

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

THE LEGAL EAGLE

VOLUME 4 BOOK 10 APRIL 2010



**Sacramento Legal
Secretaries Association**

**VISIT OUR WEB SITE:
WWW.SLSA.ORG**

**PRESIDENT & INTERIM
BULLETIN EDITOR**

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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!**

APRIL DINNER MEETING

Date: April 15, 2010
Time: 5:30 p.m. - 6:15 p.m. Meet & Greet
6:15 p.m. - 8:00 p.m. Dinner Meeting & Speaker
Place: Casa Garden Restaurant
2760 Sutterville Road, Sacramento
Tel: (916) 452-2809

70th Annual Installation of Officers

with Mary S. Rocca, CCLS, LSI Past President, as Installing Officer
& SLSA Past Presidents as Installing Marshals

Speaker: The Honorable Loren E. McMaster
Topic: **Civil Litigation - A View From the Bench**
Cost: \$25* - SLSA Members; \$29* - Non-Members

Vendor of the Month: Moe's Process Service

*** Please add \$3 for reservations received after April 9, 2010.**

***** Cancellations must be made 48 hours in advance for refunds.
No shows will be billed. *****

RSVP: Jennifer Shelton
c/o Murphy Austin Adams Schoenfeld
304 S Street, Sacramento, CA 95811
Tel: (916) 329-3104; Fax: (916) 503-4000
E-mail: jshelton@murphyaustin.com

(See Page 27 of this bulletin for Reservation Form and menu selections.)

Sacramento Legal Secretaries Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.5 hours.

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EDITOR’S NOTE by Jennifer Rotz

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Jennifer Rotz, 304 S Street, Sacramento, CA 95811 or jrotz@murphyaustin.com.

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. The deadline for all submittals is the Monday after the general meeting of the month preceding the month of publication. This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the service of a competent, professional person should be sought.

The opinions expressed in the articles published herein are those of the individuals submitting the articles and not necessarily the views of the board or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the board of the Sacramento Legal Secretaries Association.

“THE HEART OF A VOLUNTEER IS NOT MEASURED IN SIZE, BUT BY THE DEPTH OF THE COMMITMENT TO MAKE A DIFFERENCE IN THE LIVES OF OTHERS.”
~ UNKNOWN

PRESIDENT’S MESSAGE by Jennifer Rotz

Congratulations to the newly elected 2010-2011 Executive Board! In case you missed the March meeting, the following individuals make up your new leadership team:

- President: Astrid Watterson, CCLS
- Vice President: Anne French
- Secretary: Crystal Rivera
- Treasurer: Andy Gilbert
- Governor: Dawn Forgeur, CCLS



Congratulations to the 2010-2011 Delegates! SLSA will be represented at the LSI 2010 Annual Conference by: Terry Olson-Skeahan, Elizabeth Bomke, CCLS, and Paula Lockard, CCLS. The following individuals were elected as Alternate Delegates and will serve if a Delegate cannot attend: Tammy Hunt, CCLS, Launa Atkinson, CCLS, and Lillian Casipit.

Many thanks to each of you for serving the association!

The April Board Meeting will be held on April 7 at Murphy Austin Adams Schoenfeld. This is the final board meeting of the year and, as always, all members are welcome and encouraged to attend.

The April Dinner Meeting and 70th Annual Installation of Officers will be held on April 15 at the Casa Garden Restaurant. Please join us as we install next year’s leaders. LSI Past President, Mary S. Rocca, CCLS, will serve as Installing Officer and several SLSA Past Presidents will serve as Installing Marshals. We will also be joined by the Honorable Loren E. McMaster whose topic will be “Civil Litigation - A View From the Bench.”

The April Lunch Lesson will be held on April 27 at McDonough Holland & Allen PC. It features Sacramento attorney Kenneth R. Whittall-Scherfee. Mr. Whittall-Scherfee will be discussing “Getting Your Money After Judgment.” A registration form can be found in this bulletin and online at www.slsa.org.

It has been a pleasure to serve as your President this year. Thank you for the opportunity! I look forward to seeing you at our April events.

“IT HAS BEEN A PLEASURE TO SERVE AS YOUR PRESIDENT THIS YEAR. THANK YOU FOR THE OPPORTUNITY!”

Support our Advertisers!



Sacramento Legal Secretaries Association would like to give special thanks to Mirror Imaging for its complimentary services in printing The Legal Eagle. To support Sacramento Legal Secretaries Association and Mirror Imaging, please call Ron Bodenmann at (916) 447-2000.

ADVERTISERS

- Page 8 - Lightspeed Messenger
- Page 34 - The Rutter Group
- Page 40 - Capitol Digital Document Solutions

SPEAKER SPOTLIGHT by Rhonda Harrigan



We were joined by Andy Shawkey at our March Dinner Meeting. Andy holds a degree in Journalism with an emphasis in Public Relations from Chico State University. He has been a paralegal for over 12 years and has worked in the areas of bankruptcy, insurance defense, civil personal injury, and is now working in Family Law, Probate and Business Organization. Andy has been an instructor at MTI College since 2006 and teaches Intro to Civil Litigation, Intro to Paralegalism & Ethics, Legal Research, Intellectual Property, and Law of Business Organizations.

Andy shared with us from the NALA Code of Ethics and Professional Responsibility. Each NALA member agrees to follow the canons of the NALA Code of Ethics and Professional Responsibility. Violations of the Code may result in cancellation of membership. First adopted by the NALA membership in May of 1975, the Code of Ethics and Professional Responsibility is the foundation of ethical practices of paralegals in the legal community.

