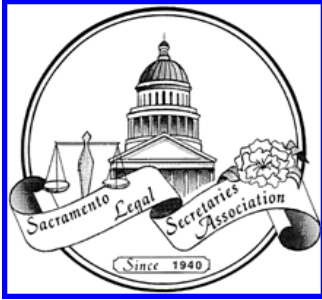


April 2011

Volume 4 Book 11



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Sacramento Legal Secretaries Association



Theme of the Month:

Federal vs Civil

Event(s)

- **General Dinner Meeting – April 21.** This event will be held at the Courtyard Marriott Midtown Sacramento, 4422 Y Street. You can register online through our website or contact Jennifer Shelton at jshelton@murphyaustin.com. *See page 21.*

Mission Statement

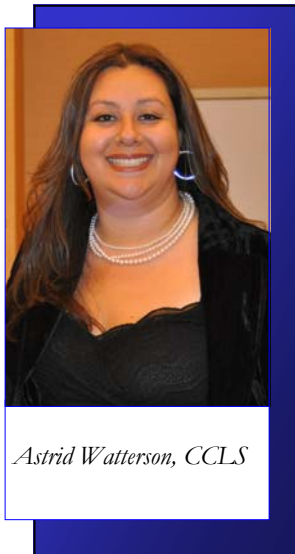
The Sacramento Legal Secretaries Association (“SLSA”) is a nonprofit, educational organization whose purpose is to further knowledge of law and its procedures, promote a high standard of ethics, encourage a statewide networking system, and advance the interests of our members and the legal community.

NON-MEMBERS ARE WELCOME!



President's Report

by Astrid Watterson, CCLS



Greetings SLSA Members! The end of our fiscal year has arrived. This is my final President's message to you. It has been a pleasure to serve as your President once again. I enjoyed my time when I first became president in 2005-2007 and now again for my 2010-2011 term. I have been fortunate to work with a great group of volunteers. As a matter of fact, if you were not present at the dinner meeting in March, you missed out on not only a great speaker, Mr. Reichel, but also on the kudos bestowed upon our various volunteers for the year.

This year we set out to get us back on track with our educational programs, our networking, and our membership. We ended the year with 181 active members plus an additional few student and honorary members. As a team, we were able to provide everyone with lunch lesson, evening seminars, and our monthly dinner meetings. We covered many areas of law and attempted to bring to you meetings and or seminars where you could learn something new that applied to your job.

Of course, we could not have accomplished everything that we did without having a great team of helpers to make it all happen. Many thanks to:

Sophia Albov, CCLS
Patti Alexander
Sandra Andrade
Launa Atkinson, CCLS
Johnny Bateman
Kristi Baughman
Ron Bodenmann
Sheila Brown
Alex Cain
Sherri Lee Caplette, CCLS
Lillian Cassipit
Maimie Chyinski

Yolanda De La Cruz
Desiree Delonia, CCLS
Rosa Deniz
Jennifer Estabrook, CCLS
Gloriela Garcia
Liz Gideon
Lynne Gomes
Gwen Gomez
Susan Lee
Rebecca Lerma
Paula Lockard, CCLS
Molly Mahoney
Daria Milton
Jaymie Moralez
Aaliyah Muhammad
Lindsey Perry
Jennifer Rotz
Andrea Savig, CCLS
Jennifer Shelton
Moe Talamantes
Nancy Vanderhorst, CCLS
Laura Welch, CCLS
Diane West, CCLS

This association is run on the goodwill of volunteers. In order for it to be kept alive and continue to provide all of its members with an opportunity for growth, education, and networking, it needs to continue to have people like those mentioned above to help with whatever they can. It is understood that some have more time to give than others, but in this business, everything and anything helps. I'm going to pick on Lindsey Perry for the moment. She is a court reporter with Atkinson Baker whom I met at annual conference in May. She and I had not met before. She said she was interested in our association and becoming a member. Initially, it was to help market her business, but then I asked her if she would help by being on a committee. She doesn't have much time, but she agreed to be on the Boss of the Year and Legal Professional of the Year committee, which was a commitment of one month and a few e-

mail exchanges prior to the event. Lindsey along with her other committee members pulled off a wonderful event that made many of us feel good. That was all she had to do for the entire year, but it was a tremendous help.

It is my hope that our new President and her team are able to find several volunteers to help continue SLSA's growth. With that, I would like to congratulate the newly elected executive board for 2011-2012. Congratulations to:

President – Dawn Forgeur, CCLS

Vice President – Lynne Gomes

Secretary – Deseree Gamayo

Treasurer – Justine Gamayo

Governor – Andrea Stoll

It is my hope that the incoming board has as many volunteers as the current board did so that they too can accomplish the goals they set.

I would like to end with a special thanks to the current board members. They each went above and beyond this year, not only completing their own assignments, but also helping out when it was needed. Laughter, friendship, and camaraderie got us through this year. This has been a great experience for me and I am thankful to this association for allowing me to lead it one more time.



Benefit Highlight

by Dawn Forgeur, CCLS

Working Advantage Spotlight

You can email me at forgeurd@gtlaw.com to get LSP's Member Number to take advantage of these discounts, which is only a sampling of what is offered.

RedEnvelope: 10% off all orders, 15% off \$80+ and 20% off \$125+, thru 12/31/11

Diapers.com: Free 2-day shipping on orders over \$49. Restrictions: All offers valid for first time customers only.

Pet Food Direct carries over 11,000 products for dogs, puppies, cats, kittens, birds, small animals and fish all delivered to your door. 25% off Supplements & Vitamins; \$5 off orders \$75+; \$10 off orders \$100+; and 15% off Pet Treats, through 12/31/10.

Sears Commercial Employee Purchase Program through Working Advantage

You can select and purchase these great products for your home:

- Craftsman® Garage Storage
- Sealy® and Sears-O-Pedic® Mattresses
- NordicTrack® Exercise Equipment
- Craftsman® Lawn Tractors
- Kenmore® Outdoor Grills, Televisions and more!

This unique program from Sears Commercial features:

- A private selection consultation, with a professionally trained specialist
- Preferred Affiliate Program Pricing, backed by our Price Matching Plus policy
- Program and pricing is only available through Sears Commercial Sales
- This offer is not available through Sears retail or dealer stores



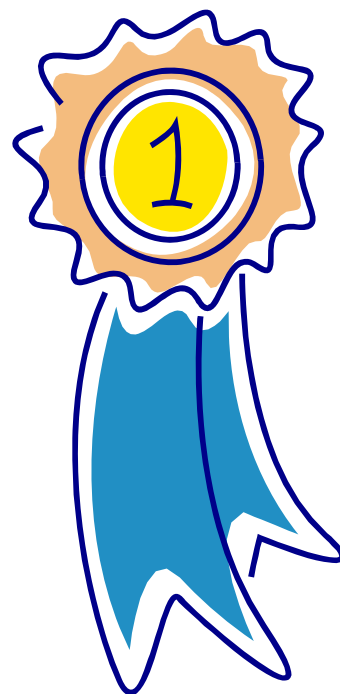
Membership Chair Report

by Anne French

It's hard to believe that a year has gone by already. The weather is getting warmer and summer feels like it is around the corner. A year ago the new fiscal year was getting ready to start with a new board and new goals were set for the new year. This past year's focus was based on education and many of our members took advantage of the educational lessons that were offered. In the legal field, the rules are continually changing and staying apprised of those changes makes all of us more efficient.

Each year there is a contest for the member who attends the most events hosted by SLSA. This year's winner is Kristi Baughman. Thank you to everyone who attended our events this year and on behalf of the board, we hope you enjoyed the events we were able to offer.

Are you an SLSA member who has changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you. Let us celebrate your accomplishments with you during good times and support you during tough times. Please send your news to afrench@downeybrand.com.



Employment Report/Positions Available

by Jaymie Moralez

This free benefit provides the legal community with a place to post job openings for all categories of job positions. SLSA assists in every possible manner to procure employment for members of this association, and cooperates with attorneys in filling positions in law offices, but in no event does this committee act as an employment agency.

Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney/employer is requested to e-mail the Employment Chair and Webmaster with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Ads are usually posted within 48 hours.

It is the responsibility of the applicants to contact the employers, schedule interviews, exchange résumés, and to discuss benefits and salary, etc. All information is listed until notification to drop the name/position is given to the Employment Chair and/or Webmaster.

Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at jmoralez@somachlaw.com. A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.



- **(4/7/11) Litigation Legal Secretary** We currently have an opening for a litigation secretary and set forth below are some of the criteria we're looking for.

