

THE LEGAL EAGLE

Sacramento Legal Secretaries Association

October 2020 | Book 2020 | Issue 3

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Firms in the Era of
COVID-19—Page 6**

**Working Remotely:
How It's Impacting
the Legal Industry
and Your Firm**

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President's Message

Marci Frazier, 2020 SLSA President

Staying Positive During COVID-19

From working remotely and homeschooling to unprecedented amounts of family time, the COVID-19 pandemic is challenging in ways many of us could never have imagined. These and many other adjustments can feel overwhelming. While it may be known that staying positive is helpful, oftentimes it is easier said than done. Here are a few suggestions for uplifting your outlook that I personally have found extremely helpful:

- *Practice gratefulness* – Keep a gratefulness journal or do a quick morning meditation. Notice both significant and small things for which you are thankful.
- *Stay connected* – Thanks to all the communication technology at our disposal, staying in touch with family and friends – even when located far away – is much easier and can be a valuable tool to staying positive.
- *Exercise* – This can come in many forms – taking a walk, bike riding, taking a virtual class or doing calorie-burning chores. Exercise helps reduce stress, prevents weight gain, improves sleep and boosts the immune system.
- *Practice random acts of kindness* – Order lunch for a neighbor, support a local business, check in on a friend or neighbor. Practicing and witnessing acts of kindness produces oxytocin, a hormone which aids in lowering blood pressure and increasing self-esteem and optimism.
- *Learn something new* – Learn a new language, try new recipes, take online yoga classes, learn to meditate, etc. Learning something new keeps the mind active and gives us something to look forward to each day.

We are all feeling especially delicate during these times, and it is times like these that we must be there for each other. Be deliberate in activities that are positive, heartwarming, and laughter-inducing.

Love and hugs,

Marci Frazier
SLSA President 2020-21

Join us on October 15, 2020, for our
General Membership Meeting. Zoom room opens at
5:30 p.m. for Meet and Greet!

Sacramento Legal Secretaries Association

VIRTUAL [Zoom]

General Membership Meeting

Thursday, October 15, 2020, at 6:00 p.m.

Zoom session opens at 5:30 p.m. for meet and greet



APPEALS

Before the Unemployment Insurance Appeals Board

Guest Speaker:

SHANAE BUFFINGTON

President, Sacramento County Bar Association
Attorney, Employment Development Department



MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Professionals, Incorporated, an approved provider, and certifies that this activity has been approved for maximum continuing legal education credit in the amount of 0.50 hours by the State Bar of California.

Registration Fee:

\$10 SLSA Members and Non-Members
RSVP by Wednesday, October 14, 2020

Two Way to Register:

- Online at www.slsa.org under "Events" (Preferred) - pay by credit card or check
- Via Email to reservations@slsa.org and pay by check

A link and instructions for access to the virtual meeting will be emailed upon receipt of your registration.

Make checks payable to "SLSA" and mail to:

Christie Kaelber, Registration Chair
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Name _____ (on _____ badge):

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Local Association (full name): _____ LSA LPA

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Attendance Choice: In-Person (\$35) Virtual (\$35) \$ _____

OPTIONAL: Luncheon – Boxed Lunch* _____ @ \$22 each \$ _____

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Turkey Sandwich Ham Sandwich Veggie Sandwich

Special Dietary Requests: _____

Two Ways to Register

BY MAIL:

MAKE CHECKS PAYABLE TO: LPI
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Kim Oreno, LPI Administrator
2520 Venture Oaks Way, Suite 150
Sacramento, CA 95833

ONLINE:

Register Online Here
Payment via Credit Card

FOR INFORMATION, PLEASE CONTACT: Kim Oreno at (916) 239-4089 or Kim@legalprofessionalsinc.org

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Deadline: November 1, 2020

Group Code: Legal Professionals, Inc.