A paralegal must adhere strictly to the accepted standards of legal ethics and to the general principles of proper conduct. The performance of the duties of the paralegal shall be governed by specific canons as defined herein so that justice will be served and goals of the profession attained. (See Model Standards and Guidelines for Utilization of Legal Assistants, Section II.) The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as a general guide intended to aid paralegals and attorneys. The enumeration of these rules does not mean there are not others of equal importance although not specifically mentioned. Court rules, agency rules and statutes must be taken into consideration when interpreting the canons.

In 2001, NALA members also adopted the ABA definition of a legal assistant/paralegal, as follows: A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible. (Adopted by the ABA in 1997)

We thank Andy for sharing his evening and wisdom with us.

“WHEREVER A
MAN TURNS HE
CAN FIND
SOMEONE WHO
NEEDS HIM.”
~ ALBERT
SCHWEITZER

VENDOR SPOTLIGHT by Alissa Mackrill

Our Vendor of the Month for March was Esquire Solutions. Danette Rugg spoke on behalf of Esquire Solutions.

Esquire Solutions is a litigation support company that was formed by Alexander Gallo in 2008. They are committed to creating and maintaining an inclusive environment where everyone is treated with respect and dignity. Out of Esquire Solutions' sixty two offices they have one local office located in Sacramento. Esquire has the widest array of support services in the country. The Sacramento office has 6 spacious conference rooms, document depository rooms and viewing stations, a reprographics and imaging center and audio/video services. Esquire invites you to visit their Sacramento location and see first hand all the services and amenities they can deliver.

We would like to thank Danette and Esquire Solutions for being our March vendor of the month. You can find more information about Esquire Solutions on their website, www.esquiresolutions.com.



Alameda County Legal Secretaries Association
Invites You To Join Us For Our

74th Annual Installation of Officers
and Brunch



"Sign of the Times"



Date: Sunday, April 18, 2010
Time: 12:30 p.m. to 2:30 p.m.
Location: Horatio's
60 San Leandro Marina Drive
San Leandro, CA 94577
(510) 351-5556
Parking - FREE

Directions: Heading North (from San Jose) or South (from Oakland/SF) on 880, take the Marina Blvd. exit and head west on Marina. Follow Marina until you get to the point where you must go left of right. Turn left and proceed along this road a short distance and you will see Horatio's on the right.

Elected Officers:

President – Bryana Schroder
Vice President – Carolina Ramos
Treasurer – Linda Andrew-Marshall
Recording/Corresponding Secretary – Winnie Owen
Co-Governors – Bryana Schroder and Voneciel Gaines



Brunch Menu:

Starters:

Horatio's New England Claim Chowder or
Fresh Fruit

Breakfast breads, coffee, tea, soda included.

Vegetarian items available upon request.



Entrees:

1. Eggs Benedict-Two poached eggs, sliced Canadian bacon, English Muffins, House-made hollandaise;
2. Prime Rib Benedict-Prime rib thinly sliced, poached eggs, fresh horseradish and béarnaise sauce;
3. Farmers Breakfast-Chicken apple sausage, 3 farm fresh eggs, pepper bacon;
4. Seafood Omelet with Mushrooms and Spinach; or
5. Maple Chicken Salad-Sliced pear, toasted pecans, pecan-crusted blue cheese, maple vinaigrette.

Price: \$34.00 per person

Reservations please, no later than Wednesday, April 14, 2010, by contacting Gina Tsai at:
gtsai@esquiresolutions.com or by calling (415) 591-3333.

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

MEMBER NEWS by Jennifer Rotz



Aaliyah Muhammad is proudly working on Assembly Bill 1900 - Treatment of Pregnant Incarcerated Women. If you would like to learn more about the bill and how you can help, please contact Aaliyah.

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 president@slsa.org.

MEMBERSHIP RENEWALS



To: Members of the Sacramento Legal Secretaries Association

This is a friendly reminder that we are quickly approaching the May 2010 through April 2011 fiscal year. Our annual membership dues are due on May 1, 2010. A \$5 late fee will be charged after June 1, 2010. Your bulletin subscription and membership benefits will not be interrupted until June 1. If you plan on renewing your membership, and we hope you do, please fill out a membership renewal form, which can be found in this bulletin and on our website at www.slsa.org, and mail it to our 2010-2011 Treasurer, Andy Gilbert.

Andy Gilbert
1017 L Street, #610
Sacramento, CA 95814

SLSA thanks you for your continued support!

April 2010

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

DATES TO REMEMBER

- **April 7 - SLSA April Board Meeting** (Location: Murphy Austin Adams Schoenfeld LLP - Time: 5:45 p.m.)
- **April 15 - SLSA April Dinner Meeting & 70th Annual Installation of Officers** (Location: Casa Garden Restaurant - Time: 6:15 p.m.)
- **April 19 - Last Day to Submit Articles for the May issue of *The Legal Eagle***
- **April 27 - SLSA April Lunch Lesson** (Location: McDonough Holland & Allen - Time: 12 p.m. Speaker: Kenneth R. Whittall-Scherfee, Esq. Topic: "Getting Your Money After Judgment.")
- **May 3 - SLSA May Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **May 12 - SLSA May Dinner Meeting** (Location: To be determined - Time: 6:15 p.m.)
- **May 20-23 - LSI 2010 Annual Conference** (Location: Sacramento Hilton Arden West)

Code of Ethics

Legal Secretaries, Incorporated

It shall be the duty of each Member of the Legal Secretaries, Incorporated to observe all laws, rules, and regulations now and 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 Joan Moore, PLS

HAPPY "APRIL" BIRTHDAY!



