

THE LEGAL EAGLE

Sacramento Legal Secretaries Association

June/July 2017—Book 17, Issue 2



HAPPY 4TH OF JULY

Inside this issue:

President's Message	2
Charitable Project	3
Governor's Report—May	4
Governor's Report—June	6
August Conference Info	8
Inter-Association Event	11
Member News	12
SCBA Kids Law Day	15
June Speaker Spotlight	16
Vendor of the Month	19
Lunch & Learn	20
Delegate Report	24
CCLS Report	26
Dates to Remember	29
Legal Procedures	30
Employment	35
Executive Board	45
Committee Chairs	46

MAY EVENTS

- **LSI's Annual Conference - May 19-21.** *"Cruisin' to Conference: Graffiti Style"* hosted by Stanislaus County LPA

JUNE EVENTS

- **Dinner Meeting - Thursday, June 15.** *"Sacramento's Civil Division"* at the Courtyard Marriott, 4422 Y Street, Sacramento.
- **Lunch & Learn - Thursday, June 22.** *"MS Office: Tips & Tricks for Legal Professionals"* at Boutin Jones, 555 Capitol Mall, Ste. 1500, Sacramento.

JULY EVENTS

- **Dinner Meeting - Thursday, July 20.** *"Coming to America: The Process, The Issues, & The Future"* at the Courtyard Marriott, 4422 Y Street, Sacramento.

President

Brenda Bracy, CCLS
Boutin Jones Inc.
555 Capitol Mall, Suite 1500
Sacramento, CA 95814
president@slsa.org

Editor

Dawn R. Forgeur, CCLS
Stoel Rives LLP
500 Capitol Mall, Suite 1600
Sacramento, CA 95814
dawn.forgeur@stoel.com



President's Message

Brenda Bracy, CCLS

I hope you are all staying cool and staying out of the sun on these extremely hot days here in Sacramento. I am so thankful I work inside, but I feel sorry for the workers who have to work outside in this extreme heat. We are lucky to work inside, but please take precautions and be safe out there.

We have a very exciting program lined up for you this year. Our Programs Chair, Lynne Prescott, has been busy getting speakers lined up. The information for the speakers and their topics are posted on the website and on Facebook. I look forward to seeing everyone at the dinner meetings as well as the Lunch & Learn seminars. Thank you, Lynne.

Our Vendor Liaison, Kim Bogie, is also working hard to get our vendors lined up for the dinner meetings. Thank you, Kim.

I attended my first LSI Annual Conference as President in May and had a great time. I attended the Presidents' Roundtable hosted by past LSI President Mary Rocca, where I was able to meet other incoming and outgoing Presidents. Mary was a great speaker and was very inspiring. She made us feel like we could do this, but told us she is available if any of us needed her guidance. We also had our LSI President, Jennifer Page, CCLS, speak to us, and she also told us she was available if any of us needed her. It was a very inspiring session and I walked away feeling humbled. The rest of the weekend was filled with attending seminars and having a good time with my fellow members. Stanislaus LPA did an outstanding job hosting the Conference.

The next LSI Conference is scheduled for August 18-20 at the Hilton in Stockton. I encourage all members to attend at least part of the conference. You will walk away with so much information, but also it will give you a chance to meet some of your colleagues from other associations.

On June 22, 2017 we had our first "Lunch & Learn" session. Marni Beach at Legal Support Solutions did an amazing job. The topic was "Microsoft Tips and Tricks for the Legal Professional." Marni was a great presenter and we all learned a few tricks that we didn't know. Everyone gave positive feedback on the presentation, and we would love to have Marni present another topic in the future. Thank you to all who attended, and thank you Lynne for scheduling Marni. She was fantastic.

If any of you have a topic you want covered, please let us know. Also, if you have an attorney that might want to be a speaker at an upcoming meeting, please let us know that as well. We are always looking for new speakers and your feedback is important to us.

Please feel free to contact me if you have any questions, suggestions, or comments to president@slsa.org.



Jan Ainsworth, Brenda Bracy, CCLS, Crystal Rivera at May Annual Conference in Modesto.



Sacramento Legal Secretaries Association Charitable Project Summer 2017



My Sister's House (MSH) is a 501(c)(3) nonprofit organization founded in 2000 and serving the Sacramento community. Jasmeen of MSH came to speak to us in April about "Human Trafficking, Modern Day Slavery." The vision of My Sister's House is to eliminate domestic violence, sexual assault, and human trafficking in our community. The mission of My Sister's House is to serve Asian and Pacific Islander and other underserved women and children impacted by domestic violence, sexual assault, and human trafficking by providing a culturally appropriate and responsive safe haven, job training, and community services.

SLSA wants to help MSH by gathering as many wish list items as possible to donate to the organization to aid them in their community outreach. You can help by donating items from My Sister's House's wish list below!

My Sister's House Wish List Items

Office Supplies

- post-it notes - various sizes
- binder clips - various sizes
- note/legal pads - letter size
- manila file folders - letter size/top tabs
- ball point pens - blue color
- composition notebooks

Household Items

- dish soap
- fabric softener
- trash bags - 13 gallon size

Additional Items

- business/interview clothes for women
- gift cards - Jamba Juice, Starbucks, Target or fuel/gas

A safe haven for Asian Pacific Islander Women and Children



My Sister's House



Donations can be brought to the
July, August and September dinner meetings.

Deadline for donations will be @ September 21st dinner meeting.

Thank you for your generosity towards our community and for your support of SLSA's charitable projects!



Gisele Mitsuk
Charitable Contributions Chair
gmitsuk@gmail.com
(916) 750-0095*
*best contact is email or sms/text





Governor's Report

Jan Ainsworth

CHAPTER ACHIEVEMENT CHAT

SLSA ended its FY with 51,100 Chapter Achievement Points. That is almost 7,000 points higher than last year. Congratulations SLSA and keep up the good work. This year at Annual Conference alone SLSA earned 1,900 CAPS.

CAPS To Date: 3850 points (Considering our FY began April 1 – we are off to a fine start).

As long as I am on the subject, I would like to talk to you about Chapter Achievement – Chapter Achievement Points (“CAPS”) are earned by each local Association and at the end of the year a contest is held at the state level and an award is given and highly competitive. We accumulate CAPS in many ways. I refer you to the Chapter Achievement Reporting form which can be found on the website and also in all of our bulletins. I urge you to take a look at the form and see if you can boost our points. You may submit your form online at SLSA’s website – or you may email me directly – and I will tally and track. Every point counts – so please – do your part. Don’t wait until the last minute – let’s start tracking today. Send me your CAPS even if you are not sure whether or not your participation counted. I will count, decide according to guidelines and track.

ANNUAL CONFERENCE REPORT

LSI’s 83rd Annual Conference was held on May 18-21, 2017 – Let’s Go Cruisin’ American Graffiti Style hosted by Stanislaus County LPA. SLSA cruised into Conference at the Doubletree by Hilton in Modesto, California. SLSA once again won several accolades: (1) Membership Gain Contest in our category with a 41% gain receiving a Blue Ribbon and a \$25 check. Kudos to Brenda Bracy, CCLS; (2) Bulletin Contest receiving a Blue Ribbon and a \$50 check. Kudos to Corene Rodder; and (3) SLSA also won as one of two recipients of the CCLS Certifying Board’s Fee Waiver. The waiver may be used for the September 2017 exam or the March 2018 exam only. If you are interested in taking advantage of the fee waiver, please contact President Brenda Bracy, CCLS. Ten SLSA members attended conference, three attended as delegates, four attended workshops, and nine attended seminars.

Pre-Annual Conference Board of Governors Meeting, Saturday, May 20, 2017

The Pre-Annual Conference Board of Governors (“BOG”) Meeting was called to order at 8:00 a.m. on Saturday, May 18, 2017. There were 28 governors were present constituting a quorum. The Minutes of the February 2017 Quarterly Conference BOG were approved as distributed.

Thereafter the Executive Resume was read by LSI Secretary, Lynne Prescott, CCLS, and there was a discussion as to the Proposed Bylaw Amendments. At our April 20 regular membership meeting you will recall you voted to instruct me to vote in favor of these Amendments as amended so I will not regurgitate the entire Proposed Amendments but simply state the results as follows:

(Continued on page 37)



Dee Smith and Debra Clark with the hot rod.



Brenda Bracy, CCLS, Tammy Hunt, CCLS, Anne French, Crystal Rivera, Dawn Forgeur, CCLS



Annual Conference, Reception—Trivia Contest



A much needed lunch break from all the meetings at conference.



Governor's Report

Jan Ainsworth

JULY 2017

I am writing to tell you more about LSI's 83rd Annual Conference was held on May 18-21, 2017 – Let's Go Cruisin' American Graffiti Style hosted by Stanislaus County LPA.

Annual Conference Board of Governors Meeting, Saturday, May 20, 2017 Chairman Reports:

2018 Annual Conference Co-Chairs, Annette Davis and Mae Chester, CCLS, announced *Save the Date*, May 17-20, 2018 when San Fernando Valley LSA welcomes you to the 2018 LSI Annual Conference at the Garland Hotel in North Hollywood. At this time they are finalizing their theme and title, and getting ready to give the extraordinary experience of visiting Hollywood. Plan on spending a couple of extra days before or after conference and take advantage of discounted tickets for various Southern California attractions including Universal City Park and the Wizarding World of Harry Potter. The scrip ticket is estimated to be \$145, luncheons to be approximately \$35 each, and a projected room rate \$199 single/double.

LSI Legal Procedure Chair, Becky J. Neidhardt, reported that over 500 court announcements, updates, and/or notices were posted to the LSI *Blog* this year.

LSI Secretarial Training/Seminar Chair, Shaylene Cortez, CP, CCLS, reported that LSI continues to be inundated with requests for online classes. With very few of the local associations offering training, it is up to LSI to find ways on the state level to help our members thrive. She further noted that with the increased level of identity theft and hacking that we need advanced technology to protect any online activities that we pursue in the future, and the appropriate people that can ensure that. A new Beginning Legal Secretary Training course will begin July 17, 2017. Be on the lookout for fliers if interested.

LSI Liaison to the Law Practice Management and Technology Section of the State Bar of California, Mary S. Rocca, CCLS, advised that the relationship between the State Bar of California and the various Sections is currently in a state of flux. The State Bar no longer wants to be an educational provider for the legal community, and, it appears likely that the Sections will take over this responsibility so that the needs of the attorneys and support staff are met.

LSI CCLS Certifying Board Chair, Elise Dresser, CCLS, advised that 41 individuals sat for the CCLS exam and 14 passed. She further advised that LSI currently has 245 active CCLSs, 19 inactive, 7 attorneys, and 122 retired CCLSs.

The Editor of *The Legal Secretary*, Barbara Barregar of Orange County LSA advised that the magazine will no longer be printed and mailed from Missouri; instead, they are switching to a printer in San Diego so your magazines should be arriving much more timely beginning in August.

(Continued on page 42)



Dawn Forgeur, CCLS, Linda Moore of San Diego LSA, and Crystal Rivera



Congratulations



Jan Ainsworth and Debra Clark

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

INVITES YOU TO A

MISSION: Possible*

* "Get Smart" with Education

LSI 1ST QUARTERLY CONFERENCE

AUGUST 18-20, 2017

The Stockton Hilton
2323 Grand Canal Blvd.
Stockton, California 95207



CONFERENCE REGISTRATION FORM

Name (as it will appear on badge):
Mailing Address:
City/State/Zip:
Home/Cell Telephone:
Work Telephone:
Email address:
Local Association (please spell out):

PLEASE INDICATE IF YOU ARE:

State Officer
State Chairman

Governor
CCLS
PLS

SCRIP (includes Registration, Welcome Reception, Banquet and Brunch):

Table with 3 columns: Description, Price, Total. Rows for POST MARKED ON OR BEFORE JULY 18, 2017 and POST MARKED AFTER JULY 18, 2017.