Please book online at: [Book Hilton](#) or contact the hotel directly at: (800) 445-8667



For Conference Information, Contact: Kim Oreno
(916) 239-4089 | Kim@legalprofessionalsinc.org

THE NEW NORMAL FOR LAW FIRMS IN THE ERA OF COVID-19

Written by Erika Winston and published by TimeSolv
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COVID-19 has turned the business landscape on its head, and law firms will not be exempt from these changes. By most accounts, this pandemic isn't going away anytime soon, so firm leaders must craft a work environment that promotes safety and wellness, while also effectively serving clients. As legal professionals get back to the business of law, they will experience a new normal in the way that law firms look, operate, and deliver services.



Virtual Work

Until recently, many law firms looked down on associates working exclusively from home. Remote work was seen as nonproductive and even unprofessional. But COVID-19 has placed virtual work in a new light. In response to stay-at-home orders, both lawyers and supporting staff quickly transitioned to remote working environments... and many did so successfully.

The necessity of working from home proved that legal work can be done effectively and efficiently, even when completed away from the office. With these new revelations, it is altogether probable that remote work will increasingly become a new normal within many law firm cultures.

Social Distancing

It is also very possible that current social distancing measures will stick around for quite a while. According to many medical professionals, these measures are not only effective at combatting COVID-19, but also against the general spread of germs and illness.

Law offices will accommodate distancing recommendations by implementing various policies, including:

- **Staggered Work Schedules** – By varying work schedules, firm leaders can limit the number of employees physically located within the office at any given time. For example, some members may work in the office during the morning hours and remotely during afternoon hours. Other firm members may work remotely during morning hours and within the office during the afternoon. Leaders may also choose to have staff members come into the office on alternating days.

The New Normal For Law Firms in the Era of COVID-19 (Cont'd.)

- **Gathering Limits** – The days of crowded conference rooms and packed firm outings may be a thing of the past. Instead, these types of gatherings will occur with virtual meetings and smaller firm events. COVID-19 has proven that in-person meetings are not always necessary, and virtual meetings will likely continue long after this pandemic is done.
- **Virtual Client Meetings** – Law firms may also limit client visits to the office to promote social distancing. Initial consultations may be done by telephone. Firms will also increase the use of virtual meeting tools when communicating with potential and existing clients. Settlement conferences and mediations may also move into the virtual environment.

Safer Offices

Firm leaders will make the physical law office safer and more sanitary for lawyers, staff, and client visitors. Some firms may require personal protective equipment, such as face masks and gloves, while others may choose to provide these items within the office.

Other sanitation measures may include:

- Temperature checks to screen for employee illness
- No-touch hand sanitizing stations
- Frequent cleaning of shared spaces and equipment
- Plastic barriers between attorneys and office visitors

Employee Wellness

COVID-19 has also placed a spotlight on employee wellness and the role that law firms should play in promoting optimal physical and mental health among its employees. As such, the new normal will likely include sick leave measures that encourage employees to stay home when sick instead of coming to work and spreading their illness to other employees.

Lawyers are notorious for powering through and working even when feeling under the weather. The new law firm will discourage this type of behavior instead placing value on health and providing sufficient sick leave policies.

Law firms may also implement counseling resources to help staff members deal with the mental and emotional challenges of the pandemic. Some employees may have been personally impacted by COVID, personally or through family and friends. Recognizing these challenges, firm leaders may provide employees with counseling options or expand health insurance coverage to include mental health resources.

The New Normal For Law Firms in the Era of COVID-19 (Cont'd.)

Law firms may also take extra steps to protect the most vulnerable members of their staff. Workers over 65 years old, or those with underlying health conditions, may continue working remotely even after most staff members return to the office.

Practice Area Changes

For some firms, the new normal may include a transformation of their services and business model.

Some legal practice areas will see a decrease in clients due to the coronavirus, but these changes also present an opportunity for growth among other practice areas.

Firms may take on practice areas that show more promise in response to COVID-19, such as:

- **Bankruptcy** – As individuals and businesses seek protection from the financial challenges of the pandemic, bankruptcy cases are likely to rise.
- **Corporate Law** – Corporations will seek legal guidance as they reorganize in response to the virus.
- **Employment Law** – As employers and employees traverse the uncertainties of this time, they need legal guidance and protection.
- **Health Law** – The virus has also brought up various legal questions about the delivery of health services.