- Lana Bunting – April 1
- Casie Campbell – April 3
- Rose Pyle – April 6
- Lorraine Ballew – April 7
- Desiree Delonia, CCLS – April 7
- Julie Patrice Bell – April 10
- Debbie Cervantes – April 10
- Gail Goodman – April 10
- Jolene Gordo – April 10
- Christina Robinson – April 14
- Frances E. Flasse – April 15
- Jean Wright – April 16
- CoSandra R. Pollard – April 17
- Karla Simmons, CCLS – April 18
- Elicia Allen, CCLS – April 21
- Sophia Albov – April 26
- Susan L. Bonawitz – April 26

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PICTURES



SLSA Secretary and Scholarship Chair Meghan Pounds and Scholarship Recipient Alex Zavala



LSI Vice President Brooke Atherton, CCLS discusses the benefits of membership



LSI Vice President Brooke Atherton, CCLS and SLSA President Jennifer Rotz



Jennifer Rotz and March speaker Andy Shawkey of MTI College

EMPLOYMENT REPORT/POSITIONS AVAILABLE

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 24 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 Cyrene Farrell, CCLS, at (916) 551-2595, or e-mail her at cfarrell@mgsllaw.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.

Positions Available:

Legal Secretary / Paralegal. A small Sacramento law firm is looking for a full-time legal secretary/paralegal with 2+ years experience. Our firm represents injured plaintiffs in psychiatric malpractice and sexual abuse personal injury cases. We are seeking an experienced, hard working legal secretary/paralegal. Candidate must have a thorough working knowledge of Word, type at least 75 wpm, Dictaphone experience, possess excellent spelling, grammar and punctuation skills, excellent phone skills, be efficient, and possess a positive attitude. Working knowledge of state court rules is required. Must be able to work independently, have the ability to multi-task, have excellent attention to detail, and be a team player. Spanish speaking preferred, but not required. Our firm offers a competitive salary and benefit package, as well as a paralegal bonus program. Well-organized, detail-oriented, and motivated applicants should submit resumes and references via electronic mail to jgeorgejr@psyclaw.com.

Experienced Litigation Paralegal – Business Litigation and Labor & Employment Law Practices. Murphy Austin Adams Schoenfeld LLP is a downtown law firm looking for a qualified paralegal candidate with ten-plus years of solid litigation experience as well as substantial e-discovery experience to work in our business litigation and labor & employment law practices. The successful candidate must be able to multi-task in a fast-paced, professional environment, enjoy working as part of a team, and demonstrate a commitment to client service. In addition, excellent organizational skills and the ability to work with large volumes of documents are required. Advanced computer skills and aptitude are required. Advanced skills in Summation, Microsoft Word, Outlook and document management systems are required, with proficiency in Mailsite, Excel and Legal MacPac a plus. Must be able and willing to learn other software systems that support a litigation practice. Murphy Austin offers a competitive salary and benefit package as well as a paralegal bonus program. Well-organized, detail-oriented, and motivated applicants should submit resumes to: Trish Hughes Kreis, Murphy Austin Adams Schoenfeld LLP, P.O. Box 1319, Sacramento, CA 95812 or tkreis@murphyaustin.com.

Congratulations on having completed the study course! Your instructors: Dawn Forgeur, CCLS, Desiree Delonia, CCLS, Jan Vornkahl, CCLS, and Astrid Watterson, CCLS are very proud of you!



CCLS CLASS OF 2010

The California Certified Legal Secretary course that began in September of 2009 has come to an end. Two San Francisco students and one from San Mateo joined our group. Congratulations to the students who completed this grueling course. On Saturday, March 20, 2010, they each took the CCLS exam. The students were tested on: legal computations, ability to communicate effectively, reasoning and ethics, law office administration, legal terminology, skills, and legal procedures including real estate, corporations, family, civil, and probate and estate planning.

Sophía Albov

Elizabeth Gideon

Jaymie Morales

Laura Welch

Holly Castaneda

Beverly Govea

Bradley Redmond (SM)

Diane West

Carla Duenas

Susie Hryekewicz

Andrea Savig

Sally Mendez (SF)

Anne French

Mary McCall

Nancy Vanderhorst

Vanessa Vargas (SF)

CONGRATS!

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 Jennifer L. Page, Legal Specialization Sections Coordinator.
Office: (415) 721-2040; Home: (415) 898-1010; Email: jlpage@ix.netcom.com*

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

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: **Jennifer L. Page, Legal Specialization Coordinator,**
1641 Hill Road, Novato, California 94947

Enclosed is payment of my dues for the fiscal year 8/1/07 through 7/31/08 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 _____

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

FAX: _____ E-MAIL ADDRESS: _____

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):

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, 2009 through March 31, 2010. 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 <i>The Legal Secretary</i> magazine. (25 points per advertiser)
_____	I submitted an article to <i>The Legal Secretary</i> 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 2009-2010 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, 2009. (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 <i>Daily Journal</i> . (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 <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I purchased the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (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 Elicia Allen, CCLS at (916) 488-1795; or e-mail at eallen@tamurraylaw.com. Otherwise mail to:

Elicia Allen, CCLS
 SLSA Governor 2009-2010
 Law Offices of Todd A. Murray
 1050 Fulton Avenue, Suite 218
 Sacramento, CA 95825

THESE SHOES ARE MADE FOR WALKING!



