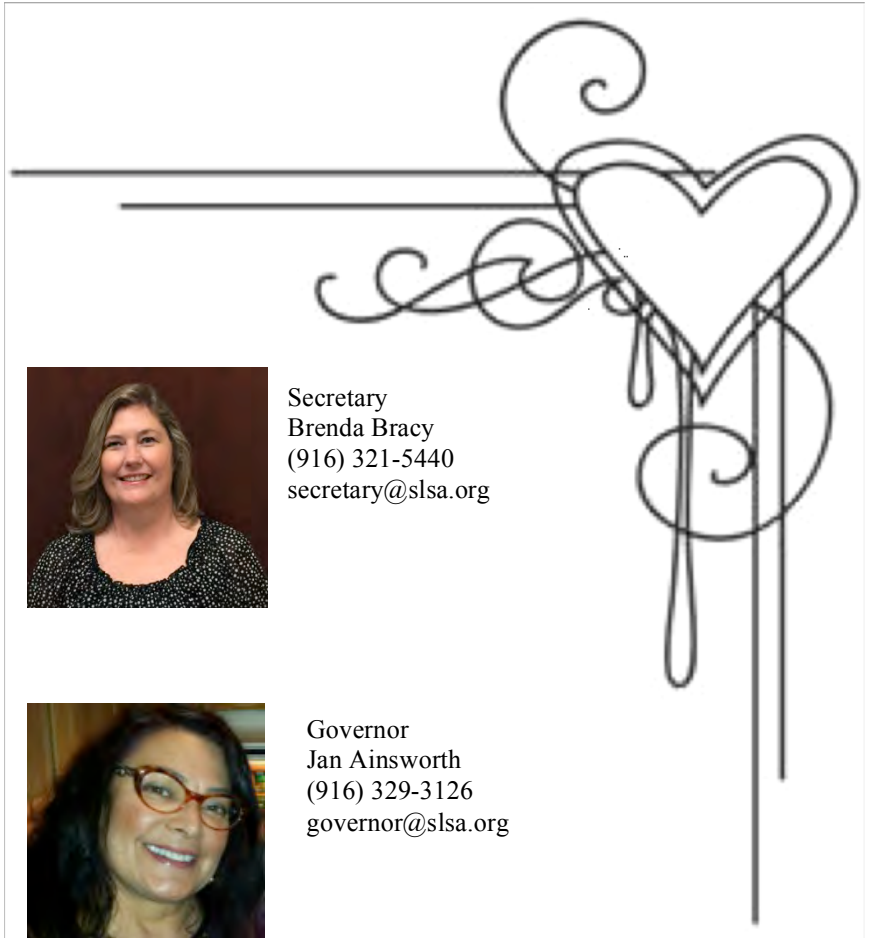
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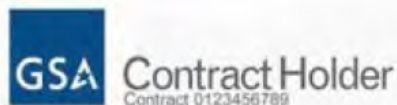
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