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Sacramento Legal Secretaries Association



Theme of the Month:

Ethics

Educational Events

- **Lunch Lesson – August 17.** Topic: “Substance Abuse: Psychology of the Legal Professional.” This event will be held at the offices of McDonough Holland & Allen PC, 500 Capitol Mall, 18th Floor. Please contact Paula Lockard, CCLS if you would like to register. Her e-mail is plockard@mhalaw.com. **See page 14**
- **Dinner Meeting – August 19.** Topic: “Ethics for Legal Professionals.” This event will be held at the Courtyard Marriott, 4422 Y Street. You can register online through our website or contact Jennifer Shelton at jshelton@murphyaustin.com. **See page 27.**
- **Evening Seminar – August 24.** Topic: “Citations! California Style Manual.” This event will be held at the law offices of Downey Brand, 621 Capitol Mall, 15th Floor. Please contact Sophia Albov, CCLS at salbov@cookbrown.com if you would like to register. Light snacks and beverages will be provided. **See page 30.**

Mission Statement

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

NON-MEMBERS ARE WELCOME!



President's Report

by Astrid Watterson, CCLS



Astrid Watterson, CCLS

This month's President's message is intended to inform, teach, motivate, and get everyone to focus on the goals of this association. With the economy being the way it is and the recent unwinding of one of the largest local law firms, the market is tough. Last month, we ran an article regarding tips for the interview process. SLSA has tried to offer support to all of its members by updating the employment listings and providing an extensive amount of continuing education opportunities.

This brings me to the goals of this association. Why join

volving quizzes that are designed to set a higher standard for ourselves; and we would network with our fellow members. It is through networking that we begin to establish good fellowship amongst ourselves. In the most recent years, the association has added lunch learning opportunities. This year, with the help of our tireless program chairmen and legal training instructors, we are able to offer our members an abundance of educational opportunities, including evening seminars for the more advanced legal professional, grammar courses, beginning

Our association is the second largest association of legal professionals in LSI. As of our July general meeting, we have 147 members. That's a lot of responsibility for the board. We are expected to run the day-to-day operations of this business and report back to you, the members. When we ran for our respective offices, we were expected to have some of the basic knowledge for the office we were running for, with the understanding that this is a voluntary position. In addition to that, it is expected that we follow the rules as listed in the Bylaws, main-

"The challenge of leadership is to be strong, but not rude; be kind, but not weak; be bold, but not bully; be thoughtful, but not lazy; be humble, but not timid; be proud, but not arrogant; have humor, but without folly."

~ Jim Rohn

an association? Why pay your \$40 member dues? Why participate in the programs? The purpose of the association is to unite those of us in the legal field, to establish good fellowship among our members, to stimulate a high order of business and professional attainment, to further our knowledge about the law, to create a high standard of ethics, to promote who and what we are in the legal field, and to disseminate information and knowledge to our members.

How do we meet those goals? In the past we have accomplished that through our general meetings. The speaker would give us information regarding a legal topic; our legal procedure chair would disseminate procedural information; our CCLS chair would provide us with thought pro-

legal secretary courses, and assistance for those studying to take the California Certified Legal Secretary exam.

We are well on our way to meeting the objectives of this association. To be the best, you have to keep striving for perfection. Don't be complacent and stay where you are. Push yourself to learn something new, and when you've learned it and mastered it, turn around and share that knowledge with someone else. Anyone can be a teacher, if you are willing to teach. If you are knowledgeable in something, you can show someone else how to do it. Anyone can be a student, if you are willing to be taught. To learn, you have to be able to listen, adapt, learn, mimic, and sometimes endure the growing pains.

tain proper records, and make accurate and timely reports. At the installation of officers' event, we were each read our duties and asked if we accepted them. It is unfortunate that our current Treasurer has resigned, however, it is our job to continue and persevere this rocky beginning and continue to keep our eyes focused on the future and our goals. The board has the task of presenting a new candidate to you for approval of appointment by the August general meeting. We are currently working on that task and will have an appointee to present to you, as well as the accounting reports for the 2009-2010 fiscal year, and the reports for the first quarter of the 2010-2011 fiscal year.

I would like to thank the members present at the July

"Don't be complacent and stay where you are. Push yourself to learn something new, and when you've learned it and mastered it, turn around and share that knowledge with someone else."

~Astrid Watterson, CCLS

President's Report (cont.)

by Astrid Watterson, CCLS

general meeting for their patience, presence, and contributions. I would also like to take a moment and thank the tireless volunteers of this association, the committee chairmen, for all of their encouragement, enthusiasm, ideas, energy, and

effort. You may not see them all of the time, you may not hear from them all of the time, but I guarantee you that the chairmen are each contributing their fair share in order to keep this association running and provide you, the members,

with the educational and networking needs of this association. It takes a great team to achieve great success, and this year, we will be successful!

"It takes a great team to achieve great success, and this year, we will be successful!!"

-Astrid Watterson, CCLS

How Do I?

by Paula Lockard, CCLS

QUESTION: In the event that a name was misspelled when the Complaint was filed, what is the correct procedure in answering? Is it proper to use the correct spelling in the remaining pleading captions if, in the Answer, the erroneous spelling was identified as such?

ANSWER: I asked our guru at McDonough, Ann Schwing, and she said "I don't know of law or rules to address these questions. Certainly I have seen people and some courts take the view that the caption is "fixed" by the original com-

plaint and cannot be changed, but I've also seen a lot of captions changed without anyone creating a ruckus. The only court clerk's office I know that cares deeply about the caption is the third DCA"

CEB Civil Procedure Before Trial § 15.3 states: "Misstating a name in the caption does not affect the sufficiency of the pleading; the caption is not a part of the cause of action." See *McDonough v. Waxman* (1930) 103 CA 169.

Do you have a question? Feel free to email your questions to me and together we can help one another along the way. It doesn't have to be about a legal procedure, it could even be about your cat! If you don't have a question, but would like to share a tidbit of information that helped you, let me know.

plockard@mhalaw.com



Membership Chair Report

by Anne French

Hello everyone. At July's dinner meeting, we inducted 10 new members. SLSA currently has 147 members!! Please introduce yourself to our new members if you see them at events.

Below are our new members who have recently joined SLSA.

ALICE HARKINDER – Alice is a legal assistant for Eason & Tamborini and specializes in bankruptcy, business/corporate, law office management, litigation, probate/estate planning, and real estate law. She has been a legal professional since 2004. Alice celebrates her birthday on May 31. Alice enjoys reading, camping, and hiking.

CYNTHIA BISCARRA - Cindy is a legal secretary for Downey Brand LLP and specializes in litigation. She has been a legal professional since 1992. Cindy celebrates her birthday on August 10. Cindy enjoys cooking, running, biking, reading, and travel.

PATRICIA PINEDA – Patricia is a legal secretary for Downey Brand LLP and specializes in bankruptcy and litigation. She has been a legal professional since 1998. Patricia celebrates her birthday on November 5.

BECKIE J. HOFF – Beckie is a legal assistant/office manager for the Greenfield Hardy Law Firm and specializes in construction defect litigation. She has been a legal professional since January of 2004. Beckie celebrates her birthday on January 8. She enjoys photography, running, cooking, music, and reading.

MARY MACDONALD - Mary specializes in business/corporate law and real estate law. She has been a legal professional since September of 1997. She was a previous member of SLSA and has returned. Mary celebrates her birthday on December 4. Mary enjoys camping, hiking, reading, church, the Kings, and spending time with her daughters and dogs.

JENNIFER COHEN – Jennifer is currently a student at MTI College. She has been a legal professional since September of 2008. Jennifer celebrates her birthday on October 29. She enjoys soccer, knitting, and reading.

DESEREE GAMAYO – Deseree is a secretary for Stone & Graves and specializes in administrative law, business/corporate law, law office management, litigation, probate/estate planning, and real estate law. She has been a legal professional since 2002. Deseree celebrates her birthday on May 11. Deseree enjoys softball, camping, and spending time with her family.

TAMARA NEUMAN – Tamara is paralegal for Mastagni, Holstedt, Amick, Miller & Johnsen. She celebrates her birthday on February 5. Tamara specializes in administrative law, appellate law, arbitrations, family law, litigation, and labor law.

JOANI L. BURRIS – Joani is a litigation secretary for Mastagni, Holstedt, Amick, Miller & Johnsen. She celebrates her birthday on November 24. Joani specializes in appellate law, arbitrations, criminal law, law office management, litigation, and labor/employment law. Joani enjoys crafts, photography, car racing, and garage sales.

DEBORAH BRAZELL – Deborah is a paralegal for Mastagni, Holstedt, Amick, Miller & Johnsen. She celebrates her birthday on November 7. She specializes in administrative law, arbitrations, and litigation. Deborah enjoys reading.

If you're not a member and would like information regarding membership, you may contact me at (916) 520-5268 or e-mail me at afrench@downeybrand.com.

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



WELCOME



Member News

by Astrid Watterson, CCLS

The Moralez family welcomed Baby boy Richard Francisco into the world at 8:11pm on July 20. He weighs 8 lbs., 11 oz., and is 20" long. Both mommy and baby are doing fine. Congratulations to the Moralez family!



Congratulations!!

Benefit Highlight

by Patti Alexander

It's Summertime! If you plan on traveling at all this Summer or perhaps even later in the year, did you know that as members of SLSA, you are entitled to our parent corporation's benefits as well? Hertz

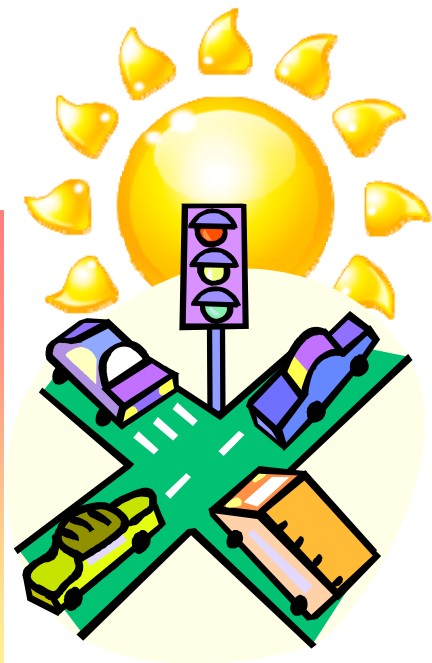
offers a 10% discount on car rentals. You can call 1-800-654-3131 to make a reservation. The next time you make travel plans and need to rent a car, try using our discount. Contact our benefits

chair, Patti Alexander for the member code. Her e-mail is palexander@aklandlaw.com.