Butte County LPA and Sacramento LSA

Invite You to Step This Way

May 20, 21, 22, and 23, 2010

LSI's 76th Annual Conference

Hilton Sacramento Arden West

Sacramento, California



CONFERENCE REGISTRATION FORM

(CORRECTED)

Name (as it will appear on badge): _____

Association Name: _____

Mailing Address: _____

City/State/Zip: _____

Home Telephone: _____ Work Telephone: _____

Email Address: _____ Fax Number: _____

Please check if applicable and include title:

_____ State Officer _____

_____ State Chairperson _____

Please check if you are:

_____ Governor _____ CCLS _____ PLS

SCRIP TICKET (price includes: registration, reception, banquet, and brunch):

POSTMARKED ON OR BEFORE April 20, 2010 @ \$115.00 \$ _____

POSTMARKED AFTER April 21, 2010 @ \$125.00 \$ _____

INDIVIDUAL TICKETS:

Registration by April 20, 2010 _____ @ \$20.00 \$ _____

Registration after April 21, 2010 _____ @ \$30.00 \$ _____

President's Luncheon (Friday) _____ @ \$31.00 \$ _____

Newcomer's Luncheon (Friday) _____ @ \$31.00 \$ _____

Governor's Luncheon (Friday) _____ @ \$31.00 \$ _____

Welcome Reception (Friday) _____ @ \$25.00 \$ _____

CCLS Luncheon (Saturday) _____ @ \$31.00 \$ _____

Banquet (Saturday) _____ @ \$50.00 \$ _____

Dinner Choice: _____ Salmon _____ Chicken _____ Vegetarian Pasta

Brunch (Sunday) _____ @ \$26.00 \$ _____

TOTAL AMOUNT \$ _____

SPECIAL DIETARY REQUESTS: _____

PLEASE MAKE CHECKS PAYABLE TO: **BUTTE COUNTY LPA (BCLPA)**

RETURN THIS FORM WITH PAYMENT TO REGISTRATON CHAIR:

REGISTRATION CHAIR:

Astrid Watterson, CCLS

c/o Somach Simmons & Dunn

500 Capitol Mall, Suite 1000

Sacramento, CA 95814

Tel: (916) 446-7979; Fax: (916) 446-8199

awatterson@somachlaw.com

NO REFUNDS AFTER APRIL 30, 2010

THESE SHOES ARE MADE FOR WALKING!



Butte County LPA and Sacramento LSA

Invite You to Step This Way

May 20, 21, 22, and 23, 2010

LSI's 76th Annual Conference

Hilton Sacramento Arden West

Sacramento, California



HOTEL REGISTRATION FORM

Name: _____
Mailing Address: _____
City/State/Zip: _____
Home Telephone: _____ Work Telephone: _____
Email Address: _____ Fax Number: _____
Deposit Enclosed: _____ Check No: _____

Check One: MasterCard VISA American Express Discover Card

Credit Card No: _____ Expiration Date: _____

Arrival Date: _____ Departure Date: _____

Accommodations: **Single or Double** Occupancy \$119 per room

Triple Occupancy \$129

(does not include room tax or
tourism assessment per room)

Check One: 1 King Bed in room
 2 Double Beds in room
 Suites (Upgrade available – call for further information and availability)

If sharing a room, name(s) of sharing party(ies): _____

Special requests/ADA Needs/Comments: _____

PLEASE RETURN THIS FORM TO THE **HOTEL** DIRECTLY BY TUESDAY, APRIL 19, 2010.

HOTEL INFORMATION:

Hilton Sacramento Arden West
Registration Desk
2200 Harvard Street
Sacramento, CA 95815
Tel: 916-922-4700 or 800-344-4321
Fax: 916-649-1311

Must identify that you are with LSI Group

CONFERENCE REGISTRATION CHAIR:

Astrid Watterson, CCLS
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814
awatterson@somachlaw.com

For Questions Please Contact Registration Chair

LSI – EDUCATING CALIFORNIA'S LEGAL PROFESSIONALS



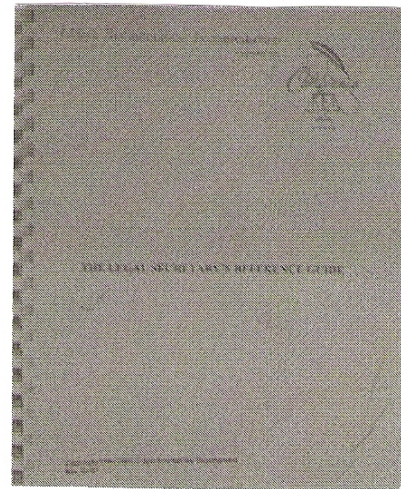
Presents:

THE LEGAL SECRETARY'S REFERENCE GUIDE

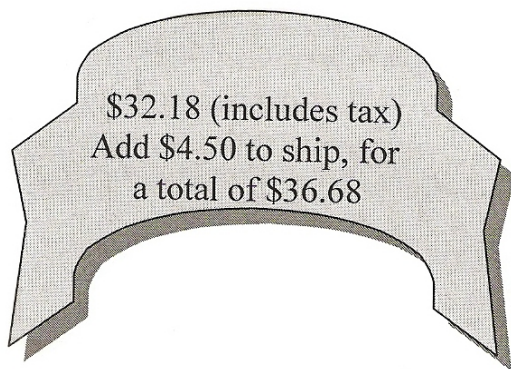
The perfect desk reference for beginning and experienced legal professionals – convenient and easy to use. No legal professional should be without one!

The guide includes:

- Grammar and punctuation tips, document control and filing tips
- Legal terminology
- Legal research tips/proper usage of citations
- Timetables in civil litigation, discovery, and statutes
- Flowcharts in civil litigation, discovery, criminal, family law, conservatorships, probate, adoptions, corporations, unlawful detainer, and workers compensation



Order your copy of *The Legal Secretary's Reference Guide* today!



