

April 2013

Volume 4 Book 13



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WWW.SLSA.ORG

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President

Dawn R. Forgeur, CCLS
Stoel Rives LLP
500 Capitol Mall, Suite 1600
Sacramento, CA 95814
(916) 319-4786
president@slsa.org

Bulletin Editor

Liz Gideon, CCLS
weintraub | tobin
400 Capitol Mall, 11th Floor
Sacramento, California 95814
(916) 558-6086
lgideon@weintraub.com

Sacramento Legal Secretaries Association



THE LEGAL EAGLE



April Events

- **April Dinner Meeting – Thursday, April 18.** This meeting will be held at the Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento. You can register online through our website (www.slsa.org) or contact Shelly Reyes at reservations@slsa.org. *See page 18.*

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!





*Dawn Forgeur,
CCLS*

President's Message

by Dawn Forgeur, CCLS

My final President's Message – when I started this journey, two years seemed so far away, and now that it's over, it seems like it went so fast! I am amazed at how much I've learned about the running of this Association and how much I was able to accomplish! It has been a pleasure to serve as your President for these past two years; thank you for the opportunity.

Thank you to my board members, we accomplished so much together this year! It was a pleasure to work with all of you!

Thank you to my chairmen! It's these volunteers that make it possible for SLSA to provide its members with the benefits, charitable projects, networking, and educational opportunities that it does. Thank you:

Crystal Rivera
Rebecca Lerma
Elizabeth Gideon, CCLS
Shelly Reyes
Anne French
Jaymie Moralez
Elizabeth Bomke, CCLS
Alexander Cain
Launa Atkinson, CCLS

Teri McClory, CCLS
Debbie Frias, CCLS
Jennifer Rotz
Jennifer Sachs
Cindy Biscarra
Mary Taylor-Higgins
Corene Rodder



PROGRAMS

April 18, 2013, is our April Dinner Meeting and SLSA's 74th Annual Installation of Officers with special guest Mary S. Rocca, CCLS, and LSI Past President as Installing Officer. Our speaker is Rebecca A. Gardner, Esq. of HMS Law Group, LLP, and she will be speaking on "Free Speech and Social Media in the Workplace" with our vendor of the month, Esquire Deposition Solutions. You may register online or by emailing reservations@slsa.org. This event will be held at the Courtyard Marriott - Midtown, 4422 Y St., Sacramento. Please refer to the registration form in this bulletin.

NOMINATIONS AND ELECTIONS

Congratulations to the incoming officers and to the delegates who will be representing SLSA at the May 2013 Annual Conference in San Jose.

OFFICERS

President: Lynne Koroush
Secretary: Jennifer Estabrook, CCLS
Treasurer: Maryanna Rickner
Governor: Dawn R. Forgeur, CCLS

DELEGATES

Debbie Frias, CCLS
Anne French
Maryanna Rickner

First Alternate Delegate:
Michelle Chavez, CCLS



Membership Chair Report

by Lynne Koroush

Welcome, and congratulations to SLSA's newest member, who was inducted at the March 21, 2013 regular membership meeting.

ACTIVE MEMBERSHIP

Shelby Nordman -- Shelby is a legal assistant with the Law Offices of Joseph C. George, Ph.D. She was a court reporter from 1992-1993, and has been employed as a legal assistant since December 2012, specializing in litigation. Shelby celebrates her birthday on October 1, and enjoys volunteering and gardening.

If you are interested in membership in SLSA, please contact Lynne Koroush at (916) 442-1111, or via e-mail at koroushl@gtlaw.com.

CONGRATULATIONS

To SLSA member Lisa Haddix on the birth of her daughter, Olivia Grace Slauson, born January 23, 2013. We wish Lisa, baby Olivia, and the family all the best!



CHANGES?? UPDATES??

Are you an SLSA member who has moved? 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 the good times, and support you during the tough times. Please send your news to koroushl@gtlaw.com.

CAPs

by Dawn Forgeur, CCLS

Thank you to all the members who sent SLSA their information and updates that could be counted for Chapter Achievement Points – all those points will go towards SLSA trying to win the Chapter Achievement Point contest at the May Annual Conference where we compete with other local associations. It's been another great year – but don't stop reporting!! We are starting our count towards next year's contest – remember to email governor@slsa.org with your Chapter Achievement Point information!

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, Lynne Koroush, to her work address at Greenberg Traurig, LLP, 1201 K Street, Ste. 1100, Sacramento, CA 95814.





Melanie Herman

Governor's Report

If you will recall from last month's article, the Governors voted on the new LSI logo, and Logo "L" won the vote. Attached to this Governor's Message is a picture of that logo.

LSI's Annual Conference is coming up on May 16-19, 2013, in San Jose. San Jose is not that far from Sacramento, so I encourage everyone to come and participate in an Officer or Chairmen Workshop on Friday, or one of the Legal Specialization Section Seminars on Friday and Saturday. A schedule is below and conference registration forms are included in this bulletin.

FRIDAY, MAY 17 OFFICER/CHAIRMEN WORKSHOPS

First Session 9:00 a.m. – 10:15 a.m.

- Minutes/Notes/Correspondence/Corporate Office
- Parliamentarian
- Legal Secretary Training/Seminars



- Day in Court
- Career Promotion/Scholarship

Second Session 10:30 a.m. – 11:45 a.m.

- Newcomer's Workshop
- Governor's Workshop
- Bulletin Editor Workshop
- Legal Procedures
- Marketing

FRIDAY, MAY 17 LEGAL SPECIALIZATION SEMINARS

First Session 2:00 p.m. – 4:00 p.m.

- Law Office Administration: Social Media and Privacy Issues for Employers: It's Not Going Away – It's Growing!
- Transactional: Serving Subpoenas in Silicon Valley and Beyond

Second Session 4:30 p.m. – 6:30 p.m.

- Civil Litigation: Trial Preparation: What To Do During the Weeks Before Trial
- Family Law: Preliminary Declarations of Disclosure: Requirements and Updates

Saturday, May 18 Legal Specialization Seminars

4:00 p.m. to 6:00 p.m.

- Probate/Estate Planning: Preparation of the 706 and Recent Changes in the Law
- Criminal Law: Jeff Kettering, Merced County Probation Department

Finally, you can review the Official Notice on www.lsi.org, which has information about getting to conference, along with a full schedule of events. I hope to see many of you there!

Of Note

USDC - CENTRAL DISTRICT

FURLOUGH/REDUCED SERVICE DAYS

- | | |
|--------------------------|---------------------------|
| □ Friday, April 26, 2013 | □ Friday, July 26, 2013 |
| □ Friday, May 24, 2013 | □ Friday, August 16, 2013 |
| □ Friday, June 21, 2013 | □ Friday, August 30, 2013 |
| □ Friday, July 12, 2013 | |

In order to adjust to the sequester cuts in the Court's budget, the United States District Court, Central District of California, will furlough staff and reduce Court services on specific Fridays between April 26 through the end of August 2013 in all three of its divisions – Western (Los Angeles), Southern (Santa Ana), and Eastern (Riverside).

- The days on which the Court will be closed and only reduced services will be available are as follows:
- The courthouses in each division will remain open on these days, but the Clerk's Office will be closed except for the following services:
- The criminal intake section will be open to process bond-related matters, new arrests, and other documents necessary for the criminal duty calendar, which will continue to be held.
- The following emergency civil filings will be accepted:
- A new action where the statute of limitation expires that day.
- An application for a temporary restraining order regarding an event that will take place prior to the next business day.
- An application for a warrant for the arrest of a vessel regarding an event that must take place prior to the next business day.
- CM/ECF will be available for electronic filing on Reduced Service days.

USDC – NORTHERN DISTRICT

FURLOUGH/REDUCED SERVICE DAYS

Due to budget reductions caused by sequestration, the Court will observe five furlough days in Fiscal Year 2013. The Court has ap-

- | | |
|--------------------------------------|--------------------|
| • San Francisco, San Jose and Eureka | • Oakland |
| □ Friday, May 3 | □ Monday, May 6 |
| □ Friday, June 7 | □ Monday, June 3 |
| □ Friday, July 5 | □ Monday, July 1 |
| □ Friday, August 2 | □ Monday, August 5 |

proved the following furlough schedule to begin in May, absent further notice.

- Eastern District Furlough Closure Guidelines for Parties and Counsel:
 - Federal buildings will be open on furlough closure days, allowing public access to drop boxes for filing purposes in San Francisco, San Jose, and Oakland during regular posted hours. Items filed in accordance with the Court's drop box procedures will be considered "filed" on the date they are file-stamped and deposited in a drop box, unless that date is on a weekend or federal holiday. For purposes of drop box filings, furlough closure days will be considered regular court days. Drop box procedures can be found at: <http://cand.uscourts.gov/dropbox>.
 - Any urgent matter arising from a case in a closed division should be brought to an open division only if it is an emergency that cannot wait until the next court day.
 - CM/ECF will be available for electronic filing on furlough closure days; the ECF Help Desk will be open but there may be longer-than-usual hold times for service.
 - Hearings that fall on furlough closure days will be rescheduled by the court. If you have proceedings that are affected, you will be notified.

CHAPTER ACHIEVEMENT REPORTING FORM

Each association in LSI participates every year in the Chapter Achievement contest. An award of \$250 is presented by LSI to the highest scoring association in each membership category at the Annual Conference of LSI. Chapter Achievement Points (CAPs) are tracked during the year by SLSA's Governor. This covers activities from April 1, 2012, through March 31, 2013. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete this form each time you attend a function and mail it to SLSA's Governor.** If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (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 with the LSI discount. (200 points)
- _____ I took the CCLS exam - Test Date: _____. (100 points)
- _____ I passed the CCLS exam - Test Date: _____. (200 points)
- _____ I submitted questions to LSI for use on the CCLS Mock exam.
How many? _____. (25 points per question)
- _____ I recertified as a CCLS during the 2012-2013 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I 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, 2013. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ 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 purchased the *Legal Professional's Handbook* (LPH) between April 1, 2012, and
March 31, 2013. (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM) between April 1, 2012,
and March 31, 2013. (200 points)
- _____ I purchased updates to the LPH between April 1, 2012, and March 31, 2013. (100 points)
- _____ I purchased updates to the LOPM between April 1, 2012, and March 31, 2013. (100 points)

Name: _____ Email: _____

If you have any questions or would like to email this form, you can reach the Governor at governor@slsa.org, otherwise you can mail this form to:

Sacramento LSA
Attn: Melanie Herman, Governor
Perkins & Associates
300 Capitol Mall, Ste. 1800
Sacramento, CA 95814

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Employment Report/Positions Available

by Jaymie Morales

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.

