



Sacramento Legal Secretaries Association

The Legal Eagle

Book 2013, Issue 8

August 2013



OPERATION

BACKPACK

See Story on page 31



In this issue

[RENO BUS TRIP](#)

[SPEAKER SPOTLIGHT](#)



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August Meeting Information

Come and join us to hear Sacramento County Bar Association President Bruce Timm on August 15, 2013, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. 5:30 p.m. Meet and Greet, 6:15 p.m. dinner meeting.

President

Lynne Koroush

Bulletin Editor

Corene E. Rodder

Greenberg Traurig
1201 K Street, Suite 1100
Sacramento, CA, 95814
(916) 442-1111



NON-MEMBERS ARE WELCOME!

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

President's Message: "The Big Reveal"



Lynne Koroush, President

Don't you love it when you step outside and everything looks brighter and more colorful? The grass looks more lush, the flowers more showy and fragrant.

Sometimes it seems that overnight there's been a wondrous transformation of the world around us. The truth is that while it may seem like things have happened so suddenly, there's been a whole system of networks connecting and interacting behind the scenes, getting everything ready for the "big reveal."

It's much the same with SLSA and LSI. While we work, sleep, and go about the business of life, plans are being laid and details are being finalized for all the various programs and events enjoyed by our members. Just in the month of August, take a look at all that awaits:

~Another great issue of *The Legal Eagle*, full of insightful and helpful information.

~Lunch Lesson on identity theft, presented by the Elk Grove Police Department.

~Night at Raley Field. A night of fun and baseball with the Sacramento River Cats, an opportunity to support breast cancer awareness, and help raise funds for our August 2014 LSI Quarterly Conference.

~The completion of SLSA's Summer Beginning Legal Secretarial Training Course, and final exam night for the students.

~LSI's First Quarterly Conference for the 2013-2014 term. San Diego LSA has a wonderful schedule of events and educational

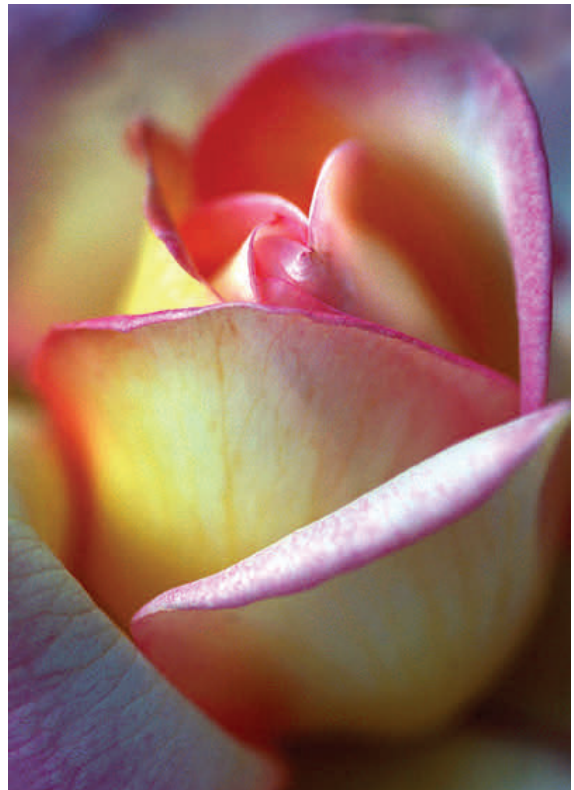
programs planned for all the attendees.

~The launch of LSI's first-ever online study course for those preparing to sit for the CCLS examination.

~SLSA's monthly dinner meeting, featuring guest speaker Bruce Timm, Esq., President of the Sacramento County Bar Association.

All of this happens because of months of planning, tremendous dedication, hard work, and the creative energy of SLSA's and LSI's members. I am in awe of your talent and tireless efforts. Thank you for all you do behind the scenes to bring us opportunities for education, training, professional development, and fun.

Have a great month, and enjoy all the "big reveal" moments!





Sacramento Legal Secretaries Association

Dinner Meeting - August 15, 2013



Bruce Timm, Esq.
President
Sacramento County
Bar Association

Vendor of the Month:
Legislative Research & Intent, LLC

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting
Courtyard Marriott - Midtown Sacramento
4422 Y Street, Sacramento
\$25 SLSA Members / \$30 Non-Members

RSVP by Monday, August 12. Make **checks payable to SLSA**, and mail to:
Paula Lockard, CCLS, Registration/Reception Chair 2013-2014, c/o Sacramento City Attorney's Office,
915 "I" Street, 4th Floor, Sacramento, CA 95814. You may also register via e-mail at reservations@slsa.org, or
through our website at www.slsa.org under Upcoming Events.