Litigation, preferably with construction litigation experience, proficient in Word, Excel, network systems and PowerPoint a plus, State, Federal and Secretary of State filings, with familiarity with rules of procedures (lis pendens, judgment liens, etc.),

Calendaring experience, proofreading and multi-tasking. The opening is a 3:1 assignment for a partner and two associates. All three of these attorneys are delightful, have good energy, and are fun to work with.

Please e-mail your resume to Sylvia Warner at swarner@hansonbridgett.com or feel free to drop off your resume at Hanson Bridgett LLP, 500 Capitol Mall, Suite 1500, Sacramento, California. No phone calls, please.

(4/5/11) Bilingual (Spanish) Legal Secretary Workers' Compensation, Employment, and Labor Law firm seeking a bilingual Legal Secretary to join their busy practice. Company located in Sacramento off of Highway 50. Position is full-time, and will require a minimum of 3-5 years experience as a Legal Secretary. Candidates should be used to working under tight deadlines juggling multiple tasks. Experience with Word and Excel. Please email resume to ihamilton@appleone.com Position available immediately.

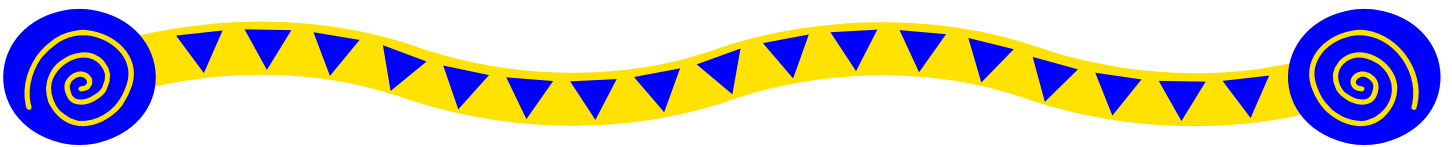
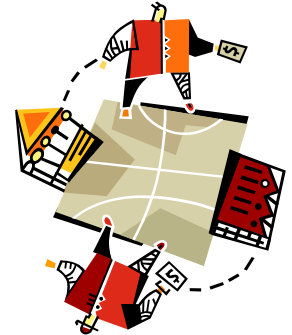
- **(4/5/11) Legal Secretary with Experience** A four attorney, insurance defense firm seeks a secretary with experience in insurance defense, personal injury litigation. Must be proficient in scheduling, communicating with clients, working with attorneys and paralegal. The position involves working with two attorneys and handling files from opening to closure. Experience with courts in Northern California a plus. Typical duties include opening file, generating answer and responsive pleadings, printing discovery, setting depositions, calendaring appearances, and working with opposing counsel's staff and claims office to coordinate dates, scanning and uploading mail, and finally closing the file and getting it shipped out. The office is in the process of going paperless, so we expect you to be computer savvy. The position is full time from 8:00 to 4:30 Monday through Friday. Very little overtime. Job includes health, vision and dental benefits, a 401K, vacation, and a friendly and collegial work environment. Please do not send a resume unless you have insurance defense, personal injury experience. A cover letter is not necessary. Please send as an attachment to email. If you are interested, please send your resume to mmcko@allstate.com.



Employment Report/Positions Available Continued

by Jaymie Morales

- **(3/24/11) Litigation Secretary** A mid-sized litigation firm seeks a full time legal secretary with a minimum 5 years of experience in both State and Federal courts. Must be dependable with strong communication and organizational skills. Knowledge of ProLaw is preferred. We offer competitive salary and benefits. Position available immediately. Please email resumes and professional references to: hr@mpbf.com. No telephone calls please.
- **(3/10/11) Legal Secretary/Receptionist** Sole Practitioner personal injury/bankruptcy firm in Roseville seeking full time/part time person to handle a range of responsibilities including office management, mail management, calendaring, case file management, basic bookkeeping, and secretarial duties as needed. In addition, the successful candidate position involves client contact by telephone and in person. Salary depending upon experience. Medical benefits provided. Software used is WordPerfect, Microsoft Word, Essential Forms and Visions. Experience with QuickBooks a plus. Please email resume to jrhuber@surewest.net. Position available immediately.
- **(3/4/11) Legal Secretary/Office Manager** Three attorney business/real estate litigation firm in Sacramento near Arden Fair Mall seeking part time/full time person with minimum three years litigation experience to handle a range of responsibilities including office management, mail management, calendaring, case file management, basic bookkeeping, and secretarial duties as needed. Position involves client contact by phone and in person. Compensation is hourly based and depends on experience. Medical benefits provided. Software used is Microsoft Word and Essential Forms. Experience with Excel, Tabs, and QuickBooks a plus. Please email resume with subject line "SLSA March 2011" to jobs_legal@yahoo.com. Position available immediately.



CHANGE OF ADDRESS:

Please remember if you have moved offices or home, be sure to send us your Change of Address form so that we can update our records. This will minimize any delay in your receiving our monthly bulletin, any correspondence, and the LSI quarterly magazine. The change of address form can be found in this bulletin or on our website. They should be mailed to our Vice President and Membership chair, Anne French to her work address at Downey Brand, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814.



Of Note

Notice

The Court of Appeal First Appellate District is now accepting civil, criminal and juvenile briefs in electronic format. Submission of briefs in electronic format is voluntary. It is important to note that **such a submission does not in any way replace or reduce the required number of printed originals and copies of briefs as required by the Rules of Court.** Briefs in electronic format are for the internal use of the court only.

Briefs may be submitted on CD-ROM or via e-mail to ron.poellath@jud.ca.gov and may be submitted in Microsoft Word or PDF formats.

The following convention for naming the file should be followed:

Docket Number, Brief Type and File Extension. For example:

Microsoft Word Format (.doc) or .docx)	Adobe Acrobat Format (.pdf)
for appellant's opening brief	
A101123aob.doc	A101123aob.pdf
for respondent's brief	
A101123rb.doc	A101123rb.pdf
for appellant's reply brief	
A101123arb.doc	A101123arb.pdf

SLSA Members Please Note:



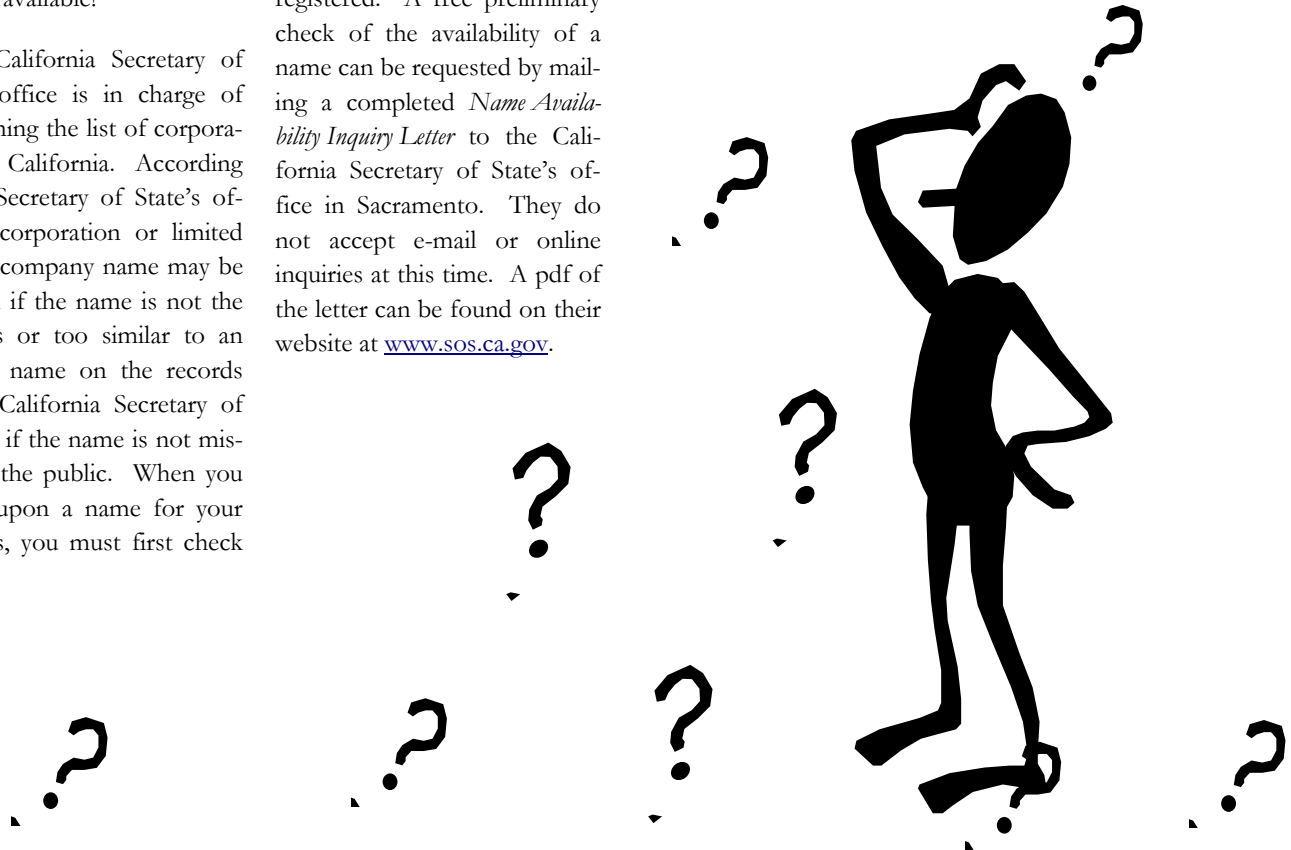
Capitol Mall Courier Services, Inc. has recently joined forces with Ace Attorney Service, Inc. They now offer a one stop attorney support service. Ace Attorney Service has seven branch offices throughout the state of California. Please visit their website at acelegal.com for more information about their services. If you have used Capitol Mall Courier Services before, rest assured they are still around and you may still contact Scott or Jerad. They may be contacted at: scott@acelegal.com or jerad@acelegal.com or at (916) 447-4000.