Employers/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, and years of experience required. The attorney/employer is requested to e-mail the Employment Chair 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.

Please contact Employment Chair Jaymie Morales, at (916) 446-7979, or e-mail her at jmorales@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.

- (4/10/13) Legal Assistant. One-attorney office looking for legal assistant with knowledge of state and federal courts; 2-5+ years experience. Please send cover letter and resume to jscharff@scharff.us.
- (3/19/2013) Experienced Legal Secretary. Certified Family Law specialist seeking full-time experienced legal secretary. At least two (2) years of legal experience preferred. Motivated and ability to multi-task in a fast-paced environment. We are located on University Avenue, Sacramento. Professional and friendly work atmosphere, salary DOE. Email cover letter describing your experience and career goals with your resume to rbs@cwo.com.
- (3/19/2013) Litigation Legal Secretary. The Sacramento office of Greenberg Traurig has an opening for a litigation legal secretary with 7+ years of experience. Qualified candidates must have a thorough understanding of the processes of state (California) and federal litigation. Must be experienced in, and knowledgeable of, e-filing, trial procedures, discovery, document production, document management, calendaring and case management. The position requires a team player with a service attitude and a superior ability to maintain effective relationships with attorneys, staff, and the general public. The candidate should be outgoing, creative, intelligent, professional, and polished; must have superior verbal, written, and organization skills and the ability to manage competing priorities. Must also be proficient in MS Word, Excel, PowerPoint and Outlook. Experience in a fast-paced, large law firm environment highly desired. M-F, 9-6; Candidate should be flexible to work overtime. We offer a competitive salary, outstanding benefits package, and a team oriented environment. Greenberg Traurig is an Equal Opportunity Employer. Please send all cover letters, resumes, and any supporting documentation via e-mail to ChastainJ@gtlaw.com. (No phone calls, please.)

Greenberg Traurig, LLP is an international, full-service law firm with approximately 1750 attorneys serving clients from 35 offices in the United States, Latin America, Europe, the Middle East and Asia. In the U.S., the firm has more offices than any other among the Top 10 on The National Law Journal's 2012 NLJ 250. For additional information, please visit www.gtlaw.com.

See Employment Report, Page 9

Employment Report/Positions Available

by Jaymie Moralez

Cont.

- (1/24/13) Experienced Litigation Paralegal - Healthcare Litigation Law Practice. Murphy Austin Adams Schoenfeld LLP is a downtown law firm looking for a qualified paralegal candidate with five+ years of solid litigation experience to work in our Healthcare Litigation Law practice group. The successful candidate must be able to multitask 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.

Top-notch computer skills and aptitude are additionally required. Advanced skills in Summation, Microsoft Word, Excel, Outlook and document management systems are required, with proficiency in Filesite, Access and Legal MacPac a plus. The successful candidate must be able and willing to learn other software systems that support a litigation practice.



| | | | |
|-------------------------|---------|--------------------|----------|
| Heather Deen | April 1 | Jennifer Goldsmith | April 9 |
| Alisa Johnson | April 3 | Janine Rowe | April 10 |
| Rose Pyle | April 6 | Jenny Lynn Mackey | April 15 |
| Lorraine Ballew | April 7 | Jean Wright | April 16 |
| Karen Zeitvogel-Benzler | April 7 | CoSandra Pollard | April 17 |
| Jamie Brandt | April 9 | Rebecca Lerma | April 19 |

Benefits Highlights

Are you a member of one of LSP's Legal Specialization Sections?

- Civil Litigation
- Criminal Law
- Family Law
- Law Office Administration
- Probate/Estate Planning
- Transactional Law

Legal Specialization Sections provide access to continuing education workshops and seminars. Membership includes access to free quarterly workshops at conferences; quarterly newsletters containing up-to-date information, including changes in the law and forms; statewide roster of all members in each section for easy access to local procedural information in other counties; and networking opportunities.

Annual dues are \$20 for individual sections, or \$75 to join all six sections (dues are higher if you are not an SLSA member)

You can find the registration form in this bulletin or online at www.lsi.org.



CCLS Quiz

by *Launa Atkinson, CCLS*

CHOOSE THE MOST CORRECT ANSWER:

1. In unit by unit filing, which is first?
 - (a) The #1 Pizza Store
 - (b) The \$50 Outlet Shop
 - (c) The 50+ Retire Community
2. The term baronial is used to describe:
 - (a) stationery size
 - (b) stationery style
 - (c) stationery finish
3. To create a 2" top margin on a business document how many times do you space down from the default of 1"?
 - (a) 6
 - (b) 8
 - (c) 5
4. When a letter is personal or confidential in nature, the appropriate notation is inserted:
 - (a) immediately below the address
 - (b) on the second line, below the date, at the left margin
 - (c) on the address line, at the right margin
5. Which of the following is correct:
 - (a) Feb. 28, 2001
 - (b) February 28th, 2001
 - (c) February 28, 2001
6. Which of the following is the abbreviation for Minnesota?
 - (a) MA
 - (b) MN
 - (c) MO
7. A customized list of a user's favorite web site is:
 - (a) favorite list
 - (b) bootstrap
 - (c) bookmark list
8. Which of the following is not a part of the URL?
 - (a) protocol
 - (b) telnet
 - (c) host name
9. When filing, consider a hyphenated name as a single unit; ignore the hyphen

___ True ___ False
10. If a woman wants to indicate her preference for "Ms.," she should use the title in both her handwritten and typed signature.

___ True ___ False

Parliamentarian's Corner

A Short History of Robert's Rules—www.robertsrules.com

Henry Martyn Robert was an engineering officer in the regular Army. Without warning he was asked to preside over a public meeting being held in a church in his community and realized that he did not know how. He tried anyway and his embarrassment was supreme. This event, which may seem familiar to many readers, left him determined never to attend another meeting until he knew something of parliamentary law.

Ultimately, he discovered and studied the few books then available on the subject. From time to time, due to his military duties, he was transferred to various parts of the United States, where he found virtual parliamentary anarchy, since each member from a different part of the country had differing ideas of correct procedure. To bring order out of chaos, he decided to write

Robert's Rules of Order, as it came to be called.

The eleventh, current, edition has been brought about through a process of keeping the book up to date with the growth of parliamentary procedure. All editions of the work issued after the death of the original author have been prepared by persons who either knew and worked with the original author or are connected to such persons in a direct continuity of professional association.

NOTE: While there are many books available with "Robert's Rules" in the title, be aware that only the 2011 editions of Robert's Rules of Order Newly Revised, published by Da Capo Press, are the current, official versions.



*Astrid Watterson,
CCLS*





*Dawn Forgeur,
CCLS*

Law Office Products/Management

by Dawn Forgeur, CCLS

Did you know that the State Bar of California has a page specifically regarding Law Office Management?

This webpage has all kinds of helpful information, forms, and links for opening and closing a law firm! You can find the information listed below at:

<http://www.calbar.ca.gov/Attorneys/MemberServices/LawOfficeManagement.aspx>.

OPENING A LAW OFFICE

- The California Guide to Opening and Managing a Law Office
- Tips for operating an environmentally friendly law office
- Board of Governors approves voluntary sustainability standards
- News Release
- Eco-Pledge
- The Sustainable Law Office - American Bar Association
- Flex Your Power - California's statewide energy efficiency marketing and outreach campaign (Best Practices Guides)
- Sample Written Fee Agreement Forms
- Client Trust Accounts
- Mandatory Fee Arbitration

- Limited Liability Partnerships
- Law Corporations
- Insurance
- Ethics Hotline
- Ethics Opinions
- Rules of Professional Conduct
- State Bar Act
- Legal Research Links
- Lawyer Assistance Program
- California Attorney Guidelines of Civility and Professionalism (Civility Toolbox)

CLOSING A LAW OFFICE

- Guidelines for Closing or Selling a Law Practice
- Transfer of Estate Planning Documents
- California Probate Code Section 730-735

Did

you

know?



Vendor Spotlight

by Lynne Koroush

Thank you very much to Dave Wilkinson, Ignacio Solorio, and Johnny Bateman for being at SLSA’s March 21, 2013 dinner meeting, and taking the time to bring us up to date on Capitol Digital Document Solutions’ services. Also, congratulations to Ron Bodenmann, CDDS’ Director of Sales and Technology, for earning his certification as a Summation Trainer!

For more than 10 years, Sacramento area law firms, corporations, and government agencies have relied upon CDDS to provide expert litigation support services and manage their paper and electronic document productions. CDDS specializes in*:

- Digital Print Solutions
- Photocopy Services
- Imaging/OCR
- Document Coding
- Additional Services, Such As Summation
- Training & Deposition Summarizing

*For a more complete list of services and specialties, go to www.Capitol-Digital.com

Thank you again to Dave, Ignacio, Johnny, and all the folks at Capitol Digital Document Solutions, for being SLSA’s Vendor of the Month! Please visit CDDS at www.Capitol-Digital.com, or call (916) 449-2820.

- E-Discovery Solutions
- Online Document Review Tools



Lynne Koroush

“ Please remember to support our vendors, because they support us!! ”



Ignacio Solorio, Lynne Koroush, Johnny Bateman, Dave Wilkinson, and Dawn Forgueur, CCLS

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

2012-2013 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: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**
P. O. Box 12082, Pleasanton, CA 94588

Enclosed is payment of my dues for the fiscal year 8/1/12 through 7/31/13 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 AMEX

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 |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

- Civil Litigation
- Criminal Law
- Family Law
- Law Office Administration
- 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: _____

PLEASE NOTE PREFERRED EMAIL ADDRESS. NEWSLETTERS, ROSTERS, AND OTHER COMMUNICATIONS, WILL BE SENT VIA EMAIL UNLESS REGULAR MAIL IS SPECIFICALLY REQUESTED.

Preferred email address: HOME OFFICE **I prefer communication via USPS**

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

April 2013

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|---|-----|---|-----|-----|
| | 1 <i>César Chávez Day</i> | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 <i>SLSA Executive Board Meeting</i> | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 <i>Last Day to Register for Conference w/ no late fee. Last Day to Register for Dinner Meeting.</i> | 17 | 18 <i>General Meeting and Installation</i> | 19 | 20 |
| 21 | 22 <i>Last Day to Submit Articles for the Legal Eagle</i> | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

Dates to Remember

- **April 1** – *César Chávez Day* is an official court holiday; however, Sacramento County agencies and departments remain open.
- **April 8** - *SLSA Executive Board Meeting* (Location: Stool Rives - Time: 6:00 p.m.)
- **April 18** - *General Meeting and Installation of New Officers* (Location: Courtyard Marriott, Sacramento, CA, 5:30 p.m.)
- **April 22** - *Last Day to Submit Articles for the May issue of The Legal Eagle*
- **May 13** - *SLSA Executive Board Meeting* (Location: Greenberg Traurig - Time: 6:00 p.m.)
- **May 16-19** - *LSI Annual Conference* (Location: San Jose)
- **May 22** - *Last Day to Submit Articles for the June issue of The Legal Eagle*



Lunch Lesson: E-Discovery... Are You Doing It Right?