ORDER FORM:

Name: _____

Address: _____

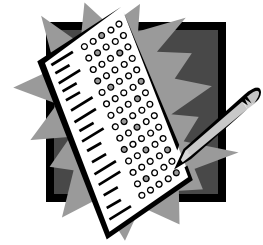
E-Mail: _____

Number of Copies: _____

LEGAL SECRETARIES, INCORPORATED
P.O. Box 660, Fortuna, CA 95540-0660
(800) 281-2188 or (707) 725-1344
Fax: (707) 725-1344 www.lsi.org

CCLS QUIZ by Elizabeth Bomke, CCLS

1. ____ A default may be requested when a defendant does not respond to the plaintiff's complaint _____ day(s) after the complaint was due
A. 1 B. 10 C. 20
2. ____ In a personal injury case or wrongful death case, a default will not be entered unless a _____ is served on the defendant 30 days before the default is requested.
A. Statement of Damages
B. Declaration of Due Diligence
C. Memorandum of Costs
3. ____ Once a default has been obtained from the court, the plaintiff has ____ days to obtain a judgment against the defendant.
A. 30 B. 45 C. 60
4. ____ A clerk's judgment will be entered if the judgment requested is based on a written contract.
A. True B. False
5. ____ If a judgment arises from a matter other than a written contract, a _____ is entered.
A. Default judgment
B. Abstract of Judgment
C. Judgment by Court
6. ____ A dismissal of all parties against which the judgment is not requested, i.e., DOES, must be included in the default judgment package lodged with the court.
A. True B. False
7. ____ If a Notice of Entry of Judgment is not served on the judgment debtor, the judgment debtor then has ____ days to appeal the judgment.
A. 60 B. 90 C. 180
8. ____ If a Notice of Entry of Judgment is served on the judgment debtor, the judgment debtor has _____ days to appeal the judgment.
A. 60 B. 90 C. 180
9. ____ An Abstract of Judgment creates a lien on all of the judgment debtor's personal property.
A. True B. False
10. ____ Defendant debtor can file a Motion to Set Aside Judgment the earlier of (a) two years after entry of default judgment, or (b) 180 days after service of written notice that the default or default judgment was entered.
A. True B. False



Answers can be found on Page 24.

LEGAL PROCEDURES by Annamaria Dugan

Sacramento Superior Court - Updates



“Instructional Videos for Small Claims and Eviction Cases Now Available

Sacramento Superior Court is pleased to announce the completion of instructional videos to help guide viewers through the Small Claims and Eviction processes. These videos are available in English, Spanish, and Russian. The videos can be viewed in the public lobby of Room 200 at the Carol Miller Justice Center or can be watched on our Web site. Companion brochures for these videos are also available in each language.

This project was a collaborative effort between the Superior Courts of Monterey, Sacramento, Solano, and Stanislaus Counties and was funded by a grant from the Judicial Council of California, Administrative Office of the Courts.

Branch Law Library to Close

Due to Sacramento County's financial crisis the branch law library located at the William R. Ridgeway Family Relations Courthouse will close for business on May 28th. Most of the branch's collection will be transferred to the Main law library.

The Main law library at 813 6th Street is open 8:00 a.m. - 8:00 p.m. Monday through Thursday; 8:00 a.m. - 5:00 p.m. on Friday; and 9:00 a.m. - 4:00 p.m. on Saturdays.”

Taken from the Sacramento County Superior Court’s website: www.saccourts.ca.gov.

“FEELING
GRATITUDE AND
NOT EXPRESSING
IT IS LIKE
WRAPPING A
PRESENT AND
NOT GIVING
IT.” ~ WILLIAM
ARTHUR WARD

BENEFITS HIGHLIGHT by Jennifer Rotz

If you are an active member of SLSA, you are also a member of our parent association, LSI. Your membership in LSI entitles you to many wonderful benefits. One of these is AFLAC.

AFLAC offers affordable supplemental insurance policies that help with unexpected expenses. The types of policies offered include Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke. If you are injured in an accident and you have AFLAC Accident coverage, for instance, AFLAC pays you cash benefits you may use as you see fit and works as an extra measure of financial protection. AFLAC is portable and goes with you when you switch jobs.

To learn more about AFLAC and how it can benefit you, contact LSI’s AFLAC agent:

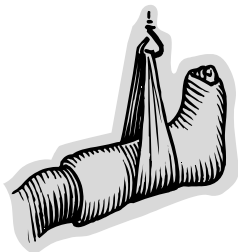
STEVEN C. DANNENBERG, AFLAC Agent

11091 Rhyolite Drive, Suite 4

Redding, California 96003

Direct: (530) 339-5889 – Office (530) 243-9879

Fax: (530) 243-9880





Sacramento Legal Secretaries Association presents **LUNCH LESSONS**



Date: April 27, 2010*
Time: 12-1 p.m.
Location: McDonough Holland & Allen
500 Capitol Mall, 18th Floor
Sacramento, CA 95814
(Public parking is available in the building for a fee.)
Cost: \$15 LSI Members, \$17 Non-Members**



TOPIC: *"Getting Your Money After Judgment"*



SPEAKER: *Kenneth R. Whittall-Scherfee*

Kenneth R. Whittall-Scherfee founded the Whittall-Scherfee Law Office in Sacramento, in 1996. He has practiced law in Sacramento since 1988. Ken's practice emphasizes dispute resolution between business entities, creditors' rights in bankruptcy, debtor/creditor relations, collection actions and commercial law. Ken has lectured to numerous professional groups on creditors' rights, Fair Debt Collection Practices Act Compliance, and judgment enforcement actions. He received his BA degree from Pomona College and his JD degree from Pacific McGeorge School of Law.

1 hour MCLE and CCLS Credit

Name: _____
Firm: _____
Mailing Address: _____
Daytime Phone: _____
Email: _____
SLSA Member? YES NO
Check here for membership information

Make Checks Payable to: SLSA

Mail reservation to:

Paula Lockard, CCLS
McDonough, Holland & Allen, PC
500 Capitol Mall, 18th Floor
Sacramento, CA 95814
Tel: 916-403-2531 / Fax 916-444-8334
email: plockard@mhalaw.com

If you cannot attend this event but are interested in membership, please call 916-446-4254.