How Do I?

How do I know if a corporate name is available?

The California Secretary of State's office is in charge of maintaining the list of corporations in California. According to the Secretary of State's office, a corporation or limited liability company name may be adopted if the name is not the same as or too similar to an existing name on the records of the California Secretary of State or if the name is not misleading the public. When you decide upon a name for your business, you must first check

to see if it has already been registered. A free preliminary check of the availability of a name can be requested by mailing a completed *Name Availability Inquiry Letter* to the California Secretary of State's office in Sacramento. They do not accept e-mail or online inquiries at this time. A pdf of the letter can be found on their website at www.sos.ca.gov.



Capturing CAPs (Chapter Achievement Points)

It's the new fiscal year for earning Chapter Achievement Points ("CAPs"), time to start earning for the 2011-2012 competition. Our main competitor is San Diego LSA and a little friendly rivalry is always good, right? Throughout the year, please let your governor know when you do things that might earn SLSA CAPs. Your governor keeps a record of these points and submits the total to LSI in April to compete with the other associations in our membership class.

If you are a CCLS that will recertify during the 2011-2012 fiscal year, please send the governor an email letting her know, that counts for Chapter Achievement Points.

Did you know that members who use the LSI Hertz discount can earn SLSA 200 Chapter Achievement Points each time they rent a car?

Please send an email to Andrea Stoll at andrea@haydulaw.com with your CAPs information.

CCLS Quiz

by Jennifer Estabrook, CCLS

“The Best of CCLS Quiz”

True or False:

1. The only ground for dissolution of marriage in California is irreconcilable differences.
 - True
 - False
2. A void marriage can never become valid.
 - True
 - False
3. When including items in a letter, the word “enclosure” should be typed at the left margin, below the signature line.
 - True
 - False
4. An e-mail consists of two parts: the “top-level domain” and the “zone”.
 - True
 - False
5. “Mousetrapping” means blocking someone’s exit from a website.
 - True
 - False
6. Only a person who resides or has a domicile, a place of business, or property in the United States, or a municipality, may be a debtor under Title 11.
 - True
 - False
7. Once granted, a debtor’s chapter 7 discharge cannot be revoked.
 - True
 - False
8. Any person interested in an estate may file a request to receive copies of all inventories, reports or other documents filed in the estate.
 - True
 - False
9. Under certain conditions the Probate code allows certain property to be passed to beneficiaries without a formal probate proceeding.
 - True
 - False
10. Expert depositions must be concluded 15 days before the trial date .
 - True
 - False



Answers on page 13

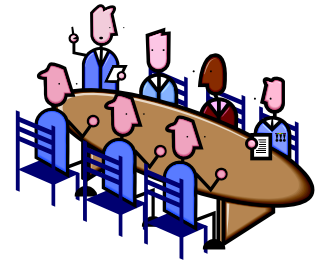
Parliamentarian's Corner

How Committee Member are Chosen

According to *Robert's Rules of Order*, there are two types of committees: Standing Committees and Special Commit-

tee. In our association, the scholarship committee is in charge of raising funds for our scholarship fund, promoting our scholarships to local community colleges and schools, reviewing

the applications submitted, providing the executive board with a report of the qualified applicants, and finally, coordinating the delivery of the scholarship award. This committee is a standing committee. A special committee is one that is created for a particular task and then they go out of existence when the task is completed. For example, at our Day in Court event, the President created a special committee to review and approve the Minutes. The special committee was created with the specific purpose of reviewing and approving the Minutes. Once that task was completed, the special committee was done and no longer continued to exist.



"As the new year approaches and our new President is installed she will need as many volunteers as possible to help carry out the business of this associations."

tees. *Robert's* says that the method of selecting the chairmen and members of standing committees is usually established in the organization's bylaws. Standing committees are ones that have a continuing existence and function, such as the legal procedures committee or the scholarship committee. They have responsibility over a particular subject matter, such as our

SLSA has various standing committees. As the new year approaches and our new President is installed, she will need as many volunteers as possible to help carry out the business of this association. Congratulations to the newly elected President, Dawn Forgeur, CCLS. If you would like to volunteer for a standing committee, please contact the incoming President at forgeurd@gtlaw.com.

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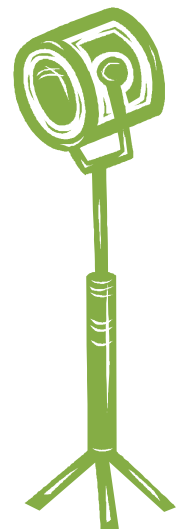
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Jennifer Shelton; Registration and Reception chair

General



Jaymie Moralez and Emily Watterson



Tammy Hunt, CCLS and Emily Watterson



Gloriela Garcia and Lindsey Perry



Lynne Gomes; Day in Court committee member



Gloriela Garcia; Charitable Donations Chair



Anne French and Astrid Watterson, CCLS



Astrid Watterson and speaker, attorney Mark Reichel



Jaymie Moralez; Employment Chair and Nominations & Elections committee



Group picture of SLSA volunteers



Lindsey Perry from Atkinson Baker Court Reporters; Boss of the Year and Legal Professional of the Year committee member

Dinner



Scott, Anne, and Jacob French



Susan Lee; Programs and Vendor co-chair



Moe Talamantes



Susan Lee and Crystal Rivera



Jennifer Shelton and Astrid Watterson, CCLS



Dawn Forgeur, CCLS, Astrid Watterson, CCLS, and Tammy Hunt, CCLS

Legal Procedures

by Laura Welch, CCLS, Nancy Vanderhorst, CCLS, and Molly Mahoney

Notices of Motion



As a practice pointer, notices of motion are subject to special rules, and are just as important as other aspects of your motion. When drafting and reviewing notices, make sure that your notice contains all of the requirements for the specific motion you are drafting. For example, an MSJ notice must contain grounds for summary judgment and summary adjudication which exactly mirror the grounds in the separate statement. For a motion to strike, the notice must contain reference to the specific page and line of the complaint you are seeking to strike. Every motion has some nuance that must be considered.

Also, for all courts that utilize a tentative ruling system, the notice must contain the rule, and explain how the party can obtain the tentative ruling and request oral argument. (There is usually required language contained in the court's local rules). If that language is not in the notice, the opposing party can arguably just show up at the hearing on the noticed date and time, with no notice to you, or otherwise object to the tentative becoming the rule of the court.

Before selecting your hearing date for any motion, remember the newly updated California Rule of Court, Rule 12c, effective 1/1/11, which requires hearing-related deadlines to be calculated by counting backward from the hearing date, starting with the statutory deadline (e.g., 16 court days for a regular [non-MSJ] motion), and then continuing backward to add the extension based on service method (e.g., 5 calendar days for service by mail within California).

Updated Rule of Court

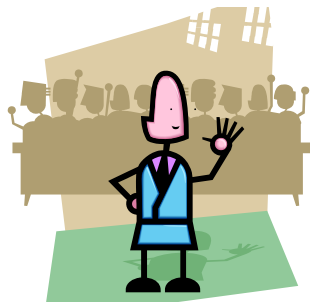
The rule updates for 2011 have been published before, but this one bears repeating:

The ability to convert ideas to things is the secret to outward success.

