

# The Legal Eagle

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## Current and Upcoming Events



SLSA Board Meeting



LSS Seminars at Quarterly Conference  
Reno, NV



SLSA Dinner Meeting  
Register by October 14



SLSA Board Meeting



LSI Quarterly Conference Starts



SLSA Dinner Meeting  
Register by November 11

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# President's Message

By: Brenda Bracy, CCLS

As we approach the beautiful fall in Sacramento, I hope everyone had a great summer. The fall is my favorite season. I love the colors and the cooler weather.

Our Reno Bus Trip is scheduled for October 6, 2018. This is such a blast, and we always have a lot of fun. The flyer is on the website. We will have a lot of raffle prizes for this event. During the bus ride we play games, drink, eat, and give away raffle prizes. If you don't like to gamble, the Italian Festival is also going on that day so you can walk around and check that out instead. You can sign up on the SLSA website. This is a fundraiser for SLSA and we hope to get all of the seats filled.

The Fairytale Town Safe & Super Halloween is another big event for SLSA. We volunteer and give out candy and do crafts with the kids during the whole event. This year the event has added an additional day. It runs October 19, 20, 21, and 28. We are located in King Arthur's castle. We need volunteers and candy donations! The theme is "Dinosaurs" and you can dress up in costume or not. It is a lot of fun working with the kids on the crafts and seeing all of the costumes that come through. Please sign up to work at one or more nights of the event, or get your office involved with candy donations.

We currently have two board positions available, Secretary and Vice-President. This is the second year that we have not had a Vice-President. It is very rewarding to serve on the Board of this association. I have enjoyed my time on the Board since the beginning. If you are interested in one of the positions on the Board, please let me know.

We have many new members in our association this year. Please reach out to our new members and make them feel welcome. Become more involved this year. If anyone is interested in being on a committee, please reach out to me or any Board member. We could use more help and it is always rewarding to be involved. We do a lot of volunteer work in the community and we can't commit to these events without members signing up to assist us.

Our parent corporation, LSI, has online webinars that you, as members, can sign up for and attend as many of these courses as you wish. A few members from my firm attend these classes to gain knowledge, as well as get their required CCLS credits. Non-SLSA members can sign up for the classes as well, but they have to pay a higher price. You can check out these classes on the LSI website at [www.LSI.org](http://www.LSI.org). If you attend any seminar, please send our Governor, Jan Ainsworth, an email that you attended, or go to our website, [www.SLSA.org](http://www.SLSA.org) and fill out the CAPs form. We get points for members attending any LSI classes, whether it be in person or online. I have attended LSI classes in person, and one via a webinar. They offer great courses and I find them very helpful.

I look forward to seeing everyone at SLSA events and meetings this year. Please feel free to contact me if you have any questions, suggestions, or comments to [president@slsa.org](mailto:president@slsa.org).





# Sacramento Legal Secretaries Association

## Dinner Meeting - October 18, 2018



**Old Spaghetti Factory**  
**1910 J Street - Sacramento**

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



## Sacramento Superior Court - 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 **0.50 hours** by the State Bar of California.

**RSVP by Midnight on Sunday, Oct. 14\***

### Two Ways to Register:

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

**\$30 SLSA Members / \$35 Non-Members**  
**Add \$5 after deadline**

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

Corene Rodder  
Registration/Reception Chair 2018-2019  
c/o Somach Simmons & Dunn  
500 Capitol Mall, Suite 1000  
Sacramento, CA 95814

### Dinner Menu – Choice of:

- Chicken Parmigiana (with Pasta)
- Spaghetti with Meatballs
- Vegetarian Pasta Plate

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

**Thank You to Our Valued Vendor Partners!**

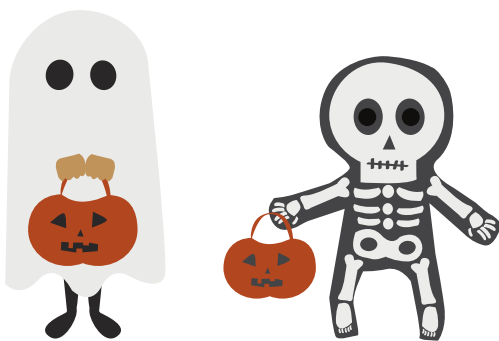


*\*Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.*

# Volunteers and Candy Needed!

Every year, SLSA volunteers at **Fairytale Town's Safe & Super Halloween** event and SLSA gets to be in King Arthur's Castle. The volunteers love handing out candy and seeing all the cute costumes on the children that come through our little part of the event. **We only need four hours of your time on 10/19, 10/20, or 10/28, will you help?**

Please contact Deseree Aguilien at [daguillen@stonegraves.com](mailto:daguillen@stonegraves.com) if you can volunteer your time or candy!