As firms implement these practice area changes, they will also require additional training, skill-building, and educational opportunities for staff members. Firm members may be met with greater online training and instruction as part of the new legal landscape.

The New Normal of Law Firms

Welcome to the new normal of law firms. While much is uncertain right now, it is clear that law firms must adapt to the new risks brought about by COVID-19. Law firm leaders must challenge their preconceived notions and make room for necessary changes. Far too many law firms found themselves ill-prepared for the disruption brought about by coronavirus, but this is the perfect time to implement procedures that protect and prepare for the next unforeseen emergency.

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a collaborative virtual SCBA event

SCBA
SACRAMENTO COUNTY BAR ASSOCIATION

FEATURING

- **Judge Stacy Boulware Eurie as Judge of the Year**
- **Pro Bono Awardee Yoshinori H.T. Himel**
- **2021 SCBA Board Swearing In**
- **State of the Court Reports**
- **Foundation Scholarship Awards**

FREE MCLE FOR ATTENDEES
Jack Glaser, PhD presents "Implicit Bias: The Science Behind It, and the Implications for the Law"
Begins at 4:30 pm

Thursday, October 29, 2020 | Begins at 6:00 pm | ZOOM

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Working Remotely: How It's Impacting the Legal Industry and Your Firm

Written and published by *LawCrossing.com*

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Summary: With traffic ensnaring us between home and work, as well as an increasing number of responsibilities that require us to be home more often, working remotely can definitely have its benefits. Yet, at the same time, working remotely can have drawbacks.

It has come to a point where for some, working remotely is no longer an option; it is a necessity. With traffic ensnaring us between home and work, as well as an increasing number of responsibilities that require us to be home more often, working remotely can definitely have its benefits. At the same time, working remotely can have drawbacks.

Unsurprisingly, law firms have begun to get into the trend of working remotely. In fact, so prominent is this movement within the legal field, that Atlantic magazine asked in a feature story about the changing legal work environment, “Do lawyers need offices anymore?”

What exactly is working remotely?

Working remote means a worker simply doesn't go into an office to do their job. They can work from home, from a coffee house or diner, a library, or even somewhere relaxing, such as the beach.

While this type of work ethic may sound super chill as it potentially leans more toward the life side of the work-life balance phenomenon, one who chooses, or in increasing instances, has no choice but to work remotely, still has to complete their assignments in a timely manner.

The only difference between onsite work and working remotely is they can stay at home all day to complete their day's work.

What are the positives of working remote, particularly for attorneys?

Saving time is a definite plus when one works remotely. For instance, the remote worker isn't in their car, stuck for an hour each morning on the freeway going toward downtown. And forget about going back home between 5 pm to 7 pm when traffic is just as bad in the evening hours.

At times like this, commuters have learned to stay at work, presumably producing more work after already having a long day, until the nighttime traffic dies down when they finally leave for home late in the evening.

The lawyer who works remotely is more productive. First of all, they don't have traffic to contend with. Their morning commute entails nothing longer than a stroll from their desk to the kitchen's coffee maker for a refill.

Another positive that comes with working remotely is the lawyer can produce more billable hours. While some celebrate multitasking, calling clients while writing briefs on a laptop don't necessarily mix well with bumper-to-bumper traffic. Maybe it'll be feasible when we receive fully autonomous vehicles, but as of now, being a

lawyer who is forced to handle tough situations and clients while in traffic, don't blend. This is why working remotely can benefit an attorney.

Other examples of how working remotely can be beneficial are:

- *Working remotely results in more energy:* Commuting, particularly when an employee does so for an hour or two each workday, can wear that employee out even before they get to work. The remote worker, by contrast, is much fresher and alert mostly because they haven't already driven two hours to get to work.
- *Home is much less stressful than work:* Remote workers are less pressured than those who have to continually see their strung-out boss and co-workers. Not having the adversity that one might otherwise have in a fast-paced and loud workplace can make for a better workday.
- *Better focus:* Working remotely can allow an attorney to custom select an atmosphere that will help them better focus on their work. The attorney who works remotely can have a variety of atmospheres in which they can work, which can inevitably help optimize their productivity.
- *More economically feasible:* The attorney who won't be driving as much, will be able to save a large amount of money by simply buying less gasoline. In some cases, at-home workers have been known to cancel their car insurance and even sell their automobiles.
- *A more mobile workforce:* It's not like attorneys are ordinarily out on the street, drumming up work. Nonetheless, this doesn't mean that the telecommuting lawyer is any less accessible than when he or she worked inside a firm. In fact, they can be more accessible simply because they aren't in an office. Lawyers can personally meet clients more quickly because they aren't constrained within a law firm. For the lawyer who works remotely, breakfast and lunch meetings, or early evening dinners are a better possibility with now and future clients than if an attorney was "stuck at work."

The Downfalls of Working Remotely

Earlier in this article, it was promised that the negatives of working remotely would also be examined, and while there are some negatives – a few of which could be deal breakers for busy law firms, some do pale in comparison to the benefits of working remotely.

- *Are they really working?* Those who are still stuck in the downtown offices may wonder how much work the telecommuting attorney is producing. With this in mind, the telecommuting attorney needs to absolve these doubters by billing hours on a consistent basis.
- *Little to no contact with the other attorneys:* Working remotely to an extent is like working alone. Some attorneys may feel isolated, left behind or simply left in the dark. This is one of the negatives of working offsite that an attorney needs to be aware of. After all, lawyers need contact too, especially when they're working on a case and need advice or support.
- *Meeting with clients may be more difficult:* Although working remotely can translate into certain workplace freedoms, those same freedoms can be detrimental when it comes to meeting and on boarding new clients, especially if those types of introductions traditionally take place inside law offices.

When faced with situations like these, the chances of an attorney working remotely can be slim, particularly when they and the law firm's culture and logistics are dependent upon one another.

The Positive Ways Working Remotely Can Impact a Law Firm

While money remains the bottom line for many law firms throughout the country, those same firms can benefit greatly from having its attorneys work remotely.

Attorneys who work remotely can save an exorbitant amount of money for a law firm simply from the fact that fewer attorneys requiring office space translates into fewer offices that need to be leased. Attorneys who work remotely can also save the firm money on furniture, electronic gear such as computers, etc., and in some cases perks like parking fees and gym memberships.

The Negative Ways Working Remotely Can Impact a Law Firm

No matter how much time a lawyer saves that he or she can eventually convert into billable hours, there remain some strong reasons for a firm to not allow its lawyers to work remotely, many of which can involve the client.

For instance, if a client is used to meeting their lawyer at a specific place, there can be some confusion on the client's part as to why they are meeting their attorney in restaurant and not a law office. This can raise suspicion within the client, making him or her feel confused, conflicted and uneasy enough to pull the plug and take their work to a more traditional law establishment.

For the attorney, working remotely can also involve a sharp learning curve. First of all, attorneys who work remotely may need:

1. To buy a computer – at least a laptop – to work on.
2. Potentially buy software to work on their computer.
3. Go through the difficulty of explaining to his/her clients that remote work is the new trend in their law practice.
4. Convince their client that meeting in a park, or in the client's home, a coffee house or Denny's to discuss legal issues, will from here on be the new normal in their representation.

It's easy to see how this can throw a client off and potentially upset them. It's for this reason that a firm should not only consider its lawyers, as well as its bottom line when allowing attorneys to work remotely, but at the same time consider how remote work can impact clientele.

Revamping vs. Starting from the Ground Up

Revamping a law firm that has already been established as traditional with a clientele that is also traditional can be risky. Going remote can be a hard evolution for some clients to swallow, particularly after decades of service.

Conversely, the best way to establish a virtual law firm with attorneys who work remotely all over the country is to do so from the ground up when the firm is being put together. Sure, older clients who aren't tech savvy may not get it, but younger clients, particularly those who are wealthy and tech aware, will appreciate this new take on law practice tradition.

In Conclusion

It can't be said that anything involving morning and evening commutes, particularly in large cities will innovate as quickly as technology and the evolving workplace culture. Instead of being caught up in freeway traffic behind a car's steering wheel, attorneys are staying home to add to their billable hours, and in the end, their job security. Of course while time saved by attorneys who work remotely can benefit a law firm in cost and productivity, some clients may not like the change, causing them to feel wary as to whether or not they will be well-represented in times of legal need.

