



Sacramento Legal Secretaries Association

The Legal Eagle

Book 2014, Issue 4

April 2014



Are you the missing piece?



In this issue

SPECIAL REPORT REGARDING ELECTRONIC COURT RECORDS

LSI ANNUAL CONFERENCE

SPRING CHARITABLE PROJECT

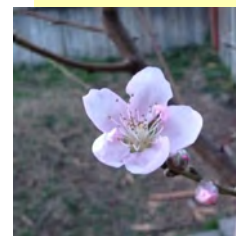


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Next Dinner Meeting - April 17, 2014

SLSA will hold its next monthly dinner meeting on Thursday, April 17, 2014, at the Courtyard Marriott, 4422 Y Street, Sacramento. Michael Bromberg of Leadership Comedy will be our guest speaker and will be discussing workplace stress reduction. Mingle from 5:45 to 6:15 p.m., with dinner served at 6:15 p.m.

President

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NON-MEMBERS ARE WELCOME!

We're on the Web!
www.slsa.org

President's Message: "Time to Re-Plant!"



Lynne Koroush, CCLS
President

I began my year as President with the theme "From Seeds of Dreams, A Garden of Possibilities." What a magnificent garden we created this past year! Thank you for helping me take those dream seeds and turn them into more than possibilities – you helped

make them a reality! I couldn't be more proud of the work done by the Executive Board, committee chairs, and members of SLSA. Together, our harvest produced an abundance of educational opportunities, charitable projects, community outreach, marketing, networking, and partnering.

We started the year off with a great find and reminder of our roots as an association with the recovery of a 60-year-old SLSA history book. LSI's Annual Conference in San Jose saw our own Astrid Watterson, CCLS, receive the LSI President's Award for her assistance as LSI Parliamentarian. In June, we had a much-appreciated mid-year update from the Presiding Judge and the Executive Officer of the Sacramento County Superior Court. We also began a nine-week Beginning Legal Secretarial Training Course in June. July brought us a presentation on personal injury, and we had a chance to help the children in our community through "Operation Backpack."

August was a busy month with LSI's First Quarterly Conference in San Diego, a presentation by the Sacramento County Bar Association at our monthly dinner meeting, and a lunch lesson on identity theft. We also had a night out at Raley Field with the Sacramento River Cats as a fundraiser for our August 2014 Quarterly Conference, and we contributed SLSA promotional items and marketing materials to the California Court Association's 61st Annual

Convention. September gave us a review of civil rights, both past and present, with a stark reminder that the struggle for civil rights continues, not just in the United States, but around the world.

Talk about a Fall Harvest – October and November were simply bursting! Our October meeting focused on managing multiple tasks with Dennis Wade from People Development Systems. Our charitable and community projects were in full swing with Project Birthday and Halloween activities at Fairytale Town. We also had a wonderful time on the Reno Bus Trip, where we were joined by members of Placer County LPA. November brought us not one, but two lunch lessons – the first one on collections, and then a refresher on citations. After returning from LSI's Second Quarterly Conference in Long Beach, our November dinner meeting focused on CEQA law. SLSA also proudly added two new CCLSes to its numbers in November, as Heather Rodriguez, CCLS, and I both received the good news that we passed the CCLS exam!

December was full of good cheer and charity with our Annual Mock Trial and ornament exchange, and the filling of stockings to benefit the homeless at Loaves and Fishes. We also made presentations to the legal studies students at MTI College and to the members of the Board of Directors of the Sacramento County Bar Association regarding the benefits of membership in SLSA. The new year started with a terrific State Day in Court presentation, attracting over 200 attendees. This was followed up in February with our Federal Day in Court event, with over 100 attendees! February was also our Nominations & Elections meeting, and your candidates for the Executive Board and Annual Conference delegates were presented. In March, our speaker gave a presentation on family law and taught us about the collaborative divorce

process. Elections were finalized at the March meeting, and the 2014-2015 SLSA officers and delegates to LSI's Annual Conference were announced. We also returned to lunch lessons with a presentation from the Third District Court of Appeal on their new e-filing process.

This month will bring the installation of our new officers and the start of a new term. Our guest speaker for the April dinner meeting will be Michael Bromberg of Leadership Comedy, who will bring us some much-needed tips on workplace stress reduction. We also have a new Beginning Legal Secretarial Training Course beginning this month, as well as our Spring charitable project to benefit the Sacramento SPCA and local animal shelters. To round out the month, SLSA will be holding a Pampered Chef fundraiser (poolside gathering with fajitas and margaritas!) for the LSI Quarterly Conference we will be hosting in August.

Wow! What an amazing year!!

As I reflect on the accomplishments and successes of the 2013-2014 term, I am reminded that this is the season for re-planting. Making preparations and laying out the plans for the coming year's garden is necessary to ensure healthy growth. SLSA has already begun this process with the election of new officers for the 2014-2015 term. We are also looking at programs and projects for the coming year and could use a few more helpful hands to get things firmly planted. Included in this bulletin is a list of committees and a description of what each committee does. I hope we can count on you to help us re-plant, grow, and produce the most vibrant garden yet.

C'mon -- grab your gloves and tools and dig right in -- there's lots to choose from!

--Lynne





Sacramento Legal Secretaries Association

Dinner Meeting • April 17, 2014



Michael Bromberg

Leadership Comedy

“Workplace Stress Reduction” and Annual Installation of Officers

Vendor of the Month:
Litigation Services

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 / \$30 Non-Members

RSVP by Noon on Friday, April 11. Make checks payable to SLSA and mail to:

Paula Lockard, CCLS, Registration/Reception Chair 2013-2014, c/o Sacramento City Attorney's Office, 915 "I" Street, 4th Floor, Sacramento, CA 95814. You may also register via e-mail at reservations@slsa.org, or through our website at www.slsa.org under Upcoming Events.

Cancellations must be received 48 hours in advance for a refund. **No-Shows will be billed.** Walk-ins and registrations received after the RSVP deadline are subject to a \$5 late fee.

MCLE & CCLS Credit: SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of **0.5 hours**.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Do you require a MCLE or CCLS certificate?

Are you an SLSA member? YES NO

If "No," are you interested in membership? YES NO

Are you interested in volunteering with SLSA? YES NO

Entrée Selection:

Chicken Entree – Grilled chicken breast with garlic mashed potatoes, roasted seasonal vegetables, and mushroom chicken jus.

Vegetarian Option: Marinated grilled vegetable skewers, cous cous, feta, olives, tomatoes and basil pesto.

All meals will be served with salad and choice of dressing.



MEMBERSHIP RENEWALS

May 1 – June 1, 2014, begins the membership renewal period for the 2014-2015 term. Membership renewals must be received by June 1, 2014, to avoid late fees. Renewals received after June 1, 2014, will incur a \$5 late fee. Members who do not renew their membership by July 1, 2014, are subject to membership suspension.

The 2014-2015 renewal form and membership application will be available on SLSA's website after April 18, 2014, and will also be e-mailed to all current members.



Important: Parking at the Courtyard Marriott

Please be advised that the Courtyard Marriott at 4422 Y Street, where SLSA holds its regular monthly meetings, has installed an electronic ticket system for parking. **YOU WILL NOT HAVE TO PAY FOR PARKING.** However, you **WILL** need to do the following:

1. Pull a ticket from the automated dispenser upon entering the Courtyard Marriott parking lot.
2. **BRING THE TICKET WITH YOU TO THE MEETING.**
3. Write your name on your ticket and give it to the person at SLSA's registration table.
4. Retrieve your validated ticket from SLSA's Registration Chairperson before leaving the meeting.



LEGAL SPECIALIZATION SECTION SEMINARS
LSI Annual Conference – May 15-18, 2014 – Concord Hilton
Hosting Association: Mt. Diablo LPA



REGISTRATION FORM - DEADLINE IS Monday, May 5, 2014

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
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Friday, May 16, 2014 – 2:00 to 4:00 p.m.

CRIMINAL LAW:

Topic: *"Immigration Consequences of a Criminal Conviction, What's Important to Know About Clients and Their Stories"*

Speaker: Daniel L. Barton of Nolan, Armstrong & Barton and Zachary M. Nightingale of Van Der Hout, Brigagliano & Nightingale.

I will attend Handout Only
 Section Member Non-Section Member Non-LSI Member

FAMILY LAW:

Topic: *"Collaborative Divorce – Meet the Team"*

Speaker: Emily DeFalla, Esq. and a Mental Health Professional

I will attend Handout Only
 Section Member Non-Section Member Non-LSI Member

Friday, May 16, 2014 – 4:30 to 6:30 p.m.

CIVIL LITIGATION

Topic: *"Racing Against Time - Discovery and Motion Calendar Procedures for Superior Court Cases"*

Speaker: Brenda Thomas Wilson, J.D.

I will attend Handout Only
 Section Member Non-Section Member Non-LSI Member

TRANSACTIONAL LAW

Topic: *"Limited Liability Company vs. Incorporation"*

Speaker: Richard A. Frankel, Esq.

I will attend Handout Only
 Section Member Non-Section Member Non-LSI Member

Saturday, May 17, 2014 – 4:00 to 6:00 p.m.

LAW OFFICE ADMINISTRATION:

Topic: *"Employment Law Updates – 2014"*

Speaker: Jeanine DeBacker, Esq.

I will attend Handout Only
 Section Member Non-Section Member Non-LSI Member

PROBATE/ESTATE PLANNING:

Topic: *"Conservatorships - Serving Clients and Collecting Fees"*

Speaker: Scott Poling, Esq.; Pat McVey-Ritsick, CLPF, NCG, Licensed Fiduciary, and Kristi L. Edwards, CCLS, Probate Paralegal

I will attend Handout Only
 Section Member Non-Section Member Non-LSI Member

Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____
 Address/City/State: _____
 Phone: (Work) _____ (Home) _____ Local Assn.: _____ LSA/LPA
 Method of Payment: Check Credit Card Number _____ Expiration Date: _____
 Name on Credit Card: _____ Type of Card: Visa M/C Card Verification No: _____

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) ~ clkccls@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.