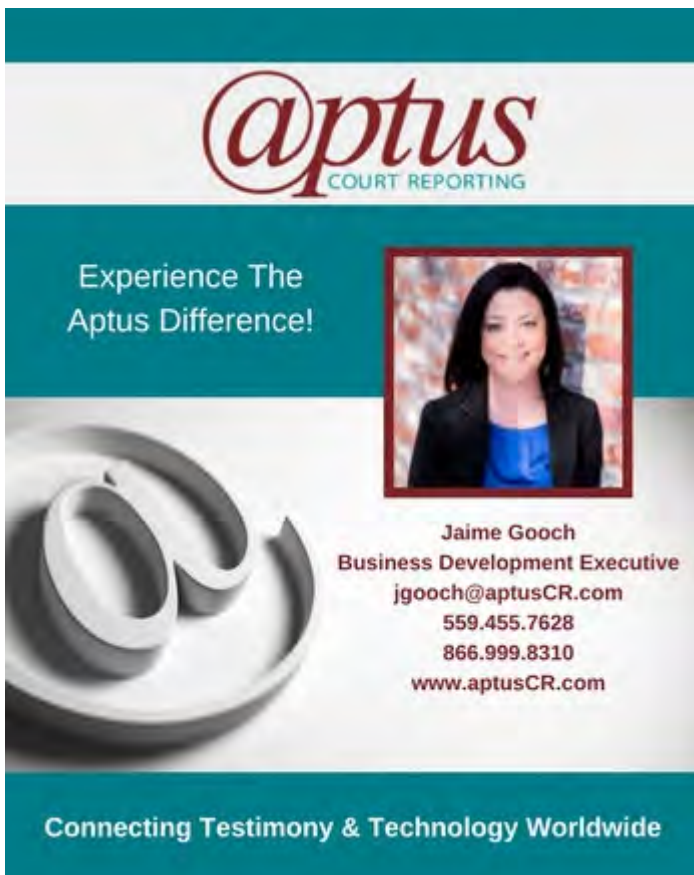
# Governor's Report

By: Jan Ainsworth

This report (unlike the others - wink) will be short and sweet.

LSI's Second Quarterly Conference will be held at The Silver Legacy Hotel, Reno, Nevada, November 9-11, 2018. Host Association Santa Clara County LPA. I will be in attendance. Will you? We would love to see you there and only 2.5 hours away - perfect for a day trip.

CAPs to date: 12,475 points.



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## Editor's Note

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



# 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](mailto:jainsworth@murphyaustin.com) OR [governor@slsa.org](mailto:governor@slsa.org))

# Upcoming Conferences



November 2018 Quarterly Conference  
Silver Legacy Hotel & Casino, Reno, NV.  
Dates: November 9-11, 2018  
Scrip - \$120 / Room - \$110  
Host Assn: Santa Clara County LPA

February 2019 Quarterly Conference  
Viejas Casino & Resort Hotel, Alpine, CA  
[Opposite the Viejas Factory Outlet Mall]  
Dates: February 15-17, 2019  
Scrip - \$150 / Room - \$167.63  
Host Assn: San Diego County LSA

May 2019 Annual Conference  
DoubleTree by Hilton Fremont/Newark  
Newark, CA  
Dates: May 15-19, 2019  
Scrip - \$135 / Room - \$159  
Host Assn: Alameda County LSA

August 2019 Quarterly Conference  
Hilton Los Angeles North/Glendale, Glendale, CA  
[Nearest Airport: Bob Hope/Burbank]  
Dates: August 15-18, 2019  
Scrip - \$182 / Room - \$175  
Host Assn: San Gabriel Valley LSA

November 2019 Quarterly Conference  
Hilton SF Financial District, San Francisco, CA  
[Located across the street from Chinatown]  
Dates: November 21-24, 2019  
Scrip - \$165 / Room - \$185  
Host Assn: Alameda County LSA

February 2020 Quarterly Conference  
DoubleTree Hotel, Modesto, CA  
Dates: February 21-23, 2020  
Scrip - TBA / Room - TBA  
Host Assn: Stanislaus County LPA

May 2020 Annual Conference  
Hilton Arden-West, Sacramento, CA  
Dates: May 7-10, 2020  
Scrip - \$138 / Room - \$149  
Host Assn: Sacramento LSA

August 2020 Quarterly Conference  
Stockton Hilton, Stockton, CA  
Dates: August 21-23, 2020  
Scrip - \$135 / Room - \$149  
Host Assn: Stockton/San Joaquin County LSA

Updated 8/23/18





# Member News

By: Crystal Rivera

Welcome, and congratulations to the following new members of SLSA.