Our March Lunch Lesson was on “E-Discovery...Are You Doing It Right?” with speaker Treven Tilbury, Esq. of Downey Brand LLP. Mr. Tilbury covered the fundamentals of e-discovery, metadata, preservation and collection, production, costs of production, spoliation, and sanctions. We learned that while the law is developing quickly, technology is developing far more quickly, and attorneys and staff need to be aware of technology changes to effectively conduct e-discovery. For example, if you don’t specify a format that you would like the data in, you don’t get another chance to ask for it in a format you can use (i.e., Concordance, Summation, etc.). We also learned that generally speaking, litigants must preserve information when they know or reasonably should have known that the information is relevant to future litigation and, in federal court, a litigation hold letter is required. SLSA thanks Mr. Tilbury for taking his lunch hour to talk to us about e-discovery, it was an exceptional and informative lesson.



Attorney Treven Tilbury and Anne French



CCLS Terminology List

by *Launa Atkinson, CCLS*

| | |
|--------------------------|---|
| Escrow | A system to transfer documents or property between two or more people in which the documents of property are held by a third party pending fulfillment of specified conditions. |
| Grantee | One to whom a grant is made; the recipient of title on a deed. |
| Landlord | An owner, also called “lessor,” who rents out real property to a tenant, also called “lessee.” |
| Lessor | The party, usually the owner, who gives a lease in return for consideration (rent). |
| Deed | A written document which conveys ownership of real property from one person or entity to another. |
| Grantor | One who makes a grant; the transferor (the giver) on a deed. |
| Personalty | Things movable, as distinguished from real property or things attached to the realty. |
| Chattle | Personal property. |
| Preliminary title report | A report showing the condition and/or clouds on the title of a real property in preparation of issuance of a title policy. |
| Separate property | Property owned by a married person in his/her own right during marriage. |

CCLS Quiz Answers

by *Launa Atkinson, CCLS*

CCLS QUIZ ANSWERS (from page 10):

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





Sacramento Legal Secretaries Association

Dinner Meeting - April 18, 2013



Speaker:
Rebecca A. Gardner, Esq.
 of
HMS Law Group, LLP

Topic:
“Free Speech & Social Media in the Workplace”

74th 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
\$25 SLSA Members
\$28 Non-Members

RSVP by Tuesday, April 16. Checks should be made payable to SLSA, and mailed to Shelly Reyes, Registration/Reception Chair 2012-2013, c/o Law Office of Robert J. Binns, 3620 American River Drive, Suite 175, Sacramento, CA 95864; fax: 916.487.6314. **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 at least 0.5 hours.

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

ENTRÉE SELECTION:

- Hoisin BBQ chicken breast**
(with summer salsa and Jasmine scallion rice)
- Eggplant parmesan**
(eggplant slices lightly sautéed and baked with a rich tomato sauce, fresh basil, mozzarella and pamesan with pasta)

All meals served with salad, dessert, Starbucks coffee and iced tea.

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



**Sunday,
August 18, 2013
1:05pm**

A's vs Indians

Alameda County Legal Secretaries Assn. Fundraiser

SUNDAY, AUGUST 18 • 1:05PM

Seating Location:

Plaza Infield
\$26 each

HIGHLIGHTS:

- A portion of each ticket purchased will go back to ACLSA
- Pregame tailgate party at 11 am. *Please bring a dish to share*
- Discounted Parking Passes available for \$14 (Reg. \$17)

Deadline to purchase tickets:

Tuesday, July 30

(Cash and checks accepted. Make checks payable to "ACLSA". Mail order form & payment to Bryana Schroder @ Alameda County Legal Secretaries Association, PO Box 27476, Oakland, CA 94602)

NAME: _____

PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

NUMBER OF TICKETS: _____ x \$26 = \$ _____

NUMBER OF PARKING PASSES: _____ x \$14 = \$ _____

For any question or more information, contact **Bryana Schroder** at **(510) 325-6349** or email **bryana.schroder@juno.com**



Jennifer Rotz



Jennifer Sachs

General Dinner Meeting

by Jennifer Rotz and Jennifer Sachs

Our speaker this month was Shayne Corriea-Fernandez, Senior Case Manager and Fast Track Administrator for JAMS. She talked about “The Ins and Outs of Arbitration.” Her presentation was extremely informative and we greatly appreciated her taking time to educate us.

Ms. Corriea-Fernandez discussed the arbitration process from start to finish. She started by discussing the difference between arbitration, which is usually binding, and mediation, which is not. She also discussed the various types of arbitration: Sole Neutral Arbitration, Panel Arbitration, Med-Arb, Paper Arbitration (Arbitration by mail,) and Baseball/Night Baseball.

She discussed JAMS’s Standard of Care for Consumer-Employment Arbitrations. A consumer has the right to the in-person hearing in his or her hometown area. The consumer may only be responsible for paying the filing fee. In California, the consumer is not responsible for costs incurred by the opposing party if the consumer does not prevail.

Ms. Corriea-Fernandez then went over the steps of arbitration. The first step is to actually file a demand for arbitration. This includes listing

the basic information about the dispute, the parties, the claims for relief, and the jurisdiction. The parties then must select the rules they are going to use. Once those two

things happen, JAMS sends out a Notice of Commencement which will trigger the deadlines.

The parties are sent a list of seven potential arbitrators and may strike two. After an Arbitrator gets selected, the parties are provided with the Arbitrator’s disclosures. This includes an extensive list of all cases or contacts an Arbitrator has had with the counsel or parties. The Arbitrator will have a conference call to do the preliminary planning for the arbitration. The parties go through discovery, have the hearing, and an award is issued.



Ann Edwards and Crystal Rivera



Andrea Benson, Dawn Forgeur, CCLS, and Shayne Corriea-Fernandez



Jennifer Estabrook, CCLS and Maimie Chyinski



Lynne Korush, Teri McCloty, CCLS, Michelle Chavez, CCLS, and Elizabeth Bomke, CCLS



Jennifer Sachs and Launa Atkinson, CCLS



Anne French, Cindy Biscarra, Mary Taylor-Higgins, and Linda Bustamante



Maryanna Rickner



Astrid Watterson, CCLS, and Anne French



Dawn Forgeur, CCLS

SAN FRANCISCO

Daily Journal

www.dailyjournal.com

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Central District to cut service on 7 days

Reduced service days are a result of sequestration.

By Ben Adlin
Daily Journal Associate Editor

LOS ANGELES — Court officials in the Central District told judges and court employees Friday that they will reduce staff and services on seven separate days between now and the end of September in response to the federal across-the-board budget cuts known as sequestration.

"There will be seven Fridays between now and the end of the fiscal year which we characterize as 'reduced-services days,'" Chief U.S. District Judge George H. King told the Daily Journal.

But unlike the Northern District, which on Thursday announced that courtrooms will close once a month due to the across-the-board cuts, King said the Central District courts will remain open.

"We are not closing the courthouses," he said.

On the affected days, Central District courthouses in all three of the district's divisions will see reduced staffing levels in the court clerk's office, though criminal duty matters will continue. Emergency civil filings services will also remain open, allowing the filings in situations where the statute of limitations expires that day, a temporary restraining order regarding an event that will take place prior to the next business day or a warrant regarding the arrest of a vessel that must take place prior to the next business day.

Judges' and chamber staff aren't expected to be hit by the reductions, and the Constitution prohibits any decrease in judicial pay.

The court's website listed the following dates for reduced services: April 26, May 24, June 21, July 12, July 26, Aug. 16 and Aug. 30.

Spending on office equipment, information technology and other administrative expenses will also likely decrease, King said.

Both the Eastern and Southern districts believe they can avoid furloughs this year. Officials from those districts said Thursday that they'll be able to dodge staff reductions because both are currently operating significantly under budget.

In some state courts, cuts to clerk staff have resulted in significant filing delays, with some litigants waiting days or weeks simply to receive a case number. Some bench officers said Friday that they expected the federal judiciary's online case management system will make for less drastic delays than in state courts.

ben_adlin@dailyjournal.com



Debbie Frias, CCLS

Legal Procedures

by Debbie Frias, CCLS

I have received from my state counterpart more changes that have taken place in various state courts; in addition, Lynne Koroush sent me updates for a couple of the federal courts. I am going to summarize the updates below. I apologize in advance for the article's length, as I received a lot of information!

STATE COURTS:

1. New Request for Dismissal form - adopted for mandatory use effective January 1, 2013. A copy of this form follows this article.

2. Stanislaus County Superior Court - reduced clerk's office hours, effective February 4, 2013. This court has reduced its service hours for the public filing windows and telephones every Friday by closing at noon. However, the changes in public service will not affect courtroom calendars or scheduling for hearing dates. They note that document drop boxes are located outside the Clerk's offices, located at 1100 I Street, and 801 10th Street on the 4th floor. They are accessible between 8 a.m. and 5 p.m. daily. Pursuant to California Rules of Court, rule 2.210(b), any document deposited in a court's drop box up to and including 4 p.m. on a court business day is deemed to have been deposited for filing on that day.

3. Sacramento County Superior Court - Changes to Law & Motion Filings, effective February 11, 2013. Our local court has issued its Standing Order SSC-13-5. In any case where there is a "pending" law and motion matter on calendar, we are to file Requests for Dismissal, Requests/Motions to Continue, and Notices of Dropping any pending matter directly with the Civil Law and Motion departments, located at 800 9th Street, 3rd Floor, as soon as practicable. Staff will be available to accept these documents at the civil law and motion filing window in the Civil Law and Motion lobby from 8:30 a.m. to 12 Noon each court business day. A drop box will also be provided in the Civil Law and Motion lobby, and can be utilized from 8:30 a.m. to 4 p.m. each court business day.

We are advised NOT to place these documents in the drop box in the lobby at the main courthouse, nor are we to submit any other documents directly to the Civil Law and Motion departments unless expressly ordered to do so.

Our local court has also issued new Civil Document Filing Guidelines, which I am providing you following this article.