INDIVIDUAL TICKETS:

Table with 3 columns: Description, Price, Total. Rows for Registration PRIOR to July 18, 2017, Registration AFTER July 18, 2017, and WELCOME RECEPTION (Friday).

LUNCHEONS

Table with 3 columns: Description, Price, Total. Rows for Presidents' Luncheon (Saturday), Governors' Luncheon (Saturday), and Open Luncheon (Saturday) - Open to All.

Greek Chicken Wrap
San Joaquin Asparagus Wrap

BANQUET (Saturday Evening) \$ 58.00

New York Steak
Salmon
Vegetable Napoleon

BRUNCH (Sunday) \$ 30.00

TOTAL AMOUNT ENCLOSED

Special Dietary Restrictions

PLEASE MAKE CHECKS PAYABLE TO SSJCLPA AUGUST CONFERENCE

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

Jan Kuykendall, 11662 N. Ham Lane, # 41, Lodi, CA 95242;

For questions call Jan Kuykendall evenings at 209 747-4781 or email ssjclpa@gmail.com or

Colleen Young at 209- 609-4042 or email ssjclpa@gmail.com

NO REFUNDS AFTER AUGUST 1, 2017



The Continuing Education Council

PROUDLY PRESENTS



Darci Sears
Special Assistant to Anthony Rendon, Speaker of the Assembly

CANNABIS: A COMBINED MEDICAL AND RECREATIONAL SYSTEM

An overview of the combined system for licensing cannabis businesses
 in California with updates on pending legislation, regulations, etc.

FRIDAY, AUGUST 18, 2017*

5:15 p.m. to 6:15 p.m.

THE STOCKTON HILTON

Email reservations to: J. Cori Mandy, CCLS
 jcmandy5@gmail.com
 619-515-3256 or 619-954-3603

*Seminar is free with a paid conference registration

Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1.0 hour.

Sacramento Legal Secretaries Association



Dinner Meeting • June 15, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



Sacramento's Civil Division

Guest Speaker:

Kelly Sullivan -- Director, Civil Division
 Sacramento County Superior Court



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

RSVP by Noon on Friday, June 9*

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:

Corene Rodder
 Registration/Reception Chair 2017-2018
 c/o Somach Simmons & Dunn
 500 Capitol Mall, Suite 1000
 Sacramento, CA 95814

Dinner Menu – Choice of:

- Grilled Chicken Breast with Apples and Grapes Served with Demi Sauce, Rice and Vegetables
- Penne Pasta Primavera with Fresh Vegetables and Light Olive Oil Vinaigrette, Served with Grilled Vegetables and Balsamic Glaze

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

SLSA's Vendor Partner for June 2017:

To Be Announced



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

**Placer County Legal Professionals Association &
Sacramento Legal Secretaries Association
Invites you to an Inter-Association / Fundraiser**



Join us for a night of friendship and fun!

Everyone is Welcome! (must be 21 years or older)

Wednesday, August 30, 2017 @ 6:30 p.m.



Cost: \$45

Bunz Sports Bar & Grill
311 Judah Street
Roseville, CA 95678

Food & Beverage not included

Includes: table cloths, aprons, canvases,
paint, brushes, easels and two hours of
instruction.

Painting: Sunshine Mountain
(as seen above)

August 24, 2017 deadline to register and pay online at:

[https://www.paintnite.com/events/ 1205870](https://www.paintnite.com/events/1205870). Contact Crystal Rivera with SLSA
crivera@somachlaw.com or Rachel Malerbi with PCLPA rachel@jamisonfamlaw.com
for further information. Space is limited so RSVP today!

\$15 from every ticket sold will be split between the two associations!



Member News

Crystal Rivera, Executive Advisor

Welcome, and congratulations to the following new SLSA members who were inducted at the June 15, 2017, dinner meeting.

Shelby R. Hogan – Shelby is a litigation secretary at Boutin Jones, and has been employed as a legal professional since 2013. She specializes in litigation. She celebrates her birthday on April 9, and enjoys boating, skiing, and cooking.

Joanie Mather – Joanie is a receptionist at Hunt Jeppson & Griffin LLP, and has been employed as a legal professional since 2016. She celebrates her birthday on May 13, and enjoys arts and crafts, sewing, cooking, swimming, working out, bike riding, and reading.

Christina Montoya – Christina is a legal secretary at the State Department of Developmental Services, and has been employed as a legal professional since 2013. She specializes in administrative law, criminal law, litigation, and probate/estate planning. She celebrates her birthday on February 1.

Vicki Rathke, CCLS – Vicki is a legal secretary at Fisher & Phillips LLP, and has been employed as a legal professional since 2005. She specializes in litigation and labor and employment law. She celebrates her birthday on June 20.

Barb Taylor – Barb is a legal assistant at Hunt Jeppson & Griffin LLP, and has been employed as a legal professional for 25 years. She celebrates her birthday on July 15.

MEMBERS ON THE MOVE!!

Both Danielle Gonzales and Teri Jackson are now at Longyear, O’Dea and Lavra, LLP.

Jeanette Osman-Bravard is now at First American Title Company.

CONDOLENCES

The father of LSI’s Legal Professional Training Chair, Shaylene Cortez, CCLS, passed away on Sunday, July 9, 2017. You may send cards to 925 Queensdale Ave., Corona, CA 92880.

Richard Hunt, husband of LSI’s LSS Leader Tammy L. Hunt, CCLS passed away on June 6, 2017. Condolences may be sent to the Hunt Family at 4017 Chatsworth Circle, Stockton, CA 95209.

The father of SLSA member Anne French passed away on July 10, 2017. Condolences may be sent to her c/o Lewis Brisbois Bisgaard & Smith LLP, 2020 W. El Camino Avenue, Suite 700, Sacramento, CA 95833.

Member News, cont.



MAY

Micky Kelly, CCLS	6
Christina Witt	6
Deseree Aguillen	11
Joanie Mather	13
Joanna Gibson Ford	26
Jessica Patton	27

JUNE

Linda Bianchi	1
Anne French	6
Kari Hernandez	7
Lelia Jackson	7
Betty Hamilton	8
Dana Reeder	17
Vicki Rathke	20
Yolanda De Le Cruz	22
Maimie Chyinski	23
Sherrell Hill	27
Crystal Rivera	27

JULY

Luz Loree	7
Angela Kolak	13
Heather Rodriguez, CCLS	15
Barb Taylor	15
Morgan Albanese	22
Pamela Lee, CCLS	22
Maryanna Rickner	22
Noreen Patrignani	24
Christie Kaelber	28



Happy Birthday



CHANGES?? UPDATES??

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 executiveadvisor@slsa.org.



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

Membership Period: May 1, 2017 – April 30, 2018
Due Date: May 1, 2017

Make check payable to:

Sacramento Legal Secretaries Association

Amount Due: **\$40**

Renewals are due May 1, 2017

There will be a late fee of \$5 after June 1, 2017

Return the completed invoice and full payment to:

Marci Frazier
SLSA Treasurer
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

ARE YOU A CCLS? _____

BIRTHDAY: _____

JOB TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

BUSINESS E-MAIL: _____

RESIDENCE ADDRESS: _____

RESIDENCE PHONE: _____

RESIDENCE E-MAIL: _____

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

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

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

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Residence |
| <input type="checkbox"/> Business | <input type="checkbox"/> Residence |

INVOLVEMENT:

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

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

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

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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



SCBA Kids Law Day

Dawn Willis

SCBA recently launched current President Sabrina Thomas's pet project: Kids Law Day!!! The first journey into an elementary school occurred June 2 at Father Keith B. Kenny K-8 School. Our next adventure was at William Land Elementary School on June 9.

SLSA volunteers were paired with an attorney for an hour presentation before a wide range of grades. Presentations were made before each grade separately and included 4th Grade through 7th Grade. The students were excited and listened intently to both the attorney and secretary or paralegal presentations. They asked many questions.

My employer was generous enough to allow me to take an hour and a half break each day to participate as the "secretary" in the equation. Following the attorney's presentation, I took the stage (so to speak) in front of the classroom. It was not as scary as I thought it would be.

This program will continue during the summer and when classes start in the fall. If at all possible, I highly encourage you to volunteer for the next opportunities. The children are entertaining and learn there is more to what happens in an attorney's office than what they've seen on Ally McBeal. Yes, the students I encountered knew who Ally McBeal is. More information can be found at www.sacbar.org/kids-law-day.html.

Kids Law Day is Designed to:

1. Engage children in fun learning about careers as an attorney, legal secretary, or paralegal.
2. Showcase legal professionals as role models.
3. Reinforce learning and innovation, communication, and collaboration skills
4. Presentations will last no more than an hour.



Rhonda Harrigan, Jill Telfer, Brenda Bracy, CCLS, Justin Ward, Dawn Willis, Sabrina Thomas, Michelle DuCharme, Crystal Rivera, and several kids who participated.



Speaker Spotlight

Lynne Prescott, CCLS

June 15, 2017 Dinner Meeting Presentation Sacramento County Superior Court Civil Division

We were very pleased to welcome Kelly Sullivan, Shana Simpson, and Amy Malone from the Sacramento County Superior Court Civil Division as the guest speakers for SLSA's June 15, 2017 dinner meeting. Kelly Sullivan is the Director of Civil Operations for the Court, Shana Simpson is the Operations Manager for all units within Civil Support, and Amy Malone is the Operations Supervisor for the Civil Division.

Kelly began by providing us with the list of changes in judicial assignments as of June 5, 2017 ([see Judicial Assignment List included in this bulletin](#)). She also provided us with the attached [Public Notice](#) regarding filings for complex cases assigned to Department 35 (effective May 1, 2017), and information on the [Civil Law & Motion Departments](#) (53 & 54).

The Civil Division handles more than just civil filings and hearings. It is also comprised of Court Attendants, Jury Services, and Interpreter Services. Court Attendants provide limited security services, assist the court clerks, and provide assistance to the bailiffs. The Jury Services Department, with just eight employees in the entire division, handles all matters related to jurors in Sacramento County. California law states that persons have the right to an interpreter as part of due process. In Sacramento, the Interpreter Division tries to offer interpreters (including sign language interpreters) for all case types. It is interesting to note that there are approximately 224 recognized languages in California!

Kelly addressed the issue of the court's defunct case management program (CMS). She stated that the court will be implementing a process whereby cases have the option of either being referred to arbitration or being assigned to trial setting. If you do not select one of these options, your case will drop into a "work que." If your case has been sitting for over three years, the court will issue an OSC with dismissal. If the case is under three years, the court will issue an OSC regarding compliance.

From the Presiding Judge's office (Dept. 47), Kelly shared the following on behalf of the courtroom clerks:

- If you call Dept. 47, you do not need to keep calling. They do get your messages and they will call you back. If you are not getting a response, then call the Operations Supervisor (Amy Malone).
- If you are attempting to submit a Stipulation by itself, please note that the stipulation needs to be attached as an exhibit to a motion. See Local Rule 47.
- All Ex Partes for Order Shortening Time need to be for true emergencies. The application



Corene Rodder,
Registration Chair

(Continued on page 17)

Speaker Spotlight, Cont.

and accompanying documents should go to Room 102, with the \$60 fee. A courtesy copy of the endorsed documents should be provided to Dept. 47. All parts of your motion should be included.

- For telephonic appearances, please have all documents to Dept. 47 the day before the telephonic hearing.
- Regarding minor's compromises, please carefully review your paperwork before submitting.