## ACTIVE MEMBERSHIP

**Susan Finch** – Susan is a Legal Secretary at Kennaday Leavitt Owensby PC, and has been employed as a legal professional since 2008. She specializes in litigation, employment and personal injury. She celebrates her birthday on July 10 and enjoys running, yoga, hiking, kayaking, reading, and wine tasting.

**Josefina Garcia** – Josefina is a Legal Secretary at Boutin Jones, and has been employed as a legal professional since 2003. She specializes in bankruptcy, business/corporate law, family law, litigation, and real estate law. She celebrates her birthday on August 8. She is bilingual (Spanish), and enjoys writing and painting.



Crystal Rivera, Josefina Garcia, Brenda Bracy, CCLS

## CONDOLENCES

Long-time LSI member and former Legal Specialization Sections Coordinator, Dee Woline-Johnson of Orange County LPA, recently suffered a stroke. She is recuperating and would be cheered by messages from all of her LSI friends. Cards may be sent to Dee at:

Dee Woline-Johnson  
105 Via Estrada, #B  
Laguna Woods, CA 92637-8322

## ON THE MOVE

Lynne Prescott, CCLS, is now at Somach Simmons & Dunn.

# Happy October Birthdays!



- Astrid Furstner, CCLS - October 9
- Lisa Haddix - October 13
- Erica Dillard - October 28
- Jennifer Estabrook, CCLS - October 30
- Maria Reyes - October 30

# Law Office Products & Management

By: Gisele Mitsuk

“It’s truly fascinating how smart, successful people approach problems. Where others see impenetrable barriers, they see challenges to embrace and obstacles to overcome.”  
-Dr. Travis Bradberry

Hello SLSA members! The past few newsletters I’ve submitted articles on tips & tricks. I enjoy sharing time-saving keystroke tips and neat tricks to do with software. This month, I want to share with you about law office [interpersonal] management. While we may be legal secretaries, paralegals, administrative assistants, attorneys, clerks, or any other non-management employee, law office management applies to each individual in a law firm. To be successful, we must calibrate our mindset for success. Perhaps you’re already doing great in your employment, or perhaps you are looking to make a switch. Allow me to share with you an article I read. This article inspires me. Perhaps it can inspire you, too.

Dr. Travis Bradberry, Coauthor of Emotional Intelligence 2.0, wrote “**Seven Challenges Smart People Overcome**” (10 July 2018). I’ll paraphrase his article and highlight his insights. A link to the full article is included below.

The 7 challenges that smart people overcome are: AGE, TOXIC PEOPLE, WHAT OTHER PEOPLE THINK, FEAR, THE PAST OR THE FUTURE, and THE STATE OF THE WORLD.

**AGE** Age is just a number. Anyone at any age, young or old, is capable of great things. Don’t let anyone tell you that you can’t learn or can’t do something because you are too old or too young. Follow your heart and your passion. *[I’ll interject here with a parallel as proof that you aren’t too old to do something. Google the names “Ida Keeling” and “Man Kaur”. Inspirational people, aren’t they?]*

**NEGATIVITY** It’s easy to get caught up in a pity party. If you find yourself disappointed or upset, give yourself a couple of minutes to process it and move on. Write it down in a dozen words or so, if it’s particularly difficult to shake. Then recognize what you do have to be grateful. Don’t waste time and energy being negative. Find the best solution available, resolve the problem, and move on.

**TOXIC PEOPLE** Negativity breeds negativity. And positivity breeds positivity. If you keep positive company, you will be positive. If you allow the negative nellys of the world to keep space in your circle, they’ll drag you down. If you aren’t happy with life, take inventory of those with whom you keep company. Chances are that the ones you surround yourself with are the “root of your problems.”

**WHAT OTHER PEOPLE THINK** You know the phrase, “keeping up with the Joneses”? When you compare yourself to others, you are depriving yourself of control of your destiny. It’s not possible to tune out all thoughts of what others think of you, but you need to take others *opinions* of you with a grain of salt. Also, keep your accomplishments on a separate playing field than others around you.

# Law Office Products & Management, cont.

*“When smart people feel good about something that they’ve done, they don’t let anyone’s opinions take that away from them.” -Dr. Travis Bradberry*

**FEAR** Fear is instilled by the imagination while danger is real. Fear is not required. When you cognitively choose to tackle your fears, you own your destiny. When you conquer your fears, you can feel a sense of euphoria that can fuel further successes.

