

The Legal Eagle

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Photo Credit: Dawn Forgeur, CCLS

Upcoming Events



SLSA Membership Renewals Due



SLSA Executive Board Meeting



City of Sacramento 2018 Law Day
See flyer in this bulletin.



LSI's Annual Conference
See flyers in this bulletin.



No dinner meeting this month.



Memorial Day
All courts are closed.

President's Message

Brenda Bracy, CCLS

I am truly honored to continue to be your President for a second year. I am proud to be the President of such a great organization. I have enjoyed being a part of this organization and have built some great friendships which I will treasure for years to come. I am looking forward to getting to know all of you this year. We are a team! Together as a team, we can accomplish anything.

This association has many great members and I hope that all of you take the opportunity to get to know other members by attending monthly meetings and events that we have planned for this year.

This past year we have had a lot of educational opportunities. SLSA had many opportunities to attend educational events through our monthly meetings and the Lunch & Learns that were scheduled. Also, our parent organization, LSI, had many educational opportunities scheduled this past fiscal year. If you are not taking advantage of these opportunities, you are clearly missing out. I attended all of the Lunch & Learns that were scheduled by our Programs Chair, Lynne Prescott, CCLS. Lynne is a great asset to this organization and worked hard to bring these learning opportunities to our members. We had a great turn out and positive feedback from all who attended.

I also attended a lunch time webinar recently put on by LSI on Table of Contents and Table of Authorities. While I know how to format the Table of Contents and Table of Authorities, it never hurts to learn some extra tips to make this job easier. The webinar was very well presented and we were given a nice handout to use for future reference. I plan on attending many more webinars on various subjects and I would encourage all of you to check them out as well.

PAST EVENTS



President's Message, cont.

As we begin our new fiscal year, I would just like to encourage everyone to take advantage of the programs that SLSA has to offer. The members of this organization are very well versed on many different areas of law. If anyone ever needs assistance, you can contact me, and I can send out an SOS email and I guarantee someone will know the answer most of the time. We are always here for our members and can always be contacted. If you have any suggestions or comments, I always encourage you to send us an email. If you have a negative comment or criticism, I ask that you only send the email to me and I will handle it with the board or committee member. Please do not contact any other board member or committee member with anything negative or criticism. We are all volunteers and some volunteer more time than others.

I would like to see more participation from the members this year. We are in need of volunteers for various positions. Again, we do not have a Vice President. We had over 100 members last year, and we could not get someone to step up into this board position. We also have numerous committee positions that are open. Please think about getting involved. It takes a lot of involvement to run an organization like this, so please think about participating. If you would like to be involved, and would like to take on one of the open positions, please let me know.

I encourage you to come to the monthly meetings to take advantage of the education the speakers provide, get to know other members, as well as obtain MCLE and CCLS credit.

Again, thank you for the opportunity to serve as your President. I hope to see everyone at SLSA events and meetings. Please feel free to contact me at president@slsa.org if you have any questions, suggestions, or comments.

Editor's Note

The Legal Eagle welcomes letters to the editor, questions, and articles from readers. Please send them to dawn.forgeur@stoel.com. SLSA reserves the right to edit articles and letters sent in for publication. The deadline for all submissions is the Monday after the dinner meeting.

The opinions expressed in any articles or letters published herein are those of the individuals submitting them and not necessarily the views of the officers or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the President of SLSA.





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Legal Procedures

Don't Sign that Proof of Service! (Yet)

By: Lynne Prescott, CCLS



The issue of whether proofs of service should be signed or unsigned has come up several times in my office, in discussions I have had with other legal professionals throughout California, and through e-mails sent to me by legal professionals outside of my office whose attorneys are unclear about when proofs of service should be signed and not signed.

The Code of Civil Procedure addresses this issue in section 1013(b) and subsequent subsections, and clearly states that the proof of service should be **UNSIGNED** at the time of service. Once service has been effected, the proof of service can be signed (and must be signed when filing with the courts). But again, the proof of service should NOT be signed at the time of service. To do so would be committing perjury, stating that you have mailed**ED**, fax**ED**, or e-mailed**ED**, your document before you have even done it.

Let me give you an example. Your office is filing a motion and all the requisite supporting documents in the superior court. Everything has been signed by your attorney, and you are preparing your proofs of service to attach to your documents so that you can get it out the door for service on the other parties and filed with the court. Do you sign the proofs of service at this point? **NO**. Why? Because you have not actually served those documents yet. Here's what you do:

1. Prepare the proofs of service with all the relevant information, using the current date as your date of service, and your name typed underneath the signature line (do not sign yet).
2. Attach the **UNSIGNED** proof of service to each document.
3. Make the appropriate number of copies for serving by mail, overnight mail, or hand delivery, or scan to PDF if serving via e-mail.
4. Go ahead and mail/overnight mail/fax/e-mail/hand deliver your documents with the **UNSIGNED** proofs of service attached.
5. Now that you have actually **servED** your documents, you may now **SIGN** your proofs of service.
6. Make copies of your motion documents with your **signed proofs of service attached and file them with the court** (or scan if e-filing).