4. San Bernardino County Superior Court- Notice of Closure of Barstow, Big Bear, and Needles Courthouses and Reassignment of Cases, Effective February 26, 2013. This court is closing all courtrooms in the Big Bear, Barstow, and Needles Districts, and is reassigning the cases pending in those districts, effective May 6, 2013. The Court will reassign cases in the Victorville, San Bernardino, and Rancho Cucamonga Districts. These closures are due to the severe, ongoing budget reductions.

Cases arising out of the Barstow, Big Bear, and Needles Districts will be reassigned as follows:

Effective May 6, 2013, all civil unlimited and limited cases, excluding small claims cases and landlord-tenant (unlawful detainer) cases, presently heard in the Barstow District, will be filed and heard in the San Bernardino District - Civil Division, located at 303 West Third Street, San Bernardino, CA 92415.

Effective May 6, 2013, the following case types presently heard in the Barstow District will be filed and heard in the Victorville District, located at 14455 Civic Drive, Victorville, CA 92392: Felonies; Misdemeanors; Traffic Infractions; Non-traffic Infractions (e.g., Code Enforcement, Fish and Game, etc.); Small Claims; Landlord-Tenant (unlawful detainer); Family Law; Adoptions, Civil Harassment Restraining Orders; Name Change Petitions; Petitions for the Return of Firearms; and Domestic Violence Restraining Orders.

Effective May 6, 2013, all Guardianship mat-

See Legal Procedures, Page 23



Legal Procedures

by *Debbie Frias, CCLS*

Cont.

ters presently heard in the Barstow District will be filed and heard in the San Bernardino District - Criminal and Family Division, 351 North Arrowhead Avenue, San Bernardino, CA 92415.

REASSIGNMENT OF BIG BEAR DISTRICT CASES:

Effective May 6, 2013, all civil unlimited and limited cases, excluding small claims cases and landlord-tenant (unlawful detainer) cases, presently heard in the Big Bear District, will be filed and heard in the San Bernardino District, 303 West Third Street, San Bernardino, CA 92415.

Effective May 6, 2013, the following case types presently heard in the Big Bear District will be filed and heard in the Victorville District, located at 14455 Civic Drive, Victorville, CA 92392: Traffic Infractions; Non-traffic infractions (Code Enforcement, Fish & Game, etc.); Small claims; Landlord-Tenant (unlawful detainer); Family Law; Adoptions; Civil Harassment Restraining Orders; Name Change Petitions, Petitions for the Return of Firearms; and Domestic Violence Restraining Orders.

All Guardianship matters presently heard in the Big Bear District will be filed and heard in the San Bernardino District - Criminal and Family Division, 351 North Arrowhead Avenue, San Bernardino, CA 92415.

REASSIGNMENT OF NEEDLES DISTRICT CASES:

Effective May 6, 2013, all civil unlimited and limited cases, excluding small claims cases and landlord-tenant (unlawful detainer) cases, presently heard in the Needles District, will be filed and heard in the San Bernardino District - Civil Division, 303 West Third Street, San Bernardino, CA 92415-0210.

The following Needles case types, presently heard in the Barstow District, will be filed and heard in the Victorville District, 14455 Civic Drive, Victorville, CA 92392: Felonies and Mis-

demeanors.

The following case types presently heard in the Needles District will be filed and heard in the Joshua Tree District, located at 6527 White Feather Road, Joshua Tree, CA 92552: Traffic Infractions; Non-Traffic Infractions (Code Enforcement, Fish and Game, etc.); Small Claims; Landlord-Tenant (unlawful detainer); Family Law; Adoptions; Civil Harassment Restraining Orders, Name Change Petitions; Petitions for the Return of Firearms; and Domestic Violence Restraining Orders.

All Guardianship matters presently heard in the Needles District will be filed and heard in the San Bernardino District - Criminal and Family Division, 351 North Arrowhead Avenue, San Bernardino, CA 92415-0240.

REASSIGNMENT OF VICTORVILLE DISTRICT CASES:

Effective May 6, 2013, all civil unlimited and limited cases presently heard in the Victorville District will be filed and heard in the San Bernardino District - Civil Division, 303 West Third Street, San Bernardino, CA 92415. Requests for Civil Harassment Restraining Orders, Petitions for Name Change, Requests for Domestic Violence Restraining Orders, and Petitions for the Return of Firearms will continue to be filed and heard in the Victorville District.

All juvenile delinquency cases, including juvenile delinquency drug court cases, presently heard in the Victorville District, will be filed and heard in the Juvenile Court District in San Bernardino, 900 East Gilbert Street, San Bernardino, CA 92415.

REASSIGNMENT OF THE SAN BERNARDINO DISTRICT CASES;

Effective May 6, 2013, all Landlord-Tenant (unlawful detainer) cases presently heard in the San Bernardino District will be filed and heard in



Legal Procedures

by Debbie Frias, CCLS

Cont.

the Fontana District, 17780 Arrow Boulevard, Fontana, CA 92335. In addition, all small claims cases presently heard in the San Bernardino District will be filed and heard in the Fontana District.

REASSIGNMENT OF THE RANCHO CUCAMONGA DISTRICT CASES:

Effective May 6, 2013, all Landlord-Tenant (unlawful detainer) cases will be heard in the Fontana District, 17780 Arrow Boulevard, Fontana, CA 92235. Landlord-Tenant cases arising out of the Rancho Cucamonga District will continue to be filed in that district. In addition, all Small Claims cases arising out of the Rancho Cucamonga District will be heard in the Fontana District, 17780 Arrow Boulevard, Fontana, CA 92335. Small Claims cases arising out of the Rancho Cucamonga District will continue to be filed in the Rancho Cucamonga District.

REASSIGNMENT OF JUVENILE CASES:

All juvenile delinquency cases countywide, including juvenile delinquency drug court cases, will be filed and heard in the Juvenile Court District in San Bernardino, 900 East Gilbert Street, San Bernardino, CA 92415.

All juvenile dependency cases countywide will continue to be heard in the Juvenile Court District in San Bernardino, address above.

REASSIGNMENT OF GUARDIANSHIP CASES:

All Guardianship cases countywide will be filed and heard in the San Bernardino District - Criminal and Family Division, located at 351 North Arrowhead Avenue, San Bernardino, CA 92415-0210. Parties with existing cases set for hearing on or after May 6, 2013, will be notified by mail of the department to which their case has been reassigned.

5. San Bernardino Superior Court - Notice of Reduction in Clerk's Office Hours of Operation:

In a notice issued December 4, 2012, effective February 4, 2013, public service hours for the clerk's office of the Superior Court will be 8 a.m. to 3 p.m. Monday through Friday, except court holidays and except for the clerk's office for the Juvenile Dependency Court and Juvenile Delinquency Court in San Bernardino.

Effective February 4, 2013, the public service hours for the clerk's office for the Juvenile Dependency Court and Juvenile Delinquency Court in San Bernardino will be 8 a.m. to 12 p.m., and 1 p.m. to 4:30 p.m., Monday through Friday, except court holidays.

Drop boxes are provided to receive documents during the court hours the clerk's offices are closed.

6. Orange County Superior Court. This county has gone paperless for civil actions! Look at their local rule 352. Log on to www.occourts.org for further information.

7. Riverside Superior Court. Riverside has introduced a new case tracking service. It will allow subscribers to receive automatic e-mail notifications when a hearing is scheduled or a document is filed in civil and criminal cases. The service will eliminate the need to manually inquire regarding actions taking place in these cases. Log on to <http://riverside.courts.ca.gov/media/media.shtml>.

8. Los Angeles Superior Court. Effective March 18, 2013, limited civil cases are to be filed at new locations; they are: Chatsworth Courthouse, 9425 Penfield Avenue, Chatsworth, CA 91311; and Norwalk Courthouse, 12720 Norwalk Boulevard, Norwalk, CA 90650. Whether a case is filed at either of these locations, you can determine by consulting LASC Local Rule 2.3(a)(2) at www.lasuperiorcourt.org, which assigns the location by U.S. Postal Service Zip Code.



Legal Procedures

by Debbie Frias, CCLS

Cont.

Effective March 18, 2013, all limited jurisdiction civil non-collections cases - as defined by California Rule of Court 3.740 - must be filed in the Stanley Mosk Courthouse, 111 North Hill Street, Los Angeles, CA 90012, at the filing window in Room 102.

All limited jurisdiction civil cases, pending as of March 18, 2013, and presently being adjudicated at a district courthouse other than those listed above, will be transferred to the proper location during the next eight weeks. Individual transfer notices for each reassigned case will be sent to the parties at a later date.

Go to www.lasuperiortcourt.org.

FEDERAL COURTS:

If we aren't being besieged by numerous changes in forms, hours, relocations, etc., in our state courts, some of the federal courts have also issued notices.

1. USDC Southern District. There are several revisions. Rather than type out five pages of General Orders, I am providing these to you following my article.

2. USDC, Northern District of California: Due to budget reductions caused by sequestration, the Court will observe five furlough days this year. Right now, the plan is for the Court's San Francisco, San Jose, and Eureka Divisions to be closed on the first Friday of each month, and the Oakland Division to be closed the first Monday of each month. Due to the Labor Day holiday, the Oakland Division will be closed the second Monday in September. Here are the slated furlough closures:

San Francisco, San Jose, and Eureka - noting the dates are all Fridays - May 3, June 7, July 5, August 2, and September 6.

Oakland (all Mondays): May 6, June 3, July 1, August 5, and September 9.

Furlough closure guidelines for parties and counsel:

1. Federal buildings will be open on furlough closure days, allowing public access to drop boxes for filing purposes in San Francisco, San Jose, and Oakland during regular posted hours. Items filed in accordance with the Court's drop box procedures will be considered "filed" on the date they are file-stamped and deposited in a drop box unless that date is on a weekend or federal holiday. Go to <http://cand.uscourts.gov/dropbox> for further details.

2. Any urgent matter arising from a case in a closed division should be brought to an open division only if it is an emergency that cannot wait until the next court day.

3. CM/ECF will be available for electronic filing on furlough closure days; the ECF Help Desk will be open, but there may be longer than usual hold times for service.

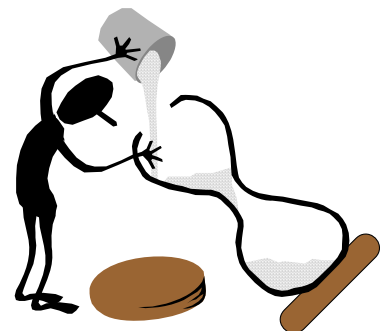
4. Hearings that fall on furlough closure days will be rescheduled by the court. If you have proceedings that are affected, you will be notified.

5. Each judge individually shall decide if a court-imposed deadline that falls on a furlough day shall be postponed until the next regular business day.