**THE PAST OR THE FUTURE** Similar to fear, the past and the future are concepts in our minds. To reach your full potential, live in the present. To live in the moment you need to: make peace with your past, and accept the uncertainty of the future. Don’t impose unnecessary expectations upon yourself. *[I’ll draw another parallel. Have you noticed that cats, dogs, horses, animals in general, they all live in the moment? Their lives are simpler and more enjoyable not being concerned about what happened in the past or worrying about what might happen in the future. We can mimic that mindset and embrace what we have now. We can then thrive in the moment.]*

*“Worrying is like paying a debt you don’t owe.” -Mark Twain*

**THE STATE OF THE WORLD** There is plenty of negativity shown throughout the news (fake, not fake, local, and global). It’s easy to think the world is “headed downhill fast.” Maybe it is, maybe it isn’t. Since it isn’t something that you can control, don’t let it consume you. Concentrate your energy on that which is within your power – your attention and your efforts. Look for the good. Focus your energy on the positive impacts you can make – small or large.

In sum, your success is driven by your mindset. Through discipline and focus, the 7 obstacles shared above may never hold you back from achieving your full potential.

\*\*\*\*\*

If you’d like to read the full article, you can visit this link:

<https://www.linkedin.com/pulse/seven-challenges-smart-people-overcome-dr-travis-bradberry/>

Looking ahead... I’m open to your input as to what should be included in Law Office Products & Management in the next edition of The Legal Eagle. Let me know what you want to see!





# BEGINNING LEGAL SECRETARIAL TRAINING CLASS



LSI will be offering its Beginning Legal Secretarial Training Class online. This class will be an eight-week, work-at-your-own-pace online session commencing January 7, 2019 and ending March 4, 2019. During the classes, the following topics will be covered:

- |   |  |
|---|--|
| Introduction to the Law Office            | Service of Legal Documents                     |
| Duties of the Legal Secretary             | Preparing a Proper Caption                     |
| Effective Telephone Skills                | Preparation of Documents Filed with the Court  |
| Effective Oral Communication Skills       | Basics of Civil Litigation Interrogatories     |
| Calendaring and Timetables                | Demand for Production of Documents             |
| Basic Grammar Skills                      | Requests for Admissions                        |
| Transcription and Proofreading Techniques | Depositions/Deposition Subpoenas               |
| Court Structure                           | Demand for Physical Examinations               |
| Citations                                 | Discovery Timelines, Service and Verifications |

### CLASS SESSION OPENS ON MONDAY, JANUARY 7, 2019

Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.

The cost of the training class, which includes the Legal Secretary's Reference Guide, is \$180 for LSI members/\$250 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate from LSI.

### BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION (Please type or print clearly)

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

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

\$180 LSI Member \_\_\_\_\_ Association: \_\_\_\_\_ LSA/LPA  
\$250 Non-LSI Member \_\_\_\_\_

Payment: Check # \_\_\_\_\_ (made payable to LSI)  
(Note: Checks must clear before books will be mailed and may cause a delay in access to the class.)

Name on Card: \_\_\_\_\_

Visa/MC Credit Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ 3-digit CVV No.: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email registration form **NO LATER THAN January 2, 2019**, to LSI Legal Professional Training/ Seminar Chair, [training@lsi.org](mailto:training@lsi.org) or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at [www.lsi.org](http://www.lsi.org) with PayPal. Keep in mind books will not be mailed until registration is processed. For further information or inquiries, email [training@lsi.org](mailto:training@lsi.org). No refunds after January 7, 2019. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.

**LSI – Educating California's Legal Professionals**

# September Vendor of the Month

By: Jennifer Estabrook, CCLS

Our vendor of the month was Daphne Bettencourt-Boyd of Adams & Martin Group. Founded in 1994, Adams & Martin is an award-winning staffing company specializing in recruiting and placing legal secretaries, paralegals, attorneys and support positions in all practice areas, helping talented candidates get connected with full-time positions or hiring them to represent Adams & Martin on projects at some of the most prominent law firms and corporate legal departments in the nation. They are also a division of Roth Staffing Companies, LP, the only staffing firm ever to be ranked #1 on Inc. magazine's Top 500 list of America's fastest growing, privately-held companies and the recipient of awards for quality and service excellence in alignment with Malcolm Baldrige criteria, and were one of the first staffing companies to provide full benefits to temporary employees. For more information on Adams & Martin Group's organization and services, contact their Sacramento office at 1425 River Park Drive, Suite 540, (916) 571-7540, or at [www.adamsmartingroup.com](http://www.adamsmartingroup.com).