2013-2014 Legal Specialization Section Leaders:

Civil Litigation: Dawn R. Forgeur, CCLS dforgeur@stoel.com	Law Office Administration: Tammy L. Hunt, CCLS loleader@thunt.org
Criminal Law: Jill Gardella jgardella@nablaw.com	Probate/Estate Planning: Kristi L. Edwards, CCLS kledwards@justice.com
Family Law: Mary Lou Floyd, CCLS, M.S. Louloux7@yahoo.com	Transactional Law: Lisa De La O ldelao@fitcheven.com



Food, Fun AND Funds??

SLSA's Pampered Chef FUNdraiser to benefit the August 2014 Conference

**Saturday, April 26, 2014
12:00 PM til ??
5901 Oxford Glen Place
Elk Grove, CA 95758**

*Fajitas? Yes, Please!
Margaritas? Yes, Please!
Awesome Cooking Demonstration? Yes, Please!
Fun in the Sun & Cool by the Pool? Yes, Please!
Games - Food - Drawing Prizes - Fun!*

A Portion of the Proceeds from Every Order Placed
Will Benefit SLSA's August 2014 Conference!



IMPORTANT!! PLEASE RSVP TO JAN AINSWORTH AT janainsworth@surewest.net

**Can't make it on April 26? You can still help!
Support the FUNdraiser by placing an order at:**

<http://new.pamperedchef.com/pws/robingrossman/guest-landing/8865955986587>



Nominations and Elections Committee Report: Election Results 2014 - 2015

Greetings Members of SLSA!

Many thanks to all of you for your participation in the voting process this year. Your vote counts! In case you haven't heard yet, the results of the 2014-2015 fiscal year elections are:



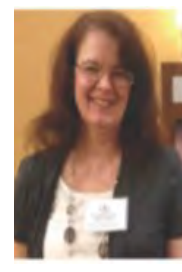
PRESIDENT:
Lynne Koroush, CCLS



VICE PRESIDENT:
Crystal Rivera



SECRETARY:
Jennifer Estabrook, CCLS



TREASURER:
Elizabeth Madden, CCLS

The delegates for the 2014 LSI Annual Conference are:



ANNE FRENCH



HEATHER RODRIGUEZ, CCLS



CYRENE FARRELL, CCLS

First Alternate:



CORENE RODDER

Once again, we are looking forward to another great year in SLSA. Please remember that we are all volunteers and this association runs on your participation and assistance. If you can offer to help, please do so by contacting Lynne Koroush, CCLS, at lkoroush@cbmlaw.com.

Thank you.

The Nominations & Elections Committee

Speaker Spotlight: “Collaborative Divorce – Divorce with Respect”

Submitted by Elizabeth Madden, CCLS



Lynne Koroush, CCLS, and Hal Bartholomew

The speaker for our March 20, 2014, dinner meeting was Hal D. Bartholomew of Bartholomew & Waszinsky LLP. He spoke on the benefits of a mediated divorce versus a trial divorce, or “Collaborative Divorce -- Divorce With Respect.”

Your friends are divorcing. What do you hear? “It’s so expensive!” “I only hear from my lawyer when more money is needed.” “I can’t believe he’s/she’s doing this to me.” Now you’re getting a divorce. Do you want to re-live your friends’ experience? Probably not. Alternatives are available to traditional divorce litigation, because after deciding to divorce, the most important decision is to select the right process. Appropriate dispute resolution alternatives (mediation and collaborative practices) are available. Settlement options can be optimized to benefit both parties and the children. Once the spouses commit to a process that works for both, the negative

economic, social and emotional consequences of litigation are minimized. Divorcing with respect. Respect for the person you once chose to marry, respect for your children, respect for yourself. (From Mr. Bartholomew’s website, www.divorcewithrespect.com.)

Collaborative Divorce currently has 117 members in Northern California. The new buzz word is “Consensual Dispute Resolution.” Forty hours of mediation are required to become a collaborative divorce attorney.

The Collaborative Divorce method averages one-half the cost of a litigated divorce that ends up in trial. The average length is six months. However, Collaborative Divorce goes at the pace of the clients, not the courts. This method works for a simple divorce to complex divorces (business, taxes, kids, etc.).

Neutrality is a powerful tool. Synergy is created. There is a focus on the parties’ strengths and not who is to blame. Before the parties begin the process, both the attorneys and the clients sign an agreement in good faith that they are committed to the process of resolving and settling the case. Everyone agrees to be transparent.

Mr. Bartholomew uses the team approach by utilizing the following professionals:

1. **Attorney:** the attorney is an ally, not an advocate. The attorney educates, counsels, and manages conflict.
2. **Divorce Coach:** typically mental health professionals. Their role is to facilitate communication, not to counsel. They evaluate the parties’ goals and focus on a positive vision for the future. They also assist with marital transition.
3. **Child Specialist** (if there are children): the Child Specialist meets with the child or children and reports back to the clients. Most times,

children will not voice their feelings to their parents during divorce. The Child Specialist does not tell the parties what to do; they provide neutral support.

4. **Financial Specialist:** a CPA or Forensic Accountant. The Financial Specialist can educate the parties as to what financial issues need to be addressed in the best fiduciary interest of all parties. The Financial Specialist allows the parties to make educated decisions and find workable solutions.

The courts and law office staff are still involved. A divorce must be filed with the court along with a stipulation that both parties wish to use an “appropriate” dispute resolution to settle their divorce. The divorce is then stayed until a resolution has been agreed to. The settlement will be filed with the court at that time. Law office staff contribute by scheduling meetings, preparing disclosures, taking and preparing the minutes of each meeting, following a checklist of items to be done, preparing reports, organization, etc. The stress of court-imposed deadlines is very diminished.

Mr. Bartholomew and his office present many classes and seminars. On the second Saturday of each month a workshop is given: **Divorce Options Workshop: What you need to know about divorce.** This class “provides unbiased information to help you explore your options; deal with guilt, anger, and grief; and move forward with your life.” (*Divorce Options brochure*) The fee to attend is \$45, and the workshop is presented by the Collaborative Divorce team (attorneys, financial advisors, and family counselors).

After Mr. Bartholomew’s presentation, he gave each of us a little gift. This is a tool he uses to ease the tension with some of his clients. He then had all of us squeeze it at the same time. The room was filled with “Calm down now!” “Don’t stress!” “Take it easy!”

We are very grateful to Mr. Bartholomew for enlightening us regarding Collaborative Divorce.





Maryanna Rickner, Hal D. Bartholomew, and Legal Professionals from Bartholomew & Wazinsky LLP



SLSA Members



Lynne Koroush, CCLS, and Heather Rodriguez, CCLS



Jennifer Estabrook, CCLS, and Speaker, Hal D. Bartholomew



A MUSICAL JOURNEY
 WITH
MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION
 MAY 15-18, 2014
 LSI ANNUAL CONFERENCE
 HILTON HOTEL
 CONCORD, CALIFORNIA

CONFERENCE REGISTRATION FORM

Name (on Badge): _____
 Mailing Address: _____
 City/State/Zip: _____
 Home Phone: _____ Work Phone: _____
 E-mail Address: _____
 Local Association: _____ **LSA/LPA (Full Name)**

Please Check If Applicable and Include Title:

State Officer _____
 State Chairman _____

Please Check if You Are:

Governor CCLS PLS

Scrip (Includes Registration, Welcome Reception, Banquet and Brunch)

	<u>By Check*</u>	<u>By PayPal/Credit Card*</u>	
Postmarked on or Before April 15, 2014	\$120.00	\$125.00	\$ _____
Postmarked April 16, 2014, or later	\$130.00	\$135.00	\$ _____

Individual Tickets

Registration by April 15, 2014	_____ @	\$20.00	\$21.00	\$ _____
Registration April 16, 2014, or Later	_____ @	\$30.00	\$31.50	\$ _____
Welcome Reception (Friday)	_____ @	\$25.00	\$26.00	\$ _____
Governor's Luncheon (Friday)	_____ @	\$35.00	\$36.50	\$ _____
President's Luncheon (Friday)	_____ @	\$35.00	\$36.50	\$ _____
Newcomer's Luncheon (Friday)	_____ @	\$35.00	\$36.50	\$ _____
CCLS/Member Luncheon (Saturday)	_____ @	\$35.00	\$36.50	\$ _____
Saturday Night Banquet	_____ @	\$51.00	\$53.00	\$ _____
Sunday Brunch	_____ @	\$30.00	\$31.00	\$ _____

(Indicate Choice: /Ham & Eggs, or /Quiche (Vegetarian))

Total Amount PAID \$ _____

Check All That Apply:

Vegetarian Meal(s) Requested
 Food Allergies: _____

* To pay by PayPal or Credit Card, visit MDLPA's website, www.mtdiablolpa.info, and follow the link to "PayPal/Credit Card." A convenience fee is applied to PayPal/Credit Card transactions. A discount is given for payment by check. Checks should be made payable to "MDLPA."

Mail Payment and this form to: Natalie Chop, CCLS, 1334 Louisiana Drive, Concord, CA 94521.