The bottom line is this: for your firm to convert its attorneys to work remotely, much of how the law firm practices also has to be considered, as well as the clients themselves and how they feel about the change.

DATES TO REMEMBER



October 6 – 12:00 p.m.	LSS Webinar <i>PowerPoint – Mastering Slide Masters</i>
October 15 – 12:00 p.m.	LSS Webinar <i>Civil Case Life Cycle</i>
October 15 - 6:00 p.m.	SLSA General Membership Meeting <i>Appeals: Before the Unemployment Insurance Appeals Board</i>
October 21 – 12:00 p.m.	LSS Webinar <i>PowerPoint – Mastering Slide Masters</i>



BIRTHDAYS

October 30	Jennifer Estabrook
November 6	Jan Ainsworth
November 18	Alice Baber
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December 14	Serena Heller
December 16	Serena Pena
December 19	Margie Fair
December 20	Marci Frazier





Civil Litigation

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Partner at Coblenz Patch Duffy & Bass LP*

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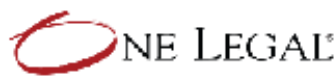
California court updates as of September 24, 2020

This summary table was last updated at 12:35 p.m., September 24. Please always check the court's website for the latest information.

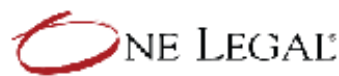
Court:	Status of public access:	Status of filing:	Court holiday declared until: (earliest possible date — Click date to open order)	Notes:
Alameda County Superior Court	Partial The Court has announced a "remote re-opening." Learn more >>	Dropbox The court is accepting documents by dropbox. Learn more >>	N/A Holiday period ended 6/26/2020	While filings are being delivered, you may experience delays receiving stamped copies. Read the court's most recent Implementation Order >>
Alpine County Superior Court	Partial Hearings are being held remotely. Beginning June 22, the court will re-open. Learn more >>	Dropbox Filings are being submitted to the court's dropbox	N/A	While filings are being delivered, you may experience delays receiving stamped copies
Amador County Superior Court	Open The court has resumed normal calendars from June 1, 2020. Learn more >>	Dropbox Filings are being submitted to the court's dropbox.	N/A Holiday period ended 3/31	While filings are being delivered, you may experience delays receiving stamped copies
Butte County Superior Court	Partial There are some limitations on court access. Learn more >>	eFiling You may submit eFilings but there may be delays	N/A Holiday period ended 3/27	While eFilings can be submitted, there may be delays receiving confirmation from the court
Calaveras County Superior Court	Open The court is hearing cases with some social distancing provisions. Learn more >>	eFiling You may submit eFilings but there may be delays	N/A	The court is open. You may submit eFilings through One Legal.
Colusa County Superior Court	Partial Court calendars have been limited and restrictions are in place. Learn more >>	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended on 5/1	While filings are being delivered, you may experience delays receiving stamped copies
Contra Costa County Superior Court	Open with restrictions The court re-opened with restrictions on 5/26. Learn more >>	Dropbox Filings are being submitted to the court's dropbox. Please review emergency local rules for specifically accented filings >>	N/A Holiday period ended 5/28/2020	While filings are being delivered, you may experience delays receiving stamped copies
Del Norte County Superior Court	Open with restrictions The court re-opened with restrictions on 5/26. Learn more >>	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended 5/22/2020	While filings are being delivered, you may experience delays receiving stamped copies



