



THE LEGAL EAGLE

Sacramento Legal Secretaries Association

August 2020 | Book 2020 | Issue 1

Inside this Issue:

President's Message	2
Parliamentarian's Piece	4
Sacramento Superior —7-24-20 Public Notice	6-9
Workplace Wellness—"Forgiveness"	10-11
Member News	12
Dates to Remember	13



President's Message

Marci Frazier

Dear Members:

It is with great pleasure that I accept this new role as President of Sacramento Legal Secretaries Association for 2020-2021.

Marci Frazier? Who is she?

As many of you know, I am a transplant from Chicago. I have worked in the legal field since age 16. My first job was clerk/typist in a small law firm on the Southside of Chicago. I visited California for the first time when I turned 18 and instantly fell in love with the state. I made a vow to myself that I would eventually move to California.

Life has a way of happening, doesn't it? After being married 20 years and raising two spectacular young men, I found myself by myself. I realized this was the most auspicious time to finally make my California dream come to life. So, in April 2015, much like the Beverly Hillbillies, I knew that 'Californy was the place I ought to be, so I packed up my truck and I moved to' . . . Folsom.

I began working for Downey Brand LLP in April 2015. Friendships and bonds were instantly forged within my new work family. A few of these connections became the catalyst for my introduction to SLSA. I attended my first SLSA meeting in May 2015, and that is when my new SLSA life truly took off.

I attended LSI's Annual Conference as a delegate in May 2016, served as SLSA Treasurer from 2017 to 2020, and served as SLSA Vice President in 2019 until I assumed my new role as President in 2020.

What an amazing ride this has been!

SLSA has been an important part of my life since I became a member. The education, networking, collaboration and friendships that have come as a result of my membership have been invaluable to my personal life and my growth as a legal professional. I am humbled and honored to accept this appointment from you.

Now, for the Thank-You's.

Please join me as I extend a very special thanks and a vociferous round of applause to my successor, SLSA's three-term President and my dear friend, Brenda Bracy, CCLS, for her dedication, hard work and tireless devotion while serving SLSA from 2017 to 2020. Thank you, Brenda!

Next, I want to thank my fellow Executive Board members—Daphne Boyd, Brenda Bracy, Alicia Malerbi, Sarah Martinez, Corene Rodder, and Dawn Willis—for standing with me as we shepherd SLSA through an unprecedented 2020 and beyond.

Finally, I want to thank you, the members of SLSA, for placing your trust in me. It is my desire to serve with love and let that be the guiding force for everything that SLSA exemplifies.

Will you stand with me?

Marci Frazier

SLSA President, 2020-21

Sacramento Legal Secretaries Association



VIRTUAL **General Membership Meeting** **August 20, 2020**

**Sacramento Legal Secretaries Association will hold its next
General Membership meeting on
Thursday, August 20, 2020, at 6:00 p.m.
This meeting will be a virtual meeting
utilizing the *Zoom* platform.**

**There is no registration fee. There will not be a guest speaker during the
meeting. MCLE and CCLS credit will not be offered.**

RSVP by midnight, Wednesday, August 19th, via e-mail at reservations@slsa.org

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

Special thanks to our August Vendor Partner:

EXPRESSNETWORK
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**We hope to see you on August 20th.
Take good care, and stay safe!**

Parliamentarian's Piece

by Dawn Willis

Let's Get Ready to Agenda

Every good meeting needs a good plan outline, i.e., an agenda; which consists of handling each different class of business in a simple sequence. Key components of an agenda include:

(a) reading and approval of minutes - before anything else, make sure everyone agrees with what happened at the last meeting;

(b) reports of officers and standing committees - in between meetings, the leadership team is working and before getting down to other business, hearing what committees have been up to is important;

(c) reports of special committees - sometimes certain items must be done at (or by) a particular meeting, like a "slate of nominations in February" which qualifies as a special report;

(d) unfinished business - what has been started needs to be finished before moving on; and, lastly,

(e) new business - this is the time to bring up the subject of new business, after taking a shot at all the other stuff, but only if time permits (don't want the meeting ending at midnight).

If Robert's Rules are being used, much of the meeting planning has been done. This order of business framework is really all you need to develop an effective meeting agenda. All that is left to do is make the best use of the meeting time by plugging in your specifics and off you go!!!

Legal Professionals, Inc.