For General Information Contact:

Registration Chair – Natalie Chop, CCLS, (925) 746-6498, nchop@bpbsslpc.com or
 Conference Co-Chairs – Maria Bishop, CCLS, (925) 284-7788 – maria@mtdiablolpa.info or
 Cristina Moreno, (925) 939-9933, cmoreno@angius-terry.com

NO REFUNDS AFTER APRIL 30, 2014



A MUSICAL JOURNEY
WITH
MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION
MAY 15-18, 2014
LSI ANNUAL CONFERENCE
HILTON HOTEL
CONCORD, CALIFORNIA

HOTEL REGISTRATION INFORMATION

HILTON CONCORD HOTEL
1970 DIAMOND BOULEVARD
CONCORD, CA 94520
PH: (925) 827-2000

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)

ROOM RATES: Single: \$109.00 Triple: \$119.00
 Double: \$109.00 Quad: \$129.00
 Rollaway: \$15.00

TAX: 13%

OTHER CHARGES: \$.10/per night tourism fee

To make reservations online/telephone:

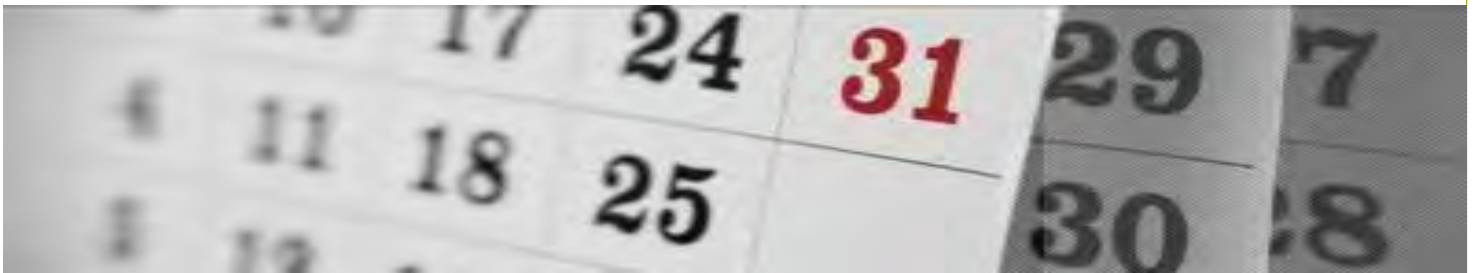
http://www.hilton.com/en/hi/groups/personalized/C/CONCHHF-LSI-20140514/index.jhtml?WT.mc_id=POG

Group Name: Legal Secretaries, Inc.
Group Code: LSI
Phone Number: (925) 827-2000

For General Information Contact:

Registration Chair – Natalie Chop, CCLS, (925) 746-6498, nchop@bpbsllp.com or
Conference Co-Chairs – Maria Bishop, CCLS, (925) 284-7788 – maria@mtdiablolpa.info or
Cristina Moreno, (925) 939-9933, cmoreno@angius-terry.com

HOTEL REGISTRATION DUE BY MAY 1, 2014



April 2014

April 5 – Bay Area Legal Forum Spring 2014 Semi-Annual Seminar, Doubletree Hotel, Pleasanton, CA.

April 7 - SLSA Executive Board Meeting, 6:00 PM, Carroll, Burdick & McDonough, 980 Ninth Street, Suite 380, Sacramento, CA. All members welcome.

April 11 - RSVP Deadline for April 17 SLSA Regular Membership Meeting.

April 15 - Early registration deadline for LSI Annual Conference in Concord, CA.

April 17 - Animal shelter donation items due for Spring Charitable Project.

April 17 - SLSA Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento, 5:30 PM Meet and Greet, 6:15 PM Dinner. Speaker: Michael Bromberg of Leadership Comedy. Topic: Stress Management. SLSA Annual Installation of Officers.

April 20 - Easter Sunday.

April 21 - Deadline to submit bulletin articles to the Editor for the May issue of *The Legal Eagle*.

April 23 - Happy Administrative Professionals Day

April 25 – Deadline to respond to LSI directives.

April 26 – SLSA Fundraiser: Pampered Chef Poolside Party. Noon, 5901 Oxford Glen Place, Elk Grove.

May 2014

May 1 – Last day to reserve hotel room for LSI Annual Conference at the conference rate.

May 7 - SLSA Executive Board Meeting, 6:00 PM, Carroll, Burdick & McDonough, 980 Ninth Street, Suite 380, Sacramento, CA. All members welcome.

May 11 – Happy Mothers' Day!

May 16-18 – LSI's 80th Annual Conference, Hilton Concord Hotel, Concord, CA.

May 19 - Deadline to submit bulletin articles to the Editor for the June issue of *The Legal Eagle*.

May 26 – Memorial Day observed. State and federal courts closed. No U.S. Mail service.

Submitted by Lynne Koroush, CCLS



“Many hands make light work.” We have all probably heard that expression. That has never been more true than in the case of SLSA. Every member is essential to making this association strong and working at full capacity. What talents, skills or interests do you have that would be a perfect match? Check out the needs below:

Advertising – Promote advertising on SLSA’s website and in the monthly bulletin to potential advertisers. Follow through on advertising contracts and posting of advertisements. Send advertisers copy of bulletin as ad proof each month. [This committee has a chair and welcomes your suggestions for advertisers!]

Benefits – Keep the members informed of all benefit and insurance programs available through LSI and the local association, and promote interest in them. Prepares benefits article for the bulletin each month. [This committee is available and ready to be filled.]

Budget – Prepare and submit SLSA budget to Executive Board for recommendation to association members. [This committee has a chair, but needs additional members.]

Bulletin – Prepare, edit and publish a monthly newsletter and arrange for delivery to each member of SLSA. Respond to quarterly directives from LSI counterpart. [We presently have a bulletin editor, but could use help with specific recurring articles and submission of guest articles.]

California Certified Legal Secretary (CCLS) – Encourage eligible members to take the CCLS exam, assist in their preparation for the exam, and encourage them to submit an application in accordance with the deadlines and procedures of LSI. Prepare and submit a CCLS quiz for all monthly meetings, as well as each monthly bulletin. Prepare CCLS certificates of attendance for monthly meetings. Submit CCLS news items to the bulletin editor for members’ information. Responds to quarterly directives from LSI counterpart. [This committee chair has been filled.]

Charitable Projects – This committee receives and distributes donations (monetary and other tangible donations) for contribution to charity(ies) selected by the general membership or the committee. [This committee has a chair, but needs volunteers.]

Day in Court – Organizes and conducts the Day in Court programs of the association. Prepares flyers and articles for the bulletin prior to and following the Day in Court program(s). Responds to quarterly directives from LSI counterpart. [This committee has a chair, but needs volunteers.]

Employment – Keep on file information pertaining to members available for substitute or permanent employment, to assist members of this association regarding employment, and to cooperate with attorneys in filling positions in law offices, but in no event shall this committee act as an employment agency. Posts information to the association’s website regarding job vacancies, and submits same to the bulletin editor for inclusion in the monthly bulletin. [This committee chair is filled.]

Fairytale Town – Coordinate and conduct SLSA’s weekend at Fairytale Town’s annual Halloween event. SLSA provides crafts and hands out candy to the children participating in the event. Prepares report and submits photos for the bulletin after the event. [This committee has a chair, but needs volunteers to participate in the event.]

Financial Review – Functions as the Audit Committee for the association. Review the accounting records produced by the association’s treasurer to validate the

(Continued on page 16)

(Continued from page 15)

accuracy and completeness of the financial records. Prepare report of findings and submit to the executive Board. [This committee is available and ready to be filled.]

History Book – The chair of this committee shall be the Historian, whose duty it shall be to prepare a complete history book of the association for the current year for display at the annual conference of LSI. Said history book shall conform to the rules established by LSI. Responds to quarterly directives from LSI counterpart. [This committee has a chair, but needs a photographer to take photos at monthly meetings and other association/LSI events, and other volunteers to help assemble the history book.]

Inter-Club Relations – Encourage the exchange of ideas for the advancement of this association in the community; to visit neighboring associations, when practical; to represent this association at meetings of other organizations, obtaining information as to study courses, programs, social events, etc., which would be of interest to the members of this association. Responds to quarterly directives from LSI counterpart. [This committee is available and ready to be filled.]

Law Office Products and Management – Collect and distribute information concerning newly developed office management procedures, office products and equipment, tools and resources for the legal professional, etc. Prepares law office products and management article for the bulletin each month. [This committee is available and ready to be filled.]

Legal Procedures – This chairman shall be, or shall have been, employed in work of a legal nature. This committee keeps the membership advised of proper procedures in connection with general legal practice, including changes in codes, local rules of practice, and special procedures required by the courts and other agencies. The committee acts as liaison for the purpose of encouraging and promoting good public relations between the association and all local courts, and other agencies. Prepares and submits legal procedures handout and/or an oral report at each monthly meeting, and prepares a legal procedures article for the bulletin each month. Responds to quarterly directives from LSI counterpart. [This committee has a

chair, but welcomes assistance!]

Legal Professional/Boss of the Year – Promote and conduct election of Legal Professional of the Year and Boss of the Year. Prepare flyer with guidelines and submit to bulletin editor. Read all nomination submissions at meeting where LPOY and BOY will be announced. Secure awards for each recipient. Submit report to bulletin editor following the event. [This committee is available and ready to be filled.]

Legal Secretarial Training – It shall be the duty of this committee to conduct any course of study sponsored by this association, supervise and promote interest in the program, and award all certificates of completion. Responds to quarterly directives from LSI counterpart. [This committee is available and ready to be filled.]

Marketing – Market the association at all SLSA meetings and/or other community events via marketing table, marketing materials, visual presentation, etc. Collect, maintain, and distribute marketing materials (flyers, text books, brochures, newsletters, magazines, electronic information, etc.) to market and promote SLSA to members and the legal community. Responds to quarterly directives from LSI counterpart. [This committee has a chair, but needs a co-chair and other assistance.]