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If your company is interested  
in being a Vendor of the  
Month for SLISA,  
please contact  
Jennifer Estabrook, CCLS at  
[jestabrook@somachlaw.com](mailto:jestabrook@somachlaw.com)



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Please Join Us For A  
Legal Specialization Section  
Webinar on

# Ethics

## Rules of Professional Conduct, Part Two

November 1, 2018, 12-1 pm

Our Speaker David C. Carr, Esq. is an active member of the  
San Diego County Bar Legal Ethics Committee.

There are over 70 new rules this year, and Mr. Carr will continue to discuss the most important ones  
in this in this two part series. One (1) hour of participatory Ethics credit will be given for this webinar.

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

All Legal Specialization Section Members	LSI / Local Association Member	Non-LSI Member or Attorney
Free with Reservation Registration is \$5 after October 22, 2018. <input type="checkbox"/>	\$10 with Reservation Registration is \$15 after October 22, 2018. <input type="checkbox"/>	\$15 with Reservation Registration is \$20 after October 22, 2018. <input type="checkbox"/>

### REGISTRATION WILL CLOSE ON OCTOBER 26, 2018.

No refunds after October 22, 2018.

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Local LSI Association: \_\_\_\_\_ (No abbreviations.)

Questions for the Speaker: \_\_\_\_\_

CLE Certificate Requested:  CCLS --  Paralegal --  Attorney [Bar No. \_\_\_\_\_]  
Payment:  Check (made payable to LSI)  Credit Card or PayPal Available at [www.lsi.org](http://www.lsi.org)

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

Renee M. Evans, CCLS, Webinar Section Leader  
c/o Dentons US LLP, 4655 Executive Dr., Suite 700,  
San Diego, CA 92121; Email: [lswebinar@lsi.org](mailto:lswebinar@lsi.org)



*The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that this seminar has been approved for One (1) Participatory and Ethics MCLE credit by the State Bar of California.*

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



**PLACER COUNTY LEGAL PROFESSIONALS ASSOCIATION  
PRESENT**

**FALL LUNCHEON**  
**AND**  
**BUNCO**

**SATURDAY, OCTOBER 20, 2018**

**12:00 – 4:00 P.M.**

**SALAD AND BAKED POTATO BAR**

**AUBURN SENIOR CENTER  
550 High Street, Auburn, CA**

**\$20 PER PERSON ADVANCE PURCHASE (or reservation)  
\$25.00 AT DOOR**

**Portion of Proceeds to:  
Local Charities, Educational  
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MARY AYALA (916) 788-1960 (WORK)  
Email: maryayala44@yahoo.com**

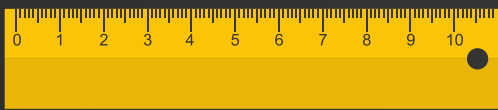


# California Certified Legal Secretary

By: Elizabeth Madden, CCLS

Circle the correct plural or possessive.

- 1. VIRUS  
A. virus B. viruses
- 2. ARCH  
A. arches B. archs
- 3. EPOCH  
A. epoches B. epochs
- 4. SOLILOQUY  
A. soliloquys B. soliloquies
- 5. ATTORNEY GENERAL  
A. attorneys general B. attorney generals
- 6. STANDBY  
A. standbies B. standbys
- 7. ZERO  
A. zeros B. zeroes
- 8. HANDFUL  
A. handfuls B. handful
- 9. MR. & MRS. GOODMAN  
A. the Goodmen B. the Goodmans
- 10. HERO  
A. hero's B. heroes'
- 11. HE  
A. he's B. his
- 12. SHE  
A. she's B. her
- 13. BROTHER-IN-LAW  
A. brother-in-laws B. brothers-in-law
- 14. TWENTY  
A. twenties B. twentys
- 15. TYPO  
A. typos B. typos