You can find more information about the impact of budget sequestration on federal courts by logging on to the United States Courts' website:

(<http://search.uscourts.gov/search?qquery=Furlough+affiliate=uscourts.gov&locale=en>).

Finally, should there be changes in the Courts' furlough closure plan the Courts' web notice will be updated, as well as the list-serve.



CIV-110

| | |
|---|--------------------|
| ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____ | FOR COURT USE ONLY |
| SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____ | |
| PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT: | |
| REQUEST FOR DISMISSAL | CASE NUMBER: _____ |
| A conformed copy will not be returned by the clerk unless a method of return is provided with the document. | |
| This form may not be used for dismissal of a derivative action or a class action or of any party or cause of action in a class action. (Cal. Rules of Court, rules 3.760 and 3.770.) | |

1. TO THE CLERK: Please **dismiss** this action as follows:

- a. (1) With prejudice (2) Without prejudice
- b. (1) Complaint (2) Petition
- (3) Cross-complaint filed by (name): _____ on (date): _____
- (4) Cross-complaint filed by (name): _____ on (date): _____
- (5) Entire action of all parties and all causes of action
- (6) Other (specify):*

2. (Complete in all cases except family law cases.)

The court did did not waive court fees and costs for a party in this case. (This information may be obtained from the clerk. If court fees and costs were waived, the declaration on the back of this form must be completed).

Date: _____

(TYPE OR PRINT NAME OF ATTORNEY PARTY WITHOUT ATTORNEY)

(SIGNATURE)

*If dismissal requested is of specified parties only of specified causes of action only, or of specified cross-complaints only, so state and identify the parties, causes of action, or cross-complaints to be dismissed.

Attorney or party without attorney for:

- Plaintiff/Petitioner Defendant/Respondent
- Cross-Complainant

3. TO THE CLERK: Consent to the above dismissal is hereby given.**

Date: _____

(TYPE OR PRINT NAME OF ATTORNEY PARTY WITHOUT ATTORNEY)

(SIGNATURE)

** If a cross-complaint -- or Response (Family Law) seeking affirmative relief -- is on file, the attorney for cross-complainant (respondent) must sign this consent if required by Code of Civil Procedure section 581 (f) or (j).

Attorney or party without attorney for:

- Plaintiff/Petitioner Defendant/Respondent
- Cross-Complainant

(To be completed by clerk)

- 4. Dismissal entered as requested on (date): _____
- 5. Dismissal entered on (date): _____ as to only (name): _____
- 6. Dismissal **not** entered as requested for the following reasons (specify): _____
- 7. a. Attorney or party without attorney notified on (date): _____
- b. Attorney or party without attorney not notified. Filing party failed to provide a copy to be conformed means to return conformed copy

Date: _____

Clerk, by _____, Deputy

| | |
|--|-------------------------|
| PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT: | CIV-110 CASE NUMBER: |
|--|-------------------------|

COURT'S RECOVERY OF WAIVED COURT FEES AND COSTS

If a party whose court fees and costs were initially waived has recovered or will recover \$10,000 or more in value by way of settlement, compromise, arbitration award, mediation settlement, or other means, the court has a statutory lien on that recovery. The court may refuse to dismiss the case until the lien is satisfied. (Gov. Code, § 68637.)

Declaration Concerning Waived Court Fees

1. The court waived court fees and costs in this action for *(name)*:
2. The person named in item 1 is *(check one below)*:
 - a. not recovering anything of value by this action.
 - b. recovering less than \$10,000 in value by this action.
 - c. recovering \$10,000 or more in value by this action. *(If item 2c is checked, item 3 must be completed.)*
3. All court fees and court costs that were waived in this action have been paid to the court *(check one)*: Yes No

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

 (TYPE OR PRINT NAME OF ATTORNEY PARTY MAKING DECLARATION)

 (SIGNATURE)



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO**

CIVIL DOCUMENT FILING GUIDELINES

CIVIL FRONT FILING COUNTER

The Civil Front Filing Counter **ONLY** accepts the following documents for filing:

- ◆ Application for Discovery Subpoena – Out of State
- ◆ Application and Order for Appearance and Examination
- ◆ Claim Opposing Forfeiture
- ◆ Ex Parte Applications with a Hearing Date
- ◆ Labor Commissioner Appeals
- ◆ Law and Motion Documents (Dept 53/Dept 54)
- ◆ Law and Motion Documents – Presiding Judge
- ◆ New Complaints with Notice of Pendency of Action
- ◆ New Complaints with TRO
- ◆ New Complaint for Unlawful Detainer (Commercial)
- ◆ Petition To Allow Late Claim, for Relief from GC 945 or 946.6
- ◆ Petition for Approval for Transfer of Structured Settlement Payment Rights
- ◆ Petition for Assignment of Case number (Claim for Uninsured Motorist)
- ◆ Petition for Change of Name or Gender Change (Wednesdays **Only** at the specified window)
- ◆ Petition to Confirm, Correct, Vacate or Compel Arbitration
- ◆ Petition for Voter Registration and any related subsequent documents
- ◆ Unlawful Detainer – Request To Set Case for Trial (UD-150)
- ◆ Writs of Election and any related subsequent documents
- ◆ Writs of Mandate and any related subsequent documents
- ◆ Court Reporter/Jury Fees
- ◆ Civil Case Related Fees without accompanying documents

CIVIL DROP BOX

All Civil documents except those listed below may be placed in the Civil Drop Boxes located in the Room 102 lobby.

DOCUMENTS TO BE FILED DIRECTLY IN THE DEPARTMENT (These documents are NOT to be placed in the Civil Room 102 drop box)

- ◆ Complex Cases - Civil Case Management Statements
- ◆ Civil Trial and Post-Trial Motions - All motions, oppositions and replies for the following:
 - Motions in Limine
 - Motion for Judgment Not Withstanding the Verdict
 - Notice of Intent to Move for New Trial
 - Motion for New Trial
 - Any other documents as ordered by the Judge

OTHER (These documents are NOT to be placed in the Civil Room 102 drop box)

- ◆ Civil Appeals Documents - Must be filed at the Civil Appeals counter in Room 101
- ◆ The Below Listed Documents shall be filed directly in the Law and Motion Lobby when there is a pending law and motion matter on calendar:
 - Request for Continuance Letter
 - Request/Motion to Continue
 - Notice of Dropping and Pending Matter

(Rev February 22, 2013)

3/13/13

U.S. District Court - Southern District of California



United States District Court

Southern District of California

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[Rules / General Orders](#)

GENERAL ORDERS

| <u>General Order</u> | <u>Date Filed</u> | <u>Subject</u> |
|-----------------------|-------------------|--|
| 70-I | 10/31/2007 | Transcript Rates |
| 168-E | 7/2/1980 | Final Plan for Achieving Prompt Disposition of Criminal Cases and Implementing the Speedy Trial Act of 1974 |
| 203-L | 10/28/2002 | Duties and Power of United States Magistrate Judges: Forfeiture of Collateral |
| 203-M | 12/19/2006 | Duties and Powers of United States Magistrate Judges Regarding Misdemeanor and Petty Offenses: Forfeiture of Collateral |
| 203-N | 04/28/2008 | Duties and Power of United States Magistrate Judges Regarding Misdemeanor and Petty Offenses: Forfeiture of Collateral |
| 240 | 7/12/1979 | Petition for Disclosure of Presentence or Probation Records |
| 247-E | 7/25/2011 | Allowable Investigator Fees under the Criminal Justice Act |
| 259-A | 1/27/1982 | Extending Jurisdiction of Arizona Part-time Magistrate to include the Southern District of California |
| 273 | 4/21/1982 | Appointing Substitute Custodian for Seized Property |
| 277-G | 11/1/2004 | Adopting Disciplinary Committee |
| 277-H | 3/2/2010 | Adopting Disciplinary Committee |
| 277-I | 12/3/2012 | Adopting Disciplinary Committee |
| 285-D | 11/17/2008 | Management Plan for Court Reporting and Recording Services |
| 301-D | 11/26/1996 | Admission Fee, Allocation of Admission Fees |
| 301-E | 5/24/2004 | Admission Fee, Allocation of Admission Fee |
| 301-G | 3/16/2007 | Admission Fee, Allocation of Admission Fee |
| 301-H | 10/17/2011 | Admission Fee, Allocation of Admission Fee |
| 364 | 4/24/1989 | Providing Dress Clothing for Prisoners at Metropolitan Corrections Center |
| 370-B | 1/31/2006 | Attorney Fees Allowable in Federal Capital Prosecutions and Habeas Corpus Death Penalty Cases under the Criminal Justice Act |

3/13/13

U.S. District Court - Southern District of California

| | | |
|--------------|------------|---|
| <u>380-A</u> | 10/26/1994 | Grievance and Adverse Action Procedures |
| <u>380-B</u> | 1/5/2000 | Amendment to Grievance and Adverse Action Plan |
| <u>387</u> | 1/9/1992 | Arbitration and Mediation Rules |
| <u>387-A</u> | 1/5/2000 | Arbitration and Mediation Rules |
| <u>399</u> | 1/12/1993 | Destruction of Expunged Records |
| <u>405-A</u> | 10/19/1994 | Qualification Requirements for CJA Panel Attorneys in the Southern District of California |
| <u>405-B</u> | 1/24/1996 | Removing from the CJA Panel an Attorney Charged with a Felony |
| <u>408</u> | 10/26/1993 | Allowing Cameras in the Courthouse |
| <u>410-C</u> | 5/10/1994 | Requiring Notice for Intent to Rely on Insanity Defense and for use of Mental Condition Experts |
| <u>419</u> | 8/23/1994 | CJA Vouchers |
| <u>431-C</u> | 1/5/2005 | Appointment of the Chief Bankruptcy Judge |
| <u>431-D</u> | 5/28/2008 | Length of Term of the Chief Bankruptcy Judge |
| <u>431-E</u> | 9/26/2012 | Appointment of the Chief Bankruptcy Judge |
| <u>439-B</u> | 5/24/2004 | Amending Local Rule 83.3 Attorneys - Admission to Practice Standards of Conduct |
| <u>439-C</u> | 10/25/2011 | Amending Local Rule 83.3 - Admission Fees |
| <u>442-A</u> | 9/10/1997 | Services to Persons with Communications Disabilities |
| <u>444</u> | 4/18/1997 | Regulating Interpreters in the U.S. Marshal's Holding Cell and in Probation Interviews |
| <u>446</u> | 6/18/1997 | Appointment of Chief PreTrial Services Officer for U.S. District Court, Southern District of California |
| <u>451-A</u> | 7/12/2005 | Amendment to Local Civil Rule 40.1.h |
| <u>452-C</u> | 2/2/1999 | Employment Dispute Resolution Plan ·EDR, Part A ·EDR, Part B ·Health & Safety Plan |
| <u>452-G</u> | 11/07/11 | Amending Employment Dispute Resolution Plan |
| <u>458</u> | 4/8/1998 | Duties and Powers of United States Magistrate Judges: Forfeiture of Collateral <i>NOTE: Please contact Clerk's Office for collateral schedule.</i> |
| <u>467</u> | 4/13/1999 | Administration of the Pro Bono Fund under Civil Local Rule 83.8 |
| <u>477</u> | 9/28/1999 | Procedures Following Defendant Allegations of Inadequate Medical Attention at Jail Facility |
| <u>478-A</u> | 10/17/2011 | Appointing Magistrate Judge Ruben B. Brooks to Administer the Court's ADR Program |
| <u>486</u> | 10/30/2000 | Declaration of Judicial Emergency |
| <u>491</u> | 12/18/2000 | Closing Court on Cesar Chavez Day |
| <u>493</u> | 2/6/2001 | Allowing Cell Phones in the Edward J. Schwartz Courthouse Building |
| <u>494</u> | 2/14/2001 | CJA Vouchers |