Nominations & Elections – Submit a slate of nominees for SLSA's officers and nominees for delegates to LSI's Annual Conference for consideration and election by the members of this association. Submit nominees' qualifications to the bulletin editor prior to election. Mail ballots and summary of nominees' qualifications to the members. Receive and verify ballots, report and certify the election results. [This committee has a chair, but needs two additional members to complete the committee.]

Professional Liaison – Encourages and promotes good public relations between bar associations and SLSA. Responds to quarterly directives from LSI counterpart. [This committee is available and ready to be filled.]

Programs

- 1) **Monthly Dinner Meetings:** Plan and arrange a varied program for the monthly membership meetings, including securing the guest speaker, and

(Continued on page 17)

You: The Essential Piece! (Continued)

(Continued from page 16)

coordinate with the facilities where the meetings are to be held. Prepare and submit flyer to the bulletin editor for each monthly meeting and to the website coordinator for posting on the association's website. Introduce the guest speaker at each program and prepare Speaker Spotlight article summarizing the program after each monthly meeting for submission to the bulletin editor.

2) **Lunch Lessons:** Plan and arrange for a varied program for lunchtime learning lessons, including securing the guest speaker, and coordinate with the facilities where the lunch lessons are to be held. Arrange for lunch delivery at each lesson or advertise as "brown-bag" session. Prepare and submit flyer to the bulletin editor for each lunch lesson and to the website coordinator for posting on the association's website. Receives and tracks all registration and funds for the lunch lessons. Introduces the guest speaker at each lesson. Prepares CCLS/MCLE certificates for attendees. Submits all funds received and an accounting for same to the association's treasurer after the event.

[This committee is available and ready to be filled. Best handled by co-chairs and volunteers. Responds to quarterly directives from LSI counterpart.]

Publicity – Prepare and take charge of all publicity released in connection with this association and work closely with the chair of the History Book Committee.

Reservations & Reception – Receive and track all dinner meeting reservations for monthly meetings and coordinate with meeting facilities regarding number of attendees and their meal choices, etc. Check-in attendees at monthly meetings. Maintain record of all monthly meeting registrations. Provide registration lists to President, Governor, Treasurer, and CCLS Chair prior to each monthly meeting. [This committee has a chair, but welcomes assistance with the registration table for meetings.]

Scholarship – Promote scholarship program and receive applications for SLSA and LSI scholarships through the scholarship counselor and/or any other agent of schools in the area. Review applications for qualification and need, and make recommendation for recipient(s) of scholarship to SLSA's Executive Board. Submit qualified applications to LSI for Eula Mae Jett Scholarship. Conduct 50/30/20 drawing at monthly meetings. Responds to quarterly directives from LSI counterpart. [This committee is available and ready to be filled.]

Vendor Liaison – Promote and arrange for vendors to participate in SLSA's Vendor of the Month program. Introduce Vendor of the Month at monthly meetings and submit Vendor Spotlight article in the bulletin each month. [This committee is available and ready to be filled.]

Ways and Means – It shall be the duty of this committee to devise ways and means of raising funds for this association, by methods as may be proper, in order to meet the financial requirements not covered by the membership dues. This committee shall supervise all functions for the purpose of raising such funds. Responds to quarterly directives from LSI counterpart. [This committee is available and ready to be filled.]

Please contact President Lynne Koroush, CCLS, to help. lkoroush@cbmlaw.com, or (916) 551-3360.



Submitted by Launa Atkinson, CCLS



CCLS Quiz

Multiple Choice

1. Ellen's [a] medal [b] metal [c] mettle was tested when she tried out for the Olympics.
2. Donna's [a] palette [b] pallet [c] palate was filed with a beautiful array of colors.
3. The newscaster warned that there was [a] eminent [b] imminent [c] immanent danger in traveling during this storm.
4. [a] Fewer [b] Less effort was shown by the organization last week.
5. She was [a] reluctant [b] reticent to agree to the changes.

True or False

6. _____ Almost all small letter abbreviations made up of single initials require a period after each initial but no space after each internal period.
7. _____ Certain contractions can have only one meaning.
8. _____ You should spell out indefinite amounts of money.
9. _____ Do not capitalize former, late, ex -, or -elect when used with title.
10. _____ Capitalize family titles when they are preceded by possessives (such as my, your, his, her, our, and their) and simply describe a family relationship.

CCLS Vocabulary

1. a priori – from cause to effect
2. certiorari – to be informed of; make certain regarding
3. *indicia* – marks; signs
4. in rem – against the thing
5. *nota bene* (N.B.) – note well
6. sua sponte – on one's own initiative
7. *carpe diem* – seize the day
8. ipso facto – by the fact itself
9. corpus delicti – body of the offense; essence of the crime
10. ergo - therefore



SLSA'S SPRING CHARITABLE PROJECT

SLSA's is collecting items to donate to the local animal shelters – Sacramento SPCA, and the City and County Animal Shelters.

Some of the items we are looking for:

- Dog & cat food (dry, canned, puppy/kitten food, formula, etc.)
- Dog & cat treats
- Nursing bottles (4 or 8 oz.)
- Dog & cat toys (Kongs, squeaky toys, rope toys, balls, fuzzy mice, etc.)
- Cat scratching posts
- Washable** beds / bedding
- Towels, blankets, bedspreads/comforters (no sheets or clothing)
- Puppy potty-training pads
- Shoe boxes
- Rescue Remedy
- Feliway Diffuser refills
- Heating pads
- 5 gallon buckets w/ lids
- New** dog leashes, collars, harnesses
- New** cat collars (safety/break-away type)
- New** litter boxes and litter-box scoopers
- Cat litter (clay or clumping-type)
- 1 to 5 gallon plastic Ziplock-type food storage bags



For rabbits: Timothy Hay; paper bags and smaller-sized cardboard boxes (for crawling inside, scratching, chewing); cardboard rolls from paper towels or toilet paper; unvarnished wicker baskets/boxes; cat toys that roll or can be tossed; nudge and roll toys (like large rubber balls, empty Quaker Oat boxes & small tins); "Busy Bunny" toys (edible toy treats); plastic rainbow slinkies; etc.

Items can be brought to SLSA's March and April 2014 Dinner Meetings. If you are unable to attend either of these meetings and have items to donate, please contact Crystal Rivera to make other arrangements.

SLSA will be delivering the donated items to the shelters after April 17th

Rebecca Lerma, Chair rmlerma@stoel.com; (916) 319-4790
Crystal Rivera, Co-Chair crivera@somachlaw.com; (916) 469-3813
Connie Kelley, Co-Chair kellyco@gtlaw.com; (916) 442-1111

Whoof Whoof = Thank You!

Congratulations to the following new members who were inducted at the March 2014 regular membership meeting:

Serena Pena – Serena is a legal secretary at Murphy Austin, et al., and has been employed as a legal professional since 1979. She specializes in litigation and real estate law. Serena celebrates her birthday on December 16, and enjoys reading, sewing and music in her free time.

Betty Henkle – Betty is a paralegal at the Law Office of Larry Lockshin. She has been a legal professional since 2003 and specializes in civil litigation and FELA. Betty celebrates her birthday on September 2.

Victoria Chernyetsky – Victoria is a legal secretary with Angelo, Kilday & Kilduff, and has been a legal professional since 2009. She specializes in litigation. Her birthday is October 10.

Brian Niegemann – Brian is the office manager at Frederick, Peebles & Morgan, and has worked in the legal field since 2001. Brian specializes in litigation and federal Indian law.

Johanna Gibson Ford - Johanna is a legal secretary at Besson Tayer & Bodine, and has been employed as a legal professional since 1984. She specializes in appellate law, business/corporate law, litigation, real estate law, and labor and employment law. Johanna celebrates her birthday on May 26.

Teyahnee Ridgle – Teyahnee is a former legal secretary who is currently pursuing paralegal studies. She celebrates her birthday on October 18, and enjoys dancing, reading, writing, drawing, community service, and working with children. (Teyahnee was inducted as a Student Member of SLSA.)

Moving On . . .

After almost 13 years at Murphy Austin Adams Schoenfeld, **SLSA member Jennifer Shelton** has decided to join her husband full-time in their HVAC business. She has been taking care of the books at home for years, but the company has grown to the point where she feels she is needed in the office more. Jennifer says, "It's been such an honor to be involved in SLSA for so many years. I've fostered many friendships that will last a lifetime!" While we will definitely miss Jennifer, she is always a welcome addition at meetings and SLSA events. Best wishes to Jennifer and her husband on this new step in their lives!



**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:

**Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
P. O. Box 269003, Sacramento, CA 95826-9003**

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:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

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

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

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

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:

Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
P. O. Box 269003
Sacramento, CA 95826-9003



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2013 – April 30, 2014
Due Date: May 1, 2013**

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: **\$40**
Renewals are due May 1, 2013.
There will be a late fee of \$5 after June 1, 2013.

Return the completed invoice and full payment to:
**Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
PO Box 269003
Sacramento, CA 95826-9003**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____ Are you a CCLS? Yes / No

BIRTHDAY: _____

TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Bankruptcy |
| <input type="checkbox"/> Corporate Law | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Labor and Employment | <input type="checkbox"/> Law Office Management |
| <input type="checkbox"/> Legal Support | <input type="checkbox"/> Litigation | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Probate/Estate Planning | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Other: _____ |

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered?	<input type="checkbox"/> Business	<input type="checkbox"/> Residence
Where do you want e-mail delivered?	<input type="checkbox"/> Business	<input type="checkbox"/> Residence
Which address should be listed in the membership roster?	<input type="checkbox"/> Business	<input type="checkbox"/> Residence
If you do NOT want to be listed in the membership roster, check here:	<input type="checkbox"/> No roster listing	

INVOLVEMENT:

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

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

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

SLSA USE ONLY	Date Received: _____	On Roster: _____
	Check no.: _____	On LSI: _____
	On Email List: _____	To Editor: _____

Undocumented Immigrant Admitted to State Bar of California

Sergio Garcia, of Chico, can now practice law in California. The court cited a new state law that allows the court to license undocumented immigrants as attorneys. It was inspired by Garcia, who was first brought to the United States from Mexico as a baby. He eventually graduated from law school in California and passed the bar exam. But he could not practice because he is not a citizen.