Capturing CAPs (Chapter Achievement Points)

- Did you know that members who belong to an LSI sponsored credit union can earn SLSA 100 Chapter Achievement Points?
- Did you know that members who use the LSI Hertz discount can earn SLSA 200 Chapter Achievement Points, each time they rent a car?

If you are a member of an LSI sponsored credit union, or if you have traveled or will travel this Summer and have rented a car using the LSI Hertz discount, let us know! If you have not yet, think about it next time you need to rent a car. Get a discount and earn CAPs. Help us capture CAPs. E-mail Dawn and let her know that you earned SLSA points. Her e-mail is forgeurd@gtlaw.com.



Parliamentarian's Corner

by Tammy Hunt, CCLS



"Business, more than any other occupation, is a continual dealing with the future; it is a continual calculation, an instinctive exercise in foresight."

~Henry R. Luce

Our organization's rules can be found in the Standing Rules and in our By-laws. These documents state who we are, what our purpose is as a group, and how we can go about conducting our business. The dinner meetings are not just a networking or educational opportunity, but it is our business meeting, where we come to order and ratify the actions of the board and approve or deny further actions. In order to do this, we must meet quorum.

According to Robert's Rules of Order, a quorum is a minimum number of members who must be present so that the organization may conduct substantive business. Our Bylaws further define quorum as having 15 percent of our

membership present at a meeting. Currently, we have 147 members of this organization. This means, that in order to have a quorum and be able to conduct business at our dinner meetings, we must have at least 22 members present. Usually, that is not a problem. However, during the Summer months and the holidays, it can become a bit of a problem. If we don't have a quorum present, then we cannot conduct business, we cannot ratify the actions of the treasurer in paying the routine bills, we cannot approve the minutes, we cannot make any business decisions, etc.

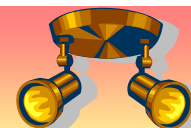
Your participation in this organization is essential. As part of the working crew, we

try to entice you to attend by providing you with interesting topics, educational opportunities, and an overall good ambience. However, in order to succeed, we need you to participate and join us. The next time you see a topic of law that perhaps isn't in the field you currently work in and you think you shouldn't attend because it's not what you do, think about joining us anyway, learning something new, and help us conduct the business of this organization. Get involved, even if it's just by attending the dinner meetings. Who knows, you might actually have fun and learn something new while enjoying an evening dinner.

Vendor Spotlight

July Lunch Lesson: RJ Crowell

by Kristi Baughman



Our lunch lesson vendor for July was Rod Crowell of RJ Crowell. Mr. Crowell spoke to our members.

Rod Crowell has been an Account Executive, Recruiter, and Branch Manager for over 14 years. He has spent the majority of his time working within the legal and executive staffing industries. Rod is well versed in the needs of legal professionals and works diligently to assist with the successful placement of legal secretaries, paralegals, legal support personnel, and attorneys.

With his years of experience in the industry, Rod has established hundreds of contacts with employers throughout the Sacramento area and has forged many personal relationships with his clients. He can offer you, the applicant, an in-depth view of your potential new employer. Rod can recommend strong, successful firms. Rod can also assist with creating the perfect resume, providing helpful interview tips and preparation (knowing which questions to ask and understanding the importance of each answer), skills assessment testing and he can provide accurate salary and benefit information.

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Rod is available to discuss current staffing opportunities. You may reach Rod via telephone at 916-872-7173 or via email at info@rjcrowell.com.



Speaker Spotlight

July Lunch Lesson: "Divorce Procedures in California" - Glenn L. Spitzer, Esq.

by Sophia Albov, CCLS



Sophia Albov, CCLS, Glenn L. Spitzer, Esq. Krisit Baughman



The Sacramento Legal Secretaries Association was pleased to share an information-packed lunch hour with Glenn L. Spitzer, Esq., on July 20, 2010. Mr. Spitzer shared his knowledge and expertise of the inner workings of how to start and get through a California divorce. The theme of the day was forms, forms, and more forms! Mr. Spitzer deftly navigated us from the very beginning of the divorce process to the very end and treated us to insider tips and tricks every step of the way.

One of the tips Mr. Spitzer impressed upon us was the importance of making sure you have the right and most up-to-date court form. In divorce proceedings both California Judicial Council (CJC) and local court forms are used. The updates to the CJC forms are predictable, January and July every year. However, the local forms can be updated at anytime with little or no notice. To reinforce this point he shared a story with us. He pulled the forms from the local court website the night before he was ready to file them; however, they were rejected when he was at the filing window. Why? The court had updated the form that very morning!

Mr. Spitzer also highlighted that every divorce proceeding is different. He told us, "it's like a game of baseball, it could go extra innings." He indicated that one should never speak in absolutes when describing how long a particular proceeding could take.

There are so many areas where the actions of the parties could slow the actual proceedings. For example, when dividing the property described on the Schedule of Assets and Debts, some clients will say "take half whatever the other spouse wants." While other clients will go to war over things as trivial as the number of rolls of toilet paper processed or a bottle of jewelry cleaner. In dealing with matters that are as emotionally charged as a divorce, one has to be prepared for the

possibility of "wackiness" from the client.

We were left with the message of "candor, openness, and disclosure." Mr. Spitzer stressed the importance of being open and honest with the court and your attorney. If an asset is not disclosed on the Schedule of Assets or Debts it could be taken away from you! He also indicated that he is able to do his job to maximum effectiveness when clients do not hide anything. A divorce will open up every aspect of your life and the last person you want to keep secrets from is your attorney.

Mr. Spitzer earned his JD in 1983 from Stetson University

College of Law. He is currently a sole practitioner in midtown Sacramento. When he is not helping people navigate the tumultuous waters of family law proceedings, he is a Chief Military Judge (Reserves) for the United States Air Force.

"It's like a game of baseball, it could go extra innings."

-Glenn L. Spitzer, Esq.

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REMEMBER!!!



Mayor James B. McKinney signs a proclamation for Legal Secretaries Days May 22-24 while Jackie Pinard, president of the Sacramento Legal Secretaries shows her approval. The proclamation issued by the Mayor follows:

**PROCLAMATION
ISSUED BY THE MAYOR
CITY OF SACRAMENTO**

LEGAL SECRETARIES DAYS
May 22 - 24, 1964

WHEREAS, the 30th Annual Convention of the California Legal Secretaries, Inc., will be held in Sacramento on May 22nd, 23rd and 24th, and

WHEREAS, eighteen Associations will be represented by more than 350 members from throughout California, and

WHEREAS, the Sacramento Chapter, Legal Secretaries, and its 110 members will serve as host Chapter for the three-day convention to be headquartered at the Hotel El Dorado, and

WHEREAS, one of the aims and purposes of the Legal Secretaries, Inc., of California, is to increase the skill, competence and usefulness of legal secretaries, not for their own sake alone, but in order that they may better serve their employers;

NOW, THEREFORE, I, JAMES B. McKINNEY, Mayor of the City of Sacramento, hereby proclaim May 22nd, 23rd and 24th, 1964 as LEGAL SECRETARIES DAYS in Sacramento, and extend a sincere and cordial welcome to the visitors and delegates, during this 30th Annual State Convention.

ISSUED: THIS 19th day of May, 1964.

JAMES B. McKINNEY
Mayor



Vendor Spotlight

July Evening Seminar: Buca di Beppo, Marjorie Perez

by Kristi Baughman

Buca di Beppo® is an authentic Italian restaurant that offers flavorful Italian dining. Dine with family and friends while enjoying the Italian traditions of food, friendship, and hospitality. In the spirit of Italian culture, our dishes are served family style and are meant to be shared.

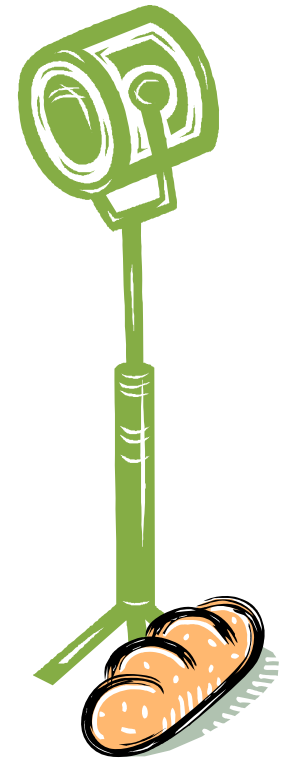
The first Buca di Beppo opened its doors in 1993 in the basement of a Minneapolis apartment building. They have now grown to 83 locations nationwide.

Dishes enjoyed for generations in villages throughout Italy inspire their menu, giving Buca its authentic Italian fare. They continue to innovate and create recipes beyond the traditional style by adding new menu items inspired by Northern and Southern Italian cuisine. Please visit and enjoy the Buca experience of unforgettable appetizers, salads, pastas, pizzas, entrees, desserts, beer, and fine wine.

Marjorie is available to discuss various dining options for professional and personal

events. You may reach Marjorie via telephone at 916-922-6673 or via email at:

mperez@bucainc.com.



Ethics

U O Y E V O C Y W D S K C E E
 N U S S C O L U P V L O B T M
 J M J Q V N I J P T M N U K H
 O Q E Q A F E I Y M H P E B A
 H I G M Y H N T U E S J R U G
 A Q Q F B E T N E I X Y U E J
 H O G R M E I M D P I W S I T
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 A J F O K H O O R V B X K L R
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Out to Lunch: Great Lunch Spots & Happening Happy Hour Places

by Sophia Albov, CCLS and Kristi Baughman



Morton's The Steakhouse

621 Capitol Mall
Sacramento, CA 95814
Phone: 916-442-5091
Fax: 916-442-7877

Hours of Operation

Bar
Mon -Thurs 4:30pm - 10pm
Fri 4:30pm - 11pm
Sat 4:45pm - 11pm
Sun 4:45pm - 10pm

Dining Room
Mon -Thurs 5:30pm - 10pm
Fri - Saturday 5pm - 11pm
Sun 5pm - 10pm

We promise we have not gone crazy nor are we behind on the times. Even though Morton's is not open daily for lunch, the Happy Hour is so amazing we have decided to feature it in the Out to Lunch column. Please suspend your disbelief and just for this month join us on a trip "Out to Dinner."

Morton's has occupied the right hand corner of 621 Capitol Mall for about a year and a half. Prior to residing on Capitol Mall, Morton's was located off L Street in the K Street Mall for nearly a decade. The new location is light, airy, and refined. The feel is comfortable and classy – not at all stuffy or overly formal. This is the perfect place to blow off steam after an arduous day of trial or the always favorite - MSJ preparation. Happy Hour at Morton's is a verified "Who's Who" of Capitol Mall's many firms; in the bar you can rub elbows with everyone from support staff to managing partners. There is no formal dress code, but generally it is business casual. Most of us dress nicely for work and I know at other places in town I have felt over dressed. I am always comfortable in my work clothes here.