- ABSCOND - HIDE OR SNEAK AWAY TO AVOID ARREST, A LAWSUIT, OR CREDITORS**
- ACQUIESCENCE - SILENT AGREEMENT KNOWING ABOUT AN ACTION OR OCCURRENCE AND REMAINING QUIETLY SATISFIED ABOUT IT, OR APPEARING TO BE SATISFIED**
- AFORESAID - ARCHAIC TERM MEANING SOMETHING PREVIOUSLY MENTIONED IN THE SAME DOCUMENT**
- BONA FIDE - IN GOOD FAITH MEETING ALL THE REQUIREMENTS**
- CAPRICIOUS - NOT BASED ON FACT, LAW, OR REASON**
- CONCILIATION - THE PROCESS OF BRINGING TOGETHER TWO SIDES TO AGREE TO A VOLUNTARY COMPROMISE**
- DEVIATION - A DEPARTURE FROM USUAL CONDUCT, SUCH AS AN EMPLOYEE'S USE OF WORK TIME FOR PERSONAL BUSINESS**
- DIGEST - A SUMMARY OF LAW OR LEGAL PRINCIPLES WHICH CONDENSES OR EXPLAINS THE INFORMATION**
- ERGO - THEREFORE CONSEQUENTLY HENCE**
- ONEROUS - UNREASONABLY BURDENSOME OR ONE-SIDED**

Answers: 1. B; 2.A; 3. B; 4.B; 5.A; 6.B; 7. A or B; 8. A; 9. B; 10. A or B; 11. A or B; 12. A or B; 13. B; 14. A; 15. B





LEGAL SECRETARIES, INCORPORATED

**CCLS ON-LINE STUDY GROUP**

January 6, 2019 – March 10, 2019



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)

\_\_\_\_\_ California Legal Procedure \_\_\_\_\_ Legal Terminology \_\_\_\_\_ Legal Computations  
 \_\_\_\_\_ Skills \_\_\_\_\_ Reasoning & Ethics  
 \_\_\_\_\_ Law Office Administration \_\_\_\_\_ Ability to Communicate Effectively

Payment: Check # \_\_\_\_\_ Credit Card # (Visa/MC only) \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

**DEADLINE TO REGISTER IS DECEMBER 26, 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 [lsicccls@outlook.com](mailto:lsicccls@outlook.com) (with credit card information). You may also pay via PayPal at [www.lsi.org](http://www.lsi.org). **NO REFUNDS AFTER DECEMBER 28, 2018.**

*STRIVE FOR SUCCESS – BE A CCLS!*



**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**  **Saturday, March 16, 2019**  
 (Select one)  **Southern California**  **Saturday, September 21, 2019**

- **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.

<b>EXAMINATION FEES</b> (Select Payment Type)	<b>Check</b> <input type="checkbox"/> Payable to "LSI" Mail to above address	<b>PayPal</b> <input type="checkbox"/> Email exam application to <a href="mailto:CCLSCertifyingBoard@gmail.com">CCLSCertifyingBoard@gmail.com</a> Payment link will be provided upon confirmation of eligibility to sit for exam.
<b>LSI Members</b> <input type="checkbox"/>	<b>Non-LSI Members</b> <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) 45.00	Late Fee (if applicable) 45.00	
<b>TOTAL DUE w/o Late Fee: \$125.00</b>	<b>TOTAL DUE w/o Late Fee: \$175.00</b>	

### 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. September 2018





## Sacramento Legal Secretaries Association

**Charitable Project for Loaves & Fishes  
Winter/Christmas 2018**

The tradition stays alive! SLSA is participating in the Loaves & Fishes Stocking drive for 2018. Last year our membership donated *60 full stockings*. Let's try to fill *65* this year! You can help by donating items from the lists below. Cash donations also accepted to purchase missing items to fill the stockings at the December meeting. You can also volunteer to help fill the stockings at the December meeting. (No sign-up needed, just stay after the meeting and have fun with us!)

General

- **Christmas Stockings** - new or gently used
- **Gift Cards** - McDonalds/Target/Walmart
- **Playing cards, gum, hand warmers**
- **Kids' toys** – inexpensive, small and simple are best



Clothing

- **Socks** – new, one size fits all (men, women, children)
- **Knit/stretch hats/beanies** – new, one size fits all
- **Knit/stretch gloves** – new, one size fits all
- **Knit scarves** – new, one size fits all
- **Shoelaces** – new, adult or children



Travel-sized Toiletries

- **Toothbrushes/toothpaste, combs/hair brushes, deodorant, feminine products, Chapstick**
- **Hand lotion, Vaseline, soap, hand sanitizer, tissue packs, Q-tips, shampoo, conditioner, shaving razors, shaving gel or shaving cream**

**NOTE!** Donations can be brought to the **November** and **December** dinner meetings.

**NOTE!** Deadline for donations will be the **December** 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





# November 10, 2018



Deadline to register without late fee: November 5

Section Member - Free | All others - \$15

## 11:00AM - 12:00PM

*Federal Law*

### **Human Trafficking**

Mark Lasser, Esq.