Although the Code of Civil Procedure was revised some time ago regarding signatures on proofs of service, there is obviously still a great deal of confusion among legal support professionals as well as attorneys on this matter. In my office, we have even been challenged on more than one occasion as to the validity of service when the proof of service is unsigned.

Legal Procedures Don't Sign that Proof of Service! (Yet) cont.

One legal support professional told me that her attorney actually MAKES her sign the proofs of service, even though she has informed him of the proper procedure. He is, essentially, directing her to break the law and commit perjury!

The Judicial Council of California has even made it clear that proofs of service are not to be signed at the time of service, as evidenced by the language included on many of the Judicial Council forms containing a proof of service.

Listed below are links to two excellent articles on this subject, the first of which was actually written by a discovery referee:

<https://www.resolvingdiscoverydisputes.com/motions/sign-not-sign-proof-service/>

<http://simasgovlaw.com/media/blog/proof-service-unsigned/>

When you or your support staff are challenged on the effectiveness of your service based on an unsigned proof of service, please refer the person to Code of Civil Procedure section 1013(b). Don't be the person who signs that proof of service saying you served a document before it was actually done. Do it the right way, and do it legally, per the statute.

Ways & Means



T-shirts for sale - \$20!

If interested, email executiveadvisor@slsa.org

Sizes available: L, XL, 2XL, 3XL, 4XL
(sizes run small)

Sales are supporting SLISA's hosting of
the 2020 Annual Conference.

Court Updates



SUPERIOR COURT OF CALIFORNIA County of Sacramento

720 Ninth Street ~ Room 102
Sacramento, CA 95814
(916) 874-5522
www.saccourt.ca.gov

Public Notice Effective April 2, 2018

Filings for Restraining Orders accepted at Gordon D. Schaber Courthouse:

- Civil Harassment Restraining Orders
- Firearms (Gun Violence) Restraining Orders
- Workplace Violence Restraining Orders
- Private Post-Secondary School Violence Restraining Orders

Requests for Temporary Restraining Orders filed on or before 11:30 a.m. will be ruled on and available for pick-up at 4:00 p.m. on the same day.

Information on how to obtain any of the restraining orders listed above can be found on the Court's website at www.saccourt.ca.gov. From the main page, click on the Departments tab, then Restraining Order tab. The website contains detailed instructions on how to file a request for a restraining order as well as all the necessary forms. The Court highly encourages any persons seeking a restraining order to visit the website prior to coming to the courthouse. Informational packets on how to file the above referenced restraining orders may also be obtained at the Sacramento County Law Library, Civil Self-Help Center, located at 609 Ninth Street, Sacramento, CA 95814.

Please Note: Domestic Violence Restraining Orders and Elder or Dependent Adult Abuse Restraining Orders shall be filed at the William R. Ridgeway Family Relations Courthouse, located at 3341 Power Inn Road, Sacramento, CA 95826.

Court Updates



United States Bankruptcy Court
Eastern District of California

www.caeb.uscourts.gov Winter 2018

New Local Rules

The Eastern District of California Bankruptcy Court adopted new Local Rules of Practice on September 28. The new Local Rules are available on our website at www.caeb.uscourts.gov/LocalRules.aspx. Also available on this page are a redlined version of the Local Rules and a copy of the General Order adopting these rules. Attorneys who practice in the Eastern District of California should familiarize themselves with the changes highlighted in the redlined version.

In addition, the court recently posted proposed changes to Local Rules 3015-1 and 7026-1. You can access the proposed changes and comment on them by going to www.caeb.uscourts.gov/WhatsNew.aspx. The comment period is open through April 3.

Printing a Master Address List from PACER

To print a master mailing list or mailing labels from PACER, follow these steps:

- Log in to PACER
- Click on the **Reports** menu in the blue menu bar;
- Select the **Master Mailing List/Mailing Labels by Case** link;
- Enter the case number. Leave the box next to **All** checked to ensure that all parties are included;
- The mailing list will appear. It is formatted to be printed on Avery 5160 3 x 10 labels.

Motion to Seal and Sealed Documents

One of the new features in the September 2017 Local Rules was the adoption of LR 9018-1 which permits registered e-Filers to submit motions to seal and sealed documents through a secure link on our e-Filing website. Previously, these documents had been on the list of documents excluded from e-Filing.

E-filers who wish to submit this type of document should review the training module *Sealed Documents*, which is available on our e-Filing page at www.caeb.uscourts.gov/ElectronicFilings.aspx. Assistance is also available through our help desk which can be reached at 855-542-0992 or by e-mail at Efilers_Helpdesk@caeb.uscourts.gov.