There are 76 Morton's across the United States; however, there is something unique and special about the Sacramento location. It is the Morton's standard of amazing food, but our Sacramento location has the most wonderful team of bartenders and servers. The staff is knowledgeable and friendly; they know their food and make excellent recommendations. We really enjoyed being at an eatery where the staff really exudes excitement about what they do and strives to make my experience pleasant. In the course of writing this article we needed to call and verify the prices on the Happy Hour menu (kind of an odd and involved request); the courtesy and patience shown on the phone was unparalleled. We challenge you to find other restaurants in midtown or downtown where that request would be answered with such friendly professionalism.

You simply cannot go wrong at Morton's. While they are most famous for their steaks, they also offer a wide variety of non-beef entrées and appetizers. You can even order a whole lobster! The Happy Hour menu is varied and well priced. You can get three

"mini burgers" or crab cake "BLTs" for only six dollars. They are a meal unto themselves and are a wonderful way to balance the many adult beverages Morton's offers on the Happy Hour menu. The best part about the Happy Hour is that they offer it twice a day! They have an immediate after work Happy Hour from 4:30 pm to 6:30 pm, and they offer the Happy Hour prices again after 9 pm as well!

Yes, it's sad, but true. Morton's no longer offers lunch on a daily basis. However, they are always available for private parties. They can open the restaurant for a \$1,000 buy-in, or they can bring lunch to your office, as long as they have advance notice.

Private dining is available by



Out to Lunch (Cont.): Great Lunch Spots & Happening Happy Hour Places

by Sophia Albov, CCLS and Kristi Baughman

reservation. The restaurant can host groups with as few as 10 and as many as 90 in their private, sound-proof, board room dining rooms. These are wonderful areas for a work function, a social get-together with 40 of your closest friends, or even an extra special occasion. While large and complex parties are asked to book in advance, don't hesitate to call if you have a last minute need.

The Morton's staff will do everything possible to accommodate any request. They are even willing to waive minimums if the party books the same day. For specific pricing information, please call Jan Shipstead, Sales and Catering manager at (916) 442-5094.

Valet is available for \$6 per vehicle; and is available on the right hand side of 7th between L and Capitol Mall. There is

also street parking available, which is scarce during the day, but plentiful at night (and free after 6 pm).

As tremendous as the food and beverage at Morton's, one of the most refreshing qualities is the outstanding service. We encourage you to spend some time at Morton's. We trust you will enjoy your experience, each and every time.



Happy Hour Specials:

\$6 Bar Bites	\$5 Beers	\$7 Cocktails
Iceberg Wedge Bites	Sam Adams and the Seasonal	Power Hour Vodka Martini
Blue Cheese Steak Fries	Budweiser	Power Hour Gin Martini
Chicken Goujonettes	Bud Light	Power Hour Cosmopolitan
		Power Hour Manhattan
\$7 Bar Bites	\$6 Wines	Power Hour Mojito
Mini Crab Cake BLTs	Canyon Road Chardonnay	
Smoke Salmon Pizza	Cavit Pinot Grigio	
Prime Mini Cheeseburgers	BV Coastal Estate Cabernet	
Petite Filet Minion Sandwiches	Columbia Crest 2 Vines Merlot	
	Colores Del Soul Malbec	

Happy Hour Hours!

Mon-Thurs 4:30pm-6:30pm and 9pm-close
Fri-3:30pm - 6:30pm
Sun-5:30pm - close



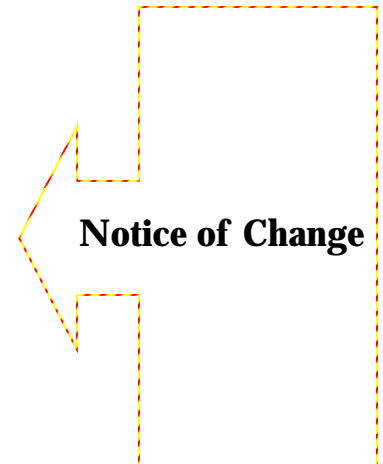
UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

ATTORNEY ADMISSION FEE INCREASES

Effective July 26, 2010, the fee to be admitted to the California Central District Court will be increased, as follows:

- Lawyers Admitted to the California Bar - Less than 3 Years: \$200
- Lawyers Admitted to the California Bar - 3 or More Years: \$250
- Pro Hac Vice (all) \$275

For more information please visit their website at <http://www.cacd.uscourts.gov/>



Employment Report/Positions Available

by Jaymie Morales



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

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

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

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

Positions Available:

- (7/26/10) Legal Secretary** The Sacramento office of Lozano Smith, California's premier public agency law firm representing school districts, community colleges, universities, cities, counties and other public agencies, is seeking a full-time legal secretary with litigation and transactional experience. Qualified candidates are team players with excellent organization, are detail-oriented, have essential proofreading skills, and a courteous and professional attitude. Five to ten years of legal secretarial experience. Must have advanced knowledge of MS Word, Legal Solutions, calendaring, a working understanding of court/filing procedures, be able to prepare complex pleadings, and type 70+ wpm. Send resume and cover letter to Human Resources, 7404 North Spalding Avenue, Fresno, CA 93720, or via e-mail to hrjobs@lozanosmith.com. Application deadline is July 31, 2010.
- (7/26/10) Legal Secretary** Construction defect/civil litigation law firm in Roseville seeks a legal secretary with a min. of 3 yrs. exp. for F/T position. Must possess strong knowledge of legal forms, procedures, and court rules. Position requires excellent organization, typing, and computer skills with specific knowledge in Word, Outlook, Legal Solutions, Vision. Competitive salary & benefits. Friendly/casual & interesting work environment. Will accept resumes via email to dtofft@greenhall.com or fax to (916)367-7491, attn: Diane Tofft, Director of Human Resources/Office Administrator.
- (7/29/10) Legal Assistant** Pacific Coast Companies, Inc. in Rancho Cordova, CA is currently accepting resumes for a Legal Assistant to support the Vice President-General Counsel. This position will assist with gathering, analyzing and organizing legal and other pertinent information; reviewing legal documents related to corporate transactions, document management and other duties as needed. We offer a competitive compensation and benefits package. Interested applicants can email a resume to PCBPrecruiter@paccoast.com. Please type "Legal Assistant" in the email subject line.
- (7/21/10) Bankruptcy Secretary** Bankruptcy Litigation Secretary needed for top downtown firm. Looking for a minimum of 5 years experience in Bankruptcy with some civil litigation background a plus. Great salary + full benefit package. E-mail info@rjcrowell.com if interested. Only qualified candidates will be considered.
- (6/23/10) Litigation Secretary** Long term Litigation Secretary sought for an in house counsel position for an insurance company. The ideal individual has 3+ years of experience with civil litigation, insurance background preferred, and can effectively manage the litigation process including calendaring, deposition scheduling, court filings, communication with court personnel, and opposing counsel. This position is expected to last through November 2010. Please e-mail resumes to Janice.Klinge@DavidsonStaffing.com.
- (6/23/10) Law Firm Marketing Coordinator** Midsize labor and employment law firm is seeking a hard-working, motivated individual to serve as its Marketing Coordinator for its attorneys in Northern and Southern California. The position is part-time and based in the firm's Sacramento office. The ideal candidate would be a self-motivated, dynamic person who can take charge of the firm's marketing operations and identify/facilitate opportunities for new business development. This position involves all facets of marketing, including creative design, seminar coordination, event planning, website interface, and strategic planning. Strong writing skills to assist in writing and editing marketing materials and strong organizational skills, along with a willingness and ability to work enthusiastically and independently are desired. Attention to detail and planning skills are a must. Strong computer skills with proficiency in MS Word, Excel, PowerPoint, and basic online research skills are required. Applicants should have at least three years background experience in marketing for law firms or related professional service organizations. Salary is commensurate with experience and hours are flexible depending upon firm and candidate needs. To apply, please email resume to info@cookbrown.com.
- (5/25/10) Litigation Secretary** Seeking an experienced litigation secretary for a solo attorney. Candidate should be organized, detail-oriented, self-motivated, and able to multi-task and work independently. Experience in word processing/transcription, scheduling, calendaring, and proficiency in Abacus, WordPerfect required. Please contact Tim Bonner at (916) 320-5665.

CCLS Quiz

by Jennifer Estabrook, CCLS

Read each situation carefully and indicate whether you believe it reflects:

(A) Good judgment or (B) Inappropriate and/or unethical behavior

1. You work for an attorney whose practice includes some probate and estate planning. Your best friend's mother has passed away and you know he, as executor under his mother's will, has yet to decide who will represent him. You identify your employer as one whose primary practice is in probate law and you urge your friend to hire your employer.

A B

2. You are visiting your aunt in the hospital. The woman in the bed next to her was involved in an accident. She knows that you work for an attorney, and she proceeds to tell you the details of her accident and asks you what she should do. Since you have worked for a personal injury attorney for many years and have firsthand knowledge of the law in that field, you tell her the legal ramifications of her claim and how she should proceed.

A B

3. Your office is representing a defendant in a criminal matter which has been reported extensively in the local press. There is much speculation concerning the case and a friend in your local legal secretaries association mentions something to you that she heard about the case which is clearly untrue. In order to put an end to this, you explain to her the real nature of the defendant's case and what actually happened.

A B

4. You work with a family law attorney. Your attorney is away from the office and a dissolution client calls extremely upset. She is confused about what will happen in her case, the time involved, and what the court is likely to order in the way of support and property division. You explain the procedure involved in a dissolution of marriage action, give her an estimate of the time involved, and tell what the court will do at each step of the proceeding and the type and kind of orders she can expect from the court.

A B

5. You are working as a secretary to a partner in a law firm. As his secretary you become aware of certain irregularities in his handling of the trust account, and you are concerned about some of the practices that he employs in his cases, considering them to be, at best, questionable, and at worst, unethical. You say nothing to your fellow employees or the other partners in the firm about what you have observed. You submit your resignation.

A B

6. A paralegal has been practicing her profession for over 15 years and joins a law firm as an independent contractor. After working for the law firm for over five years, the paralegal wants to negotiate with the firm to become a partner.

A B

7. According to the Rules of Professional Conduct, a "resigned member" is a member of the State Bar who has resigned while disciplinary charges are pending. A law firm knowingly hires a "resigned member" of the State Bar to prepare motions, write discovery, and do research. One day the law firm receives notice of an ex parte hearing to be held in court next day but none of the firm's partners or associates are available, so they assign the "resigned member" to attend the ex parte.