Kelly stated that the Sacramento Courts are slowly working their way toward e-filing. The Traffic Division is scheduled to implement its e-filing system in July 2017, with the Criminal Division to follow in the summer of 2018. The Civil Division hopes to implement e-filing in 2019.

Note that departmental-specific information for writs is now available on the court's website.

The Civil Division is working to resume the information/update e-blasts that used to come from the court, so hopefully those will be starting again shortly.

Kelly, Shana, and Amy answered questions from the attendees, and reiterated that the updating and sharing of information is key to maintaining vital relationships between the court and those who work/deal with the court. While the court has a tendency to move slowly, it does so in a deliberative and contemplative manner.

If you have a question or an issue that cannot be resolved at the filing counter or by one of the court clerks, contact Civil Division Operations Supervisor Amy Malone.



Speakers Shana Simpson, Amy Malone, Kelly Sullivan from Sacramento Superior and Lynne Prescott, CCLS and Brenda Bracy, CCLS



Crystal Rivera with new members, Vicki Rathke and Shelby Hogan

SLSA would like to thank Kelly Sullivan, Shana Simpson, and Amy Malone for a very helpful and informative presentation, and for generously offering their personal time to keep our members updated on the Civil Division's news and operations.

Sacramento Legal Secretaries Association



Dinner Meeting • July 20, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



“Coming to America:

The Process, The Issues & The Future”

Guest Speakers:

Peter Kyung & Brian Lopez
 Law Office of Carson & Kyung



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

RSVP by Noon on Friday, July 14*

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:

Corene Rodder
 Registration/Reception Chair 2017-2018
 c/o Somach Simmons & Dunn
 500 Capitol Mall, Suite 1000
 Sacramento, CA 95814

Dinner Menu – Choice of:

- Herb Marinated Baked Tilapia with Rice Pilaf and Seasoned Vegetables with Greek Vinaigrette Dressing
- Quinoa Roasted Vegetables and Cilantro Aioli

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

SLSA's Vendor Partner for July 2017:

First Legal | Network

Support Services • Investigations • Document Solutions

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

Vendor of the Month

Kimberly S. Bogie

June's Vendor of the Month presenters were Natalie Flores and Emily Hon from [Second Image](#). They provided us with a wealth of information on the array of products they have to offer which includes record retrieval and document management, subpoenas and even subpoena services.

Second Image states that it has a "thorough understanding of each state's civil procedures . . . are able to retrieve records in states that follow the Uniform Interstate Deposition and Discovery Act, Uniform Foreign Deposition Act, or other state-specific subpoena laws requiring Commissions, Letter Rogatory, Notice, Agreements, or Miscellaneous Case Actions." Natalie and Emily also discussed the merger of

Second Image with six additional companies and the rebranding into Ontellus which will create the Nation's largest record retrieval provider serving insurance carriers, self-insured corporations, and law



New Civil Cover Sheet Effective June 1, 2017

A new civil nature of suit (NOS) code, 835, Patent – Abbreviated New Drug Application (ANDA), became active June 1, 2017 and the Northern District's Civil Cover Sheet (Form JS-CAND-44, Revision 06/17) has been revised to include the new code. The latest version of the JS-44 form is available from our website's Civil Forms page. The revised JS-CAND-44 form also features improvements in appearance and usability.

The purpose of NOS 835 is to distinguish patent cases involving drug companies seeking to market generic drugs by submitting the Abbreviated New Drug Application (ANDA) under the provisions of the Drug Price Competition and Patent Term Act, also known as the Hatch-Waxman Act.

Please note that ANDA cases filed before June 1, 2017, and reported as NOS code 830 (patent) cases will not be modified to use NOS code 835. New NOS code 835 is only applicable to cases filed on or after June 1, 2017.

The new version should henceforward be used for all civil cases.

[Download the new Civil Cover Sheet \(JS-CAND 44\).](#)



Lunch & Learn

Lynne Prescott, CCLS

MS Office: Tips & Tricks for Legal Professionals

On June 22, 2017, SLSA returned to its Lunch & Learn lessons with a presentation by Marni Beach on “MS Office: Tips & Tricks for Legal Professionals” at the Boutin Jones law office in Sacramento. Marni covered what she considered to be the most helpful tips for working in Outlook, Excel, Word, and PowerPoint. For instance, if you want to search text inside an e-mail, using “Function F4” will launch the search window so that you can look for specific text in an e-mail message. Also, did you know that anytime you use “Ctrl-N” in a Microsoft application, it launches a new screen or window? If you’re working in Word, hit Ctrl-N and watch what happens. Try it in Outlook. Pretty cool (and time-saving) feature!

All of the information covered in the Lunch & Learn was very informative and helpful, with comments such as “Oh my gosh, how did I not know this?” “I had no idea you could do that!” and “Please come back and do this again!” We plan on doing just that, so be on the lookout for Part II sometime later this year. Thank you to Marni, Boutin Jones, and the attendees for a great Lunch & Learn!

Marni Beach is the owner of [Legal Support Solutions](#) and offers a unique combination of over 20 years’ experience as a civil litigation legal secretary and advanced computer support and training skills.



Kathleen Rossow, Pet Alcairo, Kathleen Courtland, Corene Rodder, Nita Smith, and Serena Pena

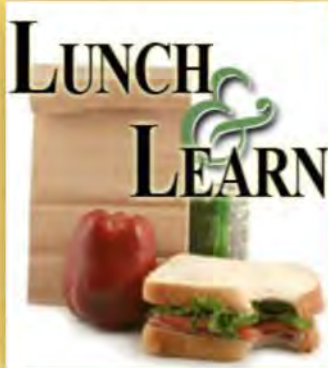


Lacy Monserrat, CCLS, Heather Rodriguez, CCLS, Brenda Bracy, CCLS, and Marni Beach



Marni Beach and Brenda Bracy, CCLS

Sacramento Legal Secretaries Association Invites You to Join Us On



September 14, 2017

for

Calendaring 101: Back to Basics

Moderator: Lynne Prescott, CCLS

Make Your Reservations Right Away – Space is Limited to 25 Attendees!!**

11:45 AM Check-In

Boutin Jones†

12:00 – 12:45 PM Program

555 Capitol Mall, Suite 1500

\$20 Per Person

Sacramento, CA 95814

†Plaza 555 Parking Rates are as follows: \$6/Hour; \$9/90 Mins; \$12/2 Hours. (Let the guard/attendant know you are NOT there for Golden 1 event, but you are attending a meeting at Boutin Jones.)

RSVP by Wednesday, September 7*

Two Ways to Register:

- Online (Preferred) at www.slsa.org under Upcoming Events — *PayPal Available!*
- Via e-mail at reservations@slsa.org
(please indicate lunch choice)

Make checks payable to "SLSA" and mail to:

Corene Rodder
Registration/Reception Chair 2017-2018
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814

Lunch Choices:

- **Box Lunch with Gourmet Sandwich** (Turkey Cranberry; Ham Sesame Ginger; Roast Beef Wasabi; or, Veggie Sandwich)
- **Box Lunch with Gourmet Wrap** (Bahn Mi Wrap with Chicken, Pork or Tofu; Spicy Tuna Salad Wrap; or, Curry Wrap with Chicken or Chick Pea)

Box Lunches Contain Gourmet Sandwich or Wrap, Small Green Salad, Chips, Cookie & Bottled Water



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

***Once the workshop is full, additional reservations received will be put on a waiting list.*

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.

Sacramento Legal Secretaries Association Invites You to Join Us On



June 22, 2017

for

MS Office: Tips & Tricks for Legal Professionals

(Outlook, Word, Excel & PowerPoint)

Guest Speaker: Marni Beach - Legal Support Solutions

Marni Beach offers a unique combination of over 20 years of civil litigation legal secretary experience and advanced computer support and training skills

Make Your Reservations Right Away – Space is Limited to 25 Attendees!!**

11:45 AM Check-In

Boutin Jones†

12:00 – 12:45 PM Program

555 Capitol Mall, Suite 1500

\$20 Per Person

Sacramento, CA 95814

†Plaza 555 Parking Rates are as follows: \$6/Hour; \$9/90 Mins; \$12/2 Hours. (Let the guard/attendant know you are NOT there for Golden 1 event, but you are attending a meeting at Boutin Jones.)

RSVP by Wednesday, June 14*

Two Ways to Register:

- Online (Preferred) at www.slsa.org under Upcoming Events — *PayPal Available!*
- Via e-mail at reservations@slsa.org

(please indicate lunch choice)

Make checks payable to “SLSA” and mail to:

Corene Rodder
Registration/Reception Chair 2017-2018
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814

Lunch Choices:

- **Box Lunch with Gourmet Sandwich** (*Turkey Cranberry; Ham Sesame Ginger; Roast Beef Wasabi; or, Veggie Sandwich*)
- **Box Lunch with Gourmet Wrap** (*Bahn Mi Wrap with Chicken, Pork or Tofu; Spicy Tuna Salad Wrap; or, Curry Wrap with Chicken or Chick Pea*)

Box Lunches Contain Gourmet Sandwich or Wrap, Small Green Salad, Chips, Cookie & Bottled Water



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

***Once the workshop is full, additional reservations received will be put on a waiting list.*

This workshop is NOT approved for MCLE credit — CCLS recertification credit ONLY approved (0.75 hours)



**Sacramento Legal Secretaries Association
Name/Address Change Reporting Form**

Please fill out this form to let us know the changes you would like to make to your membership record.

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

BUSINESS E-MAIL: _____

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

HOME E-MAIL: _____

CHANGE IN SPECIALTY:

<input type="checkbox"/> Administrative Law	<input type="checkbox"/> Appellate Law	<input type="checkbox"/> Arbitration
<input type="checkbox"/> Business/Corporate Law	<input type="checkbox"/> Criminal Law	<input type="checkbox"/> Family Law
<input type="checkbox"/> Law Office Management	<input type="checkbox"/> Litigation	<input type="checkbox"/> Probate/Estate Planning
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Taxation	<input type="checkbox"/> Other: _____

CHANGES TO MAILING/LISTING INFORMATION:

Where do you want *The Legal Eagle* and other SLSA/LSI mail delivered? (check one) Business Home

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

Please submit to:

Attn: Crystal Rivera
 SLSA Executive Advisor 2017-2018
 c/o Somach Simmons & Dunn
 500 Capitol Mall, Suite 1000
 Sacramento, CA 95814
 E-mail: crivera@somachlaw.com

cc: Via email only
 SLSA Treasurer
 treasurer@slsa.org

Delegate Report

Launa Atkinson

I attended the 83rd Annual LSI Conference from May 19-21, 2017.



Delegates: Anne French, Jan Ainsworth, and Launa Atkinson, CCLS

On Friday, I attended the Newcomer's Lunch, a good way to meet new people and also people attending Conference for many years. Also that afternoon, I attended the Law Office Administration Section workshop regarding Employment Law Updates, presented by Jeanine DeBacker of McPharin Sprinkles & Thomas LLP. As always, attending a seminar with Jeanine speaking is humorous -- she gives good information with lots of humor thrown in.

Also that afternoon, I attended the Civil Litigation eFiling in California by Lili Daniel of One Legal. This was a quite informative not-so-boring PowerPoint presentation that also included a list of all the counties that are mandatory eFiling. A few key things:

- PDFs must be text searchable (One Legal will automatically convert most document types free of charge).
- Exhibits must be bookmarked.
- Page numbering must be consecutive, begin with the caption page, and use only Arabic numerals (as Lili said, "You are breaking up with Roman numerals this weekend!"), no more Roman numbers. The first page may be suppressed, your TOC/TOA should start with page 2. This way, when the court is reviewing the documents, everyone is able to "go to" the correct page number.
- Avoid scanning your pleading and create PDFs directly from your word processing program – this avoids excessively large files.
- Redact personal identifiers.