Garcia said the new law is a source of hope. "Not only for undocumented immigrants, but just for our youth in general," he said. "I think it's a wonderful thing, it sends a wonderful message that dreams can become a reality, that the American dream is still alive and well in California."

Garcia may still face some challenges from the federal government. The Department of Justice has opposed his efforts to be licensed.

FRACKING

A new law to regulate the controversial oil extraction process known as "fracking" will be some of the strictest in the nation. But some environmental groups that called for a moratorium on the process say the regulations don't go far enough to protect water and air quality. Under the law, oil companies will have to disclose chemicals used in the fracking process, although there are some limitations for trade secrets.

Tupper Hull with the Western States Petroleum Association says the regulations will require companies to monitor groundwater and notify neighbors. "I think at the end of the day they will give Californians the kind of confidence they expect that technologies used to produce vital energy is being used prudently and safely," says Hull.

The interim regulations go into effect in 2014. But in 2015 permanent regulations will require operators to obtain permits and will require an independent scientific study of the process.

April Birthdays

Many happy returns to the following SLSA members who celebrate April birthdays!

Rose Pyle	April 6
Lorraine Ballew	April 7
Desiree Delonia	April 7
Karen Zeitvogel Benzler	April 7
Jamie Brandt	April 9
Jennifer Goldsmith	April 9
Julie Bell	April 10
Janine Rowe	April 10
Luke Patterson	April 12
Jean Wright	April 16
CoSandra Pollard	April 17
Rebecca Lerma	April 19
Yelena Williams	April 19
Suzanne MacDonald	April 22
Gwen Ornelas	April 30



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 treasurer@slsa.org



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: _____
NEW HOME ADDRESS: _____
CITY: _____
STATE & ZIP: _____
HOME E-MAIL: _____

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 *The Legal Eagle* and other SLSA/LSI mail delivered?

Where do you want e-mail delivered?

Which address should be listed in the membership roster?

If you do NOT want to be listed in the membership roster, check here:

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> No roster listing | |

Please submit to:

Attn: Maryanna Rickner
SLSA Treasurer 2013-2014
c/o Sacramento County Office of Education
PO Box 269003
Sacramento, CA 95826-9003
E-mail: treasurer@slsa.org

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Editor's Note



Editor-Corene E. Rodder

The Legal Eagle always welcomes letters and article suggestions from readers. Please send them to: Corene E. Rodder, c/o Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 or crodder@somachlaw.com.

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

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

Benefits



Kimberly Ann Smith

Submitted by Kimberly Ann Smith

Did you know that when you become an active member of SLSA, you become a member of Legal Secretaries, Incorporated?

- You become one of the 2000 elite legal professionals in California
- You build a network of knowledge by meeting other legal professionals
- Continuing education is the main focus of Legal Secretaries, Incorporated
- Our motto: Excellence through Education
- You expand your personal and professional development and skills through a multitude of educational opportunities offered statewide
- You enjoy discounted educational benefits through the Continuing Education of the Bar
- You can participate in workshops and seminars sponsored by the Legal Specialization Sections of Legal Secretaries, Incorporated
- You can become a California Certified Legal Secretary (CCLS)

Tell your fellow legal professionals about SLSA and LSI!



LEGAL SPECIALIZATION SECTIONS

Of LEGAL SECRETARIES, INCORPORATED

2013-2014 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 **8/1/13** through **7/31/14** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

Method of Payment: Check, payable to "LSI," enclosed VISA MASTERCARD

Credit Card Information: Number _____ Expiration Date: Month _____ Year _____

Name on Credit Card: _____ **Card Verification Number** _____

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

NEW	RENEWAL
<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.

I prefer communication via USPS (indicate preferred address: home work)

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

BENEFITS

LEGAL SECRETARIES INCORPORATED (LSI)

Note: This list is maintained for use by members of Legal Secretaries, Inc. Agents for insurance and financial providers are available as resources when members inquire about benefits. Please use this as a starting point; ask for information, compare policy coverage and prices. LSI wants its members to find the BEST coverage for each member—individual needs and location. For information call these representatives directly.

<p style="text-align: center;">WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsicorp@southernlink.com, or LSI Vice President</p>	<p style="text-align: center;">HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447696 (800) 654-3131 www.hertz.com</p>
FINANCIAL PROVIDERS	
<p style="text-align: center;">CAPITAL INVESTMENT ADVISERS Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>	<p style="text-align: center;">LEGACY WEALTH MANAGEMENT Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K</p>
<p style="text-align: center;">DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwhiteassociates.com, or Matt Kay (ext. 2628), makay@dwhiteassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance</p>	<p style="text-align: center;">ATHLETES BUSINESS CONSULTANTS Jory Wolf, President/Founder 350 10TH Avenue, Suite 1000 San Diego, CA 92101 Office: (619) 886-9842 Cell: (619) 919-9062 joryw@athletesbiz.com California Insurance License: 0E88330 Individual disability insurance solutions</p>
CREDIT UNIONS	
<p style="text-align: center;">LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p style="text-align: center;">PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
Mary J. Boudrow, CCLS, LSI Vice President
LSI Marketing Committee Coordinator
700 Santee Lane Unit 715, Pleasant Hill, CA 94523
Cell - (415) 717-5675
Maryboudrow@att.net

Revised 4/28/13



Submitted by Jaymie Moralez

This free benefit provides the legal community with a place to post job openings for all categories of job positions. SLISA 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 Moralez, at Jaymie.moralez@jud.ca.gov. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

(4/8/14) Paralegal. Small Midtown Sacramento Law Firm seeks someone with paralegal experience to support a civil litigation practice. This is a full-time position; hours are from 8:00 a.m. - 5:00 p.m., Monday through Friday, salary and benefits DOE. MUST have work experience in Adobe Acrobat, Microsoft Excel, Microsoft Word, Microsoft Outlook, Word Perfect, and Cloud storage programs such as Drop Box. Must have experience ordering and summarizing medical records, page-lining depositions, and helping with discovery and trial preparation. Experience in Abacus, legal solutions, and E-transcript preferred but not necessary. Please e-mail cover letter and resume to Carrie Brazil at cbrazil@jonesdyer.com.

(4/7/14) Litigation Secretary. Newly formed boutique law firm in downtown Sacramento seeks a full-time litigation secretary with a minimum of 3 years experience to provide high quality administrative and secretarial assistance to assigned lawyers and paralegals. Duties and responsibilities include proofreading and finalizing letters, pleadings, and motions; maintaining paper and electronic files; accurately completing paper and electronic court filings; docketing; answering telephones, and screening and transmitting telephone calls to lawyers; scheduling depositions and conference calls; arranging travel for attorneys; maintaining a calendar of court, travel, meetings and other commitments; and performing other duties as assigned, including serving as back-up receptionist, as required. Must have superior grammar and proofreading skills, and be able to multi-task, meet deadlines, prioritize duties and work under pressure with minimum supervision. Ideal applicant will be a proactive, self-starter who shows ownership of his or her work, a commitment to serving the firm's clients, a strong ability to work well as part of a team, and a very positive attitude. Interested individuals should provide a resume and list of references to Danielle Stephens at dstephens@kwgattorneys.com.

(3/27/14) Legal Secretary. Construction defect/civil litigation law firm in Roseville seeks a full-time legal secretary to support the managing partner and two associates. The ideal candidate would have a minimum of 5 years experience as a litigation secretary. Must possess strong knowledge of legal forms, procedures, and court rules, as well as experience in e-filing and e-service. Position requires excellent organizational, typing, proofreading, and computer skills with specific knowledge in Word, Outlook, Legal Solutions, File & Serve Xpress, and Vision. Competitive salary & benefits. Friendly/casual & interesting work environment. Resumes will be accepted via email to dtofft@greenhall.com or fax to (916)367-7491, attn: Director of Human Resources.

(3/20/14) Experienced Litigation Secretary. National law firm seeking an experienced litigation secretary for their Sacramento office. Candidates must be proficient in Word 2010 and have worked with an automated calendaring system. Candidates must be highly organized and able to multitask efficiently. Minimum requirements include:

- 5 years experience, defense litigation a plus
- Excellent word processing skills
- Advanced skills in Word 2010
- Experience in calendaring trials with an automated system
- Generate TOA and TOC
- Experience with e-filing in all courts
- Experience with Courtcall
- Good knowledge of superior and federal court rules

Candidates should be comfortable working with a variety of computer software programs and be capable of quickly learning new ones as needed. Candidates must be able to work independently and be proactive. Candidates must have proven experience supporting 3 attorneys efficiently. Competitive salary and benefits. Seeking litigation secretary with above qualifications for a temporary assignment while secretary is on LOA. Assignment will begin about April 11 and go through mid-August. Please send resume and cover letter in confidence to sachr@lbbbslaw.com.

Submitted by Debbie Frias, CCLS



Thank you to Elizabeth Madden, CCLS, for keeping me up to date on USDC happenings! She sent me an email in mid-March to the extent that there is a new notice of withdrawal link

that went into effect on March 19, 2014.

Beginning March 18, 2014, creditors will have the ability to withdraw their previously filed proof of claim using a direct link. The link will enable creditors to file their withdrawal with the court without the use of a username and password. Access to this link will be located on the court's homepage under "Electronic Claims." Once uploaded, the document will link to the proof of claim being withdrawn, as well as appear on the case docket. Only documents submitted in pdf format will be accepted. Notice of the filing will be electronically mailed to all registered attorney and trustee parties associated with the case.

