

The Legal Eagle

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Current and Upcoming Events

Nov 10 LSS Seminars at Quarterly Conference
Reno, NV

Dec 11 SLISA Board Meeting

Nov 13 SLISA Board Meeting

Dec 13 SLISA Dinner Meeting
Mock Trial and Ornament Exchange

Nov 15 SLISA Dinner Meeting
Register by November 11

Dec 25 Merry Christmas

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President's Message

By: Brenda Bracy, CCLS

I am pleased to announce that we now have a full board. I want to personally welcome Jaime Gooch from Aptus Court Reporting as our new Vice-President. Welcome Jaime! I also want to welcome back Shannon Kline as our Secretary. Welcome back Shannon! I am so happy that we have a full Board for the first time since I became your President. It is truly an honor to serve on the Board with all of you.



Our Reno Bus Trip was successful and those who attended had a great time. I want to thank everyone who attended and especially thank all of our vendors and members who donated raffle prizes. We had a lot of wonderful raffle prizes everyone enjoyed. We had several members from other associations attend this year. The bus was almost at capacity, which was great.

The Fairytale Town event was busy this year, in addition to having an additional night. I want to thank everyone who volunteered at the event, as well as to those who donated candy. We went through a lot of candy, craft making supplies, and coloring pages. We had a lot of kids come through each and every night. We had a great time seeing all of the adorable costumes and interacting with the kids while they each made their dinosaurs. I want to give a special thank you to Tristan Hopkins of Capitol Digital who personally brought coloring sheets to us at Fairytale Town on the second night because we almost ran out. Capitol Digital always supports SLSA and we appreciate it. **You rock Tristan!**

Many members traveled to Auburn to attend Placer County LPA's Bunco event. We had a great time and we gained some CAPS for attending. If you haven't gone to Placer's Bunco event, you should. They do a great job.

With the end of the year approaching we are gearing up for our annual Mock Trial to be held on December 13, 2018. Lynne Prescott, CCLS has written a great script for our Mock Trial. We will need volunteers for the various cast members so watch out for the announcement. We will also have our ornament exchange and stuffing Christmas stockings that we donate to Loaves & Fishes. Start collecting your donation items now! The Mock Trial will be held at the Arnold Law Firm, 865 Howe Avenue. A huge thank you to the Arnold Law Firm!

LSI has many educational opportunities for members. They offer many online webinars. You can check out the classes offered on the LSI website at LSI.org. If you attend a seminar or class, please send our Governor, Jan Ainsworth, an email that you attended, or go to our website, SLSA.org and fill out the CAPS form.

I look forward to seeing everyone at SLSA events and meetings. Please feel free to contact me if you have any questions, suggestions, or comments to president@slsa.org.



Sacramento Legal Secretaries Association

Dinner Meeting - November 15, 2018



**The Old Spaghetti Factory
1910 J Street, Sacramento**

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



Ethical and Efficient Records Retrieval



Guest Speaker: Heidi Cornell
Macro-Pro, Inc.

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

RSVP by Midnight on Sunday, Nov. 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)

**\$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:

- Stuffed Pasta (Ravioli/Tortellini)
- Chicken Marsala
- Spaghetti with Mushroom Sauce

Entrees include bread, salad, dessert, and choice of iced tea, hot tea, coffee, milk, soda, or water.

SLSA Thanks Our Valued Vendor Partner!



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

Governor's Report

By: Jan Ainsworth

Another short and sweet report.

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? Roll the dice and join us. We would love to see you there.

CAPs to date: 15,575 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 editor@slsa.org. 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 OR 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

Heidi Cornell – Heidi is a Regional Manager Sales & Marketing for Macro Pro, and has been employed in litigation support for 25 years. She specializes in litigation. She celebrates her birthday on March 29 and enjoys health, fitness, and reading.

Drew Davis – Drew is a Regional Manager for Macro Pro, and has been employed in litigation support for 8 years. He specializes in litigation. He celebrates his birthday on April 10 and enjoys camping, fitness and travel.

ASSOCIATE MEMBERSHIP

Margaret “Maggie” Foley – Maggie is currently looking for employment and has been employed as a legal professional since 2004. She specializes in appellate law and litigation. She celebrates her birthday on February 6 and enjoys reading, walking, biking, judo, adult coloring books, and exercise.