On Saturday, I attended the Board of Governor's meeting from 9:00 a.m. to 3:00 p.m. This was my first time attending the business meeting with the LSI Executive Committee as a Delegate on behalf of SLSA. In the evening, I attended banquet dinner where they announced the newly Certified California Legal Secretaries.

Avoid scanning your pleading and create PDFs directly from your word processing program – this avoids excessively large files.

Sacramento Legal Secretaries Association



Dinner Meeting • August 17, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



Mediation vs. Arbitration:

**What's the Difference and
 Which Is Best for Your Client?**

Guest Speaker:

James W. Henderson, Jr.
 Mediator and Attorney



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

RSVP by Noon on Friday, Aug. 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:

Corene Rodder
 Registration/Reception Chair 2017-2018
 c/o Somach Simmons & Dunn
 500 Capitol Mall, Suite 1000
 Sacramento, CA 95814

Dinner Menu – Choice of:

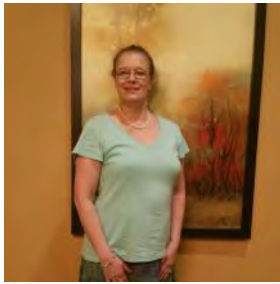
- Lightly Breaded Basa with Caper Lemon Vinaigrette, Rice and Vegetables
- Penne Pasta Primavera with Fresh Vegetables and Light Olive Oil Vinaigrette, Served with Grilled Vegetables and Balsamic Glaze

*Entrees include dessert and
 choice of Starbucks Coffee, Tazo Tea, and water service.*

Thank you to SLSA's August Vendor Partner:

VERITEXT
 LEGAL SOLUTIONS

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



CCLS Report

Elizabeth Madden, CCLS

GREAT CCLS NEWS FROM CONFERENCE!

The good news is the next two CCLS exams are set for September 16, 2017 and March 17, 2018. A copy of the application is included in this month's newsletter.

The great news is that at LSI's Annual Conference on May 19, 2017, the CCLS Certifying Board drew two certificates for exam fee waivers! That means that two associations received an exam fee waiver for one of their members to use when applying to take the CCLS exam.

The best news is that SLSA won one of those exam fee waivers!

This fee waiver covers the registration and exam fees for one examinee (LSI member or non-LSI member; full exam or partial retake) for either of the next two exams.

SLSA will hold a random drawing for this fee waiver and if you are currently studying to take the CCLS exam or contemplating taking the exam in September 2017 or March 2018, please submit your name via email to [Elizabeth Madden, CCLS, CCLS Chair](mailto:elizabeth.madden@ccls.org), (elizccls@gmail.com) **NO LATER THAN AUGUST 15, 2017**. The winner will be announced at the August 17, 2017, dinner meeting.

And, pass the word!

VOCABULARY

affd.	affirmed	judg.	judgment
affd. mem.	affirmed in memorandum opinion	mod.	modified
affd. sub nom.	affirmed under the name of	opn.	opinion
affg.	affirming	petn.	petition
app. dism.	appeal dismissed	rehg. den.	rehearing denied
app. pending	appeal pending	rehg. granted	rehearing granted
cert.	certiorari	revd.	reversed
cert. den.	certiorari denied	revg.	reversing
cert. granted	certiorari granted	review den.	review denied
den.	denied	review dism.	review dismissed
dism.	dismissed	sub. opn.	subsequent opinion

CCLS Report, cont.

CCLS Quiz

Choose the correct introductory signal (some words may be used twice):

- | | | | |
|-----------------------------|----------------------------------|------------------|----------|
| A. but see | E. e.g., (Latin: exempli gratia) | I. see | M. supra |
| B. cf. (Latin: confer) | F. ibid | J. see also | |
| C. compare . . . with . . . | G. ibid. and id. | K. see generally | |
| D. contra | H. id. | L. short cite | |

- | | |
|---|-------|
| 1. A work that is cited often in a document may be abbreviated | _____ |
| 2. Citations that only indirectly support the text (weaker support) | _____ |
| 3. Introduction of helpful background authority | _____ |
| 4. To cite cases squarely to the contrary of the proposition stated | _____ |
| 5. To cite to an identical reference in a different paragraph | _____ |
| 6. To cite to the same reference in the same paragraph | _____ |
| 7. The same citation, but at a different place or page. | _____ |
| 8. To contract decisions | _____ |
| 9. To introduce a decision that is sufficiently analogous to lend support | _____ |
| 10. To introduce opinions cited as examples | _____ |
| 11. To repeat a case citation with intervening authority in the same paragraph | _____ |
| 12. The same citation and same place or page without any intervening citation | _____ |
| 13. Used to indicate a holding or dictum that is contrary to or is inconsistent with the main authority | _____ |
| 14. Used to indicate additional authority | _____ |



LEGAL SECRETARIES, INCORPORATED
 CALIFORNIA CERTIFIED LEGAL SECRETARY
WORKSHOP REGISTRATION FORM

“SKILLS”

First Quarterly Conference
 Stockton Hilton, Stockton, CA
 Saturday, August 19, 2017, 7:30-8:30 a.m.
 Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

Skills is the hardest, yet easiest section of the CCLS exam. It's all about technique, time management, and being organized. At this workshop we will do a timed exercise, then review tips and tricks to getting through the section, then will do another exercise once you know how to get through the section quickly and efficiently. Come to this workshop and learn how to beat Skills!

REGISTRATION DEADLINE: August 14, 2017

Name: _____ Email: _____
 Address/City/State: _____
 Phone (Work): _____ Local Assn.: _____ LPA/LSA

Please make check payable to LSI. Mail registration to Terrie Quinton, CCLS, c/o Duckor Spradling Metzger & Wynne, 101 W. Broadway, Ste. 1700, San Diego, CA 92101, and email registration to quinton@dsnw.com.

Answers: 1-I; 2-I; 3-K; 4-D; 5-M; 6-G; 7-H; 8-C; 9-B; 10-E; 11-M; 12-F; 13-A; 14-I



California Certified Legal Secretary
A Program of LSI®



APPLICATION TO TAKE CCLS® EXAM

Mail Application, copy of LSI Membership Card (if applicable), and fees to:
April K. Ignaitis, CCLS, CCLS Certifying Board, P.O. Box 2879, Cupertino, CA 95015

(Select one) **Northern California** (Select one) **Saturday, September 16, 2017**
 Southern California **Saturday, March 17, 2018**

- **Deadline:** Applications must be received 60 days prior to the examination date.
- **Late Application:** Late Fees apply when Applications are received less than 60 days (but not less than 30 days) prior to the examination date, and accepted only if space is available.
- **Deferral:** Requests to defer to the next exam must be received at least 30 days prior to the exam date.

EXAMINATION FEES (Select Payment Type)		Check <input type="checkbox"/>	PayPal <input type="checkbox"/>	
		Payable to "LSI" Mail to above address	Email exam application to CCLSCertifyingBoard@gmail.com . Payment link will be provided upon confirmation of eligibility to sit for exam.	
LSI Members <input type="checkbox"/>			Non-LSI Members <input type="checkbox"/>	
On Time Registration Fee	\$ 25.00		On Time Registration Fee	\$ 75.00
Examination Fee*	100.00		Examination Fee*	100.00
Late Fee (if applicable)	30.00		Late Fee (if applicable)	30.00
TOTAL DUE w/o Late Fee:	\$125.00		TOTAL DUE w/o Late Fee:	\$175.00

Personal Information

Name: _____
 Mailing Address: _____
 Last 4 digits of SSN: _____ Email: _____
 Phone (Day): _____ Phone (Evening): _____
 LSI Member: Yes (enclose copy of LSI Membership Card) No
 Name of Local LSI Association: _____

Employment Information

Provide your legal secretarial employment information beginning with your most recent (or current) employment in order to confirm that you have at least two years' experience. Attach a supplemental page if you have not been in your current position for two years.

Position: _____ Dates of Employment: _____
 Employer: _____
 (name and address)
 Supervisor: _____ Supervisor's Phone: _____
 Supervisor's Email: _____
 Summary of Duties: _____

I certify that I have completed this application truthfully. I understand that a false statement may result in the rejection of this application or revocation of my certification. I understand and agree that the contents of the examination are confidential and not to be discussed with anyone, and that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Date: _____

 Applicant Signature

*Fees subject to change without notice.
 Rev. February 2017

DATES TO REMEMBER

June 2017

June 6, 6:00 p.m.	<p>SLSA Executive Board Meeting Boutin Jones, 555 Capitol Mall, Suite 1500 Contact president@slsa.org if you would like to attend.</p>
June 15	<p><u>SLSA Dinner Meeting</u> “Sacramento’s Civil Division.” Guest Speaker – Kelly Sullivan, Civil Operations Director, Sacramento County Superior Court.</p>
June 18	Father’s Day
June 21	First Day of Summer
June 22	<p><u>SLSA Lunch & Learn</u> “MS Word Tips & Tricks for Legal Professionals.” Guest Speaker – Marni Beach of Legal Support Solutions</p>



July 2017

July 4	Independence Day
July 11	<p>SLSA Executive Board Meeting Boutin Jones, 555 Capitol Mall, Suite 1500 Contact president@slsa.org if you would like to attend.</p>
July 18	Last day to register for LSI’s August Quarterly Conference without the \$10 late fee. Click here for the registration form.
July 20	<p><u>SLSA Dinner Meeting</u> “Coming to America: The Process, The Issues, & The Future.” Guest Speakers – Peter Kyung and Brian Lopez, Law Office of Carson & Kyung</p>

LEGAL PROCEDURES

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN FRANCISCO



NOTICE OF LIMITED SERVICE DAYS

COURT ANNOUNCEMENT

The Superior Court of California, County of San Francisco, hereby provides public notice of Limited Service Days in 2017-2018, pursuant to Government Code section 68106. The Court will rely on these Limited Service Days to close a \$5.3 million deficit for Fiscal Year 2017-2018, which is the result of a Judicial Branch formula-driven cut in the Court's funding allocation.

LIMITED SERVICE DATES

Effective September 1, 2017, all Clerk's Offices will close to the public at 1 p.m. every Friday through June 29, 2018 on these dates:

- September 1, 8, 15, 22, 29, 2017
- October 6, 13, 20, 27, 2017
- *November 3, 17, 2017 (*November 10 & November 24 are Court holidays)
- December 1, 8, 15, 22, 29, 2017
- January 5, 12, 19, 26, 2018
- February 2, 9, 16, 23, 2018
- *March 2, 9, 16, 23, 2018 (*March 30 is a Court holiday)
- April 6, 13, 20, 27, 2018
- May 4, 11, 18, 25, 2018
- June 1, 8, 15, 22, 29, 2018

All of the clerk's offices are affected. These clerk offices are located at:

- Civil Clerk's Office, 400 McAllister Street, Civic Center Courthouse (CCC), Room 103
- Unified Family Court Clerk's Office, 400 McAllister Street, CCC, Room 402
- Criminal Clerk's Office, 850 Bryant Street, Hall of Justice (HOJ), Room 101
- Traffic Court Clerk's Office, 850 Bryant Street, HOJ, Room 145
- Juvenile Delinquency Clerk's Office, 375 Woodside Avenue, Juvenile Justice Center, Room 101.

On Limited Service Days, all clerk's offices will be open from 8:30 a.m. to 1 p.m. Drop boxes will be available outside each main entrance of all clerk's offices between 1 p.m. and close of business at 4 p.m. Documents received in the drop box by close of business will be processed with a same-day filing date.

From Mondays through Thursdays that are not court holidays, all clerk's offices are open 8:30 a.m. to 4 p.m.

PUBLIC COMMENT

Any person wishing to comment on the Court's plan for these limited service days may provide written comment by emailing sfcourtbudget@sftc.org. The public comment period will close on August 31, 2017.