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

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Entrée Selection:

Penne Rustica – Chicken, Rock Shrimp, and Prosciutto in Asiago Cream Sauce

Honey Balsamic Chicken - Honey Balsamic Glaze, Basmati Lemon Rice and Seasonal Vegetable

Vegetarian Option: Mushroom Ravioli - Stuffed With Mushrooms and Cheese with a Marsala Wine Cream Sauce

All meals will be served with Harvest Salad and dessert.

Do you require a MCLE or CCLS certificate?

Are you an SLSA member? YES NO

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

Are you interested in volunteering with SLSA? YES NO



Anne French and Deseree Gamayo



Rebecca Lerma, Crystal Rivera, and Maryanna Rickner



Janis Pollo, Debbie Jordon, Suzanne MacDonald, and Pamela Spring



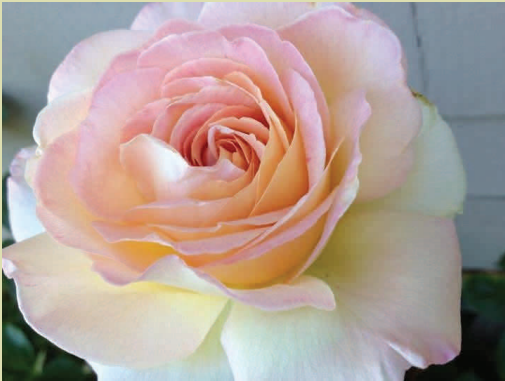
Angela Grijalva and Luke Patterson



Beautiful tables at the July 18, 2013 meeting



Karen Benzler, Ana Maria Sotuela, and Adriana Ellis



Rebecca Lerma, Miésa Ross, and Dawn Forgeur, CCLS



SLSA Vice President Whitney Squire, Marie Beasley, and Debbie Frias, CCLS

Speaker Spotlight: David Zarka, Esq., “The Ins and Outs of Personal Injury”

Submitted by Lynne Koroush



SLSA President Lynne Koroush and
David Zarka, Esq.

With more than 30 years' experience in the areas of personal injury law, construction defect litigation, insurance coverage law, and professional negligence defense cases, David Zarka, Esq., Of Counsel to the Gold River firm of Stone & Graves, was SLSA's guest speaker at the July 18, 2013, dinner meeting. Mr. Zarka focused his discussion on the area of personal injury law, and specifically on the exceptions surrounding the general two-year statute of limitations in such cases.

According to Code of Civil Procedure section 335.1, "An action for assault, battery, or injury to, or for the death of, an individual caused by the wrongful act or negligence of another," must be brought within two years of the date of injury. However, there are occasions where the two-year statute is not controlling for a personal injury situation. Mr. Zarka stated that considerations must be given to: who is the

plaintiff; who is the defendant; did one of the parties die after the injury (specifically, the defendant); and, what was the activity that brought about the injury?

Other instances where the two-year statute may not be controlling include:

Is the plaintiff a minor, or "insane," or under execution of a criminal charge (and who is the defendant)? (Code Civ. Proc., §§ 352 subd.(a) and 352.1.)

If the plaintiff is a minor, or insane, the time for disability is not part of the time limited for commencement of the action.*

If under the exception of a criminal charge for a term less than life, the time of that disability is not part of the time limited for the commencement of the action, *not to exceed two years*.*

Is the defendant a public entity? Was the plaintiff a state prison convict? (Code Civ. Proc., § 342.)

Actions against public entities upon a cause of action for which a claim is required to be presented, must be presented within the time stated in Government Code section 945.6.

When a person is unable to commence a suit on a cause of action described in subdivision (a) of Government Code section 945.6 within the time prescribed in that subdivision because he has been sentenced to imprisonment in a state prison, the time limit for commencement of such suit is extended to six months after the date that the civil right to commence such action is restored to such person, except that the time shall not be extended if the public entity establishes that the

(Continued on page 7)

(Continued from page 6)

plaintiff failed to make a reasonable effort to commence the suit, or to obtain a restoration of his civil right to do so, before the expiration of the time prescribed in subdivision (a).

Did the defendant die after the plaintiff's injury? (Code Civ. Proc., § 366.2.)

If a person against whom an action may be brought on a liability of the person, whether arising in contract, tort, or otherwise, and whether accrued or not accrued, dies before the expiration of the applicable limitations period, and the cause of action survives, an action may be commenced within the one year after date of death, and the limitations period that would have been applicable does not apply.

Who is the plaintiff? (Code Civ. Proc., §§ 340.1, 340.15, 340.2-340.5, 340.7-340.8.)

Exceptions can apply for victims of childhood sexual abuse, victims of domestic violence, victims of asbestos exposure, victims of a felony offense, victims of personal injuries sustained before or in the course of birth, victims of medical malpractice, victims of the Dalkon Shield, and victims of exposure to hazardous/toxic substances.