CONDOLENCES

The brother of Belinda Owens, LSI Civil Litigation Section Leader, recently passed away. Cards of condolence may be sent to Belinda at the following addresses:

3163 Easy Street
San Diego, CA 92105
Email: bowens0913@aol.com

WELCOME



Marci Frazier, Maggie Foley, Morgan Albanese

Happy November Birthdays!



- Kathy Montgomery - November 1
- Maribel Garza-Duran - November 2
- Jan Ainsworth - November 6
- Debra Barsetti - November 13
- Alice Baber - November 18
- Debra Clark - November 22
- Joani Wise - November 24
- Desiree Stockton - November 25

October Dinner Meeting

By: Lynne Prescott, CCLS

Our speakers for the October 18, 2018, dinner meeting were Kelly Sullivan, Shana Simpson, and Amy Malone from the Civil Division of the Sacramento County Superior Court. Kelly is the Director of the Civil/Criminal Division, Shana is the Manager of Civil Operations, and Amy is the Supervisor of Civil Record and Case Management.

Kelly spoke to us first, letting us know that the Court is working with Thomson-Reuters to implement e-filing for Sacramento County, which will hopefully be ready to launch in mid-2020. Also, groundbreaking for the new courthouse should be taking place next year. Kelly advised that changes in judicial assignments may take place in January/February 2019, so be on the lookout for any courtroom/judicial reassignments.



Amy Malone, Shana Simpson, Kelly Sullivan, and Lynne Prescott, CCLS

We were provided with a number of handouts, including a contact list for the Civil Division, current list of Civil Judicial Assignments, and the Courthouse directory.

Kelly reminded us that there are 40 deputy clerks in the Civil Division, and approximately 30 interpreter employees of the court available to assist the public and the legal community. Previously, the interpreter services were primarily dedicated to criminal proceedings; however, they are now open to the Civil Division as well.

The Court is tracking approximately 50 bills in the California Legislature that could impact the courts significantly in the next year. A workshop will be held by the California Court Clerks Association on December 7, 2018, in Sacramento, where a seminar will be presented on the proposed new laws. For more information, go to www.calcourt.org.

The Court is always recruiting for courtroom clerks and Kelly reminded us that anyone looking to transition into courtroom work is welcome to apply.

Law & Motion Departments and Reserving Hearing Dates

Amy Malone spoke to us about the Law & Motion Departments (53 and 54), and provided us with the Civil Law & Motion handout for those departments. She reminded us of the importance of making sure to reserve the hearing date for motions and to include the reservation number on the caption of all motion documents.

October Dinner Meeting, cont.

More importantly, Amy reminded us that **if you request a continuance of the motion hearing, you MUST re-reserve your hearing and obtain a new reservation number.**

If you have a law and motion matter that needs to be heard before the Presiding Judge (Dept. 47), Local Rule 1.05 outlines the provisions on these hearings. Please be sure to read this rule before moving forward with a hearing before the Presiding Judge.

Trial Setting Process in Sacramento



Dawn Willis and Mary Taylor

Amy also discussed the trial setting process (“TSP”) for Sacramento. Trial and settlement conference dates are updated weekly on the Court’s website. You must select (via the online process) a trial date first! Any dates grayed out are not available. When selecting dates for the trial and settlement conference, you may choose the first available trial date or any future trial date. The settlement conference date must be approximately 30 court days before the requested trial date.

Once you have selected your trial date, the settlement conference calendar will only show you available settlement conference dates within 30 days of the trial date selected. If your selected trial date does not give you any options for a settlement conference, then your trial date will not work. You will need to select a new trial date until an available settlement conference date shows.

For Cases Not Yet At Issue

What if your Case Management Order states that you must select trial and settlement conference dates by a certain date, but your case is not at issue? In order for the TSP Clerk to process your requested trial and settlement conference dates, your case must be at issue. The Clerk will verify that each defendant has answered, defaulted, or been dismissed.

If your case is not yet at issue and you are trying to comply with your Case Management Order, there is a form called “ex Parte Application to Extend Time to Select Trial Date and Mandatory Settlement Conference Date” (Sac Superior Court Local Form CV/E-TSP-185). You may also file your request on pleading with your assigned case management department. This will assist you greatly in alleviating problems with receiving an OSC and bad trial dates!

Filing Documents at the Law & Motion Counter When You have Orders from a Law & Motion Judge

Amy stated that if you have an order from a Law & Motion Judge, you can file documents related to/granted by that order with the Law & Motion counter. It does help if you send/bring a copy of the order from the Law & Motion Judge so that the clerks know why you are filing there.