LEGAL PROCEDURES, cont.

**COURT EXECUTIVE OFFICE**

P.O. Box 619072
ROSEVILLE, CALIFORNIA 95661
(916) 408-6186
FAX (916) 408-6188

**Superior Court
of the State of California
In and For
The County of Placer**

NEWS RELEASE

FOR IMMEDIATE RELEASE
July 6, 2017

Contact: Court Executive Office
(916) 408-6186

**PLACER SUPERIOR COURT IMPLEMENTS
TIERED CHILD CUSTODY MEDIATION**

Effective July 1, 2017, the Placer County Superior Court transitioned from a child custody recommending counseling mediation model to a tiered mediation model in all cases involving contested child custody and visitation matters.

The tiered mediation model consists of three tiers. In Tier I, the parties will work with a mediator in an effort to come to an agreement in their case. That mediation will be confidential and not result in any recommendation or report to the court. For those who are unable to reach agreement, the court could order further services by referral to Tier II or Tier III. In Tier II, a court-connected professional would gather information and submit a report, without recommendations, to the court. Tier III serves as a traditional child custody recommending counseling service, in which a report, with recommendations, would be provided to the court. Cases will initially be referred to Tier I, and the judicial officer will have the discretion to refer cases to subsequent tiers or child custody evaluation as needed.

This model intends to provide parties with additional opportunities to resolve conflict and to promote the best interest of the child prior to court hearings. Further details of the model can be found in the court's Local Rules, Rule 30.1, which can be found at:
<http://www.placer.courts.ca.gov/local-rules.html>.

###

LEGAL PROCEDURES, cont.



Superior Court of California County of San Diego

CENTRAL COURTHOUSE
220 WEST BROADWAY
PO BOX 122724
SAN DIEGO CA 92112-2724

June 12, 2017

PUBLIC NOTICE

PROPOSED CHANGES TO THE SAN DIEGO SUPERIOR COURT RULES TO BECOME EFFECTIVE JANUARY 1, 2018

Proposed changes to the San Diego Superior Court local rules, with an effective date of January 1, 2018, have been approved by the Court in principle and submitted to the bar for comment in accordance with Rule 10.613 of the California Rules of Court.

Proposed rule changes have been posted to the Court's website and are available for viewing and downloading at: www.sdcourt.ca.gov - click on Rules of Court in the list on the left side.

Copies of the proposed rule changes are also available for review at each of the Court's business offices, at each branch of the San Diego County Law Library, and at the San Diego County Bar Association. Anyone desiring a hard copy by mail may make that request to the Rules Coordinator, Christina Lutz, at (619) 450-7235.

Any comments or concerns regarding these proposed changes should be forwarded to Rules Committee Chair, Judge Stephanie Sontag, c/o Thomas Eral, Esq., P.O. Box 122724, San Diego, CA 92112, **prior to July 28, 2017.**


MICHAEL M. RODDY
Executive Officer

Distributed for Publication

Sacramento Legal Secretaries Association



Dinner Meeting • September 21, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



Digital Afterlife:

Estate Planning for Your Clients' Virtual Assets

Guest Speaker:

Jan Roos
 Law Office of Norman Roos



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

RSVP by Noon on Friday, Sept. 15*

Two Ways to Register:

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

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

Make checks payable to "SLSA" and mail to:

Corene Rodder
 Registration/Reception Chair 2017-2018
 c/o Somach Simmons & Dunn
 500 Capitol Mall, Suite 1000
 Sacramento, CA 95814

Dinner Menu – Choice of:

- Meat Lasagna with Fresh Marinara and Vegetables
- Herb Marinated Grill Eggplant with Italian Cheeses and House Made Marinara Sauce

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

*Thank you to our
 Valued Vendors!*

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

Sacramento Legal Secretaries Association



Dinner Meeting - October 19, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



What You Didn't Know (but Definitely Need to) About the Law Library

**Guest Speaker: Coral Henning, Director
 Sacramento County Public Law Library**

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

RSVP by Noon on Friday, Oct. 13*

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:

Corene Rodder
 Registration/Reception Chair 2017-2018
 c/o Somach Simmons & Dunn
 500 Capitol Mall, Suite 1000
 Sacramento, CA 95814

Dinner Menu – Choice of:

- **Pork Loin with a Chipotle Rub on a Bed of Garlic Mash Potatoes – Chef's Choice of Dressing**
- **Butternut Squash Ravioli with a Red Wine Reduction**

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

*Thank you to our
 Valued Vendors!*

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



EMPLOYMENT

Jaymie Moralez

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 and legal professionals in filling positions in law offices, but in no event does this association act as an employment agency.

Employers desiring to place an advertisement for employment on SLSA's website may review the listings below and format the advertisement like those already posted. The advertisement should provide the following information: name, firm name, address, phone number, areas of law practice, software used, position available, and years of experience required. Requests to place advertisements for employment are to be emailed to the Employment Chair at employment@slsa.org. 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.

For a complete listing of employment opportunities, please visit our website at:

www.slsa.org

(June 30, 2017) Legal Assistant/Paralegal

Northern California civil litigation and family law firm has an exciting opportunity and immediate need for a legal assistant with 5 to 10 years of experience, to work out of its Rocklin/Roseville office, who will largely be dedicated to support one of the firm's named partners.

Position requires strong knowledge of civil procedures (local rules, California and federal), and law and motion procedures. Candidate must be reliable, highly motivated, organized, pay attention to detail and care about the quality of work product generated, and have a sense of humor.

Full requirements and job duties can be found at www.slsa.org.

This is a full-time position, college degree/paralegal certificate is preferred but not required. Please send cover letter and resume to: lawfirmhiringdept@gmail.com.

(June 30, 2017) Administrative Assistant/Legal Secretary

Mid-sized and growing education law firm seeks legal secretary with 5+ years of substantial litigation experience. Experience in education law a plus. Strong litigation skills required, including ability to prepare documents from transcription, as well as prepare and process court filings. Proficiency in

(Continued on page 36)

EMPLOYMENT, cont.

Jaymie Moralez

(Continued from page 35)

Microsoft Office Suite and CompuLaw required. Excellent proofreading, written and verbal communication skills required. Please send cover letter and resume to: Dannis Woliver Kelley, 115 Pine Avenue, Suite 500, Long Beach, CA 90802 or StaffRecruiting@DWKesq.com.

(June 28, 2017) Administrative Assistant/Legal Secretary

Boutique plaintiff's firm looking for a motivated, detail-oriented, administrative assistant/legal secretary.

Knowledge/experience with civil law and motion and discovery is a plus, but we are willing to train a motivated, eager, and willing-to-learn individual.

Full requirements and job duties can be found at www.slsa.org.

Please visit our website before sending resume to ensure candidate is comfortable with the type of law we practice: www.psyclaw.com. Please send resumes to: Maricar A. Pascual, Law Offices of Joseph C. George, Ph.D., e-mail: maricar@psyclaw.com.

(June 27, 2017) Assistant Paralegal (Oakland, CA)

The Federal Public Defender for the Northern District of California is accepting applications for the position of Assistant Paralegal stationed in Oakland, California. The Federal Public Defender operates under the authority of the federal Criminal Justice Act, to provide federal criminal defense services by court appointment to individuals unable to afford counsel.

[Click here for more info.](#)

(June 22, 2017) Receptionist/Administrative Support Clerk

La Follette, Johnson, DeHaas, Fesler & Ames is seeking a full-time Receptionist/Administrative Support Clerk. Legal experience preferred but not required. Position does require excellent phone etiquette and customer service skills; additionally, you must have a professional attitude and demeanor. The ideal candidate would be able to work independently as well as be a contributing member of our litigation team. Responsibilities would include reception duties, such as answering multiple lined phones, greeting guests, and maintaining reception and conference rooms. Additional duties to include ordering medical records and maintaining records log; opening files; maintaining and updating electronic calendaring system for multiple attorneys; open, sort, calendar and distribute daily mail; kitchen and various other office support duties. Strong communication skills, both written and verbal, are a must. This position requires that you be professional, very organized, possess the ability to prioritize duties and have a strong attention to detail. You must also demonstrate a strong work ethic and the ability to stay focused and calm under litigation pressures. This candidate should enjoy the ever changing, fast pace of litigation work. E-mail resumes to Infosm@ljdfa.com.

Governor's Report, cont.

Annual Conference Report

(Continued from page 4)

Proposed Bylaw Amendment to Article XII, Section (g) to change the title of the Legal Secretarial Training/Seminar Chairmanship passed 25-3.

Proposed Bylaw Amendment to Article XII, Section 2(e) to change the title of the Legal Secretarial Training/Seminar Chairmanship passed 27-1.

Proposed Bylaw Amendment to Article XII, Section 2(g) the title of the Legal Secretarial Training/Seminar Chairmanship passed 27-1.

LSI Parliamentarian, Kristi L. Edwards, CCLS of Marin County LPA and her Committee of two (Cindy Saucedo, CCLS, Alameda County LPA and Mae Chester, CCLS, San Fernando Valley LPA) read their oral report on the issue of student membership. Bottom line – this issue is postponed to August Conference. We adjourned at 8:45 a.m.

Annual Conference Board of Governors Meeting, Saturday, May 20, 2017

LSI's 83rd Annual Conference was called to order at 9:30 a.m. At 10:12 a.m. the Annual Conference Registrar noted there were 78 delegates registered; 72 present; and 6 absent.

The 2017 Annual Conference Standing Rules were amended as adopted. The 2017 Annual Conference Election Rules were adopted as printed in the Official Program. The 2017 Official Program was adopted as amended. The 2016 Annual Conference Minutes were approved as amended.

At 10:15 a.m. we adjourned for a morning break returning at 10:46 a.m. The Annual Conference Registrar noted there were 78 delegates registered; 70 present; and 8 absent. Thereafter were the reports of the Elected Officers.

Reports

President Jennifer L. Page, CCLS, reported that as we begin LSI's 84th year to take a moment and reflect on the past year and all that has been accomplished. LSI continues to provide eight educational opportunities at Quarterly Conferences thanks to the Legal Specialization Section Leaders ("LSS"), and members of the Continuing Education Council ("CEC"), and that LSI's online presence continues to increase and improve.

Vice President Heather Edwards, reported that LSI finished the fiscal year with 1,435 members. This number included 30 Members-at-Large ("MALS"). Membership dues are now due along with per capita to be paid to LSI by June 1, 2017.

(Continued on page 38)

Governor's Report, cont.

Annual Conference Report

Membership Gain Contest

Group A (0 to 15 Members) – 22% gain – Southern Butte County LPA;
Group B (16 to 30 Members) – 130% gain – Contra Costa County LPA;
Group C (31 to 45 Members) – 32 % gain – Alameda County LSA;
Group D (46 to 65 Members) – 72% gain – San Fernando Valley, LSA;
Group E (66 to 150 Members) – 94% gain – Fresno County LPA; and
Group F (over 150 Members) – 41% gain – Sacramento LSA.

The Golda J. Cooper Chapter Achievement Contest

Group A (0 to 15 Members) – 13,050 points – Conejo Valley LPA;
Group B (16 to 30 Members) – 13,300 points – Placer County LPA;
Group C (31 to 45 Members) – 37,275 points – Stanislaus County LSA;
Group D (46 to 65 Members) – 33,225 points – San Fernando Valley, LSA;
Group E (66 to 150 Members) – 43,550 points – Santa Clara County LPA; and
Group F (over 150 Members) – 52,750 points – San Diego County LPA.

Marketing

LSI Facebook went live on May 20, 2017, introducing the Executive Committee (“EC”) for Conference. Kudos to Dawn Forgeur, CCLS! The LSI Website is thriving and keeping members and non-members updated and informed.