New Chapter 13 Plan Form

On November 17, 2017, the court adopted a new Chapter 13 Plan (form EDC 3-080) which was effective on December 1, 2017. A fillable version of the form is available on our website in the **Forms and Publications** section.

Did you know?

You can now submit proposed orders through the e-Filing system using the document subtype *Proposed Orders*. If you have any questions regarding proposed orders, or about other e-Filing procedures, contact our help desk at 855-542-0992.

April Dinner Meeting

By: Lynne Prescott, CCLS

SLSA's guest speaker for the April 19, 2018, dinner meeting was Kimberly Chapman, Esq., of Messing Adam & Jasmine LLP. Ms. Chapman spoke on "What the What?! When Your Non-Criminal Law Attorney Decides to Handle a Criminal Matter."

Civil vs. Criminal

Ms. Chapman began by describing the essential differences between the handling of a civil and criminal matter. Criminal matters are typically charged by a District Attorney, or may have involvement by the Attorney General, City Attorney, or in some cases, there could be federal involvement. The principle of "beyond a reasonable doubt" must be established. "Proof beyond a reasonable doubt is proof that leaves you with an abiding conviction that the charge is true. The evidence need not eliminate all possible doubt because everything in life is open to some possible or imaginary doubt."

Discovery is handled differently by every D.A.'s Office, so talk to the legal secretaries! Generally, don't do a long boilerplate discovery motion; ask specifically for what you want. Do it in writing if there may be a need to compel. As opposed to civil cases, in a criminal case the prosecution is OBLIGATED to provide discovery, even RAP sheets of victims, prior to a preliminary hearing.

Felony, Misdemeanor or Infraction?

The charge will either be classified as a felony, misdemeanor, or infraction.

An attorney may or may not be necessary in the case of an infraction but can be helpful in navigating the client through the proper channels. These are typically Vehicle Code violations and may be found in section 40000.1. Infractions may be charged by the D.A. as a "wobbler" or "woblet," resulting in a lesser charge.

Misdemeanors are charged as defined by law or pursuant to Penal Code section 17(b). Few have statutory minimums (i.e., DUIs). A defendant may waive appearance at an arraignment via their legal counsel who will appear pursuant to what is called a "Section 977 Waiver." California, in an effort to reduce the number of felonies and reduce the population in state prisons, has increased the number of charges classified as misdemeanors. The best way to know how the crime has been classified is to look at the actual penalty in the appropriate statute (i.e., Penal Code, Vehicle Code, etc.). Misdemeanors are no more than one year maximum for punishment or incarceration. Some are six months, few are 90 days. However, there may be alternative provisions allowing it to be either a misdemeanor or a felony – thus the term "wobbler."

In felony cases, the defendant is entitled to a preliminary hearing, and has the right to a speedy hearing—10 days from arraignment or a not guilty plea.

It is wise for your attorney to "know their politics" before proceeding to a preliminary hearing. It may or may not be helpful to proceed with a preliminary hearing, but a "prelim" can demonstrate weaknesses in the case, and where the burden is only probable cause. Prelims are often waived. Test witnesses - Proposition 115 can defeat this purpose.



Lynne Prescott, CCLS and Kimberly Chapman

April Dinner Meeting, cont.

Inquire about the presence of witnesses or subpoena them yourself. The attorney may want to argue for a reduction in charges pursuant to Penal Code section 17b, if applicable. How can you tell if it is a felony? Imprisonment in state prison or imprisonment under the provisions of subdivision (h) of section 1170.

How Does the Case Start?

Arrest

Bail amount can be determined by bail schedule, different by county.

Most misdemeanors will be citation only – exceptions are domestic violence, DUIs, drunk in public (danger to self or others).

Citation with date to appear, or warrant may be issued. Letter to appear is sometimes used as a courtesy, but not used by all District Attorney offices.

Arraignment

If still in jail, argue for reduction/release on OR. In misdemeanors and infractions, attorneys can appear for their clients under the “977 Waiver” mentioned previously.

Reading of the Complaint, copy of the Complaint.

Advisement of rights.

Entry of Plea – likely not guilty, unless there is an offer made at arraignment that client wants to consider.

Set next date or trial, discussion of any time waivers.

Trial Timelines

Misdemeanors

If the defendant is in custody at the arraignment, the trial must start within 30 days of arraignment or plea, whichever is later. If the defendant is not in custody at the arraignment, the trial must start within 45 days of arraignment or plea, whichever is later.

Felony

After the preliminary hearing, the prosecutor must file the information within 15 days of the date the defendant was “held to answer.” The defendant will be “arraigned on the information” – a second arraignment. The trial must start within 60 days of the arraignment on the information.

Trial Preparation Advice

Don't do your own interviews, hire a private investigator.

Jury instructions are typically prepared by prosecution; however, you can request special instructions or argue about how instructions should be given.

Request RAPs on those testifying.

Prepare and timely file witness list.