El Dorado County Superior Court	Partial The court is open with restrictions. Consult the court's website for details >>	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended 3/20	While filings are being delivered, you may experience delays receiving stamped copies
Fresno County Superior Court	Partial The Court has resumed limited operations. Consult the court's website for details >>	eFiling You may submit eFilings but there may be delays	N/A Holiday period ended 5/1	While eFilings can be submitted, there may be delays receiving confirmation from the court
Glenn County Superior Court	Open The Court resumed operations with precautions in place	Dropbox Filings are being submitted to the court's dropbox	N/A	While filings are being delivered, you may experience delays receiving stamped copies
Humboldt County Superior Court	Partial Court only open to hear essential matters. Learn more >>	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended 5/18/2020	While filings are being delivered, you may experience delays receiving stamped copies
Imperial County Superior Court	Partial Court only open to hear essential matters. Learn more >>	eDelivery You may submit eDelivery requests but there may be delays	N/A Holiday period ended 3/30	While eDelivery submissions can be made, there may be delays receiving confirmation from the court
Inyo County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended 5/13	While filings are being delivered, you may experience delays receiving stamped copies
Kern County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A Holiday period ended 4/30	While eFilings can be submitted, there may be delays receiving confirmation from the court
Kings County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A	While eFilings can be submitted, there may be delays receiving confirmation from the court
Lake County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended 5/26/2020	While filings are being delivered, you may experience delays receiving stamped copies
Lassen County Superior Court	Open Civil hearings encouraged to use CourtCall	Dropbox Filings are being submitted to the court's dropbox	N/A	While filings are being delivered, you may experience delays receiving stamped copies
Los Angeles County Superior Court	Partial Court only open to hear essential matters	eFiling Civil and probate matters can be eFiled Dropbox Family and complex civil can be dropboxed	N/A Court holiday was also declared 3/17 to 3/19 (inclusive)	While eFilings can be submitted and filings are being delivered to the court's dropbox, you may experience delays receiving stamped copies.
Madera County Superior Court	Partial Court only open to hear essential matters	Dropbox	N/A	While filings are being delivered, you may experience



		Filings are being submitted to the court's dropbox		delays receiving stamped copies
Marin County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	10/16/2020 (For the purposes of computing time.)	While filings are being delivered, you may experience delays receiving stamped copies
Mariposa County Superior Court	Partial Court only open to hear essential matters	Filing by mail Filings are being mailed to the court	N/A	While filings are being delivered, you may experience delays receiving stamped copies
Mendocino County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A	While filings are being delivered, you may experience delays receiving stamped copies
Merced County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A	While eFilings can be submitted, there may be delays receiving confirmation from the court
Modoc County Superior Court	Partial Attendance by CourtCall is encouraged	Dropbox Filings are being submitted to the court's dropbox	N/A	While filings are being delivered, you may experience delays receiving stamped copies
Mono County Superior Court	Partial Attendance by CourtCall is encouraged	Dropbox Filings are being submitted to the court's dropbox	N/A	While filings are being delivered, you may experience delays receiving stamped copies
Monterey County Superior Court	Open Scheduled matters are being heard, remote or in-person	eFiling You may submit eFilings but there may be delays	N/A	While eFilings can be submitted, there may be delays receiving confirmation from the court
Napa County Superior Court	Partial The Court re-opened on June 1, 2020, with restrictions. Learn more >>	eFiling You may submit eFilings but there may be delays	N/A	While eFilings can be submitted, you may not receive a response until after the court holiday period has ended
Nevada County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A	While filings are being delivered, you may experience delays receiving stamped copies
Orange County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A	While eFilings can be submitted, there may be delays receiving confirmation from the court
Placer County Superior Court	Partial Court only open to hear essential matters	eDelivery Filings are being submitted via the court's online portal.	N/A	While eDelivery submissions can be made, there may be delays receiving confirmation from the court.
Plumas County Superior Court	Partial Court only open to hear essential matters	Dropbox	N/A	While filings are being delivered, you may experience