~Henry Ward Beecher

Governor's Report

by Dawn Forgeur, CCLS



At our March 2011 dinner meeting, there was a board recommendation to approve the conference locations listed below, and that recommendation passed. Your delegates will vote for these locations at May 2011 Annual Conference.

November 15-18, 2012 Conference

Desert Palm LPA hosting at the Palm Springs Hilton. Room cost-\$109. Scrip-\$108.50

May 16-19, 2013 Annual Conference

Santa Clara County LPA hosting at the San Jose Marriott. Room cost-\$109. Scrip-\$131.

I have not received any further information on the second opinion from an independent law firm regarding independent contractor versus employee status. I also have not received word of any motions that will

be brought regarding the issue of LSP's Administrator employment status.

Finally, congratulations to the winners of the election! I look forward to working with and getting to know everyone in the upcoming year.

CCLS Quiz Answers

by Jennifer Estabrook, CCLS

CRIMINAL ANSWERS:

- | | |
|----------|----------|
| 1. False | 6. True |
| 2. True | 7. False |
| 3. False | 8. True |
| 4. False | 9. True |
| 5. True | 10. True |



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 T D Y I L T Q P N V I U U A T
 A B N B T U S O P N N N J Q O
 C M F L E A P E D U E C D U M
 I A N S E S B I T M U T N S A
 N G T N A G C O V N Q I A P T
 U H G U A T N T R A I V R E I
 M R S C M Y E B R P E E G T C
 M Z D E M U R R E R T O I I S
 O A N L E N A P M I B R V T T
 C T E T A C R U F I B D U I A
 I I B H C D S K U C A E Y O Y
 V G D L C F Y W J C L R G N C

AUTOMATIC STAY	INTESTATE
BEQUEST	PETITION
BIFURCATE	RESIGNED MEMBER
COMMUNICATION	SUA SPONTE
COURT PROBATION	
DEMURRER	
GRAND JURY	
IMPANEL	
INDICTMENT	
INJUNCTIVE ORDER	



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Vendor Spotlight

March General Dinner: Carol Daly Sweeney-Burkett's Office Supply, Inc.

by Sophia Albor, CCLS

Susan Lee and Carol Daly Sweeney from Burkett's Office Supply



8520 Younger Creek Drive
Sacramento, CA 95828
(916) 387-8900
www.burkettsoffice.com

The Sacramento Legal Secretaries Association got to spend some time with Carol Daly Sweeney from Burkett's Office Supply at its March Dinner Meeting. Burkett's is a locally owned office supply company that has been serving the greater Sacramento area since 1959. They are committed to always offering their consumers the lowest price on over 40,000 products. Burkett's guarantees the lowest price possible on all their products – if you find a

lower price they will beat it! They have free next day delivery and no minimum order. They have a great website where you can order supplies or you can call in and talk with one of their experienced customer service professionals. In addition they also have office furniture and offer printing services.



April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 <i>Board Meeting</i>	12	13	14	15	16
17	18	19	20	21 <i>General Dinner Meeting</i>	22	23
24	25 <i>Article Submissions Due</i>	26	27	28	29	30

Dates to Remember

- **April 11 - SLSA Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **April 21 - General Dinner Meeting & Installation** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **April 25 - Last Day to Submit Articles for the March issue of The Legal Eagle**



Vocabulary List

by Jennifer Estabrook, CCLS



Criminal

Affirmative Defense

A defense which serves as a basis for providing some new fact; the defendant does not simply deny a charge but offers new evidence to avoid judgment against him.

Demurrer

A formal objection to a pleading.

Bifurcate

To divide into two parts

Injunctive Order

A judicial remedy awarded for the purpose of requiring a party to refrain from doing a particular activity.

Resigned Member

Means a member who has resigned from the State Bar while disciplinary charges are pending

Communication

Means any message or offer made by or on behalf of a member concerning the availability from professional employment of a member or law firm to any former, present or prospective client.

Automatic Stay

The injunction issued automatically upon the filing of a bankruptcy case which prohibits collection activities against the debtor, the debtor's property, or the property of the estate.

Petition

The document that initiates a bankruptcy. The filing of the petition constitutes an order for relief and institutes the automatic stay.

Indictment

a formal, written accusation submitted to the court by a grand jury, alleging that a specified person has committed a specified offense, usually a felony.

Bequest

A gift of personal property by Will.

Intestate

One who dies without a valid Will.

Grand jury

a jury selected and sworn to hear the evidence against accused persons to determine whether there is sufficient evidence to bring the person to trial

Court probation

a criminal court requirement that a defendant or offender fulfill specific conditions of behavior in lieu of a sentence to confinement, but without supervision by a probation agency

Impanel

The process of selecting a jury.

Sua sponte

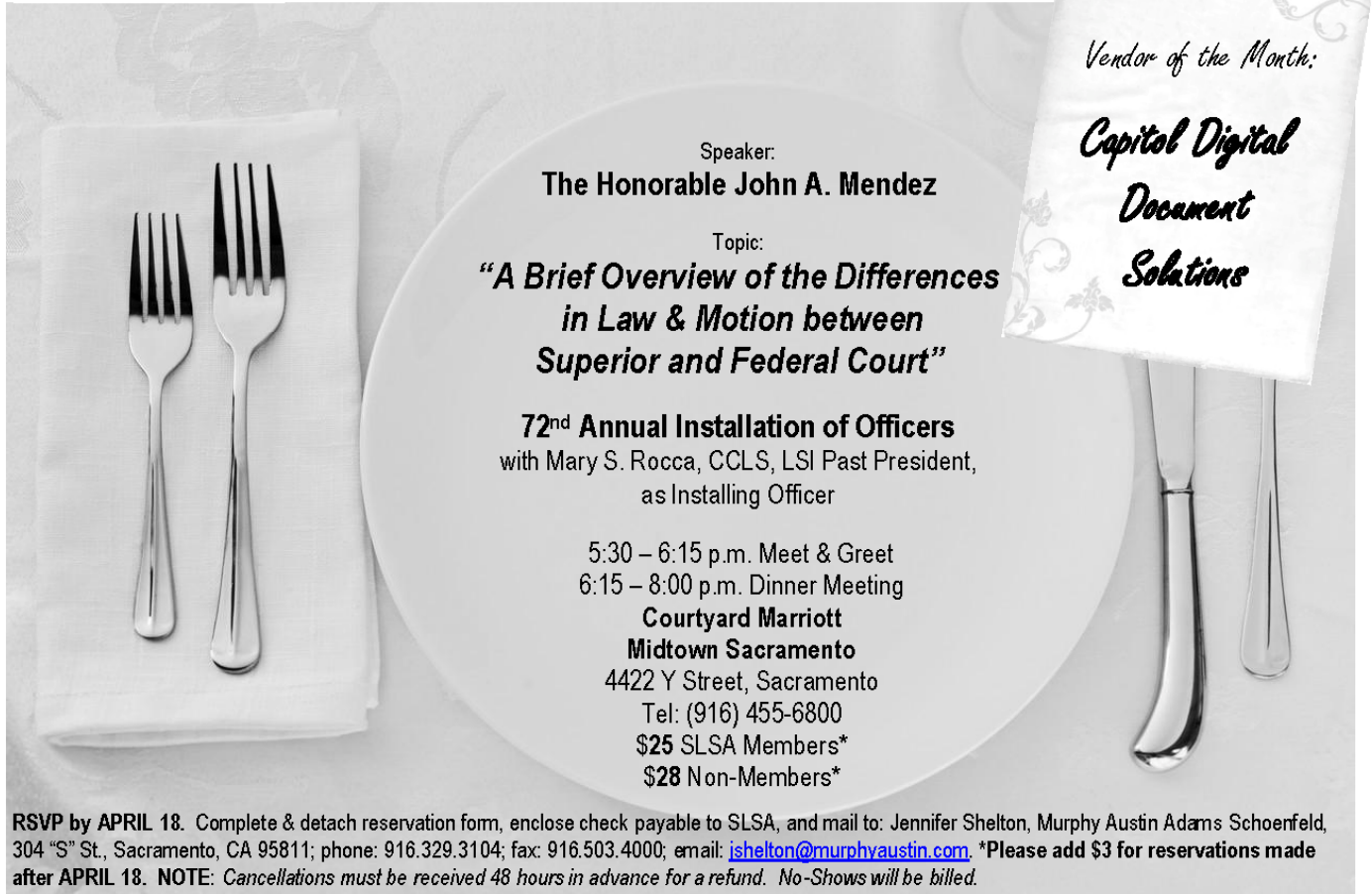
Of his/her own will; voluntarily. On a judge's own motion, without a request from one of the parties.