| 3/13/13 | | U.S. District Court - Southern District of California | |
|-----------------------|------------|---|--|
| 494-A | 5/12/2005 | Criminal Justice Act Vouchers | |
| 499 | 6/25/2001 | Criminal Justice Act Plan | |
| 500 | 7/31/2001 | Reappointment of U.S. Magistrate Judge Aaron | |
| 501 | 8/15/2001 | Amending CIVLR 5.1 | |
| 502 | 9/17/2001 | Extending Jurisdiction of Arizona Full-Time Magistrate to Include the So. District of CA | |
| 502-A | 5/12/2005 | Exercise of Jurisdiction by the United States Magistrate Judge at El Centro, California, over Adjoining Areas in the District of Arizona | |
| 510 | 1/4/2002 | Holiday Friday after Thanksgiving | |
| 512 | 5/14/2002 | Charge of or Conviction of Felony | |
| 513 | 5/14/2002 | Right to and Assignment of Counsel | |
| 514 | 5/20/2002 | Adopting a Policy on Privacy and Public Access to Electronic Case Files | |
| 514-A | 11/22/2002 | Adopting a Policy on Privacy and Public Access to Electronic Case Files | |
| 514-B | 4/14/2003 | Adopting a Policy on Privacy and Public Access to Electronic Case Files | |
| 514-C | 5/5/2003 | Adopting a Policy on Privacy and Public Access to Electronic Case Files | |
| 514-D | 2/27/2008 | In the matter of Amending the Policy on Privacy and Public Access to Certain Materials | |
| 516 | 7/26/2002 | Sentence Summary Chart Summary Chart | |
| 517 | 9/3/2002 | Appointment of Carol C. Lam United States Attorney | |
| 523 | 2/11/2003 | Retention and Release of San Diego Juvenile Court Information | |
| 525 | 5/5/2003 | Mental Health Supervision | |
| 527-A | 8/3/2011 | Interpreter Fees Allowable under the Criminal Justice Act | |
| 540 | 9/20/2004 | Local Rules Amendments | |
| 541 | 9/20/2004 | Delegation of Authority | |
| 542 | 10/25/2004 | Local Rules Amendments | |
| 543 | 3/22/2005 | Local Rules Amendments | |
| 544 | 3/28/2005 | Appointment of Full-Time United States Magistrate Judge | |
| 547 | 9/21/2005 | Frequency of Drug Testing Ordered as a Condition of Probation or Other Supervised Release | |
| 547-A | 12/5/2011 | Frequency of Drug Testing Ordered as a Condition of Probation or Other Supervised Release | |
| 549 | 2/21/2006 | Proposed Local Rules of Practice for Patent Cases before the United States District Court for the Southern District of California | |
| 550 | 5/22/2006 | Procedural Rules for Electronic Case Filing | |
| 552-A | 4/2/2007 | U.S. Pretrial Services Interviews | |
| 553 | 12/29/2006 | National Day of Mourning for Gerald R. Ford | |

3/13/13

U.S. District Court - Southern District of California

| Case Number | Date | Description |
|--------------|------------|---|
| <u>554</u> | 1/9/2007 | Reappointment of United States Magistrate Judges Louisa S. Porter and Leo S. Papas |
| <u>556</u> | 6/11/2007 | Amending Local Rules |
| <u>557-A</u> | 5/28/2008 | Special Admission of Linda Lopez, Attorney, Federal Defenders of San Diego, Inc. |
| <u>558</u> | 7/30/2007 | Reappointment of United States Magistrate Judge Nita L. Stormes |
| <u>559</u> | 7/30/2007 | Deleting Civil Local Rule 54.1(b)(4)(a)(5) |
| <u>560</u> | 9/5/2007 | Amending Local Criminal Rule 11.2 |
| <u>565</u> | 11/2/2007 | Computation of Time Following Court Closure |
| <u>566</u> | 12/20/2007 | Court Closing on Monday, December 24, 2007 |
| <u>567</u> | 1/16/2008 | Filing of Sentencing Summary Charts |
| <u>568</u> | 5/28/2008 | Random Assignment of Criminal Cases |
| <u>569</u> | 10/21/2008 | Holiday Administrative Leave |
| <u>570</u> | 01/07/2009 | Reappointment of United States Magistrate Judges Ruben B. Brooks and Anthony J. Battaglia |
| <u>571</u> | 02/06/2009 | Amending Local Criminal Rules Regarding Related Cases |
| <u>572</u> | 03/02/2009 | Appointment of Full-Time United States Magistrate Judge |
| <u>573</u> | 04/28/2009 | Reappointment of United States Magistrate Judges Ruben B. Brooks and Anthony J. Battaglia |
| <u>574</u> | 08/25/2009 | Appointment of Full-Time United States Magistrate Judge |
| <u>575</u> | 08/31/2009 | Local Rules Amendments |
| <u>577</u> | 10/15/2009 | Appointment of United States Magistrate Judge William V. Gallo |
| <u>578</u> | 11/23/2009 | Local Rules Amendments |
| <u>579</u> | 12/22/2009 | Administrative Leave on Thursday, December 24, 2009 |
| <u>582</u> | 03/29/2010 | Assignment of Criminal Cases to Senior District Judge Thompson for Guilty Plea and Sentencing |
| <u>583</u> | 04/28/2010 | Appointment of United States Magistrate Judge Bernard G. Skomal |
| <u>584</u> | 06/04/2010 | Restoring Language to Local Rules |
| <u>587</u> | 10/05/2010 | Reappointment of Full-Time U.S. Magistrate Judge Jan M. Adler |
| <u>588</u> | 11/30/2010 | Amendment of Local Civil Rule 83.3c Regarding Admission of Attorneys for the United States. |
| <u>588a</u> | 01/13/2011 | Amendment of Local Civil Rule 83.3.c Regarding Admission of Attorneys for the United States |
| <u>593</u> | 03/17/2011 | Reappointment of Full-Time United States Magistrate Judges Barbara L. Major and William McCurine, Jr. |
| <u>594</u> | 03/18/2011 | Appointment of United States Magistrate Judge Mitchell David Dembin |
| <u>595</u> | 07/11/2011 | Appointment of Full-Time United States Magistrate Judges (with public notice) |
| <u>596</u> | 08/3/2011 | Adopting Pro Bono Plan |

3/13/13

U.S. District Court - Southern District of California

| | | |
|-----------------------|------------|--|
| 597 | 08/3/2011 | Reappointment of Full-Time U.S. Magistrate Judges Barbara L. Major and William McCurine Jr. |
| 598 | 08/23/2011 | Assignment of Patent and Plant Variety Protection Cases: Amendment of Local Rules |
| 598-A | 08/23/2011 | Assignment of Patent and Plant Variety Protection Cases: Amendment of Local Rules |
| 598-B | 09/28/2012 | Judges Designated to Participate in the Patent Pilot Program |
| 599 | 09/13/2011 | Reappointment of Full-Time U.S. Magistrate Judge Peter C. Lewis Full Public Notice for Reappointment of Incumbent Magistrate Judges |
| 600 | 10/25/2011 | Special Admission of Michael P. Marks, Attorney, Federal Defenders of San Diego, Inc. |
| 601 | 10/25/2011 | Pro Hac Vice Admission Fee, Allocation of Fee |
| 602 | 11/07/2011 | Use of Associates and Contract Attorneys on CJA Cases |
| 603 | 11/16/2011 | Appeals from Orders of the Magistrate Judge Denying Writs of Habeas Corpus in Unassigned Criminal Cases |
| 605 | 1/18/2012 | Screening New Inmates for Tuberculosis Prior to Court Appearance |
| 606 | 1/24/2012 | Appointment of Full-Time U.S. Magistrate Judge Peter C. Lewis |
| 607 | 2/22/2012 | District Judges to Determine the Mental Competency of Defendants |
| 608 | 3/5/2012 | Appointment of U.S. Magistrate Judge Karen S. Crawford |
| 609 | 4/2/2012 | Appointment of U.S. Magistrate Judge David H. Bartick |
| 610 | 6/4/2012 | Mandatory Electronic Submission of CJA Payment Vouchers |
| 613 | 8/27/2012 | Obtaining CJA Services Without Prior Authorization |
| 614 | 9/13/2012 | CJA Vouchers in Pretrial Diversion Cases |
| 619 | 11/20/2012 | Court Schedules on Friday November 23, 2012; Monday December 24, 2012; and Monday, December 31, 2012 |
| 620 | 11/20/2012 | Matters Assigned To The Chief Judge |
| 621 | 12/4/2012 | Local Rules Amendments and Public Comment deadline - January 18, 2013 |
| 621-A | 1/9/2013 | Local Rules Amendments |
| 623 | 1/16/2013 | Cameras and Recording Devices Prohibited in the United States Courthouse Buildings |
| 624 | 1/25/2013 | Procedural Rules for Deposit and Investment of Registry Funds |
| 625 | 2/5/2013 | Local Rules Amendments |
| 625-A | 2/27/2013 | Local Rules Amendments |
| 626 | 2/27/2013 | Compliance with Jury Directives of the United States Court of Appeals for the 9th Circuit |
| 627 | 2/27/2013 | Motions Concerning Pretrial Release |

SAVE THE DATE

HAWAII FIVE- MYSTERY WEEKEND



**LSI'S FIRST QUARTERLY CONFERENCE
AUGUST 9-11, 2013
HOSTED BY SAN DIEGO LSA
CROWNE PLAZA HOTEL, SAN DIEGO**

**Deadline to reserve your room is July 9, 2013
Book Early! This is the high tourist season in San Diego**

RESERVATIONS:

<http://resweb.passkey.com/go/sdlegalsecretaries>
or call 888-233-9527 and reference "San Diego Legal Secretaries"

ACCOMMODATIONS:

**\$150 for single or double room (plus applicable taxes & fees)
Rates good for 3 days pre- and post-conference
Check in: 4 p.m. Check out: 12 p.m.**



**FREE PARKING
FREE WI-FI IN ROOMS & MEETING SPACE
FREE DAILY SHUTTLE TO ZOO & SEAWORLD
SPACIOUS, OVER-SIZED ROOMS AVAILABLE
MASSAGE SPA ONSITE (ADVANCE BOOKING)**



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

Please fill out this form to let us know the changes you would like to make to your membership record.