August 2020 Hybrid Annual Conference

August 22, 2020—9:00 a.m. to 4:00 p.m.

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS' ASSOCIATION PRESENTS

2020 – Seeing Changes in Our Future

Saturday, August 22, 2020

LPI

2020 ANNUAL CONFERENCE HYBRID MEETING

STOCKTON HILTON HOTEL – STOCKTON, CALIFORNIA

CONFERENCE REGISTRATION FORM

NAME (ON BADGE):
MAILING ADDRESS:
CITY/STATE/ZIP:
HOME TELEPHONE: WORK TELEPHONE:
E-MAIL ADDRESS:

LOCAL ASSOCIATION (FULL NAME): LSA LPA

PLEASE CHECK IF APPLICABLE (INCLUDE TITLE):
STATE CHAIRMAN
GOVERNOR
STATE OFFICER
DELEGATE
OTHER:

REGISTRATION: ATTENDANCE CHOICE IN-PERSON OR VIRTUAL
POSTMARKED ON OR BEFORE JULY 22, 2020 \$35.00
POSTMARKED ON OR AFTER JULY 23, 2020 \$45.00
LUNCHEON – BOXED LUNCH @ \$30.00
Sandwich or wrap, chips, dessert, bottle of water
Choice of:
Turkey & jack cheese on ciabatta roll or
Veggie wrap

*SPECIAL DIETARY REQUESTS:

Please make checks payable to: SSJCLPA Conference Fund
Mail to: Jan Kuykendall, 11662 North Ham Lane #41, Lodi, CA 95242

For Information Contact – Registration Chair
Jan Kuykendall – 209-747-4781 (call or text)
ks24fanatic@aol.com

No Refunds after August 7, 2020

*Special requests may or may not be accommodated by the hotel.



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

Public Notice

Access to Court Operations

July 24, 2020

The Court's current services are detailed and outlined on the COVID-19 webpage by division at the following link: <https://www.saccourt.ca.gov/general/coronavirus.aspx>.

Filing counters and clerk's offices remain closed. There are limited "in-person" hearings being held at this time. Only those persons with court hearings in specified criminal actions or any matter authorized under the resumption of expanded services orders shall enter a Sacramento Superior Court facility on the day of the hearing.

For additional details, please refer to the Order – Access to Court Proceedings by the General Public-Restricted:

<https://www.saccourt.ca.gov/general/docs/order-amended-public-restricted-access.pdf>.

Minimal orders remain in effect that prescribe the filing types that still remain under the filing holiday period. The recent order is located here:

<https://www.saccourt.ca.gov/general/docs/order-implementation-of-emergency-relief-071520.pdf>.

Below is a list of the services provided in each court division:

Civil Division:

- All civil filings are accepted by US mail or drop box.
- Civil matters including civil harassment restraining orders, gun violence restraining orders, petitions for compromise of claims of minors with accompanying applications for appointment of guardian ad litem, complex civil case management, writ of mandate, civil law and motion, limited Presiding Judge Law and Motion and voluntary settlement conferences have commenced with the use of remote hearings.
- The Civil Filing Guidelines for Civil Services located at Gordon D. Schaber Courthouse and Hall of Justice can be found at the following link: <https://www.saccourt.ca.gov/civil/civil.aspx>.

- All hearings will be conducted remotely via the interactive video conferencing application Zoom or by Court Call.
- The civil calendars are posted weekly and indicate what matters are held remotely or in person and can be found at the following link:
<https://www.saccourt.ca.gov/criminal/hearing-livestreams.aspx>.

Criminal Division:

- All criminal filings are accepted by US Mail and drop box services.
- Criminal hearings including arraignments, time-sensitive preliminary hearings/jury trials, felony law and motion, misdemeanor law and motion, collaborative courts, petitions for post-conviction relief, criminal appeals and warrants are presently being conducted (most of which are done remotely).
- The criminal calendars are posted weekly and indicate what matters are held remotely or in person and can be found at the following link:
<https://www.saccourt.ca.gov/criminal/hearing-livestreams.aspx>.