Visit our website: <http://www.slsa.org>

**** Register by April 26; ** No shows will be billed.***



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2010 – April 30, 2011
Due Date: May 1, 2010**

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: **\$40**
*(Renewals are due May 1 and will incur a late fee of \$5
after the date of June 1, 2010.)*

Return the completed invoice and full payment to:
**Andy Gilbert
1017 L Street, #610
Sacramento, CA 95814-3805**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

BIRTHDAY: _____

TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

BUSINESS E-MAIL: _____ (for vital updates/reminders)

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

RESIDENCE E-MAIL: _____ (for vital updates/reminders)

YOUR SPECIALTY:

- | | | |
|---|--|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Arbitration |
| <input type="checkbox"/> Business/Corporate Law | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Law Office Management | <input type="checkbox"/> Litigation | <input type="checkbox"/> Probate/Estate Planning |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Taxation | <input type="checkbox"/> Other: _____ |

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered? Business Residence

Where do you want e-mail delivered? Business Residence

Which address should be listed in the membership roster? Business Residence

If you do NOT want to be listed in the membership roster, check here: No roster listing

INVOLVEMENT:

Have you been awarded lifetime membership in SLSA? (If yes, return form only w/out dues) Yes No

Are you interested in volunteering as a committee chairperson? Yes No

Are you interested in being on the ballot for an Executive Board position? Yes No

What events, topics, and speakers would benefit you most this coming year? _____

**** SLSA USE ONLY ****

Date Received: _____ On Roster: _____

Check no.: _____ On LSI: _____

To Editor: _____

MEMBERSHIP CHAIR REPORT by Terry Olson-Skeahan

Hello Members, Non-Members and Friends of the Legal Community!!

I want to remind you for MY last time that your membership will expire at the end of April 2010!!! The benefits of membership are ENORMOUS and I would love to see each of you take advantage of attending meetings and classes at a reduced rate in the new year. Don't forget to renew your membership by May 1. If you are not a member, I highly encourage you to become one.

We recently installed **Jill Harjung** as an active member. We also promoted **Stephanie Espinoza, Melissa Hatter, and Samantha Sheree' Myers** from student members to active members. They are now members of LSI and have voting rights within SLSA. Please welcome and congratulate them when you see them. If you don't know them, introduce yourself. I have made some great friends just by walking up to someone and saying "Hello, my name is Terry Olson-Skeahan. What is your name?"

Get to know our newer member:

JILL HARJUNG – Jill is the office manager at Flesher Broomand LLP, specializing in law office management and litigation. She has been in the legal field since 1978. Jill enjoys selling vintage on eBay and she celebrates her birthday on August 28.

This month, we install the newly elected Executive Board Members! It's an exciting event and I hope that you plan to attend and share in the excitement of it all.

As this is my last Membership Report to you, I would like to leave with you some thoughts on why you should become a member or continue your membership in SLSA:

SELF-WORTH – You are WONDERFUL, SMART AND INTELLIGENT and you deserve to continue to improve yourself and become smarter and more valuable and by becoming a member you have a better chance of doing this.

EDUCATION – MCLE/CCLS Credit

NETWORKING CONNECTIONS – You will meet people that you can turn to ask that question you have about a court filing in Sacramento or another county, or to get referrals for a vendor, a job or even just to connect with others in the legal community.

VOLUNTEER OPPORTUNITIES – You will have lots and lots opportunities to volunteer your time to help others.

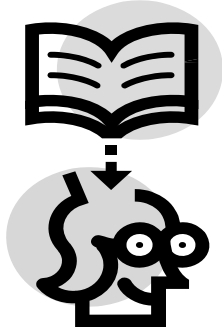
AND MY FAVORITE ONE IS – FRIENDSHIP - Priceless!!! That's all I have to say!

Please inform your employer that dues are only \$40 a year and you are offered some awesome educational classes at a very low cost. That it will help you stay apprised of new changes in the law and in the court systems. That you gain a network of professionals that you can call on to ask questions about how something is done or handled in a particular court that you might not practice in all the time. That the firm will benefit from having an employee who is on top of his or her game in the legal field. Who doesn't want a smart, polished legal professional?

If you have any questions about membership, please contact me at 916-446-4254 or e-mail me at tmo@bkslawfirm.com. It has been my pleasure to serve as your Membership Chair and one that I will never forget.



VOCABULARY LIST by Elizabeth Bomke, CCLS

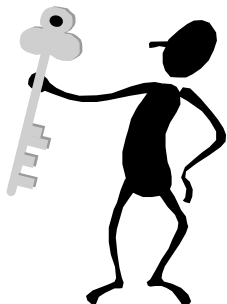


Calendar	To record the last day on which to file responses to discovery
Calendar Days	Every day on the calendar, which includes weekends and holidays
Court Days	The days on which the court is actually open for business
Court Reporter	Certified shorthand reporter who records and prepares transcript of a proceeding
Depose	To give testimony which is then reduced to writing
Discovery	Pre-trial procedure by which one party gains information held by another party
Interrogatories	Written questions used in the examination of a party and answered in writing
Perjury	The act of willfully making a false statement under oath
Personal Records	Records belonging to a consumer
Propounding Party	The party who is making the discovery request
Requests for Admission	Requests to a party to admit the truth of some fact or the genuineness of some documents
Responding Party	The party who is responding to the discovery request
Subpoena	A writ or order to compel the attendance of a person to testify
Subpoena Duces Tecum	A writ or order to compel a person to produce books, records, documents, or other evidence
Transcript	Official copy of a document or statement made by a witness under oath
Verification	Statement under oath, or penalty of perjury, attesting to the truth of the facts set forth in the documents to which it is attached