*Law Office Administration*

### **Working In A Law Firm:**

#### **Get The Job - Keep The Job**

Diana Anderson, CCLS, Office Manager

\*\*This seminar only offers CCLS credit. No MCLE will be given.\*\*

## 3:00PM - 4:00PM

*Probate and Estate Planning*

### **Overview of Probate Administration**

Patricia A. Wenthe

Probate & Estate Services, Inc.

*Specialty Law*

### **Evolving Standards for Prequalification for Public Works Projects:**

#### **Avoiding the Berkeley Balcony Tragedy**

Aaron Gest, Esq.

## 4:30PM - 5:30PM

*Civil Litigation / Criminal & Family Law*

### **Gambling Addiction And The Drug Court Programs: Treating a Difficult Population**

Dani Danley, MS, Alison Ormaas, Esq., and Henry Sotelo, Esq.  
Reno Municipal Court Department 1

Legal Specialization Sections Seminars  
THE SILVER LEGACY HOTEL, RENO, NEVADA

## REGISTER ONLINE AT WWW.LSI.ORG

The Legal Specialization Sections are a program of Legal Secretaries, Inc., an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.0 hours each, by the State Bar of California unless otherwise specified.

Santa Clara County Legal Professionals Association Presents:



“FALL INTO WINTER”

November 9-11, 2018
LSI’s 2nd Quarterly Conference
Silver Legacy Resort
407 N. Virginia Street, Reno, Nevada 89501
www.silverlegacyreno.com



CONFERENCE REGISTRATION FORM

Name (as it will appear on badge):
Mailing Address:
City/State/Zip:
Cell/Home phone: Work phone: Email Address:
Local Association: [ ] LSA [ ] LPA
Please check if applicable (include title)
[ ] State Officer: [ ] State Chairman:
Please check if you are:
[ ] President [ ] Governor [ ] CCLS [ ] PLS

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

POSTMARKED ON OR BEFORE October 8, 2018 \$120.00
POSTMARKED ON OR AFTER October 9, 2018 \$130.00

INDIVIDUAL TICKETS:

Registration by October 8, 2018 @ \$20.00
Registration after October 9, 2018 @ \$30.00
Welcome Reception (Friday) @ \$25.00
President’s Luncheon (Saturday) @ \$26.00
Governor’s Luncheon (Saturday) @ \$26.00
Open Luncheon (Saturday) @ \$26.00
Banquet (Saturday) @ \$49.00
Brunch (Sunday) @ \$26.00

SPECIAL DIETARY REQUEST: [ ] Vegetarian [ ] Other:
TOTAL AMOUNT PAID: \$

MAKE CHECKS PAYABLE TO “SCCoLPA NOV 2018 CONF”

RETURN THIS FORM & PAYMENT TO: M’Liss Jarvis Bounds, 2018 Quarterly Conference Registration Chair
c/o Hoge, Fenton, Jones & Appel, Inc.
60 South Market Street, #1400
San Jose, CA 95113
Phone: (408) 938-3808 Email: sccolpaconference@gmail.com

TO PAY BY PAYPAL: www.sccolpa.org (payment includes transaction fee)
No refunds after October 8, 2018







**Santa Clara County Legal Professionals Association  
Invites You to Celebrate**

# **“FALL INTO WINTER”**

**LSI’s 2<sup>nd</sup> Quarterly Conference**

**November 9-11, 2018**

**Silver Legacy Resort**

407 N. Virginia Street, Reno, Nevada 89501

[www.silverlegacyreno.com](http://www.silverlegacyreno.com)



### **HOTEL REGISTRATION INFORMATION**

**BOOK EARLY! DEADLINE TO RESERVE ROOMS: OCTOBER 9, 2018**

For reservations PLEASE CONTACT RESORT DIRECTLY at 1-800-687-8733 or online at:  
<https://silverlegacvreno.reztrip.com/ext/promoRate?property=1080&mode=b&pm=true&sr=309449&vr=3>

**GROUP CODE:** ISSCCLP                      **Check in:** 3:00 p.m. - **Check out:** 11:00 a.m.

**ACCOMMODATIONS:** (plus applicable taxes and resort fee\*): **\$110** per night, single/double\*\*

**TRANSPORTATION:**

**Airport:** The Reno Tahoe International Airport (RNO) is 4 miles from the resort and a 12-15 minute drive by car.

**Car rental:** The Silver Legacy has arranged for discounted car rental rates for attendees. The Enterprise rental desk is located in the hotel lobby; cars can be rented and returned at the airport or the hotel. For Enterprise reservations, please call [\(775\) 322-4755](tel:7753224755) and use discount code L54H176.