A B



Continued on page 15

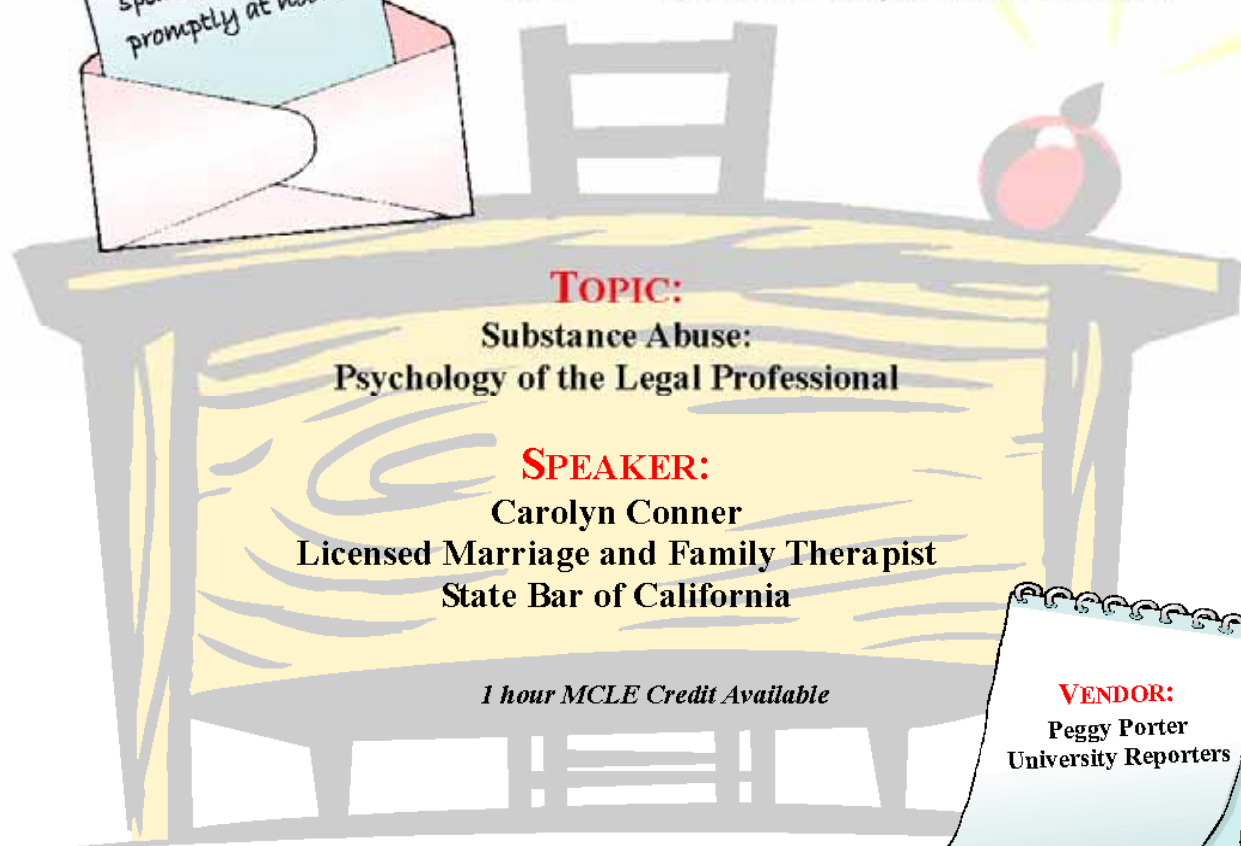


Sacramento Legal Secretaries Association

LUNCH LESSON



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



TOPIC:

**Substance Abuse:
Psychology of the Legal Professional**

SPEAKER:

**Carolyn Conner
Licensed Marriage and Family Therapist
State Bar of California**

1 hour MCLE Credit Available



Name: _____
Firm: _____
Mailing Address: _____
Daytime Phone: _____
Email: _____
SLSA Member? _____ YES _____ NO
Are you a member of another LSI Association? _____
Check here for membership information _____

Make Checks Payable to: SLSA
Reservations due by August 16, 2010
To: Paula Lockard, CCLS
McDonough, Holland & Allen, PC
500 Capitol Mall, 18th Floor
Sacramento, CA 95814
Tel: 916-403-2531/Fax: 916-444-8334
email: plockard@mhalaw.com

*If you cannot attend this event but are interested in membership, please call 916-446-4254.
Visit our website: <http://www.slsa.org>*

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 <i>Board Meeting</i>	10	11	12	13 <i>LSI Conference (Modesto)</i>	14 <i>LSI Conference</i>
15 <i>LSI Conference</i>	16	17 <i>Lunch Lesson</i>	18	19 <i>General Meeting</i>	20	21
22	23 <i>Bulletin Articles Due</i>	24 <i>Evening Seminar</i>	25	26	27	28
29	30	31				

Dates to Remember

- **August 4 - Grammar Gregg's Way** (Location: Fagen Friedman & Fullrost, LLP: Time: 5:45 p.m.)
- **August 9 - SLSA August Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **August 13-15 - LSI Conference** (Location: Double Tree Hotel, Modesto, CA)
- **August 17 - SLSA Lunch Lesson** (Location: McDonough Holland & Allen - Topic: TBD.)
- **August 19 - SLSA July Dinner Meeting** (Location: Courtyard Marriott Midtown - Topic: TBD)
- **August 23 - Last Day to Submit Articles for the September issue of The Legal Eagle**
- **August 24 - SLSA Evening Seminar** (Location: Downey Brand - Topic: TBD.)
- **September 1 - Grammar Gregg's Way** (Location: Fagen Friedman & Fullrost, LLP: Time: 5:45 p.m.)
- **September 6 - SLSA September Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **September 16 - SLSA July Dinner Meeting** (Location: Courtyard Marriott Midtown - Topic: TBD)
- **September 21 - SLSA Lunch Lesson** (Location: McDonough Holland & Allen - Topic: TBD.)
- **September 20 - Last Day to Submit Articles for the September issue of The Legal Eagle**
- **September 27 - SLSA Evening Seminar** (Location: Downey Brandt - Topic: TBD.)

CCLS Quiz (Cont.)

by Jennifer Estabrook, CCLS

8. You are a notary public newly employed by a law firm which has a policy of not asking clients for identification when notarizing their documents. Your employer calls you into his office, introduces you to his client, and asks that you notarize the client's grant deed. You ask the client for identification, explaining to the client that the law requires you to do so.

A B

9. A senior partner's secretary considers herself to be very discreet. She never discusses the particulars of the cases she works on after she leaves the office. She does believe it is okay to discuss the confidential matters in a file with her friends in the accounting department when they meet at break time in the office.

A B

10. An attorney opened a trust account for his new firm. His secretary was instructed to deposit a check received from a client as an advance for costs and expenses into the trust account. The secretary deposited the check into the firm's general account. Upon realizing this, she decides it was only a mistake and it will not ultimately make a difference where the check was deposited.

A B

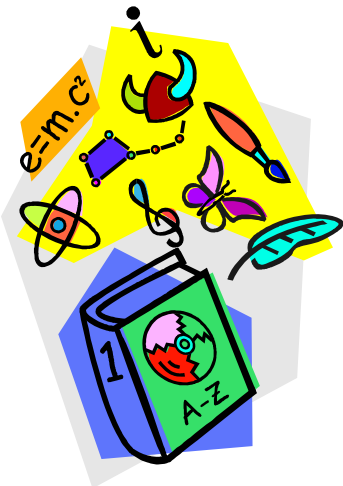
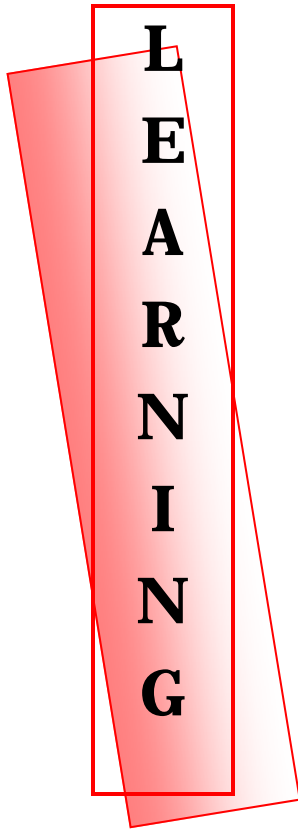


Answers on page 29

Vocabulary List

by Jennifer Estabrook, CCLS

LEGAL TERMINOLOGY—ETHICS



Lawyer	means a member of the State Bar of California or a person admitted in good standing of and eligible to practice before the bar of any United States court, the highest court of the district of Columbia or any state, territory or possession of the United States, or before the highest court of a foreign country or any political subdivision thereof. Rule 1-100(B)(3)
Law Firm	means (a) two or more lawyers whose activities constitute the practice of law and who share its profits, expenses and liabilities, (b) a law corporation which employs more than one lawyer; (c) a group within a business entity of more than one lawyer who performs legal services for the business entity; or (d) a publicly funded entity which employs more than one lawyer to perform legal services. Rule 1-100(B)(1)
Member	a member of the State Bar of California. Rule 1-100(B)(2)
Client	means a person who possesses the authority to accept an offer of settlement or plea, or, in a class action, all the named representatives of the class. Rule 3-510(B)
Judicial Officer	means judges, law clerks, research attorneys or other court personnel who participate in the decision-making process. Rule 5-300(C)
Civil Dispute	means a controversy or potential controversy over the rights and duties of two or more parties under civil law, whether or not an action has been commenced. Rule 5-100(C)
Employ	means to engage the services of another, including employees, agents, independent contractors and consultants, regardless of whether any compensation is paid. Rule 1-311(A)(1)
Involuntarily Active Member	means a member of the State Bar who is ineligible to practice law as a result of action taken pursuant to Business and Professions Code sections 6007, 6203(c) or CRC 958(d). Rule 1-311(A)(2)
Resigned Member	means a member who has resigned from the State Bar while disciplinary charges are pending. Rule 1-311(A)(3)
Communication	means any message or offer made by or on behalf of a member concerning the availability for professional employment of a member or law firm to any former, present or prospective client. Rule 1-400(A)

Vocabulary List (Cont.)

by Jennifer Estabrook, CCLS

LEGAL TERMINOLOGY—ETHICS

Solicitation	means any communication concerning the availability for professional employment of a member or law firm in which a significant motivation is pecuniary gain. Rule 1-400(B)
Knowingly Permit	means to fail to advocate corrective action when a member knows of a discriminatory practice or policy which results in unlawful discrimination. Rule 2-400(A)(1)
Competence	means to apply the diligence, learning and skill, and mental, emotional and physical ability reasonably necessary for the performance of the legal service. Rule 3-100(B)
Disclosure	means informing the client or former client of relevant circumstances and of their actual and reasonably foreseeable adverse consequences to that client or former client. Rule 3-310(A)(1)
Informed Written Consent	means the client's or former client's written agreement to representation following written disclosure. Rule 3-310(A)(2)



Upcoming Vendors

by Kristi Baughman

I am happy to announce our vendors for the month of August.