Review discovery early.

Negotiate up to and including the eve of trial (in the interests of your client).

Plea Bargaining Tips

Look for statutory minimums.

Enhancements on pleading may guide you to proper sections of the Code.

Inquire about “work release.”

Don't be afraid to reach out to the county jail and ask how things are done.

Consider impacts on immigration, financial aid, credentials, and advise client of possibilities.

Seek shorter probationary period, if possible.

Be creative – deferred entry of judgment (Penal Code section 1000 requires in first time drug cases).

D.A. Diversion – rare.

Have your client “do the work” up front.

Potential Post-Sentencing Remedies

Penal Code section 17b – always remains an option on a wobbler.

Proposition 47 reduction.

Section 1203.4 petition.

Early termination of probation.

Thank you to Ms. Chapman for helping us to better understand what happens in the criminal process and how we may better assist our attorneys when they decide to handle criminal matters.

April Vendor of the Month

By: Jennifer Estabrook, CCLS



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Our April Vendor of the Month was Moe's Process Serving, Inc. Moe's has been a locally-owned and operated company for the last 27 years, specializing in locating and skip trace services. Moe's also provides court filings, secretary of state filings, document retrieval, and messenger service throughout the state. Since losing the original Moe, the German Shepherd, several years ago, they have had several furry friends join the staff. Their current baby is Roxy and she is in the office daily! For more information on Moe's and their services, you can reach them at processwiz@aol.com or (916) 498-0808.



DID YOU KNOW?

That SLSA's website has free employment listings available for employers to post job openings? Contact the SLSA Employment Chair for more information!
www.slsa.org/employment/



SAVE THE DATE! SLSA RENO BUS TRIP



Sponsored by
Sacramento Legal Secretaries Association
Saturday, October 6, 2018
7 AM to 7 PM

Destination: *The Silver Legacy Resort Casino*

Stay tuned! Details to follow!

Open to members & non-members - - must be at least 21 years of age

We will have two convenient pick up locations:

Arden Area – 7:15 a.m. Parking lot Black Bear Diner 1830 Arden Way Sacramento, CA	Citrus Heights Area – 7:30 a.m. Parking lot of the Safeway/CVS 5333 Elkhorn Blvd Sacramento, CA
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Questions???

Corene Rodder, crodder@somachlaw.com
Crystal Rivera, crivera@somachlaw.com



SAVE THE DATE

Hosted by Placer County LPA

October 20, 2018

2018-2019 Installation of Officers



President
Brenda Bracy, CCLS

Secretary
Kelly Leca

Treasurer
Marci Frazier

Governor
Jan Ainsworth



Installing Marshal
Lynne Prescott, CCLS
LSI Executive Secretary



2018-2019 Executive Board

Congratulations!

Governor's Report

By: Jan Ainsworth

Annual Conference

LSI's Annual Conference will be held May 17-20, 2018, at The Garland in North Hollywood, California, and will be hosted by San Fernando Valley Legal Secretaries Association. The theme will be "Teamwork: Everything is Awesome When You're Part of a Team." Registration was due April 18. Late registration is accepted after April 19 but not after May 10. We have six SLSA members attending, three of which are delegates. I encourage all those who are registered to attend an LSS seminar or LSI workshop. Continue to check the LSI website under "Upcoming Conferences" for more information and forms. Your elected Delegates for Annual Conference are: Debra Clark, Corene Rodder, and Terry Olson. Our three Delegates will be responsible for reporting the goings on at Conference so look forward to their written and oral reports to come.

LSI 2018 Slate of Officers and Resumes

Nominations with proper credentials may still be made from the floor at the May 2018 Annual Conference. A ballot, if necessary, will be distributed at that time. If you have any questions, please contact Nominations & Elections Chair, Mary J. Beaudrow, CCLS.

CAPS

Our fiscal year ended on March 31, 2018. SLSA earned 46,225 Chapter Achievement Points this fiscal year. We have once again entered the annual contest and will find out whether or not we have won at the Saturday night banquet. Last year we ended our fiscal year with 51,100 points and were beaten by San Diego LSA with 52,750 points. The point system changed at Annual Conference last year. Instead of calculating which group we fit by number of members – we are now calculating by a point system. We fall in Group E 40,001 – 50,000. Let's see how we fare this year. I would like to thank all of you who submitted and contributed to this end. I appreciate you all.

Parliamentarian's Corner

By: Astrid Furstner, CCLS, OCP

Have you ever wondered how you speak at a meeting? Well, we all know that you can use your voice or your hands, but how can YOU speak and be heard? When the business meeting of the Sacramento Legal Secretaries Association has begun and there is something on topic that you would like to participate in, the first thing you should do is to stand up and wait to be recognized by the chair (the President). In Parliamentary speak for SLSA, the chair usually means the President. The chair will recognize you by calling out your name (or if they don't know your name, they will address you by making eye contact and asking you for your name). Once the chair has acknowledged you, you are said to have the floor. That means that you have been given the go-ahead to speak and be heard – the floor is yours. Once you are done, you sit down and give the floor back to the speaker. In Parliamentary speak, it means that you have yielded the floor. Think of the "talking stick" used during camping when you were a kid. You could only speak if you had the talking stick. It's a similar concept.