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

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

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

CHANGE IN 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: _____ |

CHANGES TO MAILING/LISTING INFORMATION:

- | | | |
|---|--|-------------------------------|
| Where do you want <i>The Legal Eagle</i> and other SLSA/LSI mail delivered? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| Where do you want e-mail delivered? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| Which address should be listed in the membership roster? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| If you do NOT want to be listed in the membership roster, check here: | <input type="checkbox"/> No roster listing | |

Please submit to:

Lynne Koroush
SLSA Vice President and Membership Chair 2012-2013
1201 K St., Ste. 1100
Sacramento, CA 95814
E-mail: vicepresident@slsa.org



Santa Clara County Legal Professionals Association

invites you to celebrate

“LSI THROUGH THE YEARS”

May 16-19, 2013

Legal Secretaries, Incorporated’s 79th Annual Conference



San Jose Marriott
301 South Market Street, San Jose, CA 95113
www.sanjosemarriott.com

CONFERENCE REGISTRATION FORM

Name (as it will appear on badge):
Mailing Address:
City/State/Zip:
Home Telephone: Work Telephone:
Email Address:
Local Association: [] LSA [] LPA

Please check if applicable (include title)
[] State Officer:
[] State Chairman:
Please check if you are:
[] President [] Governor [] CCLS [] PLS
[] Delegate [] Alternate Delegate

SCRIP TICKET (includes Registration, Welcome Reception, Banquet and Brunch):

Table with columns: Description, By Check, By PayPal, and Amount. Rows include POSTMARKED ON OR BEFORE April 16, 2013 and POSTMARKED ON OR AFTER April 17, 2013.

INDIVIDUAL TICKETS:

Table with columns: Description, Price, and Amount. Rows include Registration by April 16, 2013, Registration after April 17, 2013, President’s Lunch (Friday), Governor’s Lunch (Friday), Newcomer’s Lunch (Friday), Welcome Reception (Friday), CCLS Lunch (Saturday), Banquet (Saturday), and Brunch (Sunday).

TOTAL AMOUNT PAID: \$

Special Dietary Request (including VEGETARIAN): []

MAKE CHECKS PAYABLE TO SCCoLPA 2013 CONFERENCE FUND

RETURN THIS FORM WITH PAYMENT TO: Elise Dresser, CCLS
2013 Annual Conference Registration Chair
911 Old Orchard Road, Campbell, CA 95008
T: (650) 903-0500 or (408) 375-4437
Email: edresser@newtonremmel.com

TO PAY BY PAYPAL: www.sccolpa.org (payment includes transaction fee)

No refunds after April 30, 2013



Santa Clara County Legal Professionals Association

invites you to celebrate

“LSI THROUGH THE YEARS”

May 16-19, 2013

Legal Secretaries, Incorporated’s 79th Annual Conference



San Jose Marriott
301 South Market Street, San Jose, CA 95113
www.sanjosemarriott.com

HOTEL REGISTRATION FORM

Name: _____
Mailing Address: _____
City/State/Zip: _____
Home Telephone: _____ Work Telephone: _____
Email Address: _____
Local Association: _____ [] LSA [] LPA
Arrival Date: _____ Departure Date: _____

ACCOMMODATIONS: (Plus applicable taxes and fee)

- [] SINGLE: \$109.00 per night
[] DOUBLE: \$109.00 per night

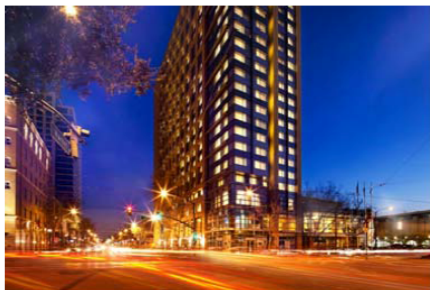
RESERVATIONS: https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=9697432
Check in: 3:00 p.m. - Check out: 12:00 p.m.

DEADLINE TO RESERVE YOUR ROOM IS APRIL 17, 2013 – BOOK EARLY!

- Parking: Valet parking: \$26.00 per day – Off-site self-parking available next door at San Jose Convention Center and other nearby lots.
Airport: Norman Y. Mineta San Jose International Airport (SJC) is 3 miles from the San Jose Marriott.
Transportation: No hotel shuttle. Estimated taxi fare from SJC is \$15 one way.

For additional information contact:

Rod Cardinale, Jr.
2013 Annual Conference Chair
T: (408) 461-0972
Email: rodcardinalejr@sbcglobal.net





LEGAL SPECIALIZATION SECTION SEMINARS
LSI Annual Conference – May 16-19, 2013 – San Jose Marriott
Hosting Association: Santa Clara County LPA



REGISTRATION FORM - DEADLINE IS Monday, May 6, 2013

Registration **MUST** be RECEIVED by the LSS Coordinator **on or before the deadline.**

Please make advance reservations so materials may be prepared. Please check all appropriate boxes below.

| | | |
|---|---|---|
| LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00 | LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00 | NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00 |
| Friday, May 17, 2013 – 2:00 to 4:00 p.m. | | |
| <u>LAW OFFICE ADMINISTRATION:</u> Topic: <i>Social Media and Privacy Issues for Employers: It's Not Going Away – It's Growing!</i> Speaker: Jeanine Debacker, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member | <u>TRANSACTIONAL:</u> Topic: <i>Serving Subpoenas in the Silicon Valley and Beyond</i> Speaker: Mark Schwartz, One Legal <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member | |
| Friday, May 17, 2013 – 4:30 to 6:30 p.m. | | |
| <u>CIVIL LITIGATION:</u> Topic: <i>Trial Preparation: What To Do During the Weeks Before Trial</i> Speaker: Tyler Atkinson, Esq.; Hon. Greg Ward (ret.); James McManis, Esq.; Cindy McClelen, paralegal <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member | <u>FAMILY LAW:</u> Topic: <i>Preliminary Declarations of Disclosure: Requirements and Updates</i> Speaker: Lynne Yates-Carter, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member | |
| Saturday, May 18, 2013 – 4:00 to 6:00 p.m. | | |
| <u>PROBATE/ESTATE PLANNING:</u> Topic: <i>Preparation of the 706 and Recent Changes in the Law</i> Speaker: Darin Donovan, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member | <u>CRIMINAL LAW:</u> Topic: AB 109 Speaker: Jeff Kettering, Merced County Probation Department <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member | |

Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____

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Mail, Fax, or Email completed form to:

Cheryl L. Kent, PLS, CCLS, LSS Coordinator
 P. O. Box 12082, Pleasanton, CA 94588
 925-523-3086 (fax) ~ clkcls@comcast.net

Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

Speakers and Topics are Subject to Change

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.

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.75 hours each, by the State Bar of California.

S2012-2013 Legal Specialization Section Leaders:

| | |
|---|---|
| Civil Litigation: Dawn R. Forgeur, CCLS dforgeur@stoel.com | Law Office Administration: Tammy L. Hunt, CCLS loaleader@thunt.org |
| Criminal Law: Christina Vieira christinavieira@rocketmail.com | Probate/Estate Planning: Kristi L. Edwards, CCLS klewards@justice.com |
| Family Law: Mary Lou Floyd, CCLS, M.S. Louloux7@yahoo.com | Transactional Law: Lisa De La O ldelao@fitcheven.com |

**LEGAL SECRETARIES, INCORPORATED
Officers and Chairmen Workshops**

May 17, 2013

Moderator: J. Cori Mandy, CCLS, Educational Program Coordinator

Schedule: 8:30 a.m. Introductions and Workshop Overview – J. Cori Mandy, CCLS
Location: Salon 5 & 6

10:15 -10:30 a.m. Coffee Break

| | | |
|--|--|---|
| President’s Roundtable (Incoming/Outgoing Presidents Only) Moderators: Mary S. Rocca, CCLS and Patricia E. Miller, PLS, CCLS | | 9:00 a.m. to 11:45 a.m. Location: Willow Glen I |
| First Session – 9:00 a.m. – 10:15 a.m. | | Second Session – 10:30 a.m. – 11:45 a.m. |
| <u>Minutes/Notes/Correspondence/Corporate Office</u> Moderators: Jennifer L. Page, CCLS Executive Secretary Catherine Culver, CCLS, LSI Administrator Location: Willow Glen II | | <u>Newcomer’s Workshop</u> Moderator: Margaret Tovar, CCLS Liaison to Law Practice Management and Technology Section of the State Bar of California Location: Willow Glen II |
| <u>Parliamentarian</u> Moderator: Astrid B. Watterson, CCLS Parliamentarian Location: Willow Glen III | | <u>Governor’s Workshop</u> Moderator: Elizabeth Adame, CCLS Governor, Imperial County LPA PRC Assistant Editor Location: Willow Glen III |
| <u>Legal Secretary Training/Seminars</u> Moderator: Shaylene Cortez, CCLS Legal Secretary Training Chair Location: Blossom Hill I | | <u>Bulletin Editor Workshop</u> Moderator: Michelle Tice, CCLS Editor, The Legal Secretary Location: Blossom Hill I |
| <u>Day in Court</u> Moderator: Lynne Koroush Day in Court Chair Location: Blossom Hill II | | <u>Legal Procedures</u> Moderator: Jeffrey S. Weddle Legal Procedure Chair Location: Blossom Hill II |
| <u>Career Promotion/Scholarship</u> Moderator: Sylvia Marsh Career Promotion/Scholarship Chair Location: Blossom Hill III | | <u>Marketing</u> Moderator: Jeremy Durant, BOP Designs Location: Blossom Hill III |

Please note: Locations are subject to change.