**Shuttle:** The Silver Legacy offers airport shuttle service daily from 5 am-12 midnight, running every 30 minutes. The shuttle leaves the hotel valet on the hour and half hour and picks up at the airport at 15 and 45 minutes past the hour.

**Parking:** Self-parking garage and valet parking are both available.

**Driving:** The Silver Legacy, a landmark in downtown Reno, can be seen upon approach from any direction. The Silver Legacy is easily accessible from both the 395 and 80 freeways.

*For additional information contact:*

Elise Dresser/Linda Neuman

2018 2nd Quarterly Conference Co-Chairs

Email: [edresser@gmail.com](mailto:edresser@gmail.com) / [neumanlinda@hotmail.com](mailto:neumanlinda@hotmail.com)



\* “Resort Fee” includes roundtrip airport shuttle service; valet and self-parking at hotel; unlimited local and toll-free telephone calls; complimentary in-room wireless internet for two devices per room and in-meeting spaces; property-wide high speed Wi-Fi, use of hotel’s health spa; and boarding pass printing at concierge desk.

\*\* Guests are responsible for submitting a first night’s deposit to the hotel at the time reservations are made. Refunds will be issued if reservations are canceled 24 hours in advance of arrival date.



## The Continuing Education Council

PROUDLY PRESENTS



William J. Brunson, Esq.  
Director of Special Projects

Joseph Sawyer  
Director of Faculty Development and Online Education

## JUDGE'S SCHOOL

What Are Judges Taught at the National Judicial College?  
Who Attends the National Judicial College?

**FRIDAY, NOVEMBER 9, 2018\***

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

\*\*\*\*\*

Silver Legacy Hotel

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.





LEGAL SECRETARIES, INCORPORATED  
 CALIFORNIA CERTIFIED LEGAL SECRETARY  
**WORKSHOP REGISTRATION FORM**

**“Legal Computations – Basic Math?”**

Second Quarterly Conference  
 Silver Legacy, Reno, NV

**Saturday, November 10, 2018, 7:30 a.m. – 8:30 a.m.**

Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

Addition, subtraction, multiplication, and division – simple math, right? If you’re like me, sometimes 1 + 1 adds up to 3. Come to this workshop to find out how to do the basic math that is required for the Legal Computations section of the CCLS Exam. (Don’t forget your calculator for the mini quiz at the beginning of class!)

REGISTRATION DEADLINE: November 2, 2018

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@dsmw.com](mailto:quinton@dsmw.com).

# 2018-2019 Committee Members

Advertising  
Crystal Rivera

Audit (Financial Review)  
Kim Bogie, Gisele Mitsuk, Open

Benefits  
Mary Taylor

Budget Committee  
Crystal Rivera, Open (2)

Bulletin Editor  
Dawn Forgeur, CCLS

Bulletin Proofing  
Christie Kaelber, Jessica Patton,  
Shannon Kline

California Certified Legal Secretary  
Elizabeth Madden, CCLS

Charitable Projects  
Gisele Mitsuk

Day in Court  
Jessica Patton (Chair), Amber Pharr, Open

Employment  
Jaymie Moralez

Historian - Open

Interclub - Open

Law Office Products & Management  
Gisele Mitsuk

Legal Procedures - Open

Legal Professional of the Year/Boss of the Year  
Elizabeth Madden, CCLS  
Michelle Chavez, CCLS

Legal Secretarial Training  
Astrid Furstner, CCLS, OCP, CORE  
Dawn Forgeur, CCLS

LSI Annual Conference 2020  
Crystal Rivera  
Corene Rodder

Marketing & Membership  
Crystal Rivera

Nominations & Elections  
Crystal Rivera, Dawn Forgeur, CCLS, Open

Professional Liaison  
Dawn Willis

Programs - Dinner & Lunch  
Lynne Prescott, CCLS

Publicity  
Terry Olson

Reservations & Reception  
Corene Rodder

Scholarship  
Crystal Rivera, Lynne Prescott, CCLS

Vendor Liaison  
Jennifer Estabrook, CCLS

Ways & Means - Open

Website / Social Media  
Deseree Aguillen

Fairytale Town  
Deseree Aguillen, Christina Witt

Reno Bus Trip  
Crystal Rivera, Corene Rodder

# 2018-2019 Executive Board



**Brenda Bracy, CCLS  
President**

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.



**Marci Frazier  
Treasurer**

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.



**Jan Ainsworth  
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).



**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).



**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).





**We've got this.**

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