Kelly Leca, Morgan Albanese, Crystal Rivera

October Dinner Meeting, cont.

Rejected Documents

The Court is really trying to assist with and reduce the number of rejected documents it has to process. Therefore, if the clerks have a question or need you to correct something that's a simple matter to fix, then they will be picking up the phone and calling you or emailing you. When you get those calls/emails from the Court, please answer or return the call/email promptly! The clerks will try to give you some time to get back to them in case you have to research something further, consult with your attorney, etc., but generally they cannot wait any longer than 24 hours to hear from you. After that, the document will likely be rejected.

Thank you so much to Kelly, Shana and Amy for joining us and providing us with such valuable information from the Civil Division of the Sacramento County Superior Court. We always welcome their insight and their willingness to answer our questions. We hope to see them back in January at our Annual State Court Updates Meeting.



Corene Rodder, Gene Livingston, Lynne Prescott, CCLS



Johnny Bateman, Ron Bodenmann



Gene Livingston, Richard Cea, Shannon Kline, Guest, Guest, Paula Jovanov, Sabrina Pedeupe, Sheila Brown



Corene Rodder, Morgan Albanese

Boss of the Year 2018

By: Elizabeth Madden, CCLS and Michelle Chavez, CCLS

This year, sadly, we did not receive any Legal Professional of the Year nominations. However, we received two nominations for Boss of the Year. Michelle Chavez, CCLS, and I had a tough time making a decision and it was very close. Listed below are the nominees, who nominated them, and a portion of each essay.

Nominee: Silvio Reggiardo III, Esq. of Downey Brand
Nominated by: Dawn Willis

MOTIVATIONAL, INSPIRATIONAL, SHOPPER

What doesn't this man do? Well, besides being a highly sought after tax attorney and personally picking out my Christmas presents? He inspires and encourages me on a regular basis to get more involved and to continually enhance my education. As the current President of SCBA, he keeps his meetings concise and to the point. In addition to sitting on the SCBA Board since 2015, he has been Professor Reggiardo also since 2015, teaching at UC Davis School of Law. In 2010, he began an NYU online course, successfully obtaining an LLM in Taxation Law in 2012. He is a State Bar Board Certified Specialist in Estate Planning, Trust and Probate Law, and Taxation Law. Unlike a litigator who shoots from the hip, drafting documents and making decisions on the fly, Sil takes his time. I've nicknamed him "Michelangelo." He "crafts" his final products from a block of word clay.

Nominee: Gene Livingston of Greenberg Traurig
Nominated by: Richard Cea

KNOWLEDGE, RESPECT, KINDNESS

Gene Livingston was among the first attorneys in Sacramento to provide experienced and effective advocacy in all forums of public decision-making. Gene was the founding Director of California's Office of Administrative Law, a position to which he was appointed by then Governor Jerry Brown in his first term of office. Gene represents clients on legislation and regulation affecting business, including insurance legislation and regulations, Proposition 65, and the implementation of California's green chemistry law. He has made me feel very welcome here and demonstrates patience as I learn to be a better legal secretary. His door is always open and he and I discuss topics ranging from sports, his work in civil rights, and the current political climate. Anyone who meets Gene will recognize the wisdom and goodwill behind his eyes.

And the winner is....



Richard Cea and Gene Livingston

Gene Livingston of Greenberg Traurig is Sacramento Legal Secretaries Association's 2018 Boss of the Year winner. Mr. Livingston received a nice plaque to commemorate this honor. Richard Cea, who nominated Mr. Livingston, received a \$50 VISA gift certificate.



Runner up, Silvio Reggiardo III and his nominator, Dawn Willis



BUSINESS EMAIL COMPROMISE: GIFT CARDS

Alert Number I-102418-PSA - October 24, 2018

The Internet Crime Complaint Center (IC3) received an increase in the number of Business Email Compromise (BEC) complaints requesting victims purchase gift cards. The victims received either a spoofed email, a spoofed phone call or a spoofed text from a person in authority requesting the victim purchase multiple gift cards for either personal or business reasons.

In a typical example, a victim receives a request from their management to purchase gift cards for a work related function or as a present for a special personal occasion. The gift cards are then used to facilitate the purchase of goods and services which may or may not be legitimate.

Some of these incidents are combined with additional requests for wire transfer payments as described in classic BEC scenarios.

IC3 complaint data has shown that a variety of sectors including technology, real estate, legal, medical, distribution and supply, and religious organizations have been targeted by this scam.