Sacramento Legal Secretaries Association

Dinner Meeting - April 21, 2011



Speaker:
The Honorable John A. Mendez

Topic:
**"A Brief Overview of the Differences
 in Law & Motion between
 Superior and Federal Court"**

72nd Annual Installation of Officers
 with Mary S. Rocca, CCLS, LSI Past President,
 as Installing Officer

5:30 – 6:15 p.m. Meet & Greet
 6:15 – 8:00 p.m. Dinner Meeting
**Courtyard Marriott
 Midtown Sacramento**
 4422 Y Street, Sacramento
 Tel: (916) 455-6800
\$25 SLSA Members*
\$28 Non-Members*

RSVP by APRIL 18. Complete & detach reservation form, enclose check payable to SLSA, and mail to: Jennifer Shelton, Murphy Austin Adams Schoenfeld, 304 "S" St., Sacramento, CA 95811; phone: 916.329.3104; fax: 916.503.4000; email: jshelton@murphyaustin.com. *Please add \$3 for reservations made after APRIL 18. **NOTE:** Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.

MCLE & CCLS Credit: SLSA, a local association of Legal Secretaries, Inc., an approved provider, certifies that this activity has been approved for minimum Continuing Legal Education credit by the State Bar of California and California Certified Legal Secretary credit in the amount of 0.5 hours.

NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 EMAIL: _____
 TEL: _____ FAX: _____

ENTRÉE SELECTION:

- Peppercorn Chicken**
(with Portobello mushroom, green peppercorn sauce, and rice pilaf)
- Penne Pasta Primavera**
(with roasted vegetables and sun dried tomatoes)

Entrées served with Caesar salad and chocolate tuxedo cake



Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO If "No", are you interested in membership? YES NO

Are you interested in hearing about SLSA volunteer opportunities? YES NO

Law Office Products/ Management

by *Andrea Savig, CCLS*

Ergonomics in the Workplace



Ergonomics is a term that not everyone is familiar with. Ergonomics is simply the science of fitting your workspace to you. If you are planning on spending any significant amount of time in an office, it will become a very familiar term. From the height of your chair, down to the backlighting on your screen, all play a huge roll in preventing long term injuries in the work place. I'm sure all of us have noticed that at the end of an eight hour shift our necks and backs were a little sore. The good news is that with a little research and a few simple adjustments, we can make it a little more tolerable to work those long shifts. Here are some tips:

Your Chair

One of the most important elements to a healthy working environment is your chair. It is very important to test fit your chair, don't just order it online and hope you like it. Take the time to sit in the chair, make sure it is comfortable and has all of the adjustments you need. One of the most important adjustments is the lumbar support. The lumbar support needs to adjust back and forth as well as up and down. Also, make sure that the height of the chair can move up and down. A bad habit of mine is that I tend to sit on the edge of my chair. I never understood why at the end of the day my back and neck hurt. I always assumed it was stress. It wasn't until I purchased an extra lumbar support cushion and



attached it to my chair that my back and neck didn't hurt anymore. With the added cushion I do not have to sit completely in the chair and I still get the lumbar support I need for my back. Another important element is that your elbows are at the same height as your keyboard, which is done by adjusting the height of your chair. It is also important that your feet rest flat on the floor. If this is not possible a footrest should be used.

Monitor

The monitor should be placed approximately 18-28" away from your eyes. A good rule of thumb is that you should be able to extend your arm and touch your screen.

Also, the monitor should be at eye level or slightly below eye level. It is important that your monitor is in front of you, meaning that is your body should be centered in front of your screen. You should not have to turn your head to view your screen. Lighting is just as important as your relationship to the monitor. Try to avoid having exterior light directly in front or behind you and use task lighting whenever possible. This avoids unnecessary strain on your eyes, allowing you to remain focused.

Take a Break

It is very important to take several small breaks throughout your shift. As a general rule, you should stand up every 20 minutes or so. Small exercises such as neck rolls,

shoulder shrugs, leg stretches, and arm stretches are simple and helpful. It is also important to have good posture, be aware of how you are sitting in your chair. Utilize your breaks; walk around the block or down the hall. This helps improve your circulation, decreasing fatigue. Also make sure to give your eyes a break from the monitor. Take the time to look out the window, changing your focus for a moment. Even simple things like keeping your screen clean can help your eyes.

The fundamentals of Ergonomics are very simple; make your workstation work for you. Sitting up strait and keeping your wrists off the keyboard seem elementary but it is easy to get lazy or tired and resort to bad habits. Pay attention to what is making you uncomfortable. By understanding and practicing ergonomics you can avoid unnecessary injuries such as carpool tunnel syndrome, and repetitive stress injuries. There are many facets of ergonomics but just by implementing the topics above, you are sure to improve your overall comfort in the workplace.

CHAPTER ACHIEVEMENT REPORTING FORM

Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2010 through March 31, 2011. This form's purpose is to track each member's activity during the course of the fiscal year. Please complete the form each time you attend a function and mail it to the person named below. 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. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.

- Month/Year Function
I submitted a potential advertiser to the Editor of The Legal Secretary magazine. (25 points per advertiser)
I submitted an article to The Legal Secretary magazine. (50 points per article)
I attended an LSI Quarterly Conference and/or Annual Conference. (50 points)
I attended an Officer/Chairman Workshop at the LSI Annual Conference. How many? ___ (25 points)
I attended the President's Roundtable at the LSI Annual Conference. (25 points)
I belong to an LSI-sponsored credit union. (100 points)
I am insured through an LSI plan. (100 points)
I rented a car through Hertz and received the LSI discount. (200 points per rental)
I enrolled in an LSI-approved retirement planning program. (100 points)
I sponsored a CCLS study group. (200 points)
I participated in a CCLS study group. (25 points)
I conducted a CCLS Mock exam. (150 points)
I took the CCLS exam. (Test date: _____) (100 points)
I passed the CCLS exam. (Test date: _____) (200 points)
I submitted questions to the Continuing Education Council for use on the CCLS Mock exam. How many? ___ (25 points)
I recertified as a CCLS during the 2010-2011 fiscal year. (50 points)
I gave a presentation on legal secretarial careers at a local educational institution. (50 points per presentation)
I attended another Association's monthly meeting, installation, or other function. (50 points per event)
I taught an educational workshop or seminar. (75 points per event)
I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points per event)
I attended an educational workshop or seminar sponsored by a Forum, CEB or The Rutter Group. (25 points per event)
I conducted a short session on legal procedures at an SLSA dinner meeting. (25 points per meeting)
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, 2011. (100 points)
I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? ___ (50 points per meeting)
I attended a Legal Specialization Section Regional Seminar. (75 points)
I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
I submitted an article to LSI Director of Public Relations for publication in the Daily Journal. (50 points per article)
I gave a formal presentation on benefits of membership to a law office. (50 points per presentation)
I gave a formal presentation on benefits of membership to the local bar association. (100 points per presentation)
I purchased the LSI Legal Professional's Handbook between April 1, 2010 and March 31, 2011. (200 points)
I purchased updates to the LSI Legal Professional's Handbook between April 1, 2010 and March 31, 2011. (100 points)
I purchased the Law Office Procedures Manual between April 1, 2010 and March 31, 2011. (200 points)
I purchased updates to the Law Office Procedures Manual between April 1, 2010 and March 31, 2011. (100 points)
I am an SLSA officer or committee chair. I timely responded to my LSI counterpart's quarterly directive(s). Attached is (are) a copy (copies) of my response(s). (20 points per directive)

Name: _____ Phone: _____
Street Address: _____
City: _____ State: _____ Zip: _____

Please attach additional pages if necessary. Thank you for your assistance. If you have any questions, you can reach Dawn Forgeur, CCLS at (916) 442-1111; or e-mail at forgeurd@gtlaw.com. Otherwise mail to:

Dawn Forgeur, CCLS
SLSA Governor 2010-2011
Greenberg Traurig
1201 K Street
Sacramento, CA 95814

*The Honor of Your Presence
Is Requested at*

Alameda County Legal Secretaries Association's

75th INSTALLATION OF OFFICERS

*May 1, 2011
12:00 p.m. – 2:00 p.m.*

*Buttercup Grill
229 Broadway
Oakland, CA*

Officers Elect:

*President Bryana Schroder, CCLS
Vice President Carolina Ramos
Secretary: Winifred Owens
Treasurer: Linda Andrew-Marshall
Governor: Judy Martinez*

Entrée Options

[Assorted breads/muffins, coffee, tea or soft drink are included with your entree]
Indicate entrée choice when making your reservation.