“HOW BEAUTIFUL
A DAY CAN BE
WHEN KINDNESS
TOUCHES IT!”
~ GEORGE
ELLISTON

CCLS QUIZ ANSWERS by Elizabeth Bomke, CCLS

- 1) B LOPM B-29
- 2) A LOPM B-30
- 3) B LOPM B-29
- 4) A LOPM B-30
- 5) C LOPM B-30
- 6) A LOPM B-31
- 7) C LOPM B-31
- 8) A LOPM B-31
- 9) B LOPM B-31
- 10) A LOPM B-32



LAW OFFICE PRODUCTS/MANAGEMENT by Beba Maletic-Arsov

Collect Evidence With EnCase Portable

“Technology is supposed to make things simpler. But when computers become the targets of investigation or litigation, the increasing simplicity of computing is deceptive and requires a forensic expert to gather electronic evidence. Guidance Software aims to change that with [EnCase Portable](#). EnCase Portable is designed to allow anyone with basic computer skills to collect electronic evidence from x86 and x64 computers and maintain a proper chain of custody. The Portable product comes with default collection jobs to engage a number of set tasks to collect documents, e-mail, internet history, and files containing Social Security and credit card numbers. These jobs are accomplished by booting the target computer with the USB drive or, if you have an older computer or one that cannot boot from a USB device, a bootable CD-ROM. All of the Portable jobs delivered on the USB ran successfully on my home computer. In fact, the Portable "Corporate PII Audit" job was so successful in finding files that I seeded with credit card numbers and Social Security numbers, along with temporary files, that I have sworn to do online banking and credit card management from a computer that never physically leaves the home office. Don't worry about the memory use of the license manager, or any Portable application for that matter. The system under examination will not be doing anything other than getting examined. And you will not need an internet connection to do the collection. The Hasp drivers are included on the USB device. EnCase Portable runs with Oracle Outside In to view documents in their native format. The application then presents you with the default jobs that are preloaded on the USB device. Collected document files are searched first. Portable searched for files on the laptops that matched the format for MS Office, Open Office, Star Office, PDF and other document formats such as RTF and TXT. When these documents were found, they were collected into an LEF and placed in the \Encase Portable Evidence\Source Processor\FileEvidence folder on the USB drive. On the X24, this job took approximately 38 minutes to complete. The time it takes to complete any job will depend on the computer hardware (processor speed and physical memory, or RAM) under examination and the number of documents or other items on disk that match the search criteria coded on the default jobs. So don't keep the car running while waiting for your assistant to collect evidence with Portable. After documents are collected, gathered internet history information including cookies, bookmarks, downloads and cached data are collected by Portable. The "Create Internet Artifacts Report" job searches for internet Universal Resource Locator strings contained in data files on all test computers and provides a report of all the internet sites that are traversed before last clearing any history. This report is very enlightening for the researcher. A collection of e-mail files used in Outlook In Exchange Server mode, if saved, EnCase will find e-mail messages from a previous instance of a POP3 mailer. For e-mail collection, Portable supports MS Exchange, MS Outlook, Lotus Notes/Domino and several other mail formats. When these files are found they are acquired and stored in a LEF on the USB. In the same manner, Portable collects picture files by searching for JPG, GIF, IMG, BMP and other picture formats. Encase Portable supports decrypting data that is encrypted, so when Portable encounters an encrypted drive, a dialog box opens to provide decryption options. If the encryption scheme is not supported, you can still take an image of the drive as encrypted for further investigation.

EnCase Portable lets anyone with minimal technical knowledge collect electronic evidence, with a chain of custody, from computers in the field. This will free up time for computer forensic experts and allow them to focus their attention on analysis and reporting, rather than initial collection.”

Taken from "LTN Law Technology News" December 3, 2009.





Providing employee discount and reward programs to corporations nationwide

Legal Secretaries, Inc. is pleased to offer Working Advantage. Save up to 60% on tickets, travel and shopping!

Entertainment

Save on movie tickets, museums, zoos, attractions, aquariums and more. Whether you're taking a vacation cross country or planning an afternoon at the theatre, Working Advantage can get you into some of the best places for up to 40% off the regular ticket price.

Theatre & Events

From Tony Award®-winning Broadway shows to the circus, from concerts to baseball games, Working Advantage has a huge selection of theatrical productions, family and sporting events nationwide. Be a spectator at some of the country's most exciting shows and games.

Shopping

Working Advantage has partnered with some of the most respected online vendors in the country to bring you excellent discounts on apparel and accessories, books and music, electronics, flowers, gourmet food, office supplies and more. Each vendor is selected for exceptional quality and value. Take advantage of online shopping savings today!

Gifts

Have a birthday, wedding or anniversary coming up? Send a gift without breaking the bank when you purchase through Working Advantage. Shop online or purchase Broadway tickets, movie tickets, gift certificates, and more.

Advantage Points

Earn rewards while you save. Look for the Advantage Point symbol when you purchase online at www.workingadvantage.com. You can redeem points for a variety of products, including movie tickets and gift cards. Plus—when you register for your online account, we jump start your point balance with 100 bonus Advantage Points!

REGISTER NOW!

Open your FREE account at www.workingadvantage.com.

- 1 Click **Register** at the top of our homepage.
- 2 Click **Employees Click Here**.
- 3 Enter your company's **Member ID #** [REDACTED] to create your account.

SLSA **active** members are also members of LSI and may take advantage of the benefits provided by Working Advantage. For the LSI Member ID Number, please contact the Governor at governor@slsa.org or the President at president@slsa.org.

Visit www.workingadvantage.com or call (800) 565-3712.