Benefits

The Benefits List has been updated to include a new benefit provider, LegalShield. In a nutshell, LegalShield provides affordable legal identify theft protection. You can read all about this exciting new benefit provider in your current issue of The Legal Secretary.

LSI Editor, The Legal Secretary, Barbara Barregar reported the winners of the 2016-2017 Bulletin Contest. They are:

Group A (0 to 15 Members) – First Place: San Gabriel Valley LSA;
Group B (16 to 30 Members) – First Place – Stockton-San Joaquin County LPA;
Group C (31 to 45 Members) – First Place – Alameda County LPA;
Group D (46 to 65 Members) – No Entries;
Group E (66 to 150 Members) – San Francisco LPA; and
Group F (over 150 Members) – Sacramento LSA.

LSI Historian Bryana Schroder, CCLS, reported the Member's Choice Award for this year's favorite

(Continued on page 39)

Governor's Report, cont.

Annual Conference Report

History Book and favorite Scrapbook. San Diego County LPA won with their History Book and Stanislaus County LPA won with their Scrapbook.

LSI Legal Specialization Section Coordinator Dawn R. Forgeur, CCLS, reported that the LSS has a total of 134 members, of which 76 are members of all six Sections. A new membership form for the 2017-2018 FY should be available online approximately June 2017. Dawn also proposed a motion that LSS and LSI correspond for renewals on the same date. Previously LSI renewals were due on May 1 and LSS renewals were due August 1. That motion was seconded and passed with a majority vote, and is effective immediately. So if you are a Legal Specialization Section member, please renew immediately as you will be late effective June 1.

2018 Annual Conference Co-Chairs, Annette Davis and Mae Chester, CCLS, announced Save the Date, May 17-20, 2018, when San Fernando Valley LSA welcomes you to the 2018 LSI Annual Conference at the Garland Hotel in North Hollywood. At this time they are finalizing their theme and title, and getting ready to give the extraordinary experience of visiting Hollywood. Plan on spending a couple of extra days before or after conference and take advantage of discounted tickets for various Southern California attractions including Universal City Park and the Wizarding World of Harry Potter. The scrip ticket is estimated to be \$145, luncheons to be approximately \$35 each, and a projected room rate \$199 single/double.

LSI Career Promotion and Scholarship Chair, Sylvia Marsh, reported this year's scholarship first place winners for the 2017-2018 year are:

Plan A – Savannah Vasquez – Alameda County LSA;
Plan B – Kristen McEldry – Los Angeles County LSA; and
Plan C – Jeannie Gutierrez – San Francisco LPA.

LSI Legal Procedure Chair, Becky J. Neidhardt, reported that over 500 court announcements, updates, and/or notices were posted to the LSI Blog this year.

LSI Secretarial Training/Seminar Chair Shaylene Cortez, CP, CCLS, reported that LSI continues to be inundated with requests for online classes. With very few of the local associations offering training, it is up to LSI to find ways on the state level to help our members thrive. She further noted that with the increased level of identity theft and hacking that we need advanced technology to protect any online activities that we pursue in the future, and the appropriate people that can ensure that. A new Beginning Legal Secretary Training course will begin July 17, 2017. Be on the lookout for fliers if interested.

LSI Nominations and Elections Chair Mary J. Beaudrow, CCLS, Mt. Diablo LPA, reported the Slate of Officers for Fiscal Year 2017-2018. They are: President, Jennifer L. Page, CCLS, Marin County LPA; Vice President, Heather Edwards, San Fernando Valley LSA; Executive Secretary, Lynne

(Continued on page 40)

Governor's Report, cont.

Annual Conference Report

Prescott, CCLS, Sacramento LSA; and Treasurer, Rod Cardinale, Jr., Santa Clara County LPA.

LSI Liaison to the Law Practice Management and Technology Section of the State Bar of California Mary S. Rocca, CCLS, advised that the relationship between the State Bar of California and the various Sections is currently in a state of flux. The State Bar no longer wants to be an educational provider for the legal community, and, it appears likely that the Sections will take over this responsibility so that the needs of the attorneys and support staff are met.

LSI CCLS Certifying Board Chair, Elise Dresser, CCLS, advised that 41 individual sat for the CCLS exam and 14 passed. She further advised that LSI currently has 245 active CCLSs, 19 inactive, 7 attorneys, and 122 retired CCLSs.

There was no unfinished or new business. We recessed at 3:00 p.m. to refresh, attend seminars, and dress for banquet.

Annual Conference Board of Governors Meeting, Saturday Night Banquet, May 20, 2017

At banquet we were entertained by an Elvis impersonator. Vice President Heather Edwards presented the Chapter Achievement Point Contest winners. This year we were beaten by San Diego LPA. It was said that it was a very close call. I am still miffed about it. Better luck next year. President Jennifer L. Paige, CCLS awarded the prestigious President's Award to Diane M. Mecca, CP, CBA, of Stanislaus County LPA. She noted that Diane is at most events she attends and is very active in LSI. A little history lesson: in 1979, Suzanne Allen, as president of LSI, instituted a tradition of giving a President's Award to an LSI member who, during the course of the previous year had made a significant contribution, in the president's opinion alone, to the president, to LSI, or both. The criteria is to give the award to someone other than an LSI elected officer since the elected officers' obligations to LSI are mandated by virtue of their office. Of note, our very own Astrid Furstner, CCLS has won the award twice (once in 2009 as the LSI CCLS Chair and again in 2013 as the LSI Parliamentarian) and our very own Dawn R. Forgeur, CCLS won last year as LSI's Legal Specialization Section Coordinator.

Annual Conference Board of Governors Meeting, Sunday Brunch, May 21, 2017

The BOG reconvened on Sunday at 10:00 a.m. There were 78 delegates registered, 70 delegates present, and 8 delegates absent.

Installing Officer Don Lee, LSI Honorary Member, installed the 2017-2018 LSI Officers whilst Lorraine M. Bettencourt, PLS, CCLS, LSI Past President 2006-2008 of Merced County LPA was the Installing Marshal. Don's theme was Spring Bouquet because flowers speak to our senses and our heart with hopes and cheer, that their qualities please the eye as much as the Officers slated for installation. And, the newly regularly installed LSI Officers for FY 2017-2018 are:

(Continued on page 41)

Governor's Report, cont.

Annual Conference Report

President, Jennifer L. Page, CCLS, Marin County LPA – designated with a Rose;
Vice President, Heather Edwards, San Fernando Valley LSA – designated with a Carnation;
Executive Secretary, Lynne Prescott, CCLS, Sacramento LSA – designated with a Violet; and
Treasurer, Rod Cardinale, Jr., Santa Clara County LPA – designated with a Daisy.

Post-Annual Conference Board of Governors Meeting, Sunday, May 21, 2017

The Post-Annual Conference BOG Meeting was called to order at 11:03 a.m. on Sunday, May 21, 2017. There were 28 governors present constituting a quorum.

LSI Treasurer Rod Cardinale, Jr. of Santa Clara County LPA, read LSI's Proposed Budget for 2017-2018. There was discussion regarding bank charges (PayPal), CCLS, Royalties, Per Capita, and Publications. Once those certain line items were resolved a motion was made to adopt; it was then seconded, and adopted as presented.

Bids were accepted for 2019 Conferences as follows:

- February 2019 – Hosted by San Diego LSA – February 22-24, 2019 at the Viejas Casino & Resort in Alpine, CA.
- August 2019 – Hosted by San Gabriel Valley LSA – at the Hilton Hotel in Glendale, CA.

The Editor of The Legal Secretary, Barbara Barregar of Orange County LSA advised that the magazine will no longer be printed and mailed from Missouri; instead, they are switching to a printer in San Diego so your magazines should be arriving much more timely beginning in August.

LSI Administrator, Kim Oreno, advised that emails sent henceforth will be coming from Constant Contact. In that light be on the lookout in your spam folder and release to your inbox. Also, the LSI Roster of Officers and Chairman for 2017-2018 will be distributed to the Governors at August Conference.

The lucky Association winners of the Scrip Ticket for August 2017 Quarterly Conference are:

Desert Palm, LPA; Santa Cruz County LPA; Conejo Valley LPA; and San Diego LSA.

We adjourned at 11:50 a.m. until we meet again at LSI's 1st Quarterly Conference hosted by Stockton-San Joaquin County LPA who invites you to a "MISSION: Possible *** Get Smart with Education" – August 18-20, 2017, at the Stockton Hilton. See conference and hotel registration in the bulletin or The Legal Secretary magazine.



Governor's Report, cont.

July Report

(Continued from page 6)

CHAPTER ACHIEVEMENT CHAT

CAPS To Date: 3,850 points

As long as I am on the subject, I would like to talk to you about Chapter Achievement – Chapter Achievement Points (“CAPS”) are earned by each local Association and at the end of the year a contest is held at the state level and an award is given. We accumulate CAPS in many ways. I refer you to the Chapter Achievement Reporting form which can be found on the website and also in all of our bulletins. I urge you to take a look at the form and see if you can boost our points. You may submit your form online at SLSA’s website – or – you may email me directly – and I will tally and track. Every point counts – so please – do your part. Don’t wait until the last minute. Let’s start tracking today. Send me your CAPS even if you are not sure whether or not your participation counted. I will count, decide according to guidelines and track.



Governor Jan Ainsworth with the hot rod at May Annual Conference.

LSI CODE OF ETHICS

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

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

Sacramento Legal Secretaries Association



Dinner Meeting • November 16, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



The Legislature & The Law: You Can't Have One Without the Other

Guest Speaker: Terry McHale
Aaron Read & Associates

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

RSVP by Noon on Friday, Nov. 10*

Two Ways to Register:

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

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

Make checks payable to "SLSA" and mail to:

Corene Rodder
 Registration/Reception Chair 2017-2018
 c/o Somach Simmons & Dunn
 500 Capitol Mall, Suite 1000
 Sacramento, CA 95814

Dinner Menu – Choice of:

- Baked Salmon with a Lemon Caper Vin Blanc on a Bed of Rice Pilaf – Chef's Choice of Dressing
- Penne Pasta Primavera with Fresh Vegetables and Light Olive Oil Vinaigrette Served with Grilled Vegetables with Rice and Balsamic Glaze

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

*Thank you to our
 Valued Vendors!*

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



Sacramento Legal Secretaries Association Presents Its

Annual Holiday Mock Trial

**“Fairy Tale Courtroom:
People v. The Wicked Witch”**

Adapted from the Play by Dana Proulx

December 14, 2017, at 6:00 PM

Courtyard Marriott, 4422 Y Street, Sacramento

\$25 per person -- Soup, Salad & Baked Potato Bar

RSVP by Noon on December 8, 2017

Register via SLSA’s website at www.slsa.org under “Upcoming Events”

Cancellations must be received 48 hours in advance for a refund. No-shows will be billed. Walk-ins and registrations received after the RSVP deadline are subject to a \$5 late fee.

Pay Online via PayPal

or make checks payable to “SLSA” and mail payment to:

Corene Rodder, c/o Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000,
Sacramento, CA 95814

Ornament Exchange!

Bring a wrapped/bagged ornament (under \$10) to participate in the ornament exchange immediately following the mock trial.



And don’t forget we’ll be stuffing stockings for Loaves and Fishes at the end of the evening! Bring your donations and stay for the stuffing fun!

Volunteer Actors Needed for the Following Roles:

Judge	Defense Attorney	Bailiff	District Attorney
Clerk	Flying Monkey	Dorothy	Witch
Hansel	Gretel	Prince	Sleeping Beauty
Snow White	Dwarves (a few)	Jurors (at least 5)	

No Memorizing of Lines—Read Directly From the Script!