- | | |
|---|------------------------------------|
| 1. Chicken Apple Sausage and Scrambled Eggs - served with fresh fruit cup and hash browns | \$20
(including tax & gratuity) |
| 2. Vegetable Omelette - served with fresh fruit cup and potatoes o'brien | \$20
(including tax & gratuity) |
| 3. Chicken Caesar Salad - served with cup of soup | \$25
(including tax & gratuity) |

RESERVATIONS REQUIRED:

Please submit your reservation to **Brandon Wai** as soon as possible, but no later than **April 26, 2011**, Brandon Wai, Sarnoff Court Reporters, 450 Sansome Street, Suite 1550, San Francisco, California 94111, (415) 519-7795, bwai@sarnoffcourtreporters.com.

Reminder: Cancellation required 24-hrs before the meeting - all no-shows will be charged for their meal.

Happy April Birthdays!!



<i>Casie Campbell</i>	4/3
<i>Rose Pyle</i>	4/6
<i>Desiree Delonia, CCLS</i>	4/7
<i>Julie Patrice Bell</i>	4/10
<i>Debbie Cervantes</i>	4/10
<i>Jolene Gordo</i>	4/10
<i>Irina Burachek</i>	4/16
<i>Jean Wright</i>	4/16
<i>CoSanda Pollard</i>	4/17
<i>Karla Simmons</i>	4/18
<i>Rebecca Lerma</i>	4/19
<i>Susan L. Bonawitz</i>	4/26
<i>AnneMarie Largo</i>	4/27
<i>Michael Taraban</i>	4/27



Out to Lunch:

Great Lunch Spots

by *Sophia Albov, CCLS*



Magpie Cafe
 1409 R St
 Sacramento, CA 95814
 (916) 452-7594
www.magpiecaterers.com

Hours of Operation

Monday – Saturday 7:30 a.m. – 9 p.m.

Magpie Café is in the middle of the block on R Street between 14th and 15th. This restaurant is surrounded by other restaurants, but maintains a unique identity. This has to be one of Sacramento's most eco-conscious dining spots. I remember the very first time I visited and I was given a recyclable cardboard straw – not very effective for sipping up my ice tea, but I felt like I was doing something good! The café is focused on providing organic, local, and sustainable fare. They have a long list of local farms that produce the raw materials that go into their well crafted food.

The café set up is a little confusing for the first time user because there are no signs or outward indications of how ordering should proceed. I know my first time there I felt a little lost and a little confused; however, one trip through the line and you will have it down. Patrons order deli style at the case in back and then proceed through the line where you pay a cashier and receive a number. Food is then delivered wherever you are lucky to enough to find a table. The restaurant itself is petite, but they have many seating op-

tions, from counter tables to short tables, and a lovely patio when the weather is nice. Food is usually delivered quickly. The only issue I have with the way you have to order is that you have to stand in line by the baked goods for quite awhile. This has been great for my palate, but terrible for my waistline! Really though, the baked good here are amazingly good.

The food at Magpie is not simply cooked, or prepared. It is crafted with massive amounts of care and love. As mentioned, they focus on making organic and sustainable products yummy. There is generally a large variety of pasta, potato, and regular salads (which you are able to check out up close and personal during your wait in line at the deli case,) as well as, sandwiches and main courses which come out of the kitchen. I have had some very good sandwiches here. One time I tried a pulled pork with quince preserves which was perhaps one of the most interesting pulled pork sandwiches I have ever had the pleasure of eating. However, I have experienced some inconsistency in the food, so if your first meal is not stellar, make sure to visit at least one more

time!

As with any location on the R Street strip parking can be difficult during peak hours. There is only street parking and it is all metered. When I go there I generally park either on S Street or further down 14th Street. If you don't feel like leaving your office, but still want some Magpie do not despair. For large orders (over \$300) you can go through their catering department. For smaller orders (like lunch for you and a few co-workers) Magpie contracts with Edible Petal (www.ediblepedal.com) which will deliver the food right to you for a nominal fee. What a great and healthy way to have a working lunch!

Long story short, try out Magpie! They are healthy and delicious. You can have your lunch and know that the food you are eating is in its truest form and prepared with love for your eating enjoyment!



Out to Lunch (cont.):

Great Lunch Spots

by Sophia Albov, CCLS

Happy Hour Specials:

Magpie Cafe –Happy Hour Menu and Hours

Monday through Friday 3:00 – 6:00

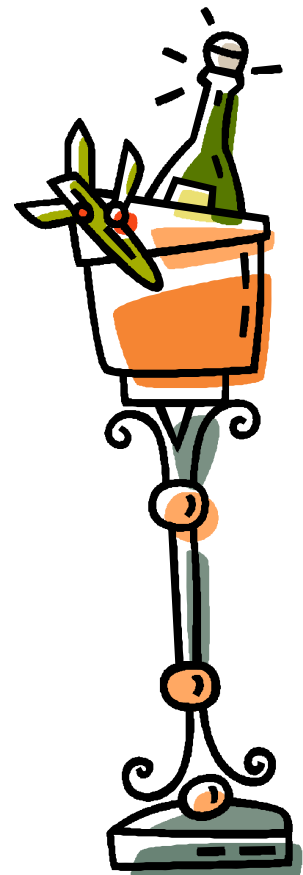
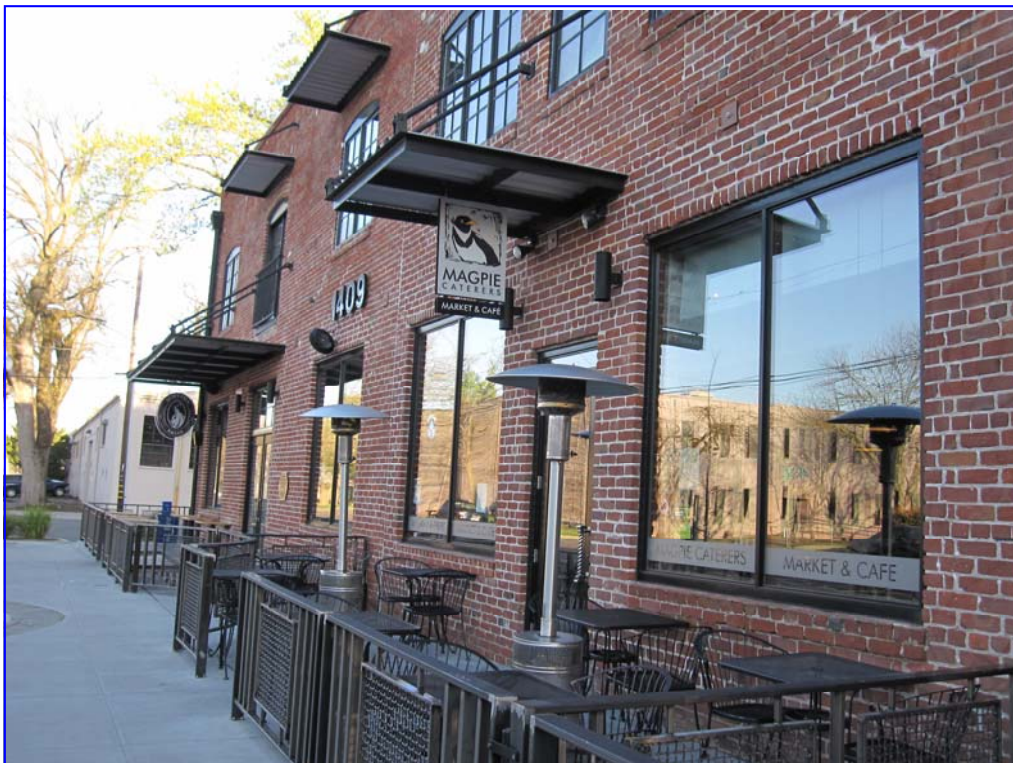
Small Plates, Beer and Wine

\$4 Bites

- California cheeses and crackers
- Artisanal cured meats
- With California olives and crostini
- Smoked trout crostini
- With Meyer lemon and caper

\$4 Wines

- Uvaggio Vermentino
- Mas Merlot





Los Angeles Legal Secretaries Association
 invites you to our Disco Party
“Staying Alive @ L.A. LIVE”
May 19 – 22, 2011

Legal Secretaries, Incorporated — 77th Annual Conference

JW MARRIOTT @ L.A. LIVE
 900 West Olympic Boulevard
 Los Angeles, CA 90015
 Phone: (213) 765-8600

Conference Registration Form

Name (to be used on badge): _____
 Mailing address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 E-mail Address: _____
 Local Association: _____ LSA/LPA

Please check if applicable; include title Please check if you are:
 State Officer: _____ Governor CCLS PLS
 State Chairman: _____ Delegate Alternate