At our General Meeting on August 19, we will hear from Phil Olivas with C & P Legal Services. C & P Legal Services can assist with court filing, process serving and various other legal support services.

At our Lunch Lesson on August 17, Peggy Porter with University Reporters will be on hand to discuss their excellent court and deposition reporting services.

Finally, we will meet Jan Shipstead, Sales and Catering Manager for Morton's The Steakhouse. Guests at the evening seminar will be treated to a variety of Morton's famous "Bar Bites" including Mini Burgers, Steak Sandwiches, Crab Cake BLTs, and Smoked Salmon Pizza. Our August seminar will be an event to look forward to on August 24 at Downey Brand.

On behalf of SLSA, I would like to thank all of our featured vendors.

Governor's Report

by Dawn Forgeur, CCLS



*"LSI's first quarterly conference is quickly approaching... I hope to see members in attendance."
-Dawn Forgeur, CCLS*

LSI's first quarterly conference is quickly approaching and as usual there will be a whole host of continuing legal education for all members. The following workshops are available from LSI's Legal Specialization Sections and offer MCLE/CLE credit of 1.25 hours each and CCLS credit.

Starting on Friday, August 13, from 7:30 p.m. – 9:00 p.m., the Litigation and Law Office Administration sections will be holding a joint workshop entitled "Anatomy of a Wage and Hour Class Action."

On Saturday, August 14, from 10:30 a.m. – 12:00 p.m., the Transactional Law work-

shop is entitled "The Advantages/Disadvantages of Different Business Entities." The Probate & Estate Planning workshop is entitled "Speeding the Inventory & Appraisal Process." Additionally, there will be a CCLS Workshop entitled "Studying for the CCLS Exam: Tips for Forming a Study Group or for Independent Study" from the 2010-2011 LSI CCLS Chair, Kathy Nelson, CCLS.

Saturday afternoon, August 14, from 4:00 p.m. to 5:30 p.m., the Criminal Law workshop is "When Children Commit Adult Crimes" and the Family Law workshop's topic

is "Family Law Issues During Severe Economic Times."

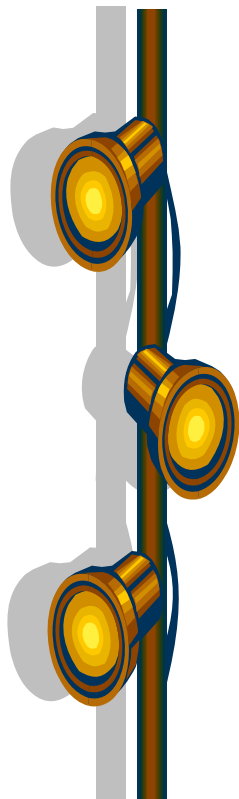
The advanced registration deadline is August 9, 2010, after this date the price is increased by \$5. Of course, you are always welcome to show up the day of the workshop and pay at the door for the higher price.

You can find the registration forms in this bulletin for the conference, hotel, and the workshops. I hope to see members in attendance, these Legal Specialization Section workshop topics look outstanding!

Vendor Spotlight

July General Meeting: Vine McKinnon & Hall

by Kristi Baughman



Our Vendor of the Month for July was Vine McKinnon & Hall. Amanda Vine Hall and Janette Vine spoke on behalf of Vine McKinnon & Hall.

For nearly 30 years, Vine, McKinnon & Hall, a reporter-owned-and-operated business, has provided court reporting and transcription services to the Sacramento legal community. They are a small full-service firm whose goal is to provide high-quality, personalized service to their clients.

They take pride in their service-oriented approach to the needs of their clients. They are able to coordinate all litigation support services you may

need - from reporter to videographer to interpreter. Each transcript you receive will include a complimentary E-Transcript™ file (a product of RealLegal.com) and an ASCII file. Upon request, they can also provide Summation Briefcase files. With the ever-changing technology of our field, if a request is made for a service or product we are unfamiliar with, they are committed to doing whatever it takes to accommodate any request!

Partners Janette V. Vine, CSR 3978, and Amanda Vine Hall, CSR 3977, oversee the day-to-day activities of the firm. Terry White is their office manager. Their long-

time partner, Tim McKinnon, retired in 2005.

You may reach Janette and Amanda via telephone at 916-371-3376 or via email at vmhcsr@sbcglobal.net.



CHAPTER ACHIEVEMENT REPORTING FORM

Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2010 through March 31, 2011. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete the form each time you attend a function and mail it to the person named below. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.**

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

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

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

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



WELCOME ABOARD THE LS-ISLE
MERCED COUNTY LEGAL PROFESSIONALS
ASSOCIATION and
STANISLAUS COUNTY LEGAL PROFESSIONALS
ASSOCIATION



AUGUST 13-15, 2010
LSI 1st QUARTERLY CONFERENCE
DOUBLE TREE HOTEL - MODESTO, 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: PLEASE CHECK IF YOU ARE:
 STATE OFFICER _____ GOVERNOR CCLS PLS
 STATE CHAIRMAN _____

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)
 POSTMARKED ON OR BEFORE JULY 12, 2010 \$ 99.00 \$ _____
 POSTMARKED JULY 13, 2010 OR LATER \$109.00 \$ _____

INDIVIDUAL TICKETS
REGISTRATION BY JULY 12, 2010 @ \$15.00 \$ _____
REGISTRATION JULY 13, 2010 OR LATER @ \$25.00 \$ _____
WELCOME RECEPTION (FRIDAY) @ \$20.00 \$ _____
LUNCHEONS _____ VEGETARIAN
 GOVERNOR'S (SATURDAY) @ \$29.00 \$ _____
 PRESIDENT'S (SATURDAY) @ \$29.00 \$ _____
 MEMBERSHIP (SATURDAY) @ \$29.00 \$ _____
SATURDAY NIGHT BANQUET @ \$42.00 \$ _____
 _____ CHICKEN _____ PORK TENDERLOIN SALMON
SUNDAY BRUNCH @ \$22.00 \$ _____
TOTAL AMOUNT ENCLOSED \$ _____

SPECIAL DIETARY NEEDS: _____

PLEASE MAKE CHECKS PAYABLE TO: **M & M 2010 CONFERENCE FUND**
MAIL TO: LORRAINE BETTENCOURT, 3361 SHORE LINE DRIVE, ATWATER, CA 95301



FOR GENERAL INFORMATION CONTACT:
REGISTRATION CHAIR – LORRAINE BETTENCOURT - (209) 356-0815 –
 plsccls@aol.com
OR CONFERENCE CO-CHAIR – STEPHANIE HARRISON - (209) 723-4479
 stephmjb@sbcglobal.net
DIANE MECCA (209) 238-0946 – djane@friendandwalton.com

NO REFUNDS AFTER JULY 23, 2010



WELCOME ABOARD THE LS-ISLE
MERCED COUNTY LEGAL PROFESSIONALS ASSN. and
STANISLAUS COUNTY LEGAL PROFESSIONALS ASSN.
 AUGUST 13-15, 2010
 LSI 1st QUARTERLY CONFERENCE
 DOUBLE TREE HOTEL
 MODESTO, CALIFORNIA



HOTEL REGISTRATION FORM

DOUBLE TREE HOTEL
 1150 NINTH STREET
 MODESTO, CA 95354
 PH: (209) 526-6000

NAME: _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____
 E-MAIL ADDRESS: _____
 LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)
 ARRIVAL DATE: _____ DEPARTURE DATE: _____

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)

- SINGLE/DOUBLE - **\$91.00**
- TRIPLE - **\$111.00**

SELF PARKING IS \$4.00 PER DAY
 VALET PARKING IS \$12.00 PER DAY

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, 209-526-6000. Use code **"LPA"** TO IDENTIFY YOURSELF AS BEING A PART OF **LSI** IN ORDER TO GET THE GROUP RATE.



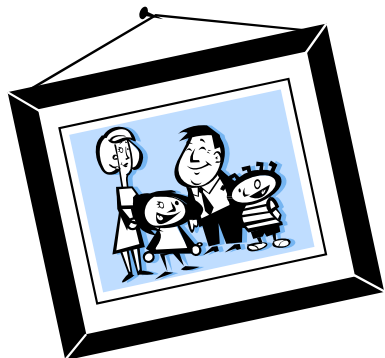
FOR GENERAL INFORMATION CONTACT:
 REGISTRATION CHAIR – LORRAINE BETTENCOURT - (209) 356-0815 – plsecls@aol.com
 OR CONFERENCE CO-CHAIR – STEPHANIE HARRISON - (209) 723-4479 stephmjb@sbcglobal.net
 DIANE MECCA (209) 238-0946 – diane@friendandwalton.com

HOTEL REGISTRATION DUE BY JULY 26, 2010

Speaker Spotlight

July General Meeting: "The Adoption Process" Tom Volk, Esq.

by Sophia Albov, CCLS



"The trend toward open adoption provides both medical history and a new narrative in 'adoption stories'."

~Sophia Albov, CCLS

The Sacramento Legal Secretaries Association (SLSA) was excited to share the July 15, 2010, dinner meeting with attorney Tom Volk, of the Sacramento Adoption Center. He spoke to us about some of the procedures in place to create an effective adoption. He also spent time clarifying the progression of adoption in our country and the different types of adoption that are currently available for both birth parents and adoptive parents. Perhaps the best insight we received from Mr. Volk was a glimpse of the human and emotional side of adoption.

He discussed the difference between traditional, closed adoptions, and the newer trend of open adoptions. In an open adoption the birth parents have an agreed upon level of relationship and future involvement with both the adoptive parents and the child. Historically, adoptions in this country have been closed, which leaves children who have been adopted no family history or medical history. The trend toward open adoption provides both medical history and a new narrative in "adoption stories." Mr. Volk shared the adoption story of his own adopted children. This story includes himself, his wife, and the birth parents. This leaves a child surrounded by a lot of love.

Mr. Volk is quite comfortable and familiar with the practices and procedures used for adoption. He shared some of these procedures with a dizzying speed. His intimate

knowledge of the workings of the state and the court system were impressive. He was kind enough to provide us with a handout which described the set of procedures used by the different forms of adoption. For example, if a child is proved to have Native American ancestry then the adoption matter must be decided in a tribal court. He also detailed the procedure which occurs if children are taken by Child Protective Services and his contribution in the fight to achieve, workable solutions for the birth parents.