Next time you are at an SLSA meeting, participate and think of the talking stick! Until next time ... your parliamentarian.

Chapter Achievement Reporting Form

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. This covers activities from April 1, 2018, through March 31, 2019.

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

Date of Event Event

- _____ I submitted an article to The Legal Secretary magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many workshops? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam – Test Date: _____. (100 points)
- _____ I passed the CCLS exam – Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2018-2019 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
the Rutter Group. (25 points)
- _____ I attended an educational workshop or seminar via webinar. (50 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2019. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the Legal Professional's Handbook (LPH). (200 points)
- _____ I purchased the Law Office Procedures Manual (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA
Attn: Jan Ainsworth, Governor
Murphy Austin, 555 Capitol Mall, Ste. 850, Sacramento, CA 95814
(jainsworth@murphyaustin.com OR governor@slsa.org)

Annual Conference Registration



"TEAMWORK—EVERYTHING IS AWESOME WHEN YOU'RE PART OF A TEAM"

SAN FERNANDO VALLEY LEGAL SECRETARIES ASSOCIATION
 MAY 17-20, 2018 – 84TH LSI ANNUAL CONFERENCE
 THE GARLAND HOTEL – NORTH HOLLYWOOD, CALIFORNIA
 CONFERENCE REGISTRATION FORM

NAME (ON BADGE): _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____
 E-MAIL ADDRESS: _____
 LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)

PLEASE CHECK IF APPLICABLE AND INCLUDE TITLE: PLEASE CHECK IF YOU ARE:
 STATE OFFICER _____ GOVERNOR CCLS PLS
 STATE CHAIRMAN _____

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)
 POSTMARKED ON OR **BEFORE APRIL 18, 2018** \$167.00 \$ _____
 POSTMARKED **APRIL 19, 2018 OR LATER** \$177.00 \$ _____

INDIVIDUAL TICKETS:
 REGISTRATION BY APRIL 18, 2018 _____ @ \$25.00 \$ _____
 REGISTRATION APRIL 19, 2018 OR LATER _____ @ \$35.00 \$ _____
 WELCOME RECEPTION (FRIDAY) _____ @ \$30.00 \$ _____
 GOVERNOR'S LUNCHEON (FRIDAY) _____ @ \$56.00 \$ _____
 PRESIDENT'S LUNCHEON (FRIDAY) _____ @ \$56.00 \$ _____
 NEWCOMERS' LUNCHEON (FRIDAY) _____ @ \$56.00 \$ _____
 CCLS LUNCHEON (SATURDAY) _____ @ \$56.00 \$ _____
 SATURDAY NIGHT BANQUET _____ @ \$78.00 \$ _____
 _____ CHICKEN _____ FISH _____ VEGETARIAN
 SUNDAY BRUNCH _____ @ \$44.00 \$ _____
 TOTAL AMOUNT ENCLOSED \$ _____

SPECIAL DIETARY NEEDS: _____

PLEASE MAKE CHECKS PAYABLE TO: **2018 ANNUAL CONFERENCE FUND**
 MAIL TO: Mae Chester, SFVLSA - P.O. Box 10531, Burbank, CA 91505



Thurgood Marshall and other members of the N.A.A.C.P. legal defense team who worked on the Brown v. Board of Education case.

FOR GENERAL INFORMATION CONTACT:
 REGISTRATION CHAIR – LAURELYN BERGFELD
 (818) 395-2490 laurelyn.bergfeld.ccls@gmail.com

NO REFUNDS AFTER MAY 10, 2018

Annual Conference Hotel Form



"TEAMWORK—EVERYTHING IS AWESOME WHEN YOU'RE PART OF A TEAM"

SAN FERNANDO VALLEY LEGAL SECRETARY ASSOCIATION
MAY 17-20, 2018 – 84TH LSI ANNUAL CONFERENCE
THE GARLAND HOTEL – NORTH HOLLYWOOD, CALIFORNIA

HOTEL REGISTRATION FORM

NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

HOME PHONE: _____ WORKPHONE: _____

E-MAIL ADDRESS: _____

LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)

ARRIVAL DATE: _____ DEPARTURE DATE: _____

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES):

- SINGLE/DOUBLE: \$188.00
- TRIPLE: \$188.00
- ROLLAWAY FEE: \$ 25.00

OVERNIGHT PARKING:	SELF PARKING:	\$22.00 PER DAY
	VALET PARKING:	\$27.00 PER DAY
DAILY PARKING:	SELF PARKING:	\$12.00 PER DAY
	VALET PARKING:	\$18.00 PER DAY

RESERVATION CUT-OFF: April 25, 2018

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, (800) 238-3759. USE CODE **"LSI"** TO IDENTIFY YOURSELF AS BEING A PART OF LSI IN ORDER TO GET THE GROUP RATE.