SCRIPT TICKET (included Registration, Welcome Reception, Banquet and Brunch):

POSTMARKED ON OR BEFORE APRIL 19, 2011 _____ @ \$125.00 \$ _____
 POSTMARKED AFTER APRIL 20, 2011 _____ @ \$135.00 \$ _____

INDIVIDUAL TICKETS:

Registration by April 19, 2011	_____ @	\$ 20.00	\$ _____
Registration after April 20, 2011	_____ @	\$ 30.00	\$ _____
President’s Lunch (Friday)	_____ @	\$ 35.00	\$ _____
Governor’s Lunch (Friday)	_____ @	\$ 35.00	\$ _____
Newcomer’s Lunch (Friday)	_____ @	\$ 35.00	\$ _____
Welcome Reception (Friday)	_____ @	\$ 25.00	\$ _____
CCLS Lunch (Saturday)	_____ @	\$ 35.00	\$ _____
Banquet (Saturday)	_____ @	\$ 50.00	\$ _____
Brunch (Sunday)	_____ @	\$ 30.00	\$ _____

TOTAL AMOUNT: \$ _____

Special Dietary Request (including VEGETARIAN): _____

MAKE CHECKS PAYABLE TO: LALSA 2011 CONFERENCE FUND

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

JULIA EVANS
 1838 Waters Avenue
 Pomona, CA 91766
 (714) 852-6872

Email: jevans@alvaradosmith.com

[NO REFUNDS AFTER APRIL 30, 2011]



Los Angeles Legal Secretaries Association

invites you to our Disco Party

“Staying Alive @ L.A. LIVE”

May 19 – 22, 2011

Legal Secretaries, Incorporated — 77th Annual Conference

JW MARRIOTT @ L.A. LIVE
 900 West Olympic Boulevard
 Los Angeles, CA 90015
 Phone: (213) 765-8600

HOTEL REGISTRATION FORM

Name (to be used on badge): _____
 Mailing address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 E-mail Address: _____
 Local Association: _____ LSA/LPA
 Arrival Date: _____ Departure Date: _____

ACCOMMODATIONS: (Plus applicable taxes and fee)

- | | | | |
|--|---------------------|---------------------------------|---------------------|
| <input type="checkbox"/> SINGLE / DOUBLE | \$ 169.00 per night | <input type="checkbox"/> TRIPLE | \$ 189.00 per night |
| <input type="checkbox"/> EXECUTIVE SUITE | \$ 189.00 per night | <input type="checkbox"/> QUAD | \$ 220.00 per night |
| <input type="checkbox"/> ADD'L PERSON | \$ 20.00 per night | | |

RESERVATIONS: <https://resweb.passkey.com/go/leg> - Or call: 1-800-266-9432

Check In: 4:00 p.m. - Check-out: 12:00 p.m.

Smoke-free policy – Pets are not allowed.

PARKING: Valet parking: \$29.00 per day - Off-site parking available at Convention Center and other nearby lots

AIRPORTS: Los Angeles (LAX) 17 miles or Burbank-Glendale-Pasadena (BUR) – 17 miles

General Information, contact:

Margaret Tovar, CCLS, Conference Chair
 (213) 452-0115 or (562) 556-4790
 Email: mtovar@kbblaw.com

**APPLICATION FOR MEMBERSHIP IN
SACRAMENTO LEGAL SECRETARIES ASSOCIATION**

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO SLSA, FOR \$40 (\$25 FOR STUDENTS) WHICH INCLUDES LOCAL DUES, ANY INITIATION FEE, AND LEGAL SECRETARIES, INCORPORATED (LSI)* PER CAPITA TAX, TO:

**Lynne Gomes
Greenberg Traurig LLP
1201 K Street, Suite 1100
Sacramento, CA 95814**

NAME OF APPLICANT _____
EMPLOYER _____ POSITION _____
MAILING ADDRESS _____ CITY/ZIP _____
BUSINESS TELEPHONE (____) _____ RESIDENCE TELEPHONE (____) _____
BUSINESS E-MAIL _____ RESIDENCE E-MAIL _____
EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____

PREVIOUS MEMBERSHIP IN A LEGAL SECRETARIES ASSOCIATION (INCLUDE ASSOCIATIONS, DATES) _____

IF ACCEPTED AS A MEMBER, I AGREE TO BE BOUND BY THE BYLAWS AND STANDING RULES OF LEGAL SECRETARIES, INCORPORATED, AND THE LOCAL ASSOCIATION TO WHICH I HEREBY APPLY FOR MEMBERSHIP, INCLUDING THE FOLLOWING CODE OF ETHICS:

IT SHALL BE THE DUTY OF EACH MEMBER OF LEGAL SECRETARIES, INCORPORATED TO OBSERVE ALL LAWS, RULES AND REGULATIONS NOW OR HEREAFTER IN EFFECT RELATING TO CONFIDENTIALITY AND PRIVILEGED COMMUNICATION, ACTING WITH LOYALTY, INTEGRITY, COMPETENCE AND DIPLOMACY, IN ACCORDANCE WITH THE HIGHEST STANDARDS OF PROFESSIONAL CONDUCT. (Dedicated to the memory of Joan M. Moore, PLS, CCLS, LSI President 1980-82.)

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

LSI MEMBERS MAY ALSO JOIN ONE OR MORE OF THE FOLLOWING LSI LEGAL SPECIALIZATION SECTIONS:

- ~ CIVIL LITIGATION
- ~ CRIMINAL LAW
- ~ FAMILY LAW
- ~ LAW OFFICE ADMINISTRATION
- ~ PROBATE/ESTATE PLANNING
- ~ TRANSACTIONAL LAW

SPECIALIZATION SECTION MEMBERSHIP INCLUDES: (1) QUARTERLY SECTION NEWSLETTERS; (2) FREE QUARTERLY CONFERENCE WORKSHOPS; (3) REDUCED REGISTRATION FEES FOR REGIONAL SPECIALIZATION SECTIONS SEMINARS; AND, (4) ROSTER LISTING EACH SECTION MEMBER'S NAME, CONTACT INFORMATION, EXPERTISE AND GEOGRAPHICAL AREA WITH WHICH FAMILIAR. SECTION DUES ARE NOMINAL AND A DISCOUNT IS OFFERED FOR MEMBERSHIP IN ALL SIX SECTIONS.

FOR LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP AND DUES INFORMATION, VISIT LSI'S WEBSITE AT www.lsi.org; or, TRANSMIT A COPY OF THIS ENTIRE PAGE OF YOUR APPLICATION TO:

LEGAL SPECIALIZATION SECTIONS COORDINATOR
LSI CORPORATE OFFICE
P.O. BOX 660
FORTUNA, CA 95540-0660
FACSIMILE: 707.725.1344 E-MAIL: lsiorg@suddenlinkmail.com

(Form adopted 5/01; revised 5/08)

* ACCOMPANYING MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED, A CALIFORNIA NON-PROFIT MUTUAL BENEFIT ASSOCIATION, INCLUDES SUBSCRIPTION TO THE LEGAL SECRETARY MAGAZINE, REDUCED ANNUAL DUES FOR MEMBERSHIP IN LEGAL SPECIALIZATION SECTIONS AND DISCOUNTED PRICES ON PURCHASE OF LSI LEGAL PROFESSIONAL'S HANDBOOK AND LAW OFFICE PROCEDURES MANUAL.

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

_____ Administrative Law	_____ Criminal Law	_____ Real Estate Law
_____ Appellate Law	_____ Family Law	_____ Taxation
_____ Arbitration	_____ Law Office Management	_____ Other
_____ Bankruptcy	_____ Litigation	Specify: _____
_____ Business/Corporate Law	_____ Probate/Estate Planning	_____

EDUCATION:

_____ High School Diploma	_____ Four Year Bachelor's Degree
_____ Secretarial Training Course	_____ Additional Education Above Four Year Degree
_____ Two Year Junior/Business College	

TYPE OF OFFICE:

_____ Law Office	_____ Self-Employed
_____ Government Services	_____ Corporate Legal Department
_____ Court System	_____ Other Specify: _____

BENEFITS PROVIDED BY YOUR EMPLOYER: (Check all that apply)

_____ Retirement/401(k)	_____ Major Medical	_____ Vacation
_____ Disability Income Plan	_____ Life Insurance	_____ Dental
_____ Hospitalization	_____ Vision	_____ Other
		Specify: _____

_____ **CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES**

_____ **CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS**

_____ **CHECK HERE IF YOU ARE WILLING TO HOLD A STANDING COMMITTEE CHAIR OR ASSISTANT CHAIR POSITION**

WHERE WOULD YOU LIKE YOUR E-MAIL DELIVERED? [] BUSINESS [] RESIDENCE

SLSA respects your privacy. If you do NOT want to be listed in SLSA's membership roster, check here: []

How did you hear about SLSA? _____

Please make your check payable to **SLSA** in the amount of \$40 (\$25 for students). Mail payment with this form to:

Lynne Gomes
Greenberg Traurig LLP
1201 K Street, Suite 1100
Sacramento, CA 95814

Legal Secretaries, Incorporated
LEGAL SPECIALIZATION SECTIONS

- CIVIL LITIGATION
- CRIMINAL LAW
- FAMILY LAW
- LAW OFFICE ADMINISTRATION
- PROBATE/ESTATE PLANNING
- TRANSACTIONAL LAW



ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?