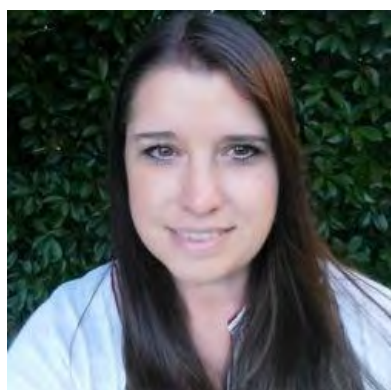
Please contact Lynne Prescott, CCLS, at lynne@majlabor.com

MCLE & CCLS Credit— SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.5 hours.

2017-2018 EXECUTIVE BOARD



President
Brenda Bracy, CCLS



Secretary
Shannon Kline



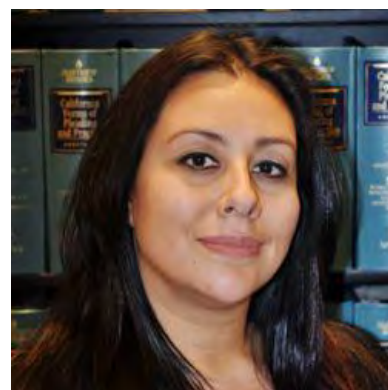
Treasurer
Marci Frazier



Governor
Jan Ainsworth



Executive Advisor
Crystal Rivera



Parliamentarian
Astrid Furstner, CCLS

2017-2018 COMMITTEE CHAIRS

Advertising

Crystal Rivera

Audit (Financial Review)

Kim Bogie

Gisele Mitsuk

Deseree Aguillen

Benefits

Mary Taylor

Budget Committee

Crystal Rivera

Bulletin Editor

Dawn Forgeur, CCLS

Charitable Projects

Gisele Mitsuk

Day in Court

Rebecca Lerma

Employment

Jaymie Moralez

Historian

Open

Interclub

Open

Law Office Products & Management

Open

Legal Procedures

Open

Legal Secretarial Training

Dawn R. Forgeur, CCLS

Astrid Furstner, CCLS

LPOTY / BOTY

Elizabeth Madden, CCLS

Michelle Chavez, CCLS

Marketing

Crystal Rivera

Membership

Crystal Rivera

Nominations & Elections

Crystal Rivera

Dawn Forgeur, CCLS

Professional Liaison

Dawn Willis

Programs

Lynne Prescott, CCLS

Scholarship

Crystal Rivera

Lynne Prescott, CCLS

Vendor Liaison

Kim Bogie

Ways & Means

Open

Website Coordinator/Social Media

Deseree Aguillen

Fairytale Town

Deseree Aguillen

Christina Witt

Reno Bus Trip

Elizabeth Madden, CCLS

Michelle Chavez, CCLS

INDISPENSABLE



LEGAL PROFESSIONAL'S HANDBOOK

...THE ULTIMATE RESOURCE GUIDE!

Busy lawyers rely on their staff to handle many details of their practice. They look to you, as a professional, to know what to do, and when and how to do it. The *Legal Professional's Handbook* provides you with the answers ...just as it has for over 75 years! Each chapter contains detailed practice forms and step-by-step instructions covering every major area of California law practice. The Handbook is an invaluable resource to add to your entire reference library!

LSI MEMBERS-ONLY PRICE\$331.80
 Nonmembers Price.....\$474

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

LAW OFFICE PROCEDURES MANUAL

...THE IDEAL TRAINING MANUAL FOR NEW STAFF!

This Manual contains detailed practice forms for every major area of law practice, along with step-by-step instructions for completing them. This is a "must-have" forms guide for legal secretaries, paralegals and new lawyers; and it's a great resource for training your office staff. In fact, the Manual is frequently used in schools, workshops and legal secretaries classes. You'll also find handy miscellaneous aids, such as procedural checklists and guidelines, tips on transcription and proofreading, law office abbreviations and legal terminology, and a list of useful reference books.

LSI Members-Only Price.....\$182.70
 Nonmembers Price.....\$261

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

Buy both LSI books together and get a discount!
 Combo price for both books.....\$514.50
 Price includes shipping. Add applicable sales tax.

COMPILED BY

LEGAL SECRETARIES, INCORPORATED

PUBLISHED BY

 **THE RUTTER GROUP™**

 **THOMSON REUTERS®**

40541696

TO ORDER OR FOR MORE INFO, CALL
(800) 747-3161 (EXT. 2)
www.RutterGroup.com™

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO

EFFECTIVE June 5, 2017

Subject to Change

DEPT.	PHONE	JUDGE	CLERK	ASSIGNMENT	FLOOR
1	874-5507	David De Alba (1 st Fri.) James E. McPetridge (2 nd Fri.) Judy Holzer Hersher (3 rd Fri.) Raoul M. Thorbourne (4 th Fri.)	Nita Smith Jason Bell Janice Baker Judy Layugan	Civil Harassment Restraining Orders Cal.-GVRO (Rotating Judges - Friday only)	1
2	874-7237	Philip F. Stanger, Commissioner	Brad Ferguson Sabrina Hernandez	Misdemeanor Out-of-Custody DUI Arraignments/ F. P. (Mon -Thurs.)/Loaves & Fishes (3rd Fri.)	1
3	874-7651	Gary S. Mullen (Ret.) Richard Couzens (Ret.)	Arleen Eischen Christina Osby	Misd. Arraignments/Further Proceedings/TRCs/ RESFT Calendar (3 rd Fri. p.m. each month-Judge Rockwell)	2
4	874-5527	John P. Winn	Star Tingle Trevor Shaddix	Misd. Arraignments/Further Proceedings/TRCs	2
5	874-5911				2
8	874-5651	Lawrence G. Brown	Karen Cobb Luke Densmore	Home Court/Collaborative Courts (Prop. 36, Mental Health, Co-Occurring Mental Health/ Drug Court/Re-Entry Court)/Walk-in Warrants	2
9	874-5645	Kevin J. McCormick	Blanca Boyd Robert Quintanilla	Criminal Trial/VOP/PX Assignment Calendar/PXs/ Folsom Arraignment Calendar/Walk-in Warrants/ Civil Harassment TRO Judge	2
10	874-5501	Laurel D. White	Christa Beebout	Supervising Criminal Process Judge/Trial/ Fee Waivers/Walk-In Warrants	3
11	874-6184	Trena H. Burger-Plavan	Christina Whitten-Gouvea	Trial/J203 4 Calendar/ADA Judge (Back-up)	3
12	874-6181	Maryanne G. Gilliard	Bonnie Loriga	Trial/Appellate Panel Presiding Judge	3
13	874-7786	James P. Arguelles	Suzanne Stort	Trial/Criminal Writs	3
14	874-6156	Donald J. Currier	Leah Chavez	Supervising CMJC Judge/Trial/Firearms Calendar/ M. H. Hrgs. (1 st & 3 rd Mon. p.m.)/ADA Judge	3
15	874-5237				3
16	874-5242	Marjorie Koller	Pamela Frawley	Trial/Prop. 47	3
17	874-5511	Bunmi O. Awoniyi	Lizette Sweezer-Morris	Trial/Criminal Writs	3
18	874-5245	Cheryl Chun Meegan		Trial	3
19	874-7071	Patrick Marlette	Charlie Clausen	Trial/Appellate Panel/PC 987 Hearings	3
20	874-5961	Michael G. Bowman	Ruth Zawodny	Trial/Criminal Writs	3
21	874-5924	Steve White	Valerie Butler	Trial/Wiretap Judge-Primary/Criminal Writs/ Walk-in Warrants/Felony Warrants	4
22	874-5762	Russell L. Hom	Kim Swift	Trial/JJT/Wiretap Judge-1 st Back-up/ Grand Jury Advisor	4
23	874-5754	Geoffrey A. Goodman	Leslee Sarno	Trial/M. H. Hrgs. (2 nd & 4 th Mon. p.m.)	4
24	874-6687	Shelleyanne W.L. Chang	Liz Higginbotham	Trial/Natural Resource-CFQA Judge/Civil Writs	4
25	874-8727	Robert M. Twiss	Joan Zraggen	Trial/HIV-DEJ Calendar/Appellate Panel	4
26	874-6693	Curtis M. Fiorini	Rebecca Saucedo	Trial/Prop. 64/Criminal Writs	4
27	874-6697	Delbert W. Oros	Martele Hunter	Trial/Felony Warrants	4
28	874-6695	James E. McPetridge	Jason Bell	Trial/Felony Warrants/Appellate Panel/ C. H. Restraining Orders-GVRO (2 nd Fri.-Dept. 1)/ Veteran's Court (Back-up)	4
29	874-5684	Timothy M. Frawley	Frank Temmerman	Trial/Natural Resource-CFQA Judge/Civil Writs	4
30	874-7861	David De Alba	Nita Smith	Assistant Presiding Judge/Supervising Civil Judge/ Trial/CMP Calendar/C. H. Restraining Orders- GVRO (1 st Fri.-Dept. 1)/PC 987 Hrgs. (Back-up)	4
31	874-6353	Michael P. Kenny	Sue Lee	Trial/Natural Resource-CFQA Judge/Civil Writs	4
32	874-5682	Emily E. Vasquez	Ester Gonzalez	Trial/Misdemeanor Warrants	5
33	874-5591	Michael A. Savage	Allie Derrico	Trial/Wiretap Judge-2 nd Back-up/Criminal Writs/ Parole Revocation Hearings	5
34	874-5751	Pamela L. Smith-Steward	Geralyn Bradford	Trial/Criminal Writs	5
35	874-7885	Alan G. Perkins	Denise Lashley	Trial/Complex Case Management	5
36	874-7661	James M. Mize	Rebecca Patterson	Trial/Family Law Trials	5
37	874-5215				5
38	874-5226	Sharon A. Lueras	Erlene Klein	Trial/Misdemeanor Warrants	5
39	874-7584	David W. Abbott	Dessie Rogers	Trial/CMP Calendar/Veteran's Court (1 st & 3 rd Fri.)	5
40	874-7001	Raoul M. Thorbourne	Judy Layugan	Trial/Appellate Panel/C. H. Restraining Orders- GVRO (4 th Fri.-Dept. 1)	5
41	874-5661	Helena R. Gweon	Marisa McLaughlin	Trial/Criminal Writs	5
42	874-5672	Allen H. Sumner	Melissa Garcia	Trial/Misdemeanor Warrants	5