		Filings are being submitted to the court's dropbox		delays receiving stamped copies
Riverside County Superior Court	Partial The Court is re-opening gradually as of June 1. Learn more >>	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended 9/18/20	You may place a filing order on One Legal but it will not be delivered until the court re-opens. <i>If your filing is an emergency to be delivered immediately you must choose Urgent Service.</i>
Sacramento County Superior Court	Partial Entry to the court is strictly limited for emergency matters	Dropbox From May 6th the court began accepting certain documents by dropbox — learn more>>	N/A Holiday period ended 9/9/20	While filings are being delivered, you may experience delays receiving stamped copies
San Benito County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A	While filings are being delivered, you may experience delays receiving stamped copies
San Bernardino County Superior Court	Partial The Court is re-open as of June 1 with restrictions. Learn more >>	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended 5/28/2020	While filings are being delivered, you may experience delays receiving stamped copies
San Diego County Superior Court	Partial Court only open to hear essential matters	eFiling Civil, Family & Probate matters may be eFiled.	N/A Holiday period ended 5/22/2020	While you may submit eFilings and in-person physical filing requests through One Legal, you should anticipate delays receiving stamped copies
San Francisco County Superior Court	Partial Court only open to hear essential matters	eFiling Subsequent civil filings can be eFiled Dropbox Family and civil case initiations case be dropboxed	Deadlines have been extended in many case types. Please consult the court's website for the latest information>>	While you may submit eFilings and in-person physical filing requests through One Legal, you should anticipate delays receiving stamped copies
San Joaquin County Superior Court	Partial Court has partially opened and resumed some court operations. Learn more >>	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended 5/27/2020	While filings are being delivered, you may experience delays receiving stamped copies. <i>If your filing is an emergency to be delivered immediately you must choose Urgent Service.</i>
San Luis Obispo County Superior Court	Partial Public access is limited, other business is being done remotely. Learn more>>	eFiling You may submit eFilings but there may be delays	N/A	While eFilings can be submitted, there may be delays receiving confirmation from the court
San Mateo County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A Holiday period ended 9/10/20	While eFilings can be submitted, there may be delays receiving confirmation from the court



Santa Barbara County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	10/16/20 (For the purposes of computing time.)	While eFilings can be submitted, there may be delays receiving confirmation from the court
Santa Clara County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A Holiday period ended 6/30/2020	While eFilings can be submitted, there may be delays receiving confirmation from the court
Santa Cruz County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A Court holiday ended on 4/24/2020	While eFilings can be submitted, there may be delays receiving confirmation from the court
Shasta County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A Court holiday ended on 5/4/2020	While filings are being delivered, you may experience delays receiving stamped copies
Sierra County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended 6/27/2020	While filings are being delivered, you may experience delays receiving stamped copies
Siskiyou County Superior Court	Partial Court only open to hear essential matters	Contact court Reach out to the clerk's for more information	N/A Holiday period ended 5/15/2020	The court has specific instructions for placing filings on their website. We recommend contacting the court.
Solano County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended on 5/28/2020	While filings are being delivered, you may experience delays receiving stamped copies
Sonoma County Superior Court	Partial The Court will re-open from June 1. Consult the Court website for more information >>	eFiling You may submit eFilings but there may be delays	N/A Holiday period ended on 4/14	While eFilings can be submitted, there may be delays receiving confirmation from the court
Stanislaus County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A Holiday period ended 5/18/2020	While eFilings can be submitted, there may be delays receiving confirmation from the court
Sutter County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A	While eFilings can be submitted, there may be delays receiving confirmation from the court
Tehama County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended on 5/29/2020	While filings are being delivered, you may experience delays receiving stamped copies
Trinity County Superior Court	Open Please contact the court prior to attending	Filing by mail Filing are being mailed to the court	N/A Holiday period ended on 4/17	While filings are being delivered, you may experience delays receiving stamped copies



Tulare County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended on 6/9/2020	While filings are being delivered, you may experience delays receiving stamped copies
Tulumbne County Superior Court	Open Civil hearings encouraged to use CourtCall	Clerk's window Filings can be uploaded to One Legal for delivery	N/A Holiday period ended on 4/22	While filings are being delivered, you may experience delays receiving stamped copies
Ventura County Superior Court	Partial Court only open to hear essential matters	Dropbox Filings are being submitted to the court's dropbox	N/A Holiday period ended on 6/9/2020	While filings are being delivered, you may experience delays receiving stamped copies
Yolo County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A Holiday period ended	While eFilings can be submitted, there may be delays receiving confirmation from the court
Yuba County Superior Court	Partial Court only open to hear essential matters	eFiling You may submit eFilings but there may be delays	N/A Holiday period ended 4/30	While eFilings can be submitted, there may be delays receiving confirmation from the court

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Sacramento Legal Secretaries Association



VIRTUAL [Zoom]

General Membership Meeting

Thursday, November 19, 2020, at 6:00 p.m.