IF NOT, HERE ARE TEN GREAT REASONS WHY YOU SHOULD BECOME A SECTION MEMBER:

- Reasonable annual dues. (\$20.00 per section; \$75.00 for all six!)
- Continuing Education in all areas of the law.
- Quarterly educational programs -- Free to Section Members.
- Spring Regional Seminar (So. California) and Fall Regional (Northern California) offering a discount on registration fees to section members.
- Quarterly newsletters containing up-to-date information, including changes in the law, new forms, and legal articles.
- Statewide roster of all members in all sections, for easy access to local procedural information in other counties.
- California Certified Legal Secretary®/MCLE/Paralegal CEU credits.
- Networking provides a forum for the exchange of information.
- Respect from employer when you pass on valuable information obtained at workshops and seminars.
- Professional and personal excellence.

***For more information, contact Margaret Tovar, Legal Specialization Sections Coordinator.
 12412 Camilla Street, Whittier, CA 90601; Email: mtovar@kbblaw.com***

LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

2010-2011 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

Complete and mail with your check made payable to LSI, for \$20 for each section, or a total fee of \$75 per year to join all SIX sections simultaneously if an LSI Member, or \$40 for each section or a total fee of \$150 per year to join all sections simultaneously if joining as a non-LSI member.

Mail to: **LESLIE AMES, CCLS, Legal Specialization Coordinator,**
4248 Crestview Place, Eureka, CA 95503

Enclosed is payment of my dues for the fiscal year **8/1/10** through **7/31/11** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

Method of Payment: Check, payable to "LSI," enclosed VISA MASTERCARD
Credit Card Information: Number _____ Expiration Date: Month _____ Year _____
Name on Credit Card: _____ **Card Verification Number** _____

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

NEW	RENEWAL	
		Criminal Law
		Family Law
		Law Office Administration
		Litigation
		Probate/Estate Planning
		Transactional Law



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS _____ PLS/CCLS/CLA/PARALEGAL

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

FAMILIAR WITH PRACTICE IN COUNTIES OF (Please indicate each County, not area):

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
BRASS TACKS* A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 5/06)	\$ 5.00		\$
CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET A 26-page booklet designed to assist local associations in promoting the career of legal secretary. Includes handout materials and an outline for use at career and scholarship promotion events. (Rev. 2/98)	5.00		
CCLS BROCHURE Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 2/08)	N/C		
CCLS MOCK EXAM 2006 Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
CCLS PIN A 1/2" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
CCLS STUDY KIT Contains Mock Exam (see above), Gregg Reference Manual with Basic and Comprehensive Worksheets and Instructor's Resource Manual.	120.00		
GUIDELINES FOR HOSTING LSI CONFERENCES* An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 2/08)	N/C		
GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM A 34-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 8/03)	5.00		
HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES* A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/05)	5.00		
HISTORY OF LEGAL SECRETARIES, INCORPORATED A 50-page memory of people, places and events since 1929. (Rev. 2/06)	5.00		
LAW OFFICE PROCEDURES MANUAL FLYER An 8 1/2" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 9/07)	4.00		
ADOPTIONS CHAPTER (Rev. 9/07)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 9/07)	7.00		
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WORKERS' COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 9/07)	7.00		
LEGAL SECRETARY'S REFERENCE GUIDE A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 4/07)	30.00		
TOTAL THIS PAGE			\$

*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	\$ 5.00		\$
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3.00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information (Rev. 5/08) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7.00		
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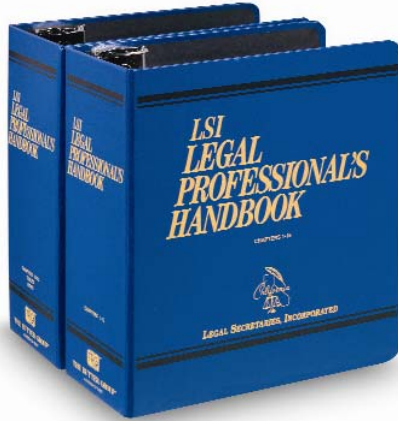
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UP-TO-DATE: The Handbook covers the current statutes and court rules. It is kept up-to-date by the Publications Revision Committee through annual replacement pages.

CONTENTS

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- Attachment/Other Provisional Remedies
- Commencement of Civil Actions
- Discovery in Civil Actions
- Pretrial and Judgment in Civil Actions
- Postjudgment Proceedings
- Civil Appeals and Writs
- ADR
- Foreclosures: Mortgages and Trust Deeds; Mechanic's Lien
- Unlawful Detainer
- Federal Civil Procedure and Appeals
- Bankruptcy
- Family Law
- Adoptions
- Criminal Law and Procedure
- Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
- Workers' Compensation
- California Commercial Code
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- Miscellaneous General Information

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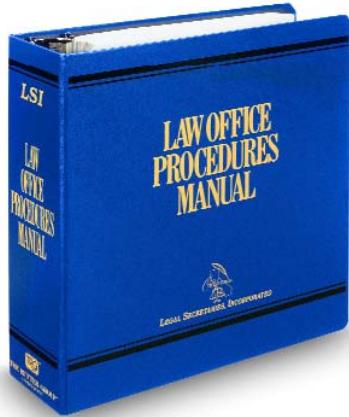


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- Adoptions
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LSI® Marketing Committee Coordinator
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Cell - (760) 604-3057
sjimenez52@yahoo.com

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MEMBERSHIP LIST AS OF 1/31/11**

Total Members (Fiscal Year-end 4/30/10)	Association		New Members	Transfer Members	Continuing Members	Total Members
35	Alameda County	LSA	13	2	27	42
21	Antelope Valley	LSA				0
49	Beverly Hills/Century City	LSA	13		37	50
22	Butte County	LPA	3		18	21
29	Capitol City	LPA	7		21	28
8	Conejo Valley	LPA	1		5	6
22	Desert Palm	LPA	2		15	17
24	El Dorado County	LPA	1		15	16
43	Fresno County	LPA	13		36	49
46	Humboldt County	LPA	8		34	42
30	Imperial County	LPA	13		24	37
35	Livermore-Amador Valley	LPA	3		23	26
55	Long Beach	LSA	4		52	56
34	Los Angeles	LSA	19		26	45
16	Marin County	LPA	2		13	15
35	Merced County	LPA	9		29	38
20	Monterey County	LSA	2		12	14
66	Mt. Diablo	LPA	11		51	62
16	Napa County	LSA			15	15
80	Orange County	LSA	21		56	77
22	Palo Alto	LSA	7		18	25
26	Placer County	LPA	5		34	39
13	Redding	LPA	8		11	19
23	Rio Hondo District	LPA	5		12	17
27	Riverside	LPA	4		16	20
158	Sacramento	LSA	62		118	180
205	San Diego	LSA	92		140	232
60	San Fernando Valley	LSA	6		28	34
46	San Francisco	LPA	10		31	41
30	San Gabriel Valley	LSA	8		23	31
80	San Mateo County	LSA	14		63	77
28	Santa Barbara	LSA	6		20	26
52	Santa Clara County	LSA	13		44	57
20	Santa Cruz County	LPA	1		7	8
23	Santa Maria	LPA	4		12	16
38	Sonoma County	LSA	13		26	39
8	Southern Butte	LSA	3		9	12
37	Stanislaus County	LPA	3		33	36
46	Stockton-San Joaquin	LPA			29	29
4	Trinity County	LSA			4	4
25	Ventura County	LPA	5		17	22
28	Members at Large					32
1685	YTD TOTALS					1652

Membership list as of 1/31/11

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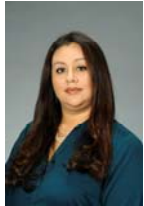
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2010-2011

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2010-2011



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by *Liz Gideon*

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*"Do not follow where
the path may lead.
Go instead where there
is no path and leave a
trail."
~ Harold R. McAlindon*

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