He spent much of his law career working in Criminal Defense. His interest in Family Law, and Adoption Law in particular, began when he started adopting his own children. He indicated that he felt practicing Criminal Law, he was able to help individuals who found themselves in tenuous circumstances. However, in Adoption Law he was able to help and make a difference in the lives of the birth parents, the adoptive parents, and last but not least, in the lives of the children.

Mr. Volk received his JD in 1975 from Boston University.





*July Dinner Meeting.
Astrid Watterson, CCLS, Kristi Baughman, Tom Volk, Esq., Sophia Albov, CCLS*

In the beginning, there was BLS (Beginning Legal Secretary)...



Welcome BLS class of Summer 2010!!!

Legal Procedures

by Laura Welch, CCLS and Nancy Vanderhorst, CCLS

“The American Bar Association Model Rules of Professional Conduct provide comprehensive guidelines on ethical standards of practice for legal professionals.”

~Laura Welch, CCLS and Nancy Vanderhorst, CCLS

ETHICS DOS AND DON'TS

As legal secretaries, we must uphold the same ethical standards as the attorneys we work with. The American Bar Association Model Rules of Professional Conduct provide comprehensive guidelines on ethical standards of practice for legal professionals. Ultimately, our attorneys are responsible for ensuring that we uphold these standards. But what do you do when your attorney directs you to do something you know is unethical? Here are some common “dos and don’ts” involving situations many of us will encounter throughout our careers:

Do

Make sure that clients understand that you are not an attorney when you speak with them. If clients ask for advice that only an attorney can provide, defer to the attorney, even if you know the answer.

Be mindful of appearances. Even if you aren’t engaging in unethical practices, appearance matters. For example, if you are in the courthouse, don’t ride the elevator with jurors who might be hearing your case – even if you don’t speak to the juror at all, the appearance of potential impropriety exists.

Release client files promptly to the client when requested by the client.

Help ensure that your attorney communicates all settlement offers to his or her client.

Appear in court in administrative agency matters only. Check the agency’s rules governing a court appearance.

Do Not

Disclose confidential client information to anyone (including family members) or

discuss a case in front of anyone who isn’t working on the case (be mindful of conversations in common office areas, elevators, etc.).

Negotiate attorney fees with clients or potential clients.

Give legal advice of any kind to anyone, including friends and family.

Accept a case from a potential new client or clients.

Communicate directly or indirectly with a party who is represented by another lawyer in the matter.

Please refer to the ABA Model Rules of Professional Conduct and the California State Bar Rules of Professional Conduct for further guidelines.

Please note that as of July 1, 2010, the Judicial Council of California has updated a few of the forms we use. Of note are the following:

Civil – Form CIV-020 entitled Notice of Intent to Appear by Telephone has been added.

Domestic Violence – Form DV-101 entitled Description of Abuse has been revised.

Family – Form FL350 entitled Stipulation to Establish or Modify Child Support and Order has been revised.

Subpoena – Form SUBP-101 entitled Deposition Subpoena for Production of Business Records has been revised.

REVOKED FORMS

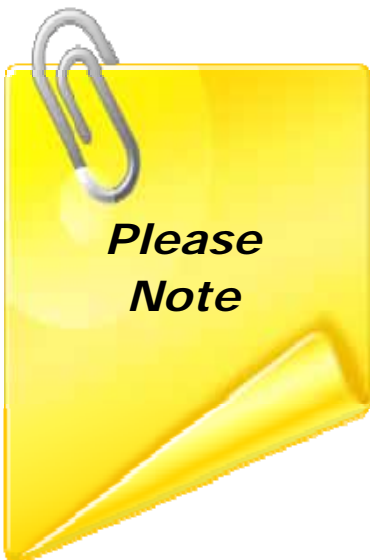
SC-106 – Request to Pay Judgment in Installments (Small Claims)

SC-110 – Request to Postpone Small Claims Hearing

SC-111 – Order on Request to Postpone Small Claims

SC-150 – Information for the Small Claims Plaintiff

NOTE: For a full complete list of the new, modified, and revoked judicial council forms, please visit the Judicial Council of California’s website at www.courtinfo.ca.gov.



Law Office Products/ Management

by Ron Bodenmann

PROTECT YOUR COMPUTER AGAINST KEYLOGGERS.

WHAT IS A KEYLOGGER?

A keylogger is a computer program that logs each keystroke a user types on a keyboard and saves this data into a file or transfers it via the Internet to a predetermined remote host. It also can capture screenshots of user activity, log passwords, record online chat conversations or take different actions in order to find out what a user is doing. A keylogger poses the most dangerous threat to user privacy.

WAYS OF INFECTION

Keyloggers differ from regular computer viruses. They do not spread by themselves and usually must be installed as any other software with or without user content. There are two major ways unsolicited keystroke logging program can get into the system.

1. A legitimate keylogger can be manually installed by system administrator or any other user who has sufficient privileges for the software [installation](#). A hacker can break into the system and setup their own keylogger. In both cases a privacy threat gets installed without the monitored user's knowledge and consent.

2. Malicious keyloggers often are installed by other parasites

like viruses, trojans, backdoors or even spyware. They get into the system without user knowledge and affect everybody who uses a compromised computer. Such keyloggers do not have any uninstall functions and can be controlled only by their authors or attackers.

CONSEQUENCES OF A KEYLOGGER INFECTION

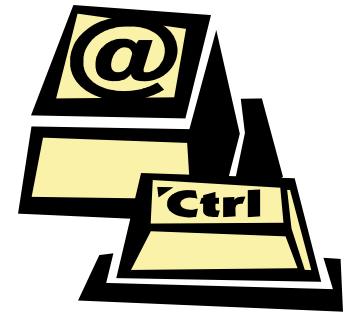
Nearly all keyloggers are very difficult to detect. They can violate user privacy for months and even years until the user will notice them. During all this time a regular keylogger is able to find out everything about the user. Someone who controls a keylogger gets priceless information including the monitored user's passwords, login names, credit card numbers, exact bank account details, contacts, interests, web browsing habits, and much more. All this information can be used to steal victim's valuable personal documents, money, use his name, address, and other identity data for criminal offences.

HOW TO REMOVE A KEYLOGGER?

Most keyloggers work in the same manner as the computer viruses and therefore can be found and removed with the

help of effective antivirus products like Symantec Norton AntiVirus, Kaspersky AntiVirus, McAfee VirusScan, eTrust EZ Antivirus, Panda Titanium Antivirus, and AVG Anti-Virus. Some advanced spyware removers, which are able to scan the system in a similar way antivirus software does and have extensive parasite signature databases can also detect and remove keyloggers and related components. Powerful anti-spyware solutions such as [Microsoft AntiSpyware Beta](#), [Spyware Doctor](#), [Ad-Aware SE](#), [SpyHunter](#), [eTrust PestPatrol](#) or [Spybot - Search & Destroy](#) are well-known for perfect keylogger detection and removal capabilities.

In some cases even an antivirus or spyware remover can fail to get rid of a particular keylogger. That is why there are Internet resources such as [2-Spyware.com](#), which provide manual malware removal instructions. These instructions allow the user to manually delete all the files, directories, registry entries and other objects that belong to a parasite. However, manual removal requires fair system knowledge and therefore can be a quite difficult and tedious task for novices.



"In some cases even an antivirus or spyware remover can fail to get rid of a particular keylogger."

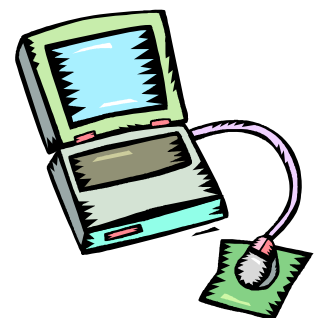
~Ron Bodenman

Did you know Judicial Council Court Forms are now savable online?

San Francisco—Thanks to the efforts of the Superior Court of Orange County, 937 Judicial Council forms can now be filled out online and saved on computers without the need for users to purchase any software.

The new savable forms can be filled out and saved using the free Adobe Acrobat Reader, version 7.0 or later. On the last page of each form, a "Save" button prompts the user to save the form. "Print" and "Clear" buttons have also been provided in those cases where users may fill out a form on a public or shared computer.

Judicial Council forms may be found at www.courtinfo.ca.gov/forms.





**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

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

Make check payable to:
Sacramento Legal Secretaries Association

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

Return the completed invoice and full payment to:

**Anne French
c/o Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

BIRTHDAY: _____

TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

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

Where do you want e-mail delivered? Business Residence

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

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

INVOLVEMENT:

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

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

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

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

**** SLSA USE ONLY ****

Date Received: _____ On Roster: _____

Check no.: _____ On LSI: _____

To Editor: _____



Sacramento Legal Secretaries Association

Dinner Meeting - August 19, 2010

Vendor of the Month:

**Phil Olivas
C & P
Legal Services**

Speaker:

Todd Vlaanderen, Esq.

Senior Staff Counsel/Supervisor Secretary of State's Office
and
President of the Sacramento County Bar Association

Topic:

"Ethics for Legal Professionals"

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting

**Courtyard Marriott
Midtown Sacramento**

4422 Y Street, Sacramento, CA
Tel: (916) 455-6800

\$25 SLSA Members*/\$29 Non-Members*

RSVP by August 16. Complete & detach reservation form, enclose check payable to SLSA, and mail to: Jennifer Shelton, Murphy Austin Adams Schoenfeld, 304 "S" St., Sacramento, CA 95811; phone: 916.329.3104; fax: 916.503.4000; email: jshelton@murphyaustin.com. ***Please add \$3 for reservations made after August 16. NOTE: Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.**

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO

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

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

DINNER SELECTION:

We are trying something different this month and going buffet style!
Please join us for a buffet to include:
Grilled Chicken Breast
BBQ Angus Tri Tip Steak
Vegetable Skewers
Green Salad with Ranch Dressing
House made Potato Salad
Baked Beans with Smoked Bacon
Spicy Apples Coleslaw
Baked Potatoes
Corn on the Cob
and
Baked Peach Cobbler!!!





CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____
 Mailing Address: _____
 City/State/Zip: _____
 Home Telephone: _____
 Work Telephone: _____
 Email Address: _____
 Local Association (please spell out): _____ LSALP A

PLEASE INDICATE IF YOU ARE:

_____ State Officer	<u>Title</u>	_____ Governor
_____ State Chairman		_____ CCLS _____ PLS

SCRIP (Includes Registration, Welcome Reception, Banquet, and Brunch)
 POSTMARKED **ON OR BEFORE OCTOBER 12, 2010** \$ 93.00 \$ _____
 POSTMARKED **OCTOBER 13, 2010 OR LATER** \$ 103.00 \$ _____

INDIVIDUAL TICKETS

_____ Registration PRIOR to October 12, 2010	\$ 15.00	\$ _____
_____ Registration AFTER October 13, 2010	\$ 25.00	\$ _____
_____ WELCOME RECEPTION (Friday)	\$ 20.00	\$ _____
LUNCHEONS Vegetarian Meal _____		
_____ Presidents' Luncheon (Saturday)	\$ 24.00	\$ _____
_____ Governors' Luncheon (Saturday)	\$ 24.00	\$ _____
_____ Membership Luncheon (Saturday)	\$ 24.00	\$ _____
_____ BANQUET (Saturday Evening)	\$ 42.00	\$ _____
_____ BRUNCH (Sunday)	\$ 22.00	\$ _____
	TOTAL AMOUNT ENCLOSED	\$ _____

Please Indicate Dinner Choice: _____ Prime Rib _____ Stuffed Eggplant (Vegetarian)
 _____ Filet of Salmon
 Special Dietary Restrictions: _____

Please make checks payable to: SFVLSA November 2010 Conference Fund

Mail to: SFVLSA, c/o Annette Johnson, 1838 Amargosa Drive, Palmdale, CA 93551

For Questions/General Information Contact: Annette Johnson, Registration Chair - Annettejohnson8@aol.com OR
 Lisa De La O, Conference Chair - (818) 784-8700 / ljsad@ssmlaw.com / www.sfvlsa.com

NO REFUNDS AFTER OCTOBER 31, 2010



HOTEL RESERVATION FORM

HOTEL INFORMATION:

Beverly Garland Holiday Inn
4222 Vineland Avenue
North Hollywood, CA 91602
(818) 980-8000 / (818) 766-0112 Fax /
www.beverlygarland.com

ROOM RATES:

\$119.00 King Bed
\$119.00 Two Queen Beds
Plus 14% Room Tax Per Night and
\$0.15 Tourism Tax Per Night

ROOM RESERVATIONS:

Please contact the hotel directly at 818-980-8000 ext. 7271 or book online at
<http://events.ichotelsgroup.com/DPRD-7ZY2GM/LAXBG/website/>

GROUP BOOKING CODE: LSI

CHECK IN/OUT:

Check-In Time: 3:00 p.m. / Check-Out Time: 12:00 p.m.

SELF PARKING:

\$7.00 per day / \$14.00 per night for overnight guests

AIRPORTS:

Burbank (Bob Hope) 5 miles from hotel
Los Angeles International (LAX) 17 miles from hotel



SHUTTLE SERVICE:

Super Shuttle 1-800-BLUE-VAN (1-800-258-3826) or book online at www.supershuttle.com



QUESTIONS/GENERAL INFORMATION:

Annette Johnson, Registration Chair
Annettejohnson8@aol.com

Lisa De La O, Conference Chair
(818) 784-8700 or lisad@ssmlaw.com

www.sfmisa.com

DEADLINE FOR GROUP RATE IS OCTOBER 18, 2010



Sacramento Legal Secretaries Association

Continuing Education
Evening Seminar August 24, 2010

Speakers:

Astrid Watterson, CCLS

and

Dawn Forgeur, CCLS

Topic:

“Citations!

California Style Manual”

The course will generally cover: general rules of citation, full citations, short cites, order of cited authority, use of introductory signals, use of subsequent references, punctuation in a series of citations, proper statute citations and abbreviations using the California Style Manual.

Time: 6 – 8 p.m.

Downey Brand

Downtown Sacramento

621 Capitol Mall, 15th Floor

Tel: (916) 444-1000

\$30 SLSA Members/\$35 Non-Members

VENDOR SPONSOR:

Morton’s The Steakhouse

Space is limited. Please RSVP by August 20. Late Registrations must add \$3 for reservations made after August 20.

MCLE & CCLS Credit: SLSA is a local association of Legal Secretaries, Inc. and an approved provider. SLSA certifies that this activity has been approved for minimum Continuing Legal Education credit by the State Bar of California and California Certified Legal Secretary credit in the amount of **2 hours**.

NAME: _____

Firm Name: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO

If “No”, are you interested in membership? YES NO

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

Participants are responsible for their own parking costs. Light snacks and beverages will be provided.



Complete & detach reservation form, enclose check payable to SLSA, and mail to:
Sophia Albov, CCLS
Cook Brown LLP
555 Capitol Mall, Suite 425
Sacramento, CA 95814
email: salbov@cookbrown.com
916-626-1349
NOTE: Cancellations must be received 48 hours in advance for a refund. **No-Shows will be billed.**
If you would like to be removed from this fax list please e-mail forgeurd@qlaw.com

Speaker Spotlight

July Evening Program: Advanced Family Law for the Legal Professional, Jerry Guthrie, Esq.

by *Sophia Albov, CCLS*

For the second installment of the Evening Seminar series the Sacramento Legal Secretaries Association welcomed Jerry Guthrie, Esq., to share with us some of the more intricate aspects of family law proceedings. He started at the very beginning (i.e. what is family law?) and took us through the entire process of a divorce proceeding. He interspersed the journey with amusing real life examples and practice tips. His immense experience in family law was able to shed an interesting perspective on his lecture. He indicated that many aspects of family law have changed as time has progressed.

One of the significant areas of change in family law is the way in which a marriage can end. Currently, a marriage can only end through death or dissolution. Dissolution is only granted on two grounds: irreconcilable differences or

incurable insanity. However, prior to the 1970's a marriage could be dissolved on several different grounds – i.e. adultery, etc. During this time period there also was no such thing as the no-fault divorce which we have today. This led to very contentious proceedings and encouraged attorneys to really dig to incriminate the opposing side. These days divorces are no-fault and many times the attorney does not even need to hear the misdeeds of the other party – Mr. Guthrie assured us this does not stop many of his clients from wanting to tell him all the wrong doings of their spouse!

Another important practice tip that Mr. Guthrie shared with us is the propensity of judges to be more liberal with family law proceedings than they are in regular civil court. In other words, they are more likely to bend the rules to achieve a peaceful solution.

For example, a judge is more likely in family court to set aside a default if the respondent does answer, even if it is indeed late. Our president, Astrid Watterson, CCLS, made sure to put out the disclaimer that even if in the real world judges might be more relaxed about the rules of family – anyone taking the CCLS exam must know the exact rules as described in the Law Office Procedures Manual or the codes!

Mr. Guthrie is a professor at Lincoln Law School, where he teaches both family law and probate. He is also a partner in the law firm of Guthrie and McCaleb. Mr. Guthrie received his JD in 1960 from UC Hastings College of Law in San Francisco.



Krisit Baughman, Jerry Guthrie, Esq. Sophia Albov, CCLS

“Many aspects of family law have changed as time has progressed.”

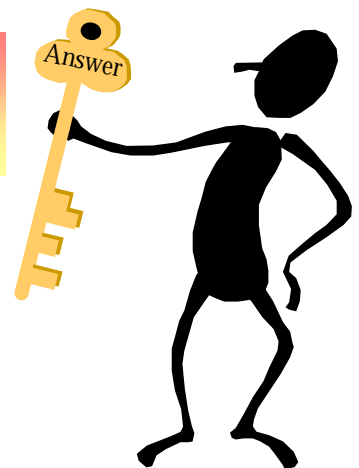
~Jerry Guthrie, Esq.

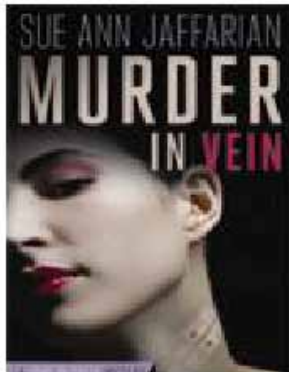
CCLS Quiz Answers

by *Jennifer Estabrook, CCLS*

Answers

- | | |
|------|-------|
| 1. B | 6. B |
| 2. B | 7. B |
| 3. B | 8. A |
| 4. B | 9. B |
| 5. A | 10. B |





ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION

Invites You to an Evening With

Sue Ann Jaffarian

and the Northern California launch of her first book in her new Fang-In-Cheek Mystery Series

"Madison Rose didn't believe in vampires ... until they saved her life."

[Sue Ann's book will be available for purchase at this event, and we're sure she would love to autograph them for you.]

RESERVATIONS REQUIRED

Send this RSVP Form with Check or Cash to
Linda Andrew-Marshall, P.O. Box 70222,
Richmond, CA, 94807-0222
on or before **October 8, 2010**.

Questions: lindaam@gmail.com or (510) 326-8180.

Name: _____

Email: _____

Tel.: _____

No. of Reservations: _____

Amount Enclosed: _____

☞ Door Prize ☞

Date & Time

Thursday, October 14, 2010
6:30 p.m. – 8:30 p.m.

Location

Nixon Peabody, LLP
One Embarcadero Center, 18th Fl.
San Francisco, CA 94111
Tel: (510) 325-6349

Entrée Options

Middle Eastern Salad and Sandwich
Buffet, beverage/dessert included
(Vegetarian option will be available)

Cost: \$15.00

About the Author



Like the character Odelia Grey, Sue Ann Jaffarian is a middle-aged, full-time paralegal in Southern California. She is also the author of two best-selling mystery series, the Odelia Grey mystery series and the Ghost of Granny Apples mystery series, as well as a new vampire mystery series launched with the release of *Murder in Vein*. In addition to writing and her paralegal career, Sue Ann is sought after as a motivational speaker.

Other Books by the Author

Odelia Grey Mystery Series

Too Big To Miss, the first book in the Odelia Grey mystery series, has been optioned by producer Brad Wyman and No Net Films.



Is being a "corpse magnet" genetic? Find out when Odelia comes face-to-face with her missing link mother. Book 5 in the popular Odelia Grey mystery series.

Ghost of Granny Apples

Mystery Series

Ghost à la Mode

Book 1 in the Series

A murderer hanging from the family tree? Granny Apples and her great, great, great granddaughter, Emma Whitecastle, are sure to warm your heart and tickle your funnybone.

Coming February 2011 – Book 2 in the series "Ghost In the Polka Dot Bikini"



Happy "August" Birthdays!!