Sacramento Legal Secretaries Association

Dinner Meeting - April 15, 2010



Speaker:
The Honorable Loren E. McMaster

Topic:
"Civil Litigation - A View From the Bench"

70th Annual Installation of Officers
with Mary S. Rocca, CCLS, LSI Past President, as
Installing Officer
and SLSA Past Presidents as Installing Marshalls

5:30 - 6:15 p.m. Meet & Greet
6:15 - 8:00 p.m. Dinner Meeting
Casa Garden Restaurant
2760 Sutterville Road, Sacramento
Tel: (916) 452-2809
\$25 SLSA Members*/\$29 Non-Members*
*Benefitting the Sacramento
Children's Home*

RSVP by APRIL 9. 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 9. **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:

Chicken in Filo
(boneless chicken breast coated with a rich cheese and herb sauce, wrapped in filo dough and baked)

Tortellini*
(with pesto cream sauce)

*Vegetarian entrees must be ordered 24 hours or more in advance.



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

**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:

Anne French
Downey Brand
621 Capitol Mall, 18th Floor
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:

Anne French
Downey Brand
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

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		
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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		
PRESIDENT'S PIN* Same as pendant (see above), but with pin on back.	7 00		
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**CCLS Certifying Board
5726 Lorelei Avenue
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<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, March 20, 2010
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, October 16, 2010

Deadline: Application must be received 60 days prior to examination date. A late application may be accepted up to 30 days prior to the examination if submitted with a \$25 late fee, in addition to the fees listed below, if space is available.

EXAMINATION FEES*			
LSI MEMBERS**		Non-LSI MEMBERS	
Registration fee:	\$ 15.00	Registration fee:	\$ 55.00
Examination fee:	<u>\$ 95.00</u>	Examination fee:	<u>\$ 95.00</u>
Total	\$110.00	Total	\$150.00

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* Fees subject to change without notice.

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You must be a member upon application to be eligible for reduced fees.

*** Include \$25 late fee if applicable.

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Day Phone: _____ Evening Phone: _____

E-mail(s): _____

Highest level of formal education completed: _____; Highest Degree: _____.

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Summary of Duties _____

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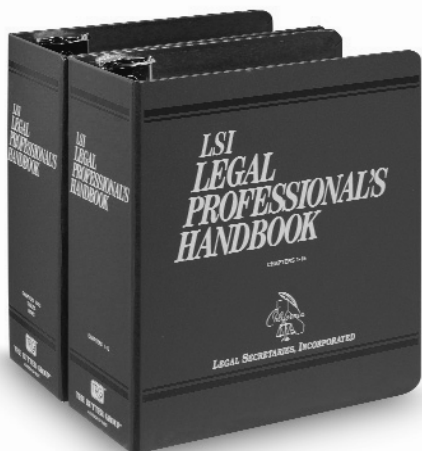
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Signature of Applicant _____ Date _____

LEGAL SECRETARIES, INCORPORATED

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- Adoptions
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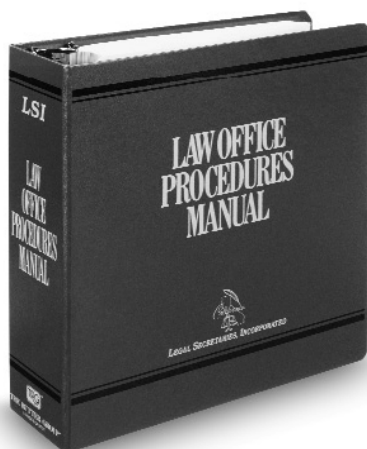
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UP-TO-DATE: The Manual is updated twice a year to include revised Judicial Council forms and other changes in applicable rules and procedures.

CONTENTS

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LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 1/31/10

Total Members (Fiscal Year-end 4/30/09)	Association		New Members	Transfer Members	Continuing Members	Total Members
33	Alameda County	LSA	7		28	35
21	Antelope Valley	LSA	3		18	21
57	Beverly Hill/Century City	LSA	6		43	49
24	Butte County	LPA	1		20	21
46	Capitol City	LPA	1		28	29
10	Conejo Valley	LPA	1		7	8
26	Desert Palm	LPA	8		14	22
22	El Dorado County	LPA	3		14	17
38	Fresno County	LPA	12		31	43
53	Humboldt County	LPA	11		34	45
35	Imperial County	LPA	12		18	30
39	Livermore-Amador Valley	LPA	3		32	35
84	Long Beach	LSA	1		43	44
33	Los Angeles	LSA	10		24	34
18	Marin County	LPA	6		10	16
31	Merced County	LPA	7		28	35
31	Monterey County	LSA	0		20	20
55	Mt. Diablo	LPA	16		47	63
19	Napa County	LSA	0		16	16
85	Orange County	LSA	27		50	77
32	Palo Alto	LSA	3		19	22
21	Placer County	LPA	11		15	26
9	Redding	LPA	6		7	13
19	Rio Hondo District	LPA	5		18	23
31	Riverside	LPA	3		24	27
153	Sacramento	LSA	40	1	108	149
219	San Diego	LSA	50		149	199
46	San Fernando Valley	LSA	21		39	60
49	San Francisco	LPA	3		31	34
35	San Gabriel Valley	LSA	5		25	30
68	San Mateo County	LSA	19		57	76
27	Santa Barbara	LSA	8		18	26
50	Santa Clara County	LSA	5		40	45
20	Santa Cruz County	LPA	3		17	20
28	Santa Maria	LPA	9		14	23
42	Sonoma County	LSA	6	<1>	31	36
14	Southern Butte	LSA	0		8	8
37	Stanislaus County	LPA	3		34	37
43	Stockton-San Joaquin	LPA	12		34	46
5	Trinity County	LSA	0		4	4
32	Ventura County	LPA	2		23	25
42	Members at Large		8		19	27
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Membership list as of 1/31/10



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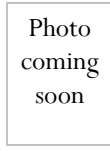
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