DEPT.	PHONE	JUDGE	CLERK	ASSIGNMENT	FLOOR
43	874-7561	Thadd A. Blizzard	Shauntura Martin	Trial/EJT/M. H. Hrgs. (Thurs. p.m.)/ Fee Waivers (Back-up)	6
44	874-8243	Christopher E. Krueger	Melanie Greco	Trial/Natural Resource-CEQA Judge/Civil Writs/ EJT/M. H. Hrgs. (Back-up)	6
45	874-8240	Judy Holzer Hersher	Janice Baker	Trial/Complex Case (Back-up)/OX/ C. H. Restraining Orders-GVRO (3 rd Fri.-Dept. 1)	6
47	874-5487	Kevin R. Culhane	Sharon Powell, Pat Banks	Presiding Judge/Presiding Judge Calendars/ Minors Compromises	6
53	874-7858	David I. Brown	Ellen Brown	Civil Law & Motion/ADA Judge	2 (HOJ)
54	874-7848	Raymond M. Cadei	Diane Ahee	Civil Law & Motion	2 (HOJ)
59	874-8200	Ben Davidian	Paula Adams, Deputy Clerk	Supervising Civil Settlement Conference Judge	1 (HOJ)
60	874-8490	Stephen Acquisto	Meri Martin, Lisa Nichols	Domestic Violence Home Court/EPO	1 (LPHJ)
61	874-8491	Michael W. Sweet	Jennifer Shaw, Sharon Hunt	Supervising Home Court Judge/SOC Warrants	1 (LPHJ)
62	874-6893	Richard K. Sueyoshi	Angela Mick, Deborah Ricketts	Home Court	1 (LPHJ)
63	874-6096	Jaime R. Román	Khamphay Avila, Lindsay Anderson	PRCS PC Hearings/1203.9 PC Petitions (Mon.)/ Riese Hearings (Tues./Fri.)/Rehab & Pardon (Fri.)/ ADA Judge	1 (LPHJ)
81	875-7425	Kenneth N. Brody, Commissioner	Andrea Southworth	Traffic Infractions/Misdemeanor Arraignments/ ADA Judge	1 (CMJC)
82	875-7517				1 (CMJC)
83	875-7610				1 (CMJC)
84	875-7521	Peter S. Helfer, Commissioner	Martha Kwong	FTP/Motions (Wed. p.m.)	1 (CMJC)
86	875-7485	Temporary Judges		Small Claims Trials	3 (CMJC)
87	875-7458	Peter S. Helfer, Commissioner	Martha Kwong	Master Calendar/Traffic Court Trials, etc.	3 (CMJC)
88	875-7625	Eugene L. Balonon	Kathi Young	Unlawful Detainer Trials (Mon.-Thurs.)/OX/ Small Claims TDN (Fri.)	3 (CMJC)
90	875-5200	Stacy Boulware Eurie	Bonnie Sierra	Juvenile Court Presiding Judge/ADA Judge/ Juvenile Justice (Delinquency) Drug Court (2 nd & 4 th Mon. p.m.)/CSEC Calendar (Fri.)/Dependency NMD Calendar (Wed. a.m.-Dept. 131)	2 (JCH)
91	876-9038				2 (JCH)
92	875-5192	Gerrit W. Wood	Elisa Padilla	Juvenile Justice (Delinquency) Initial Hearings	2 (JCH)
93	875-5108	Steve Lapham	Stephanie Hinman	Juvenile Justice (Delinquency)	2 (JCH)
96	875-5066				3 (JCH)
97	875-5165	Alyson L. Lewis	Jessica Aquino	Juvenile Justice (Delinquency)	3 (JCH)
120	875-2520	Scott L. Tedmon	Dee Dee Avery-Cross	Family Law	2 (FRC)
121	875-2521	Jennifer K. Rockwell	Cristin Chapo	Family Law/ RESLET Calendar (3 rd Fri. p.m.-Dept. 3 each month)	2 (FRC)
122	875-2522	Matthew J. Gary	Christina Arcuri	Family Law	2 (FRC)
123	875-2523	Ernest W. Sawtelle	Darlene Aguilera	Family Law	2 (FRC)
124	875-2524	Fami R. Bogert	Amber Oania	Supervising Family Law Judge/Family Law	2 (FRC)
125	875-2525	Peter J. McBrien, Commissioner	Eric Hultgren	Family Law/EPO/ADA Judge	2 (FRC)
126	875-2526	Danny L. Haukedalen, Commissioner	Cynthia Ware Sophia Clark	Child Support (Mon. a.m. & Fri. p.m.)/ Domestic Violence Court (Mon. p.m., Tues.-Thurs., Fri. a.m.)	2 (FRC)
127	875-2527	Scott P. Harman, Commissioner	Joseph Lucas	Child Support	2 (FRC)
128	875-2528	Temporary Judges	Deanna McIntyre	Family Law Settlement Conference	2 (FRC)
129	875-2529	Steven M. Gevercer	Laurie Cox	Supervising Probate Judge	2 (FRC)
130	875-2530	Laurie M. Earl	Deanna Bearor	Dependency	3 (FRC)
131	875-2531	Jerilyn L. Borack	Bonita Fletcher	Dependency/Dependency NMD Calendar (Wed. a.m.-Judge Boulware Eurie)	3 (FRC)
132	875-2532	Paul L. Seave		Dependency/Dependency Drug Court (Tues. p.m.)	3 (FRC)
133	875-2533	Shama H. Mesiwala, Commissioner	Alicia Cruz	Dependency	3 (FRC)
	875-6206	Carlton G. Davis, Commissioner		Dependency	3 (FRC)
134	875-2534	Marlene E. Clark, Referee	Terrea Sherman	Dependency	3 (FRC)
135	875-2535	Kenneth C. Mennemeier	Sue Orr	Dependency	3 (FRC)

Main Courthouse (GDSSCC) - Gordon D. Schaber Sacramento County Courthouse, 720 Ninth Street
 FRC - William R. Ridgeway Family Relations Courthouse, 3341 Power Inn Road
 CMJC - Carol Miller Justice Center, 301 Bicentennial Circle

JCH - Juvenile Courthouse, 9605 Kiefer Boulevard
 Main Jail (LPHJ) - Lorenzo Patiño Hall of Justice, 651 I Street
 Hall of Justice (HOJ) Building (Civil Matters), 813 6th Street



SUPERIOR COURT OF CALIFORNIA
County of Sacramento
720 Ninth Street ~ Room 102
Sacramento, CA 95814-1380
(916) 874-5522—Website www.saccourt.com

Public Notice

Filings for Complex Cases Assigned to Department 35

The filing procedures for complex cases assigned to Department 35 are changing effective May 1, 2017. The new procedures are as follows:

1. **The following documents shall be filed directly in Department 35:**
 - Any documents as ordered by the assigned judge.
 - Civil Trial and Post-Trial Motions, oppositions and replies.
 - Documents for trials and final pretrial readiness conferences.

2. **The following documents shall be dropped for processing at Window# 9 located in Room 102.**
 - Motions for Class Certification and related filings.
 - Motions for Complex designation.
 - Motions or stipulations strictly related to case management such as stipulations to appoint a special master or referee.
 - Case Management Statements.
 - Proposed Case Management Orders and objections thereto.
 - Referee or Special Master Recommendations and objections thereto.
 - Request for Continuance.
 - Request for Dismissal.
 - Notice of Dropping a Pending Matter.

For any motion or ex parte requiring a hearing please contact Department 35 to reserve your hearing date and time.

3. **All other filings for Complex Cases assigned to Department 35 shall be dropped via the Civil Filing Drop Box in Room 102 or at Window #9 with the following exception: Law & Motion documents shall be filed at the Law & Motion Civil Filing Window located at the Hall of Justice Building, 813 6th Street – Second Floor, Sacramento, CA 95814.**

Civil Law & Motion -- Departments 53 & 54

Department 53 Clerk: (916) 874-7858 Department 54 Clerk: (916) 874-7848

1. Hearings on Motions: Reserved or Self-Set?**a. Reserved Motions:**

- Motion for Summary Judgment (MSJ/ MSA)
- Judgment on the Pleadings (JOP)
- Demurrer
- SLAPP - Motion To Strike

** To make a reservation, contact your assigned L&M Department. Have your case number and a few potential hearing dates available.*

*** Reserved motions are scheduled on Monday, Tuesday, Thursday and Friday (No Wednesday Reservations).*

b. Self-Set Motions:

- All other motions not listed under "Reserved Motions" are self-set.
- Department 53: Monday – Friday @ 2:00 p.m. (Excluding Court Holidays)
- Department 54: Monday – Friday @ 9:00 a.m. (Excluding Court Holidays)

2. Contesting a Tentative Ruling (T.R.)– Please have the following information ready when calling the Department Clerk to contest a tentative ruling:

- Your Item # from the T.R. Calendar
- Court Case Number
- Who will be appearing and which party do they represent (Specify in person or court call)
- Do they need a court reporter? If yes, a \$30 fee is required.
- For Department 53 ONLY: Please know if you are contesting the entire ruling or just a portion and if so, which portion.

3. Requesting a Continuance for a L&M Hearing:

- The moving party shall file the request to continue by letter (3 copies are necessary) (See Local Rule 2.30(c))
- Letter must include:
 - i. Case Number, Case Title, party you represent and \$20 filing fee.
 - ii. Original hearing date and new hearing date being requested (Include your reservation number if it is a reserved hearing)
 - iii. Reason the continuance is being requested and a quick statement that the parties have completed a meet/confer regarding the continuance.
- The Court will not accept an Amended Pleading or Stipulation to Continue a L&M Hearing. Amended pleadings can be filed once the continuance letter is granted by the assigned Department.

Local Association Membership

LEGAL SECRETARIES, INCORPORATED MEMBERSHIP LIST AS OF 4/30/17

Total Members 4/30/16	Association		New Members	Transfer Members	Continuing Members	Total Members
42	Alameda County	LSA	9	1	28	37
0	Antelope Valley	LSA	0		0	0
33	Beverly Hills/Century City	LSA	0		26	26
13	Conejo Valley	LPA	2		11	13
14	Contra Costa County	LPA	13		10	23
29	Desert Palm	LPA	7		16	23
0	El Dorado County	LPA	0		0	0
96	Fresno County	LPA	45		48	93
26	Humboldt County	LPA	2		22	24
21	Imperial County	LPA	5		14	19
13	Livermore-Amador Valley	LPA	1		12	13
55	Long Beach	LPA	4		37	41
64	Los Angeles	LSA	22		50	72
20	Marin County	LPA	4		14	18
48	Merced County	LPA	7		31	38
56	Mt. Diablo	LPA	8	-1	38	45
14	Napa County	LSA	1		7	8
73	Orange County	LSA	29		51	80
20	Placer County	LPA	7		17	24
23	Rio Hondo District	LPA	4		16	20
26	Riverside	LPA	7		13	20
134	Sacramento	LSA	46		113	159
184	San Diego	LSA	41		121	162
41	San Fernando Valley	LSA	21		29	50
87	San Francisco	LPA	12		60	72
41	San Gabriel Valley	LSA	1		11	12
46	San Mateo County	LSA	14		34	48
18	Santa Barbara	LPA	2		17	19
103	Santa Clara County	LSA	44		69	113
5	Santa Cruz County	LPA	0		5	5
12	Santa Maria	LPA	10		9	19
26	Sonoma County	LSA	7		17	24
10	Southern Butte	LSA	2		9	11
33	Stanislaus County	LPA	3		30	33
24	Stockton-San Joaquin	LPA	2		21	23
5	Trinity County	LSA	1		5	6
9	Ventura County	LPA	1		11	12
25	Members at Large		20		10	30
1546	YTD TOTALS					1435



EDITOR'S NOTE

Dawn R. Forgeur, CCLS

The Legal Eagle welcomes letters, letters to the editor, questions, and articles from readers for publication. Please send them to: dawn.forgeur@stoel.com.

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. The deadline for all submittals is the Monday after the general meeting of the month preceding the month of publication.

This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the service of a competent, professional person should be sought.

The opinions expressed in the articles published herein are those of the individuals submitting the articles and not necessarily the views of the board or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the board of the Sacramento Legal Secretaries Association.

Important Links

[SLSA Events and Registration](#)

[Chapter Achievement Online Submission Form](#)

[Renew Your Membership Online](#)

[Change of Address Form](#)





Free Pickup & Delivery in the Greater Sacramento Area

Available 24 hours a day — Seven days a week!

No Rush Fees

(916) 449-2820

Electronic Discovery

Web Hosting

Litigation Copying

Litigation Scanning

Bates Numbering

On-Site Copying & Scanning

Coding

Banner and Court Exhibit Boards

Labeling

Oversized Copying, Scanning & Printing

Binding

Color Copying, Scanning & Printing

High Volume Copying

Video & Audio Duplication

X-Ray Duplication & Scanning

File Conversion



Contract Holder
Contract 0123456789



555 Capitol Mall, Suite 235 • Sacramento, CA 95814 • (916) 449-2820
www.Capitol-Digital.com