If you have any questions regarding this information, you can call the help desk at 855-542-0992.

Now, for a little State news: I had occasion to have to pull up the Judicial and Court Directories for Sacramento Superior Court, and was surprised of the number of courtrooms our county has! There are four pages' worth; check it out! The last directory was made effective February 21, 2014.

Also, be aware of our access to electronic court records and proposed fee changes, effective July

1, 2014. Our court here in Sacramento is going to implement a new public access site on April 7, 2014, on its website which will replace and expand upon the existing online services currently provided by the court. There is an announcement on our court's website; though Lynne circulated it at the March dinner meeting that I had to miss, check it out for yourself for the details.

I looked at my state counterpart's procedures blog. For our friends in Stanislaus County, a new courthouse is being planned to be built on 10th Street in Modesto, to accommodate the demands that are being made for proper judicial service in that area. In addition, Stanislaus County Superior Court will soon implement e-filing so we need to watch the blog for further information as Jeff learns of it.

My article is short and sweet this month. If any of you have anything that you would like to be seen in this Legal Procedures article, please feel free to contact me at dfrias@crowlawoffices.com.





Submitted by Dawn Forgeur, CCLS

Annual Conference is just around the corner in May and with it being held at the Concord Hilton, you have the opportunity to take advantage of the many different seminars that LSI has to offer.

Friday morning will bring various officer and chairmen workshops that are free for registered conference attendees. These workshops offer information for local association officers, or those thinking of running for office, on what their jobs entail. There are also chairmen workshops that instruct local chairmen on what their job entails. See the schedule at the end of this article.

Friday afternoon we have four Legal Specialization Classes being offered, and Saturday will have two more. If you are an SLSA member, these classes are discounted. Please see the registration form for more information.

Friday, May 16, 2:00pm-4:00pm

Criminal Law: Immigration Consequences of a Criminal Conviction

Family Law: Collaborative Divorce

Friday, May 16, 4:30pm-6:30pm

Civil Litigation: Discovery and Motion Calendar Procedures for Superior Court Cases

Transactional Law: Limited Liability Company vs. Incorporation

Saturday, May 17, 4:00pm-6:00pm

Law Office Administration: Employment Law

Updates – 2014

Probate & Estate Planning: Conservatorships – Serving Clients and Collecting Fees

Concord is only 70 miles away, so if you would like to carpool, you can email me or the president to find other like-minded members who are going down just for the day. You can sign up and attend the Newcomers' Luncheon (\$35) on Friday, or sign up for the CCLS/Member Luncheon on Saturday (\$35) and celebrate everyone who has passed the CCLS exam this past year!

Conference registration, hotel information, and the Legal Specialization Section registration forms are in this bulletin – but please feel free to email me if you have any other questions about attending! governor@slsa.org

The following Officer/Chairmen Workshops will be offered at Annual conference on Friday, May 16:

9 a.m. - 11:45 a.m. Presidents' Roundtable

9 a.m. - 10:15 a.m. Legal Secretarial Training/ Seminars

9 a.m. - 10:15 a.m. Career Promotion/ Scholarship

9 a.m. - 10:15 a.m. Treasurers

9 a.m. - 10:15 a.m. California Certified Legal Secretary

9 a.m. - 10:15 a.m. Membership

10:30 a.m. - 11:45 a.m. Newcomer's/Corporate Office

10:30 a.m. - 11:45 a.m. Governor's Workshop

10:30 a.m. - 11:45 a.m. Ways and Means

10:30 a.m. - 11:45 a.m. Hosting LSI conferences

10:30 a.m. - 11:45 a.m. Building Your Own Website

Spring 2014 Beginning Legal Secretarial Training Course

Submitted by Dawn Forgeur, CCLS and Astrid Watterson, CCLS



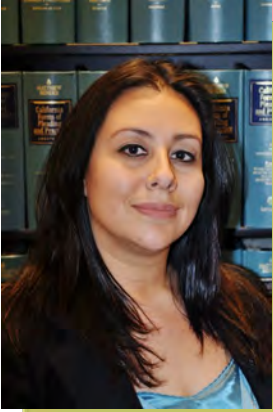
Another Beginning Legal Secretary course has begun! Welcome to the Spring BLS class of 2014. The class is full with 15 students that have already begun their training. The class is working on various subjects and is well into the training course. We look forward to announcing the graduates of yet another class.

Happy Administrative Professionals Day



PROUD TO BE A LEGAL PROFESSIONAL - - ENJOY YOUR DAY!

Parliamentarian's Corner: "Inside Parliamentary Procedure"



Submitted by Astrid Watterson, CCLS

You are invited to join SLSA's Executive Board for one of the most educational and truly interesting workshops offered by SLSA.

Inside Parliamentary Procedure

Presented by Lorenzo Cuesta, Professional Registered Parliamentarian

May 22, 2014, 6 PM - 9 PM
at the offices of Carroll, Burdick & McDonough
980 -9th Street, Suite 380
Sacramento, CA

Lorenzo truly brings parliamentary procedure to life in a humorous, fascinating and relevant way. He has presented interactive parliamentary workshops for over 10 years, most of them dealing with Robert's Rules of Order. He has also served as a professional presider when the president realizes that the contentious issue could best be handled by a neutral yet professional individual, has assisted many associations in the rewriting of their constitution and bylaws, and has has been hired to respond with a professional parliamentary opinion to troublesome issues facing associations. Lorenzo has conducted parliamentary procedure training for SLSA for several years, and we are pleased to have him back once more.

Please RSVP to President Lynne Koroush, CCLS, lkoroush@cbmlaw.com, if you would like to attend.



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Answers to the CCLS Quiz

1. C
2. A
3. B
4. B
5. A
6. True
7. False
8. True
9. True
10. False



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Vendor Spotlight: Wall Street Reporting

Submitted by Crystal Rivera

We were happy to have Elena Garcia-LaBonte of Wall Street Reporting, Inc. (WSR) as our March 2014 Vendor of the Month. Some of you may have met Elena and Michelle Ramirez at WSR's table at SLSA's February Federal Day In Court event. WSR originally started nine years ago in the Los Angeles area. They opened an office in Rancho Cordova about six months ago. WSR has a nationwide network of court reporters. WSR can also provide interpreters, video services, and conference rooms. WSR has an online repository to provide quick and convenient access to transcripts, exhibits, and other case-related documents.

Thank you Elena and the folks at Wall Street Reporting for being SLSA's Vendor of the Month! You can contact Wall Street Reporting at:

Wall Street Reporting, Inc.
(888) 971-3376

P.S. Unfortunately, a few days after Elena's presentation, WSR closed its Rancho Cordova office.



Last Call for History Book Items!

If you have mementos, souvenirs, photos, or any other items from the 2013-2014 term to add to the history book, please get them to Historian Jennifer Chastain as soon as possible. She will be looking for photos, mementos, souvenirs, etc., from LSI conferences and SLSA's meeting and events for the past term to enhance the history book. Contact Jennifer at chastainj@gtlaw.com.

Jennifer could also use help assembling the history book. If you would like to be involved in putting the final product together, please let Jennifer know.



Special Report: Sacramento County Superior Court's Public Access to Electronic Court Records and Proposed Fee Changes

Submitted by Elizabeth Madden, CCLS

On March 20, 2014, the Sacramento County Superior Court sent out the attached notice regarding changes to public access to electronic court records, which will begin July 1, 2014. The new system will be launched on April 7, 2014. Between April 7, 2014 and July 1, 2014, access will be free of charge. Beginning July 1, 2014, the fees listed on the attached notice will be charged.

The court gave a brief overview of the new system on March 27, 2014. Two Public Access Site FAQ sheets were handed out and are attached.

Judge Maryanne Gilliard addressed those in attendance. Judge Gilliard emphasized that she, along with the other judges, believes that public records should be free. This program allows for a modest cost recovery to offset funds that have been cut. This is not a permanent fix. The process will be reviewed every six months and the fees will be adjusted accordingly. Eventually there will be no fees to access and print the court's records. Judge Gilliard suggested that if you don't wish to pay the copy fees, you may go to the kiosks at the court (viewing documents at the court's kiosks is always free), pull up the document you need, and use your smart phone to take pictures of the document.

The Chief Technical Officer, Heather Pettit, quickly walked through the process of using the new system. Beginning April 7, 2014, there will be a User's Guide and tutorial on the court's web site. Ms. Pettit stated the three months the site is up and running prior to fees being charged is to allow users to familiarize themselves with the new process, ask questions, and help the court hone the system.

Ms. Pettit stressed that you will actually be able to see more case information (which is always free) with this new system, you just won't be able to download and copy the documents without paying the fee. The documents are viewable to such an extent that you can determine if the document is what you are looking for, but nothing else.

It is not necessary for you to have an account to search by case number or date, or to view the case information and docket. Nor do you need an account to purchase documents. You DO need an account to

conduct any name searches.

This new system is tracked by e-mail addresses. There are three types of accounts: standard, attorney, and government access. The account that you set up MUST have the same e-mail address as will be used on documents that are filed. Once you know the filing number, you may "subscribe" to that specific case. When you do that, you will automatically receive an e-mail each time a new document has been filed in that case. You will then have 72 hours in which to review and download the document for free. After the 72-hour period, you must pay the copy fees. It was suggested by one participant that it might be beneficial to set up a separate e-mail account for these documents.

The court is looking into the future with this new process. The court hopes that once e-filing is available (civil is scheduled to begin in the fall of 2014), and even now, that small firms especially will use this as a way to access all court filings on a specific case. Once you have requested a copy of a specific document, that document is always accessible by you.

Many questions were posed after the demonstration. Below are a few of the responses:

Minute Orders will be considered a document and must be paid for IF you are not a subscriber to that case.