Zoom session opens at 5:30 p.m. for meet and greet

COVID-19

Helpful Tips and Resources for Managing Stress

This presentation will focus on managing stress at home, work and in general – and legal steps to take to ensure your affairs are in order.

Guest Speaker:

Kristin Capritto, Esq.

Associate, Downey Brand LLP



MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Professionals, Incorporated, an approved provider, and certifies that this activity has been approved for maximum continuing legal education credit in the amount of 0.50 hours by the State Bar of California.

Registration Fee:

\$10 SLSA Members and Non-Members
RSVP by Wednesday, November 18, 2020

Two Way to Register:

- Online at www.slsa.org under "Events" (Preferred) - pay by credit card or check
- Via Email to reservations@slsa.org and pay by check

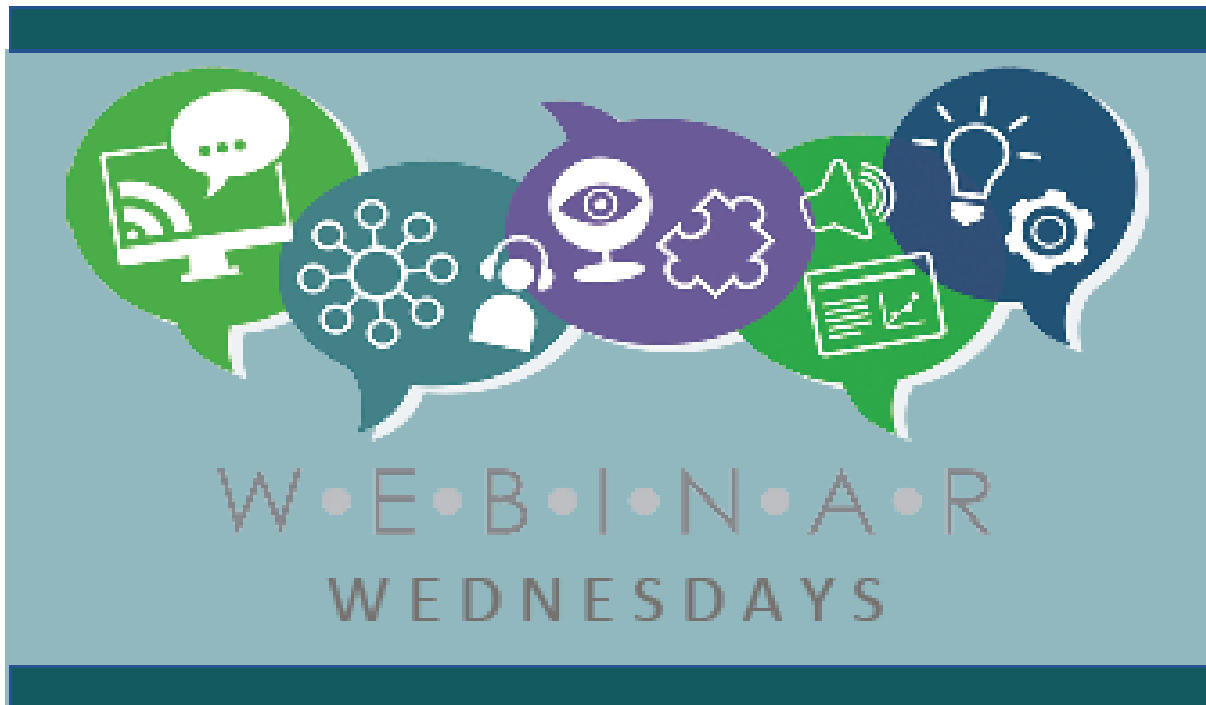
A link and instructions for access to the virtual meeting will be emailed upon receipt of your registration.

Make checks payable to "SLSA" and mail to:

Christie Kaelber, Registration Chair
c/o Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

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

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