Families and Children:

- All family law filings are accepted by US Mail or drop box.
- Family law hearings including domestic violence and elder abuse restraining orders, ex parte emergency orders for relief, law and motion, termination of parental rights, contempt, settlement conferences, and mediation appointments are being held remotely. Family law trials have commenced in person.
- Additionally, the Family Law Self Help Center has re-opened. It is providing e-Correspondence, file review and workshops remotely.
- The family law calendars are posted and indicate how to attend them remotely at the following link: <https://www.saccourt.ca.gov/family/calendar-information.aspx>.
- For additional details, please review the following public notices:
<https://www.saccourt.ca.gov/general/docs/public-notice-trials-settlement-conferences-family-law.pdf>; and <https://www.saccourt.ca.gov/general/docs/extended-court-closure-mitigation-plan-resumption-of-fl-services.pdf>.

Juvenile Division:

- All juvenile filings are accepted by US Mail or drop box.
- All Juvenile hearings and trials in both child welfare (dependency) and juvenile justice (delinquency) are presently being conducted (most of which are being done remotely).

- Publicly accessible matters in juvenile justice cases are posted on the daily calendar and can be found at the following link: <https://www.saccourt.ca.gov/criminal/hearing-livestreams.aspx>.
- For additional details, please visit the following public notices: <https://www.saccourt.ca.gov/general/docs/public-notice-juvenile-justice%20.pdf>, and <https://www.saccourt.ca.gov/general/docs/public-notice-juvenile-dependency-20200714.pdf>.

Landlord/Tenant (Unlawful Detainers):

- Unlawful Detainer filings are accepted by drop box only at the Carol Miller Justice Center.
- No hearings are being conducted at the present time with the exception of outstanding writs of possession.
- For legal assistance, please email the Advisory Clinic at SCUDAdvisors@saccourt.ca.gov or call 916-875-7846.
- For additional details, please review the public notice at the following link: <https://www.saccourt.ca.gov/general/docs/public-notice-landlord-and-tenant-ud-division-040120.pdf>.

Probate:

- All probate filings are accepted by US Mail or drop box.
- Probate hearings including ex parte requests for emergency relief, trust and estate, conservatorship, guardianship, Lanterman Petris Short (LPS) matters, trials and settlement conferences have commenced remotely.
- Services through the Family Law Self Help Center has re-opened using e-Correspondence.
- The probate calendars are posted and indicate how to attend them remotely at the following link: <https://www.saccourt.ca.gov/probate/calendar-search.aspx>.
- For further details, please refer to the public notices: <https://www.saccourt.ca.gov/general/docs/public-notice-resumption-of-trials-settlement-conferences-probate.pdf> and <https://www.saccourt.ca.gov/general/docs/extended-court-closure-mitigation-plan-resumption-of-probate-services-050420.pdf>.

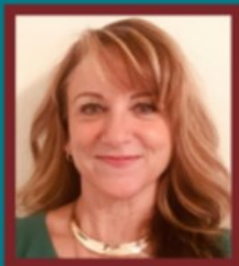
Small Claims:

- Small Claims filings are accepted by drop box only located at the Carol Miller Justice Center.

- Small Claims trials will resume on August 3, 2020.
- For general information, please email the Small Claims Division at scefile@saccourt.ca.gov.
- For legal assistance, please email the Advisory Clinic at SCUDAdvisory@saccourt.ca.gov or call 916-875-7846.

Traffic:

- Traffic filings are currently being processed and arraignments and trials are being held daily.
- On-line services to resolve a traffic matter without appearing in court includes paying your fine in full, request traffic violator school, set up monthly payments, submit proof of corrections. Traffic appearances via videoconference are being conducted for arraignments and trials by written declaration and court trials by mail.
- For further details, please review the public notice for traffic matters at the following link: <https://www.saccourt.ca.gov/general/docs/public-notice-traffic-arraignments.pdf>.
- The traffic calendars are posted and indicate how to attend them remotely at the following link: <https://www.saccourt.ca.gov/traffic/calendar-search.aspx>.
- To request an arraignment via video conference or for further assistance, please submit a written request to the Traffic Division at trafficcustomerservice@saccourt.ca.gov.



Marj Walker
Business Development Executive
mwalker@aptusCR.com
916.749.9055



Jaime Gooch
Business Development Executive
jgooch@aptusCR.com
559.455.7628

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Workplace Wellness

FORGIVENESS

Whether you've been besmirched by a co-worker, slighted by a relative, betrayed by a spouse, or cut off in traffic, most of us are faced with a variety of situations both grievous and mundane that we can choose to ruminate over or forgive.