As the program is set up now, once a party is joined into a case after the case has been in progress for some time, the joining party would have to pay the copy fees for any prior documents in the case. The IT department will work on that issue. It was suggested that maybe all documents in the case could be made available for 72 hours to the joining party.

The program is not set up for multiple e-mail address for each account. The IT department will determine if that will be possible.

The court welcomes all questions and comments once the system has been launched on April 7, 2014. The web master's contact information will be listed on the website.



Superior Court of California
County of Sacramento

**NOTICE OF CHANGES TO
PUBLIC ACCESS TO ELECTRONIC COURT RECORDS
AND
PROPOSED FEE CHANGES**

Effective July 1st, 2014

Public Access to Electronic Court Records

The Superior Court of California, County of Sacramento will implement a new public access site on April 7th, 2014 on its website (<http://www.saccourt.ca.gov/>). This new site will replace and expand upon the existing online services currently provided by the court. It is designed to provide users with a single system where they can research and locate cases under the court's jurisdiction. The court will provide a demonstration of the new system in Department 19 at the Gordon D. Schaber Courthouse (720 Ninth Street, Sacramento California) on March 27th, 2014 at 12:00 PM.

The public access site allows for case searches by name, case number, and filing date. In Civil and Probate cases, users will be able to view information regarding case participants, events, and documents (where applicable). The Traffic section will allow users to look up and pay their traffic citation online. Other case types (Criminal, Family Law, Small Claims, and Unlawful Detainer) will provide limited case information, primarily the case number, date the case was filed, and the case participants.

The site will also provide the ability to establish an online account with the court. An account will be required to conduct name searches, subscribe to cases, or access the system for free as a government entity. One of the major benefits of establishing an account is the case subscription feature. With this feature, a user can subscribe to a Civil or Probate case and receive automated notifications whenever a new document is filed. Attorneys and self-represented litigants that subscribe to their case(s) can receive notifications when new documents are filed and will be able to view and print the newly filed documents free of charge for up to 72 hours.

New Fees

The new system will be available for free until July 1st, 2014. Effective July 1st, 2014, the court will begin collecting public access fees for name searches and electronic document downloads conducted through the website. A credit card is required for payment of these fees.

California and Federal governmental entities may use the system for free. Parties that have approved fee waivers must come to the court to view their case documents for free. Anyone may come to the court and access the case information and documents online through one of the court's kiosks free of charge (requests for printed copies will be charged at the rate published in the [Court's Fee Schedule](#)).

Name Search Fees

Starting July 1st, 2014, a public access fee will be charged when searching for cases by name online. The user must purchase credits for name searches prior to conducting the name search. The fees are as follows:

- \$1.00 for one (1) name search
- \$3.50 for five (5) name searches
- \$25.00 for 75 name searches
- \$250.00 for 30 consecutive days of unlimited name searches
- \$2,500.00 for 365 consecutive days of unlimited name searches

Document Viewing Fees

Starting July 1st, 2014, a public access fee will be charged for viewing and downloading case documents online. The system will allow users to see a limited preview of the document prior to payment. However, the fees must be paid prior to having access to the entire document. The fees will be calculated during the payment process as follows:

- \$1.00 per page for the first five (5) pages of each document
- \$0.40 per page for each additional page up to a maximum of \$40.00/document.

Why Charge Fees at All?

In order to provide electronic public access to case information, Sacramento Superior Court incurs technology development, maintenance, and operational expenses. Historically, these services were provided to the public by the court free of charge. However, given the continued reductions to the court's budget, the court must recoup these costs in order to continue providing these services. Pursuant to California Rule of Court 2.506 and Government Code Section 68150(h), the court may impose fees for the costs of providing access to its electronic records.

If you are unable to attend the demonstration, please send any questions or comments regarding the system to the Court Executive Office, 720 Ninth Street, Sacramento, CA 95814 or email them to court-info@saccourt.ca.gov. Comments regarding these fee changes can also be sent to the same addresses. The public comment period will be open for 60 days. Comments must be received by 12:00 p.m. on Friday, June 6th, 2014 in order to be considered.



What online services are being provided for free?

Service	Online	At the Court
Name Searches	Access Fee	Free
Document Downloads	Access Fee	Free
Search by Case Number	Free	Free
Search by Filing Date	Free	Free
Tentative Rulings	Free	Free
Search by XREF (Criminal)	Free	Free
Probate Notes	Free	Free
Case Subscription Feature	Free	Free
New Document Email Notification	Free	Free
Enhanced Case Information	Free	Free

New for Civil & Probate Cases!

Who developed the new public access site?

The site was wholly developed in-house by the court’s IT staff. No consultants were used to develop this program.

How can we access these services at the court for free?

The court has computer kiosks setup in the Gordon D. Schaber Courthouse, the William R. Ridgeway Family Relations Courthouse, and the Carol Miller Justice Center.

How did the court determine the public access fee structure?

The public access fee structure was determined using the court’s costs to provide the online services, projected transaction volumes for the first year, and other courts’ online fee structures.

What are the costs incurred by the court to provide these services?

Cost Area*	Annual Cost
Web-hosting Hardware and Software	\$400,688
Network monitoring and control mechanisms	\$58,899
Document Management System	\$218,014
Credit Card Processing Charges	\$13,000
Adobe Software	\$145,839
Total Cost	\$836,440

**Staffing Costs not included*



Online Access Fees of the Six Largest Superior Courts in California

Court	Electronic Name Search Fees	Document Download Fees
Alameda	The fee is \$1.00 for one Search by Name credit. There is a limit of 5 search credits (\$5.00)	No charge
Los Angeles	Per search fee for search number 1 to 99 \$ 4.75 Per search fee for search number 100 to 999 \$ 4.50 Per search fee for search number 1000 to 10000 \$ 4.25 Per search fee for search number 10001+ \$ 4.00	Flat fee for each case document downloaded (up to 10 pages) \$7.50 Fee for each additional document page for a document with more than 10 pages (maximum of \$40.00) \$0.07
Orange County	\$1 for 1 name search credit \$4.00 for 5 name search credits \$7.50 for 10 name search credits \$50 for 75 name search credits \$250 for unlimited name search credits for 30 days	First 10 pages per document \$7.50 Subsequent pages per document \$.07/page Maximum amount to be charged per document \$40.00
Riverside	\$1.00 for one name search credit \$3.50 for 5 name search credits \$5.00 for 10 name search credits \$25.00 for 75 names search credits \$250 per 30 days for unlimited name search credits	\$1.00 per page for the first 5 pages; \$0.40 per page for each additional page (per document) Maximum fee per document is \$40.00
San Bernardino	No charge	\$0.50 USD per page \$50.00 USD maximum charge per document
San Diego	No charge	\$7.50 for up to ten pages, \$0.07 for each additional page, with a maximum of \$40.00
Sacramento	\$1.00 for one (1) name search \$3.50 for five (5) name searches \$25.00 for 75 name searches \$250 for 30 consecutive days of unlimited name searches \$2,500 for 365 consecutive days of unlimited name searches	\$1.00 per page for the first five (5) pages of a document \$0.40 per page for each additional page up to a maximum of \$40.00 per document.

Chapter Achievement Points (CAPs)

Submitted by Dawn Forgeur, CCLS

The fiscal year for accumulating Chapter Achievement Points (CAPs) is from April 1 to March 31 each year. I want to thank everyone who has forwarded me their activities throughout the year and helped SLSA accumulate as many CAPs as we can! I am still finalizing our counts and I'm hopeful that we will make a good showing at Annual Conference this year.



LSI 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 LSI Past President, Joan M. Moore, PLS, CCLS



Please note that the RSVP deadline for all regular monthly meetings is now Noon on the Friday before the meeting. We have had to move our RSVP cut-off date in order to meet food ordering deadlines from the Courtyard Marriott. Please make note of it, as this is now SLSA's standard reservation deadline for regular dinner meetings.

CHAPTER ACHIEVEMENT REPORTING FORM 2013-2014

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. This covers activities from April 1, 2013, through March 31, 2014.

Please complete this form and mail or email it to SLSA's Governor, Dawn Forgeur, CCLS. 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 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 recertified as a CCLS during the 2013-2014 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, 2014. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH). (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA
Attn: Dawn R. Forgeur, CCLS, Governor
Stoel Rives LLP
500 Capitol Mall, Ste. 1600
Sacramento, CA 95814

Law Office Products and Management: “Microsoft Word Formatting - Getting Rid of Section Breaks, but Not Section Formatting”

Submitted by Lynne Koroush, CCLS

By Allen Wyatt*

Please Note: This article is written for users of the following Microsoft Word versions: 2007 and 2010. If you are using an earlier version (Word 2003 or earlier), this tip may not work for you.

Word allows you to format your documents on three general levels: sections, paragraphs, and characters. Of the three, section formatting is often the most confusing formatting for people to understand. If you have worked with sections before, you already know that if you delete a section break, the text before the break then adopts the section formatting characteristics of the section after the break. This may be what you want, but it can also be a pain if you want to delete the final section break in a document and you don't want the previous text to lose its section formatting.

Unfortunately, there is no intrinsic way to delete section breaks and maintain the formatting represented by that break. There is a workaround you can use, however:

Place the insertion point at the end of the document, just after the final section break.

If the section break just before the insertion point is a Continuous section break, press **Ctrl+Enter** to insert a page break.

Display the Insert tab of the ribbon. Click the Header tool in the Header & Footer group, and then click Edit Header. The header is displayed and the insertion point is within it.

Make sure the Link to Previous control is selected for both the header and footer. (You can switch between the header and footer by using the Go

To Footer tool and the Go To Header tool.) This ensures that the final section in the document has the same header and footer as the section just before it.