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

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO "SLSA" (see membership category and dues information below), TO:

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

NAME OF APPLICANT _____ ARE YOU A CCLS? YES NO
EMPLOYER _____ POSITION _____
BUSINESS ADDRESS _____ CITY/ZIP _____
BUSINESS PHONE _____ BUSINESS E-MAIL _____
RESIDENCE ADDRESS _____ CITY/ZIP _____
RESIDENCE PHONE _____ 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 (IF ANY) _____ APPLICATION APPROVED _____

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

ACTIVE MEMBER* (Annual Dues \$40): Persons currently engaged in work of a legal nature with at least one year's experience as a legal professional, including persons licensed to practice law, persons working in the office of an attorney licensed to practice law in this state, or in the courts of this state, trust departments of banks or trust companies, or in any other institution or office directly engaged in work of a legal nature, including the public offices of the United States government, state, cities, counties or municipalities. *Dues include local dues, any initiation fee, and Legal Secretaries, Incorporated (LSI) per capita tax.*

STUDENT MEMBER (Annual Dues \$25):** Persons currently enrolled in an educational program with emphasis on legal studies; persons currently engaged in work of a legal nature who possess less than one year's experience a legal professional. Upon completion of one year of employment as a legal professional, Student Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

ASSOCIATE MEMBER (Annual Dues \$25):** Persons interested in the legal profession who possess no legal experience; legal professionals who are presently unemployed. Associate Members may retain such status for two (2) years only. Upon meeting the conditions of active membership, Associate Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

* ACTIVE MEMBERSHIP IN SLSA INCLUDES MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED (LSI), AND ALL BENEFITS OF MEMBERSHIP IN LSI AND SLSA. ACTIVE MEMBERS MAY VOTE, SERVE ON COMMITTEES, AND BE ELECTED TO OFFICE.

** STUDENT/ASSOCIATE MEMBERSHIP IN SLSA DOES NOT INCLUDE MEMBERSHIP IN LSI. STUDENT/ASSOCIATE MEMBERS MAY NOT VOTE AND MAY NOT BE ELECTED TO OFFICE. STUDENT/ASSOCIATE MEMBERS MAY SERVE ON COMMITTEES.

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

| | |
|---|--|
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Four-Year Bachelor's Degree |
| <input type="checkbox"/> Secretarial Training Course | <input type="checkbox"/> Additional Education Above Four-Year Degree |
| <input type="checkbox"/> Two-Year Junior/Business College | |

TYPE OF OFFICE:

| | |
|--|---|
| <input type="checkbox"/> Law Office | <input type="checkbox"/> Self-Employed |
| <input type="checkbox"/> Government Services | <input type="checkbox"/> Corporate Legal Department |
| <input type="checkbox"/> Court System | <input type="checkbox"/> Other (Specify): _____ |

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

| | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> Retirement/401(k) | <input type="checkbox"/> Major Medical | <input type="checkbox"/> Vacation |
| <input type="checkbox"/> Disability Income Plan | <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Dental |
| <input type="checkbox"/> Hospitalization | <input type="checkbox"/> Vision | <input type="checkbox"/> 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

E-MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

REGULAR MAIL PREFERENCE? [] 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**. Mail payment with this form to:

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

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APPLICATION

Please complete and mail this form to the following address with your check to reserve your place at one of the examination venues:

**CCLS Certifying Board
14403 Leibacher Avenue
Norwalk, CA 90650**

| | |
|--|---|
| <input type="checkbox"/> Northern California | <input type="checkbox"/> Saturday, October 19, 2013 |
| <input type="checkbox"/> Southern California | <input type="checkbox"/> Saturday, March 15, 2014 |

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 \$30 late fee, in addition to the fees listed below, *if space is available*.

| EXAMINATION FEES* | | | |
|-------------------|-----------------------------------|--|-----------------------------------|
| | LSI MEMBERS** | | Non-LSI MEMBERS |
| | Registration fee: \$ 25.00 | | Registration fee: \$ 75.00 |
| | Examination fee: <u>\$ 100.00</u> | | Examination fee: <u>\$ 100.00</u> |
| | Total \$125.00 | | Total \$175.00 |

Enclosed is a check in the sum of \$ _____^{***}, payable to LSI.

* Fees subject to change without notice.

** LSI members: Name of local association: _____ LSA/LPA.

Please enclose a photocopy of your local membership card.

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

*** Include \$30 late fee if applicable.

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

EMPLOYMENT RECORD: Please list legal secretarial employment, beginning with your most recent (or current) employment, to show a minimum of two full years of such employment. Attach a supplemental page if additional entries are necessary to show two full years of employment as a legal secretary.

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

I certify that I have completed this application truthfully. I understand that a false statement may result in the rejection of this application or revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Signature of Applicant _____ Date _____

BENEFITS

LEGAL SECRETARIES INCORPORATED (LSI)

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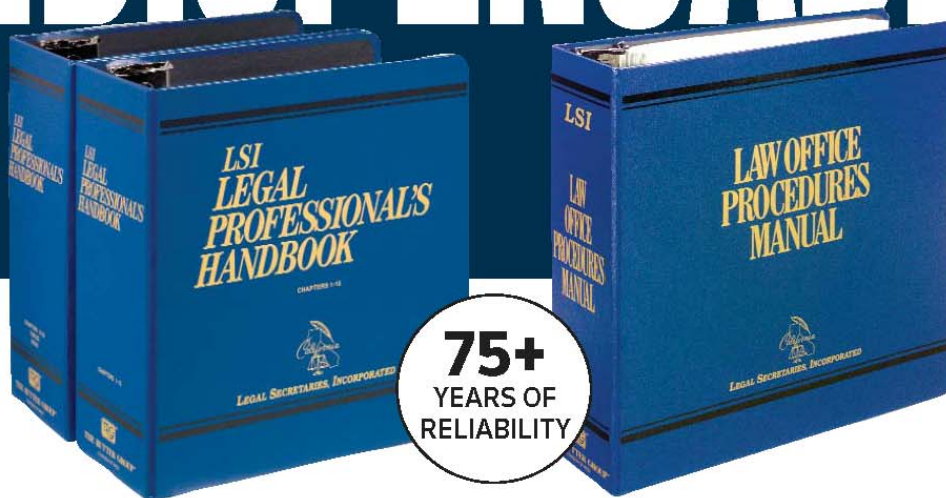
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| <p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p> | |
| <p>INSURANCE AND FINANCIAL PROVIDERS</p> | |
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LSI Marketing Committee Coordinator
939 Hough Avenue, #22, Lafayette, CA 94549
Cell - (415) 717-5675
marybeau@comcast.net

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| Total Members (Fiscal Year-end 4/30/12) | Association | | New Members | Transfer Members | Continuing Members | Total Members |
|---|----------------------------|-----|----------------|---------------------|-----------------------|---------------|
| 37 | Alameda County | LSA | 7 | | 33 | 40 |
| 10 | Antelope Valley | LSA | | | | 0 |
| 44 | Beverly Hills/Century City | LSA | 6 | | 39 | 46 |
| 19 | Butte County | LPA | | | 12 | 12 |
| 17 | Capitol City | LPA | 0 | <9> | 0 | 0 |
| 7 | Conejo Valley | LPA | 5 | | 6 | 15 |
| 21 | Desert Palm | LPA | 6 | <2> | 21 | 25 |
| 21 | El Dorado County | LPA | | | 11 | 11 |
| 45 | Fresno County | LPA | 18 | | 39 | 61 |
| 40 | Humboldt County | LPA | 5 | | 31 | 36 |
| 40 | Imperial County | LPA | 6 | | 23 | 31 |
| 27 | Livermore-Amador Valley | LPA | 4 | | 23 | 37 |
| 72 | Long Beach | LSA | 7 | | 51 | 66 |
| 43 | Los Angeles | LSA | 12 | | 41 | 53 |
| 17 | Marin County | LPA | 7 | | 15 | 24 |
| 44 | Merced County | LPA | 2 | | 39 | 45 |
| 5 | Monterey County | LSA | | | | 0 |
| 73 | Mt. Diablo | LPA | 6 | | 55 | 63 |
| 13 | Napa County | LSA | | | 12 | 12 |
| 94 | Orange County | LSA | 23 | | 58 | 81 |
| 14 | Palo Alto | LSA | | | | 0 |
| 20 | Placer County | LPA | 1 | | 19 | 20 |
| 9 | Redding | LPA | | | 4 | 4 |
| 21 | Rio Hondo District | LPA | 3 | | 13 | 16 |
| 21 | Riverside | LPA | 8 | | 18 | 26 |
| 164 | Sacramento | LSA | 55 | | 95 | 158 |
| 211 | San Diego | LSA | 54 | | 153 | 220 |
| 65 | San Fernando Valley | LSA | 11 | | 39 | 50 |
| 46 | San Francisco | LPA | 12 | | 28 | 51 |
| 33 | San Gabriel Valley | LSA | 18 | | 22 | 40 |
| 68 | San Mateo County | LSA | 26 | | 47 | 73 |
| 26 | Santa Barbara | LSA | 3 | | 20 | 24 |
| 81 | Santa Clara County | LSA | 37 | <1> | 51 | 91 |
| 7 | Santa Cruz County | LPA | 1 | | 7 | 8 |
| 12 | Santa Maria | LPA | 1 | | 8 | 9 |
| 35 | Sonoma County | LSA | 9 | | 31 | 40 |
| 12 | Southern Butte | LSA | | | 11 | 11 |
| 41 | Stanislaus County | LPA | | | 32 | 32 |
| 48 | Stockton-San Joaquin | LPA | 1 | | 33 | 37 |
| 4 | Trinity County | LSA | | | 4 | 4 |
| 23 | Ventura County | LPA | 7 | | 16 | 21 |
| 28 | Members at Large | | | | | 46 |
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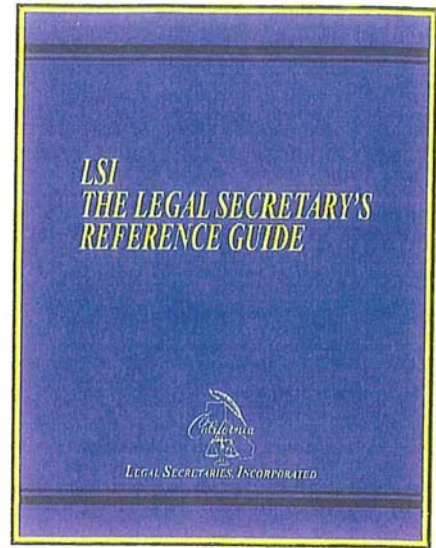
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by Liz Gideon, CCLS

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~ Harold R. McAlindon*

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