Challenges to forgiveness

Forgiveness can be a challenge for several reasons. When we have been wronged by others, especially those we trust, the pain flows deep. When we are hurting, it is difficult to focus on anything other than the pain. The anger that ensues can be so deep, forgiveness is often the last thing on one's mind.

Some find it difficult to forgive because they misunderstand what extending it will mean. For example, many persons feel that if they forgive, they are somehow minimizing the wrong and the resultant pain. Or, if they forgive, they are required to forget the wrong that occurred. Or, even still, if they forgive, they are inviting further wrong to occur.

Forgiveness can also be challenging when the person who wronged us doesn't seem to deserve our forgiveness. We equate it with absolution – excusing the other from blame, guilt or responsibility for what they did. We imagine it as symbolically setting them free from having to carry the burden of suffering that we believed they caused.

Workplace Wellness

What is forgiveness?

One of the meanings of forgiveness is to let go of resentment and thoughts of revenge. According to

www.greatergood.berkeley.edu,

“psychologists generally define forgiveness as a conscious, deliberate decision to release feelings of resentment or vengeance toward a person or group who has harmed you, regardless of whether they actually deserve your forgiveness.”

Forgiveness is, in part, a willingness to drop the narrative on a particular injustice, to stop telling ourselves over and over again the story of what happened, what this other person did and how we were injured.

According to Psychology Today, a primary component to forgiveness includes our attention and where we choose to direct it. The process of forgiveness takes the focus off the other person, away from what they did, have not done or need to do. We stop trying to get compassion or acknowledgment from the other person, and we take on the role of our

own caring witness and decide to offer ourselves the compassion we desire.

We do all of this with or without the other’s awareness. Forgiveness is truly an inside job.

Benefits of Forgiveness

Letting go of resentment and bitterness can make way for improved health and peace of mind. Benefits to forgiveness include: healthier relationships, improved mental health, reduced anxiety, lowered blood pressure, improved immune system and improved heart health.

Forgiveness, ultimately, is about freedom. When we need someone else to change in order for us to be OK, we are a prisoner. In the absence of forgiveness, we are shackled to anger and resentment. Lewis B. Smedes once wrote, “To forgive is to set a prisoner free and discover that the prisoner was you.”

Forgiveness is the fragrance that the violet sheds on the heel that has crushed it. —Mark Twain

MEMBER NEWS

Stand up and give a round of applause to each of our new SLSA members:

Jennifer Anthony—Jennifer is a Legal Secretary with the City of Sacramento. She has worked in the legal field since 2013. Jennifer celebrates her birthday on January 30.

Carolyn Apodaca—Carolyn is a Legal Secretary with the City of Sacramento. She has worked in the legal field for 29 years.

Rosanne Araujo—Rosanne is a Paralegal with the California Correctional Peace Officers Association. She has worked in the legal field since 2015. Rosanne celebrates her birthday on July 13, and enjoys camping, party planning and reading non-fiction.

Tammy Hunt, CCLS—Tammy is a Subrogation Supervisor with George Hills Company. Tammy has worked in the legal field since 1995. Her hobby interests include granddaughters and camping. Tammy celebrates her birthday on February 20.

Josie Morales—Josie is a Senior Legal Secretary with the Smith Zitano Law Firm. She has worked in the legal field since 1998. Jose celebrates her birthday on December 6.

Julie Reece—Julie is a Legal Secretary with Carbone, Smith & Koyama and has worked in the legal field since 2011. Julie celebrates her birthday on June 27.

Brianna Richardson—Brianna is a Legal Secretary with Carbone, Smith & Koyama, and has worked in the legal field since 2018. Brianna's hobby interests include hiking, yoga and reading, and she celebrates her birthday on January 12.

Sylvia Sandoval—Sylvia is a Legal Secretary with the City of Sacramento. She has worked in the legal field since 1994. Her hobby interests include shopping, beaches and spending time with family.