A total of 1,164 complaints were filed with IC3 between January 1, 2017 and August 31, 2018 with an adjusted loss of \$1,021,919. Although the average reported loss per incident was less than \$900, the number of complaints reporting fraudulent gift card requests increased over 1,240% between January 1st, 2017 and August 31st 2018, with over 90% of incidents reported between March and August 2018. This scenario did not register as a measurable trend in 2017.



SUGGESTIONS FOR PROTECTION

Be mindful of any email, phone call or text messages requesting multiple gift cards even if the request is ordinary.

Beware of sudden changes in business or personal practices and carefully scrutinize all requests for multiple gift card purchases even if requests are ordinary.

Since many of the fraudulent emails reported in this new trend are spoofed, confirm requests for the purchase of gift cards using two-factor authentication. If using phone verification, use previously known numbers, not the numbers provided in the email request.

A complete list of self-protection strategies is available at www.ic3.gov IC3 BEC PSAs [1-071218-PSA](#), [1-050417-PSA](#) and on the United States Department of Justice website www.justice.gov in the publication titled "[Best Practices for Victim Response and Reporting of Cyber Incidents.](#)"

WHAT TO DO IF YOU ARE A VICTIM

IC3 victims reported some success in recovering funds when directly contacting the business that issued the gift card. Success appears to be dependent in part on how quickly victims are able to recognize and report the fraud. File a complaint, regardless of dollar loss, with www.ic3.gov or, for BEC/EAC victims, bec.ic3.gov



LSI
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Legal Support Professionals*

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:

<ul style="list-style-type: none"> Introduction to the Law Office Duties of the Legal Secretary Effective Telephone Skills Effective Oral Communication Skills Calendaring and Timetables Basic Grammar Skills Transcription and Proofreading Techniques Court Structure Citations 	<ul style="list-style-type: none"> Service of Legal Documents Preparing a Proper Caption Preparation of Documents Filed with the Court Basics of Civil Litigation Interrogatories Demand for Production of Documents Requests for Admissions Depositions/Deposition Subpoenas Demand for Physical Examinations Discovery Timelines, Service and Verifications
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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 or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at 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. 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

October Vendor of the Month

By: Jennifer Estabrook, CCLS



CYBERCORP

F O R E N S I C S



Ron Bodenmann and Jan Ainsworth

Our Vendor of the Month for October was Ron Bodenmann, a founding partner of **CyberCorp Forensics**, a computer forensics company providing collection, preservation, analysis and reporting of digital media from such sources as internal and external hard drives, USB devices, mobile phones and memory cards. CyberCorp has experience in providing expert computer forensics services for a wide variety of cases and purposes including (but not limited to) theft of trade secrets, embezzlement, employee misconduct, fraud, deleted file recovery and remote data preservation and collection. CyberCorp utilizes the industry’s most advanced and reliable tools and methods and supplies a written report detailing findings and observations for all engagements. Other reporting options are available and can be provided upon request. For more information contact CyberCorp Forensics at 916.800.7555 or info@cybercorpforensics.com.



If your company is interested in being a Vendor of the Month for SLSA, please contact Jennifer Estabrook, CCLS at jestabrook@somachlaw.com



California Certified Legal Secretary

By: Elizabeth Madden, CCLS

Workers' Compensation Matching

- _____ 1. The injury must be caused by and happen on the job.
- _____ 2. A petition filed by the claimant when the employer has fired or otherwise discriminated against him/her for filing a workers' compensation claim.
- _____ 3. A state law that prohibits discrimination against people with disabilities. In some cases, the FEHA provides more protection than the federal Americans with Disabilities Act (ADA).
- _____ 4. An injury that was caused by repeated events or repeated exposures at work. (An example is hurting your wrist doing the same motion over and over or losing your hearing because of constant loud noise.)
- _____ 5. A workers' compensation law that prohibits discrimination against claimants because they filed a workers' compensation claim, and against co-workers who might testify in their case.
- _____ 6. The medical condition is well stabilized and unlikely to change substantially in the next year, with or without medical treatment. Once MMI is reached, a doctor can assess how much, if any, permanent disability resulted from the work injury.
- _____ 7. The claimant is unable to return to his/her usual and customary job and is entitled to vocational rehabilitation benefits. This benefit applies to injuries before January 1, 2004.
- _____ 8. A document completed by both the insurance company and the claimant that is used to provide payment for education under the supplemental job displacement benefit program.
- _____ 9. The amount of pain and other symptoms described by an injured worker that a doctor reports as contributing to a worker's permanent disability. Subjective factors are given very little weight under the 2005 rating schedule as the schedule relies mainly on objective measurements.
- _____ 10. A percentage estimate of how much normal use of the injured body parts the claimant lost, based on guidelines published by the American Medical Association (AMA) : An impairment rating is used to calculate the permanent disability rating, but is different from the actual permanent disability rating.
- _____ 11. An order by a workers' compensation judge for a lump sum payment of part or all of the permanent disability award (usually Stipulated settlement) due the claimant.