**FOR GENERAL INFORMATION CONTACT:
REGISTRATION CHAIR – LAURELYN BERGFELD, CCLS -
(818) 395-2490**



Annual Conference Seminars

LEGAL SPECIALIZATION SECTIONS SEMINARS

May 18 and 19, 2018
 Beverly Garland Hotel
 4422 Vineland Ave., North Hollywood, CA



The last day to register without a late fee is May 11, 2018.

LSS MEMBER Free with Advanced Reservations \$5 at the Door/After Deadline -- Handout Only: \$5	NON-LSS MEMBER \$15 with Advanced Reservation \$20 at the Door/After Deadline -- Handout Only: \$15
Friday, May 18, 2018, 1:30 p.m. to 3:30 p.m.	
<i>Probate and Estate Planning</i> Complex Trusts Alex Bruno Bruno Group Inc. <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	<i>Federal Law</i> The Surprising Origin, Continued Relevance, and Uncertain Future of Privacy in Our Data Driven Age Michael Maddigan Hogan Lovells US LLP <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER
Friday, May 18, 2018, 4:00 p.m. to 6:00 p.m.	
<i>Criminal and Family Law</i> Asylum/Special Immigrant Juvenile Status Amy Woo Lee and Jossiel Moreira Kids in Need of Defense – KIND <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	<i>Law Office Administration</i> Common Sense and Fake News: A First Amendment Discussion Jeremy Geltzer <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER
Saturday, May 19, 2018, 4:00 p.m. to 6:00 p.m.	
<i>Specialty Law</i> Broadcast Networks: Regulatory and Legal Aspects of Social Media Use in Content Promotion and Marketing Mary Luppi Basich, SVP, Business and Legal Affairs, Digital Content, Fox Networks Group Julia Pecano, VP, Business and Legal Affairs, Digital Media, Fox Networks Group <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	<i>Civil Litigation</i> Liability Issues and Litigation Involving Transportation Network Companies (Uber, Lyft) and Autonomous Vehicles Roxanna M. Robertson and Joanna Auchettl Clerkin, Sinclair & Mahfouz, LLP <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER

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California Certified Legal Secretary


By: Elizabeth Madden, CCLS

Word Search

e i a r j s o w p h y p o t h e c a t e
z z s e o w u c f q d i c t u m f e i g
x r s s u t p a i w m t i m u m v l w j
h e u l j h p x s d r c t w h f c d e c
v s m x y k g u x p z c k t l p f f i a
l i p f p n n w y u o l w a x d z p q v
q p s i a g s u e k m n g o c j s y u e
s s i a i d v i n a f r t f c o u k o a
n a t t h a f a i c a u b e f y c p w t
e l n u m r n r t n p c s a z o v w a e
d o k j y t u t t i h r c w r d p c r m
n q j r w c u e e z c t o p u u e s r p
e u j r r n d v j b o h u t y b h u a t
p i y e s e e w l m e s d i u q s l n o
s t p z l k i u k k j l o f o n h o t r
i u g i v k q c j u r j l d p b c h o m
l r c n t p w j r i h j t u p d d a r i
o t z x v u h i l x q d h u m t i b f w
o v u t f d s b o w r r a r j j g j g c
d o n a e r h y k q a p n v k h a o i p

antebellum -- before the war
assumpsit -- he undertook
caveat emptor -- buyer beware
corpus juris -- body of law
dictum -- an authoritative statement
fiat -- sanction
flagrante delicto -- in the very act of committing a crime

hypothecate -- to post as security
ipso facto -- by the fact itself
nunc pro tunc -- now for then
per curiam -- by the court
quo warranto -- by what right or authority
res ipsa loquitur -- the thing speaks for itself
sua sponte -- on one's own initiative




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CCLS ON-LINE STUDY GROUP

July 8, 2018 – September 9, 2018



California
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If you are interested in studying for the California Certified Legal Secretary ("CCLS") Exam,** join LSI's CCLS On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed (see *CCLS Information Kit* on LSI website for a description of the sections of the exam).

Lectures (MP4) and materials will be posted no later than 7 pm on Sundays. Students may complete the material at their convenience. Access information will be provided upon enrollment in the classes.

***** NEW *****

Individual modules for each section of the CCLS Study Group are now available!

If you only need to study for a few sections, you may purchase individual modules for immediate upload at any time during the then-current Study Group class. You may also purchase all sections if you would prefer to study at your own pace.