AUGUST BIRTHDAYS



Gisele Mitsuk—August 2

Susan Heu—August 7

Mary Taylor—August 22

Kelly Leca—August 28



DATES TO REMEMBER



Aug. 5, 12:00 pm	NextGen Webinar – <i>Maximizing Efficiency and Workplace Relationship Through Interpersonal Skills</i>
Aug. 13, 12:00 pm	LPI Webinar – <i>Changes re Medi-Cal and Long-Term Care Programs in California</i> [deadline to register August 6]
Aug. 13, 7:00 pm	NextGen Webinar – <i>Maximizing Efficiency and Workplace Relationship Through Interpersonal Skills</i> [deadline to register August 7] (same webinar as August 5, being offered twice)
Aug. 15, 9:00 am	“Save the Date” for LPI Webinars – LPI University. Four live webinars presented by LSS and CEC
Aug. 11, 6:00 pm	SLSA Board Meeting
Aug. 20, 6:00 pm	SLSA Membership Meeting (via Zoom) [deadline to register August 19]
Aug. 20, 12:00 pm	LSI Webinar – <i>Fiduciary Accountings, the Basics</i> [deadline to register August 13]
Aug. 22, 9:00 am	LPI’s August 2020 Hybrid Annual Conference, 2020 – <i>Seeing Changes in Our Future</i> . Stockton Hilton, Stockton, CA
Sept. 7	Labor Day Holiday
Sept. 8, 6:00 pm	SLSA Board Meeting
Sept. 17, 6:00 pm	SLSA Membership Meeting
Oct. 1, 12:00 pm	LSS Webinar – <i>Social Media Ethical Evidence Collection & Use</i> [deadline to register September 24]

Legal Professionals, Inc.

LSS Webinars



The Governor of California enacted emergency orders regarding Medi-Cal due to COVID-19 that may have lasting impact on the Medi-Cal program. Ms. McGonigle will go over these emergency orders, will discuss Long-Term Care Programs available in California, including how to meet the medical and financial eligibility criteria, how to plan for eligibility, how to avoid estate recovery, and the impact of COVID 19.



LEGAL SPECIALIZATION SECTIONS

AUGUST 13, 2020, 12:00 PM

PRESENTED BY: CHRISTINA MCGONIGLE, ESQ., CELA
MCGONIGLE & HUNSAKER, LLP

MEMBERS OF ALL SIX (6) LEGAL SPECIALIZATION SECTIONS

LSI MEMBER OR LOCAL ASSOCIATION MEMBER

NON-LSI MEMBER OR ATTORNEY

FREE!

\$15

\$25

A \$5 late fee will be added after 7.30.2020. Registration closes on 8.6.2020.

REGISTRATION

Online registration and payment available at:
<https://www.legalprofessionalsinc.org/events/>

or
[Click Here](#)

The Legal Specialization Sections are a program of Legal Professionals, 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.



August 20, 2020; Noon

FIDUCIARY ACCOUNTINGS -THE BASICS

This webinar will review each schedule used in an accounting for probate, trust and conservatorship cases along with an overview of the purpose of each schedule and how they work together to provide a balanced accounting.

PRESENTED BY: PATRICIA A. WENTHE, SR. PROBATE PARALEGAL AND LICENSED LEGAL DOCUMENT ASSISTANT

Members of All Six (6) Legal Specialization Sections (LSS) - FREE!

LSI Member/Local Association Member - \$15

Non-LSI Member or Attorney - \$25

The price increases \$5 after 08.06.2020; Registration closes 08.15.2020.

Online registration and payment available at: <https://www.legalprofessionalsinc.org/events/>
OR

Click here to register!

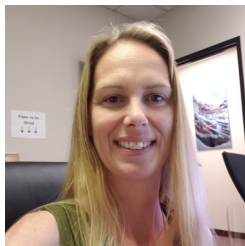
The Legal Specialization Sections are a program of Legal Professionals, Inc., an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.0 hours each, by the State Bar of California unless otherwise specified.



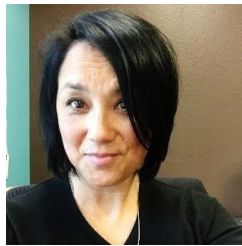
Executive Board—2020-2021



Marci Frazier, President



**Sarah Martinez,
Vice-President**



**Daphne Boyd,
Secretary**



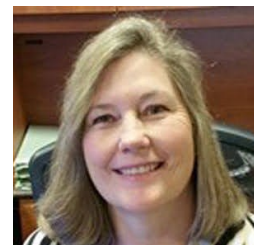
**Alicia Malerbi,
Secretary**



**Corene Rodder,
Governor**



**Dawn Willis,
Parliamentarian**



**Brenda Bracy, CCLS
Executive Advisor**



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