Click the Close Header and Footer tool.

Place the insertion point just before the final section break.

Display the Page Layout tab of the ribbon.

Click the small icon at the bottom-right of the Page Setup group. Word displays the Page Setup dialog box. (See Figure 1.)

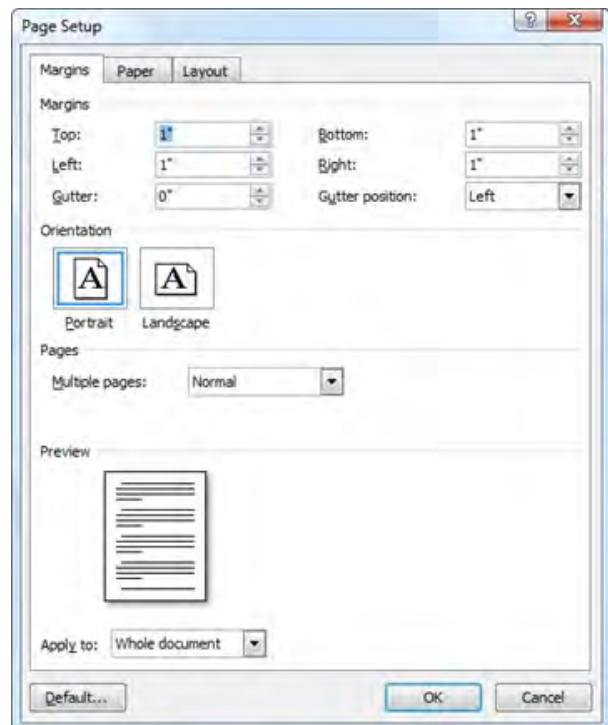


Figure 1. The Page Setup dialog box.

Immediately press **Enter** or click on OK.

(Continued on page 45)

Place the insertion point just after the final section break.

Press **F4**. Word applies to the last section the Page Setup formatting that you accepted in step 10 for the next-to-last last section.

If there are no differences in column formatting between the two final sections, you can skip to step 20. Place the insertion point just before the final section break.

Display the Page Layout tab of the ribbon.

Click the Columns tool in the Page Setup group and then click More Columns. Word displays the Columns dialog box. (See Figure 2.)

last section.

Select and delete the final section break.

Select and delete the page break you inserted in step 2.

*Reprinted from Allen Wyatt's Word Tips (Ribbon Interface),
http://wordribbon.tips.net/T009500_Getting_Rid_of_Section_Breaks_but_Not_Sec

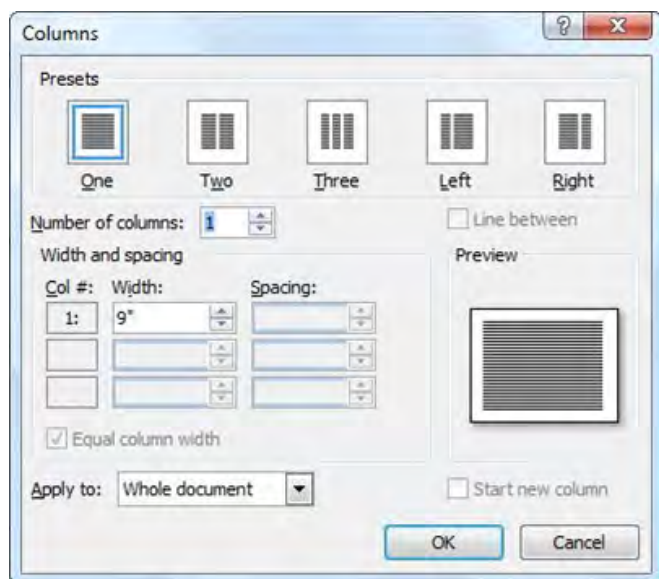


Figure 2. The Columns dialog box.

Immediately press **Enter** or click on OK.

Place the insertion point just after the final section break.

Press **F4**. Word applies to the last section the column formatting that you accepted in step 17 for the next-to-



ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION

Membership Meeting

In Debt? The Basics of Declaring Bankruptcy



Speaker: Matthew Grech, Esq.

In this program Mr. Grech will discuss the basics of Chapter 7 and Chapter 13 bankruptcies: their differences and commonalities, how to determine which is right for the individual, and the specific qualifications for filing each. The program will include a question-and-answer period.

Attendees will leave with a stronger understanding of the realities of bankruptcy protection and what to do and not to do before filing.

Date & Time

Tuesday, June 3, 2014

6 – 9 p.m.

Location

Buttercup Grill

229 Broadway, Oakland

Entrée Options:

- 1) **CHICKEN FETTUCCHINE PRIMAVERA** – Grilled chicken breast and fettuccine blended in Alfredo sauce with a medley of fresh vegetables. Served with a choice of dinner salad (*please specify dressing*) or cup of soup.
- 2) **COCONUT SHRIMP** – Jumbo shrimp dipped in a special tempura batter, rolled in coconut and deep fried, served with sweet and spicy dipping sauce, rice and fresh vegetables. Served with a choice of dinner salad (*please specify dressing*) or cup of soup.
- 3) **HOMESTYLE MEATLOAF** – Our own special recipe sliced thick and topped with gravy and onion straws. Served with garlic mashed potatoes and creamed spinach. Served with a choice of dinner salad (*please specify dressing*) or cup of soup.
- 4) **PHILLY** – Thinly sliced and grilled rib eye with sautéed onions, peppers and mushrooms, topped with melted Swiss cheese, served on a grilled sourdough loaf. Served with regular fries, curly fries or potato salad (*please specify*).

- All entrees are served with bread/butter, and soft drink, iced tea or coffee -

COST

\$25 per person

PLEASE NOTE: 24-hr cancellation required to avoid being charged for meals.

No-shows will be charged for their meal.

Please make checks payable to "ACLSA".

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Judy A. Martinez as soon as possible

RSVP Deadline: No later than Friday, May 30th at jmh1561@aol.com

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ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION

Membership Meeting

Speaker: David Mann



Substance Abuse in the Legal Profession: Prevention, Detection, and Treatment 2014

Mr. Mann provides a review of the brain chemistry of addiction and alcoholism, as well as a discussion of the behavioral and health consequences of the disease. Insights are offered into the personality traits of attorneys and the qualities of the legal profession that combine to make lawyers significantly more susceptible to addiction, and more difficult to treat, than the general population. The presentation includes a case study of an addict attorney, as well as a self-diagnosis exercise for attorneys to utilize if they are concerned that they may have a problem which needs to be addressed. Concluding remarks are directed towards both systemic and individual solutions to the problem, with references to specific strategies and resources available to attorneys. Mr. Mann approaches this very serious topic in a manner that incorporates humor and irony and invites attorneys to engage in a bit of sometimes much-needed self reflection.

Date & Time

Tuesday, May 6, 2014
6 – 9 p.m.

Location

Buttercup Grill
229 Broadway, Oakland

Entrée Options:

- 1) **FISH & CHIPS** – Fresh fish lightly battered and fried to a golden brown. Served with fresh cole slaw, fries and malt vinegar.
- 2) **CHICKEN FETTUCCHINE PRIMAVERA** – Grilled chicken breast and fettuccine blended in Alfredo sauce with a medley of fresh vegetables. Served with a choice of dinner salad (*please specify dressing*) or cup of soup.
- 3) **AVOCADO BURGER** – A plump patty served on an old fashioned bun topped with lettuce, tomatoes, red onions, avocado, Jack cheese and Thousand Island dressing. Served with a choice of fries, curly fries or potato salad (*please specify*).
- 4) **FRIED CHICKEN SALAD** – Mixed greens topped with chicken strips, blue cheese crumbles, sliced egg, tomatoes, caramelized walnuts and cornbread croutons (*please specify dressing*).

COST

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PLEASE NOTE: 24-hr cancellation required to avoid being charged for meals.

No-shows will be charged for their meal.

Please make checks payable to "ACLSA".

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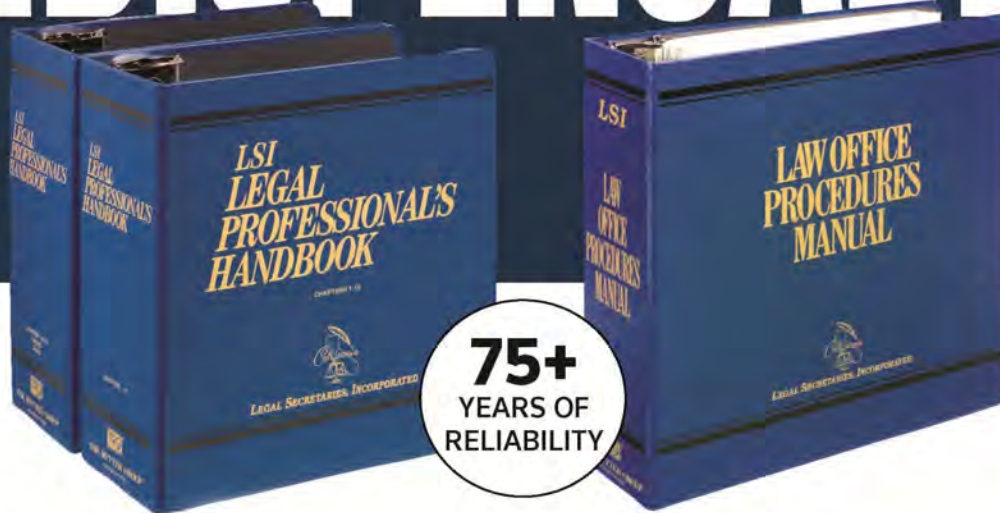
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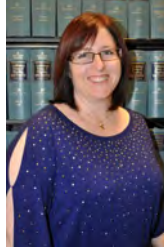
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