- *Elizabeth Gideon* August 5
- *Cynthia Biscarra* August 10
- *Marve Breech, CCLS* August 10
- *Patti Alexander* August 11
- *Stevie Nicole Garcia* August 13
- *Sandy Machado* August 13
- *Wanda Faye Portman* August 14
- *Ron Bodenmann* August 15
- *Marni Beach* August 24
- *Monica Parra* August 26
- *Sheila D. Brown* August 27
- *Lois A. Greene* August 30
- *Beverly Govea, CCLS* August 31



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LIGHTSPEED916@GMAIL.COM

WWW.LIGHTSPEED916.COM



Sacramento Legal Secretaries Association
**BOSS OF THE YEAR
CONTEST**

**DEADLINE
TO
SUBMIT
AUGUST 5, 2010**



HOW TO ENTER

Submit your reasons why your boss should be voted BOSS OF THE YEAR in 500 words or less. Your submission must also describe your boss in three words. The winner's nominating assistant will receive a \$50 Westfield gift card, and the winning BOSS will receive an attractive plaque. Please send your submissions via e-mail to the following judges by August 5:

**Maimie Chyinski – mchyinski@fagenfriedman.com
Desiree Delonia, CCLS – ddelonia@aklandlaw.com
Lindsey Perry – lindseyperry1@yahoo.com**

The WINNER and BOSS OF THE YEAR will be announced at the August 19, 2010, dinner meeting and will receive well-deserved compliments and recognition.

Sacramento Legal Secretaries Association
**LEGAL PROFESSIONAL
OF THE YEAR CONTEST**

**DEADLINE
TO
SUBMIT
AUGUST 5, 2010**



HOW TO ENTER

Submit your reasons why your nominee should be voted LEGAL PROFESSIONAL OF THE YEAR. The nominee must be a member of SLSA. Your entry must be 500 words or less. Your submission must also describe your nominee in three words. The winner will receive a \$75 Westfield gift card and an attractive plaque. Please send your submissions via e-mail to the following judges by August 5:

**Maimie Chyinski – mchyinski@fagenfriedman.com
Desiree Delonia, CCLS – ddelonia@aklandlaw.com
Lindsey Perry – lindseyperry1@yahoo.com**

The WINNER will be announced at the August 19, 2010, dinner meeting.

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

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

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

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

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

~ ~ **LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP** ~ ~

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

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

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES

CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS

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

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

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

How did you hear about SLSA? _____

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

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

Legal Secretaries, Incorporated

LEGAL SPECIALIZATION SECTIONS

CIVIL LITIGATION

CRIMINAL LAW

FAMILY LAW

LAW OFFICE ADMINISTRATION

PROBATE/ESTATE PLANNING

TRANSACTIONAL LAW



ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?

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

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

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

LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

2009-2010 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: **MARGARET TOVAR, CCLS, Legal Specialization Coordinator,**
12412 Camilla Street, Whittier, CA 90601

Enclosed is payment of my dues for the fiscal year **8/1/09** through **7/31/10** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

*Item available to LSI members only.

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	\$ 5.00		\$
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3.00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information (Rev. 5/08). Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7.00		
PRESIDENT'S PIN* Same as pendant (see above), but with pin on back.	7.00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
CALIFORNIA SALES TAX (7.25% OF TOTAL ORDER) +			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
TOTAL AMOUNT =			\$

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. COMPLETE PAYMENT INFORMATION BELOW AND MAIL COMPLETED ORDER FORM TO LEGAL SECRETARIES, INCORPORATED, CORPORATE OFFICE, P O BOX 660, FORTUNA, CA 95540-0660; OR, FAX TO (707) 725-1344. CHECK OR CREDIT CARD INFORMATION MUST BE INCLUDED. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY.

DELIVER TO: NAME _____ ASSOCIATION _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 DAY TELEPHONE (____) _____ E-MAIL _____

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 _____

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*Item available to LSI members only

(Prices effective 0508)

California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

**CCLS Certifying Board
5726 Lorelei Avenue
Lakewood, CA 90712**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, March 20, 2010
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, October 16, 2010

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

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

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

* Fees subject to change without notice.

** LSI members: Name of local association: _____ LSA/LPA.
Please enclose a photocopy of your local membership card.
You must be a member upon application to be eligible for reduced fees.

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

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

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

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

Signature of Applicant _____ Date _____

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK

... THE *ULTIMATE RESOURCE* GUIDE!



STEP-BY-STEP GUIDANCE: Step-by-step instructions for each major area of law practice, shows deadlines, fees, number of copies, addresses and all the other details needed to do the job right the first time!

FORMS: Included are official Judicial Council forms, plus practice-tested forms for pleadings, motions, business documents, transmittal letters, etc.

RELIABLE: The Handbook is written and reviewed by experienced legal secretaries, attorneys and judges. The Publications Revision Committee has years of practical know-how and expertise in each area covered in the Handbook.

UP-TO-DATE: The Handbook covers the current statutes and court rules. It is kept up-to-date by the Publications Revision Committee through annual replacement pages.

CONTENTS

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

ORDER FORM

Please send me **LEGAL PROFESSIONAL'S HANDBOOK**. If I decide not to keep the book, I will return it within 45 days at my expense.

Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 1,074-pg. 2009 Update was \$115.)

My payment is enclosed

Please bill me

<p style="text-align: center;"><i>Legal Secretaries, Incorporated</i> LEGAL PROFESSIONAL'S HANDBOOK 2 Volumes • Over 2550 Pages LSI Members-Only Price \$233.75 Nonmembers Price \$275 (includes shipping)</p>	NAME _____ PHONE (____) _____ E-MAIL ADDRESS _____ STATE BAR NO. _____ FIRM _____ ADDRESS _____ SUITE _____ CITY _____ STATE _____ ZIP _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-right: 1px solid black; padding: 2px;">Subtotal</td> <td style="padding: 2px;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Add applicable sales tax</td> <td style="padding: 2px;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">TOTAL</td> <td style="padding: 2px;">\$ _____</td> </tr> </table>	Subtotal	\$ _____	Add applicable sales tax	\$ _____	TOTAL	\$ _____	<input type="checkbox"/> Enclosed is my check for \$ _____ payable to THE RUTTER GROUP <input type="checkbox"/> Charge \$ _____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS Credit Card Number _____ Exp. Date _____ Signature _____
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LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

... THE *IDEAL TRAINING MANUAL* FOR NEW STAFF!



The Problem Training new law office staff members is time consuming and expensive. The adequacy of the training is often dependent on the ability of the existing staff. Loss of key personnel may make it impossible to train and supervise less experienced staff.

The Solution A system for training new staff and a reference source for all existing office personnel. The *Law Office Procedures Manual*, created by Legal Secretaries, Incorporated, provides everything you need to know about the forms, rules and procedures required in a law office.

STEP-BY-STEP GUIDANCE: The Manual covers each major area of law practice.

FORMS: The Manual includes the major Judicial Council forms, plus typical attorney-drafted forms. *Sample forms are filled out* to illustrate common applications.

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

CONTENTS

- Court Structure
- Civil Procedure
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- Unlawful Detainer
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- Criminal
- Family Law
- Adoptions
- Probate
- Conservatorships and Guardianships
- Corporations and Limited Liability Companies
- Workers' Compensation
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel; Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
- Glossary

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Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 522-pg. 2009 Update #2 was \$40.)

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Subtotal \$ _____ Add applicable sales tax \$ _____ TOTAL \$ _____	<input type="checkbox"/> Enclosed is my check for \$ _____ payable to THE RUTTER GROUP <input type="checkbox"/> Charge \$ _____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS Credit Card Number _____ Exp. Date _____ Signature _____



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LEGAL SECRETARIES INCORPORATED (LSI) BENEFITS

INSURANCE & FINANCIAL SERVICES INCLUDING AUTO & HOMEOWNERS DISCOUNTED INSURANCE: HEALTH/RETIREMENT/DENTAL PLANS/DISCOUNTED LONG TERM CARE INSURANCE

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's individual needs and location. For information call these representatives directly.

DISCOUNT THROUGH CEB

Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, refer to <http://ceb.com/LSI/>

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QUESTIONS AND CONCERNS CONTACT

Brooke Atherton, CCLS, LSI® Marketing Committee Coordinator
7448 Skyway, Paradise, California 95969
Work - (530) 877-6332 -- Fax (530) 877-7054
paralegalbam@sbcglobal.net

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 4/30/10**

Total Members (Fiscal Year-end 4/30/09)	Association		New Members	Transfer Members	Continuing Members	Total Members
33	Alameda County	LSA	7		28	35
21	Antelope Valley	LSA	3		18	21
57	Beverly Hill/Century City	LSA	6		43	49
24	Butte County	LPA	1		21	22
46	Capitol City	LPA	1		28	29
10	Conejo Valley	LPA	1		7	8
26	Desert Palm	LPA	8		14	22
22	El Dorado County	LPA	5		19	24
38	Fresno County	LPA	12		31	43
53	Humboldt County	LPA	12		34	46
35	Imperial County	LPA	12		18	30
39	Livermore-Amador Valley	LPA	3		32	35
84	Long Beach	LSA	6		49	55
33	Los Angeles	LSA	10		24	34
18	Marin County	LPA	6		10	16
31	Merced County	LPA	7		28	35
31	Monterey County	LSA	0		20	20
55	Mt. Diablo	LPA	19		47	66
19	Napa County	LSA	0		16	16
85	Orange County	LSA	30		50	80
32	Palo Alto	LSA	3		19	22
21	Placer County	LPA	11		15	26
9	Redding	LPA	6		7	13
19	Rio Hondo District	LPA	5		18	23
31	Riverside	LPA	3		24	27
158	Sacramento	LSA	49	<1>	109	158
219	San Diego	LSA	56		149	205
46	San Fernando Valley	LSA	21		39	60
49	San Francisco	LPA	10		36	46
35	San Gabriel Valley	LSA	5		25	30
68	San Mateo County	LSA	23		57	80
27	Santa Barbara	LSA	10		18	28
50	Santa Clara County	LSA	12		40	52
20	Santa Cruz County	LPA	3		17	20
28	Santa Maria	LPA	9		14	23
42	Sonoma County	LSA	6	1	31	38
14	Southern Butte	LSA	0		8	8
37	Stanislaus County	LPA	3		34	37
43	Stockton-San Joaquin	LPA	12		34	46
5	Trinity County	LSA	0		4	4
32	Ventura County	LPA	2		23	25
42	Members at Large		9		19	28
1787	3RD QUARTER TOTALS		407		1277	1685

Membership list as of 4/30/10

LEGAL SECRETARIES, INCORPORATED

ORGANIZED 1934



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THE LEGAL SECRETARY'S REFERENCE GUIDE

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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.

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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 |
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CHANGES TO MAILING/LISTING INFORMATION:

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

Please submit to:
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c/o Downey Brand LLP
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2010-2011

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Editor's Note

by Liz Gideon

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Liz Gideon, c/o McDonough Holland & Allen PC, 500 Capitol Mall, 18th Floor, Sacramento, CA 95814 or lgideon@mhalaw.com.

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~ Harold R. McAlindon

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