Reminder – all material is intended for individual use only, and not for local association study groups

Students will be provided with homework and handouts. **Students are responsible for providing their own *Law Office Procedures Manual, The Gregg Reference Manual (11th Ed.), California Style Manual (4th Ed.), and Pocket Guide to Legal Ethics, NO LATER THAN the start of the classes.*** Students are also encouraged to have the CCLS Study Guide.

***All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LSI's website.*

CCLS STUDY GROUP REGISTRATION
(Please type or print clearly)

Name: _____ Association: _____ LSA/LPA
Phone: _____ Email: _____

10-Week Study Group:
First time participation: _____ \$100 Members _____ \$150 Non-Member
Subsequent participation: _____ \$ 50 Members _____ \$ 75 Non-Members

Individual Modules: (\$15 each Members; \$25 each Non-Members)

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DEADLINE TO REGISTER IS JUNE 22, 2018. Send registration to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 101 W. Broadway, Ste. 1700, San Diego, CA 92101 or email lsiccls@outlook.com (with credit card information). You may also pay via PayPal at www.lsi.org. **NO REFUNDS AFTER JULY 2, 2018.**

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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** **Saturday, March 16, 2019**
 Southern California **Saturday, September 15, 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"/> Payable to "LSI" Mail to above address	PayPal <input type="checkbox"/> 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	

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 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. March 2018

Law Office Products & Management

By: Gisele Mitsuk



Are you a computer guru and always looking to see if there’s something more you can learn to hone your craft? Or, are you a little tentative with the computer and looking to improve your talents? Or, somewhere in between?

Whichever category you fall into, I hope that I can help you learn a new trick or two to help make your day-to-day computer experience just a little bit better. After all, knowing shortcuts and maximizing your keyboard use can help you be more efficient and allow you to focus on the task at hand.

I have some ideas on tips that might be handy, but please let me know if you have a question, request or suggestion. I’ll do my best to share tips and tricks that can help you. You can remain anonymous if you like. So don’t be shy, write to me at gmitsuk@gmail.com.

Windows OS

Do you ever have too many windows open and just want to minimize all and open only the window(s) you need? It’s easy! There are a couple of ways to do this. And don’t worry, this only **minimizes** your windows, it does **not** close any windows. The windows remain open in your taskbar.

Windows 7 and 10 – Keyboard Shortcut

Windows key + M (minimizes all windows) (See Figure 1.)

Windows key + M (pressing these keys again brings them back*)

*Note: Bringing all of the windows back does not work with Windows 7 using this keyboard shortcut.



Figure 1. Windows key. Image courtesy of Wikimedia Commons user, LouisCYUL.

Windows 7 and 10 – Using the Mouse

Right click on your taskbar. Select **“Show the desktop”** (like magic, your windows are minimized!)
Right click on your taskbar. Select **“Show open windows”** (like magic, your windows reappear!)



Figure 2. Minimize windows bar on Windows 7.

Windows 7 – Using the Mouse

Click the **“Show Desktop”** button to the far right of your digital calendar/clock on your task bar. (See Figure 2.)

And like magic, your windows are minimized!

Click the **“Show Desktop”** button again.

And like magic, your windows reappear!

Hover over the button and it will **“peek”** at the desktop.

Once all windows have been minimized, hover over the icons in your taskbar and select the one(s) that you want to see. Now you can continue working with less desktop clutter.

Law Office Products & Management, cont.

Microsoft Excel Tip #1

Have you ever wanted to show two lines of text in a cell but you want a little more control than wrapping text? This one is fun and it's also easy to do. The way you do this is by inserting a soft return.

Soft Return within a cell = **Alt + Enter**

You may need to change the row height to show the second line if Excel doesn't do this automatically. You have two methods to manually make the row taller.

Method 1: Click and drag the **bottom border** of the row to make it taller. (less exact) (See Figure 3.)

Method 2: Select any cell in the row you want to modify. Right click on the row number to the far left. Select **"Row height."** Enter the row height that works for you. (more precise)

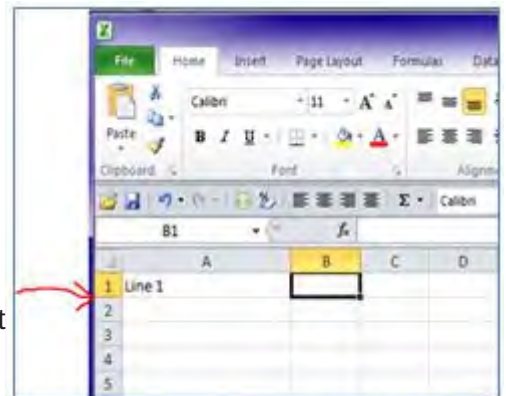


Figure 3. Manually adjusting row height.

Microsoft Excel Tip #2

Have you printed an excel worksheet and instead of the spreadsheet "printing nicely" on one page, it prints on multiple pages and makes it more difficult to follow the data? Rest assured, we have two ways you can remedy this situation.