Terms

- | | |
|--------------------------------------|---|
| A. Nontransferable voucher | G. Fair Employment and Housing Act (FEHA) |
| B. Commutation | H. California Labor Code section 132a |
| C. Qualified injured worker (QIW) | I. Cumulative injury (Cumulative Trauma) |
| D. Impairment rating | J. Discrimination claim (Labor Code section 132a) |
| E. Maximal medical improvement (MMI) | K. AOE/COE (Arising out of and occurring in the course of employment) |
| F. Subjective factors | |



1. K - 2. J - 3. G - 4. I - 5. H - 6. E - 7. C - 8. A - 9. F - 10. D - 11. 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 (with credit card information). You may also pay via PayPal at 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.

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) 45.00	Late Fee (if applicable) 45.00	
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. September 2018



So scared!



Jennifer Estabrook, CCLS



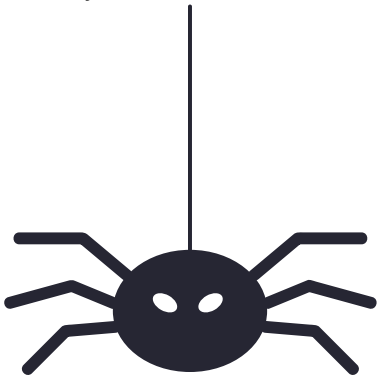
Jennifer Estabrook, CCLS, Brenda Bracy, CCLS, Crystal Rivera, Corene Rodder



Crystal Rivera, Dawn Forgeur, CCLS, Corene Rodder, Jennifer Estabrook, CCLS



HALLOWEEN



Stoel Rives Pumpkin Entry



Dawn Forgeur, CCLS
Halloween Decoration



Marci Frazier
Love, Peace and Chicken Grease



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) Please check if you are:
 State Officer: _____ President Governor CCLS PLS
 State Chairman: _____

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	\$ _____
<input type="radio"/> Chicken Ciabatta Sandwich <input type="radio"/> Chicken Cobb Salad		
Governor’s Luncheon (Saturday)	_____ @ \$26.00	\$ _____
<input type="radio"/> Chicken Ciabatta Sandwich <input type="radio"/> Chicken Cobb Salad		
Open Luncheon (Saturday)	_____ @ \$26.00	\$ _____
<input type="radio"/> Chicken Ciabatta Sandwich <input type="radio"/> Chicken Cobb Salad		
Banquet (Saturday)	_____ @ \$49.00	\$ _____
<input type="radio"/> Prime Rib <input type="radio"/> Pork <input type="radio"/> Chicken		
Brunch (Sunday)	_____ @ \$26.00	\$ _____


TOTAL AMOUNT PAID: \$ _____

Special Dietary Request Vegetarian Other: _____

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
www.sccolpa.org (payment includes transaction fee)

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 2nd Quarterly Conference

November 9-11, 2018

Silver Legacy Resort

407 N. Virginia Street, Reno, Nevada 89501

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 / 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.

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Historian - Open	Ways & Means - Open
Interclub - Open	Website / Social Media Deseree Aguillen
Law Office Products & Management Gisele Mitsuk	Fairytale Town Deseree Aguillen, Christina Witt
Legal Procedures - Open	Reno Bus Trip Crystal Rivera, Corene Rodder
Legal Professional of the Year/Boss of the Year Elizabeth Madden, CCLS Michelle Chavez, CCLS	

2018-2019 Executive Board



Brenda Bracy, CCLS
President



Jaime Gooch
Vice President



Shannon Kline
Secretary



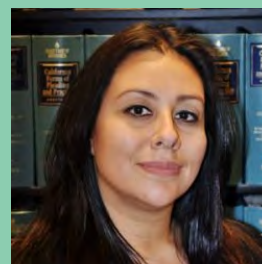
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