Method 1: Change your view and adjust the page breaks. Change from the default **"Normal"** view (red arrow) to **"Page Break Preview"** view (blue arrow). (See Figure 4.)

Now you can click and drag the page break line to where *you* want the page to break.



Figure 4. "Normal" view and "Page Break Preview" view.

Method 2: Set the worksheet to print on one page wide by one page tall.

- (1) Select the **"Page Layout"** tab.
- (2) In the **"Page Setup"** group, expand this selection by clicking on the expand arrow. (See Figure 5.)
- (3) Under the **"Page"** tab in the **"Scaling"** group, select the radio button next to **"Fit to: 1 page(s) wide by 1 page(s) tall."** Here you can adjust your printout to be one page wide by one page tall (or any combination). Here you have a lot of control over your Excel print-out. Poke around and have fun!

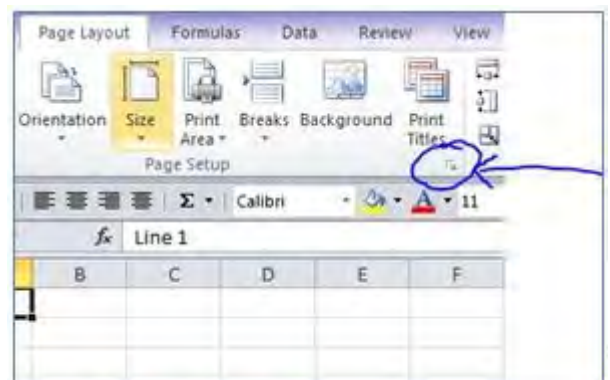


Figure 5. Page Setup options.

Pro Tip: Remember, Excel spreadsheets are often printed, not just viewed on the computer. Be proactive and try to setup your worksheet to print nicely before sharing the file.

Looking ahead... In the next edition of The Legal Eagle I plan to share Word and Outlook QAT (Quick Access Toolbar) tips and inserting dynamic checkboxes. Let me know what you want to see!

Member News

By: Crystal Rivera

TIME TO RENEW YOUR MEMBERSHIP

Renewals are due May 1 and considered late June 1. Updated forms have been posted on SLSA's website. You can renew online and pay via PayPal or credit card, or renew by mail and pay by check.

CONDOLENCES

Our condolences go out to LSI President Jennifer L. Page, CCLS, whose father, Andrew Merklng, passed away April 21, 2018. Please keep President Jennifer and her family in your thoughts and prayers. Details regarding services have not yet been finalized. Expressions of sympathy and condolences may be sent to President Jennifer at P.O. Box 150427, San Rafael, CA 94915-0427.

Happy May Birthdays!



- Micky Kelly, CCLS - May 6
- Christina Witt - May 6
- Deseree Aguillen - May 11
- Joanie Mather - May 13
- Johanna Gibson Ford - May 26
- Jessica Patton - May 27
- Rosanna Keenan - May 28
- Jeanette Osman-Bravard - May 30

Law Day 2018

**Friday, May 11, 2018
11:30 a.m. – 1:00 p.m.
Historic City Hall Council
Chambers
915 I Street, 2nd Floor,
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You are cordially invited to a panel discussion about the fundamental framework of our government - the separation of powers among the executive, judicial and legislative branches - from the perspective of representatives of each branch. This is a unique event that you will not want to miss.

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An application requesting MCLE credit for this activity is pending for approval by the State Bar of California.

*MODERATOR: Professor Leslie Jacobs,
UOP, McGeorge School of Law*



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Brenda is a legal secretary with Boutin Jones Inc. in their Litigation Department. She has been a member of SLSA since 2014, and was Vice President from 2016-2017 and Secretary from 2015-2016. She has been in the legal field for 30+ years.
president@slsa.org



Kelly Leca
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Kelly is the Administrative Assistant at Messing Adam & Jasmine LLP. Kelly has been a member of SLSA since 2016. She has been in the legal field for 7 years.
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Marci is a civil and bankruptcy litigation secretary at Downey Brand LLP. She has been in the legal field for 30+ years and has held several positions including paralegal, office manager, and legal secretary.
treasurer@slsa.org



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Governor

Jan is a litigation secretary and docket clerk for Murphy Austin. She has been in the legal field for 30+ years and was awarded Lifetime membership in SLSA. She has served SLSA in many capacities over the years, including President (2002-2004).
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Crystal Rivera
Executive Advisor

Crystal is a legal secretary at Somach Simmons & Dunn, an environmental law firm. She has been a legal secretary since 1979. She has served SLSA in many capacities over the years, including President (2015-2017).
executiveadvisor@slsa.org



Astrid Furstner, CCLS, OCP, CORE Registered Paralegal Parliamentarian

Astrid has been a paralegal for 15+ years, with a specialization in environmental law and litigation. She was awarded Lifetime membership in SLSA. She has served SLSA in many capacities over the years, including President (2005-2007, 2010-2011).
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