The two-year statute of limitations is tolled . . . maybe? (Code Civ. Proc., § 351.)

If, when the cause of action accrues against a person, he is out of the state, the action may be commenced within the term herein limited, after his return to the state, and if, after the cause of action accrues, he departs from the state, the time of his absence is not part of the time limited for the commencement of the action.

You should determine if the defendant is a California resident *engaged in interstate commerce* at the time of the injury. If so, the

relief in this section is inapplicable. You should also determine if the claim against the defendant is for medical malpractice. If so, the relief in this section *may be* inapplicable. Even if the defendant was not engaged in interstate commerce or is not being sued for medical malpractice, you should determine if the injury resulted from the defendant's operation or ownership of a motor vehicle, as section 351 *may be* inapplicable in certain instances. However, IF the defendant was not engaged in interstate commerce, is NOT being sued for medical malpractice, the injury DID result from defendant's operation or ownership of a motor vehicle, AND the defendant is out of the state and cannot be located through the exercise of due diligence, then the relief in section 351 is applicable.

Mass Torts/Pharmaceutical Litigation

Commonly, in mass tort litigation, the focus is on the use of an allegedly defective product which is claimed to have caused widespread harm to many individuals across the country. There, the focus is more on what caused the harm rather than on where the plaintiff resides. The statute of limitations will vary from state to state in these types of cases, and a plaintiff may be able to pursue a cause of action in another state even when the statute of limitations has expired in the state where plaintiff resides.

Mr. Zarka was engaging, knowledgeable, and funny. We thoroughly enjoyed having him as our guest speaker, and would like to thank him for a wonderful presentation. Mr. Zarka can be contacted at Stone & Graves, (916) 231-0321.

**Tolling does not apply to an action against a public entity for which a claim is required to be presented.*

August Birthdays

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

Nicole Scruggs	August 2
Liz Gideon, CCLS	August 5
Cynthia Biscarra	August 10
Marve Breech, CCLS	August 10
Susan Hryekewicz, CCLS	August 13
Carolina Rose	August 16
Jeffrey Schuitema	August 19
Alex Cain	August 21
Jessica Hughey	August 21
Mary Taylor	August 22
Sean Higgins	August 23
Shaine Kennedy	August 27
Margarita Jakovas	August 29





Submitted by Launa Atkinson, CCLS

CCLS Quiz

Choose the most correct term:

1. _____ A financial statement showing the financial position of a firm on a given date.

2. _____ The book in which the original record of a business transaction is made. (The book of original entry.)

3. _____ An accounting method by which revenue is recorded when it is earned, regardless of when it is received, and expenses are recorded when they are incurred, regardless of when they are paid.

4. _____ The taking of cash or goods out of a business by the owner for his or her own personal use.

5. _____ A liability account used for short term liabilities or charge accounts.

6. _____ The owner's claims against the assets of the business.

7. _____ A list of all ledger account balances to prove that the total of all the debit balances equals the total of all the credit balances.

8. _____ An error in placing the decimal point of a number.

9. _____ Generally accepted accounting principles. (The rules or guidelines used for carrying out the accounting process.)

10. _____ Financial statement which summarizes changes in the owner's capital account for a stated (or defined) period of time.

a. Statement of Owners Equity

b. Drawing

c. Journal

d. Trial balance

e. GAAP

f. Accounts payable

g. Slide

h. Balance sheet

i. Owner's equity

j. Accrual basis



CCLS Vocabulary

Complaint: the initial pleading setting forth a cause/causes of action.

In Limine: at the beginning or the threshold.

Testimony: oral or written statements made by a witness under oath.

Action: a suit or judicial proceeding.

Trial de Novo: trial from the beginning; to start anew.

Demurrer: a formal objection to a pleading.

Statute: a law formally enacted by a legislative body.

Point: legal theory upon which a motion is based.

Attorney of Record: an attorney currently representing a party who has appeared in an action.

Civil Active List: a list of pending cases awaiting assignment of a trial date.

EXTRA! – EXTRA!

LSI OFFERS ONLINE CCLS STUDY COURSE!

Breaking news! Just announced at LSI's 79th Annual Conference in San Jose!

LSI is offering its very first online study course for those wishing to prepare for and take the California Certified Legal Secretary® examination. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- *California Legal Procedure (civil, family, probate, real estate, corporate)
- *Legal Terminology (citations, terminology)
- *Legal Computations (calendaring, math)
- *Skills (proofreading, following directions)
- *Ability to Communicate Effectively (grammar, punctuation, word usage)
- *Law Office Administration (computers, filing)
- *Reasoning & Ethics (ability to act reasonably and ethically)

Classes begin Thursday, August 15, 2013, and will take place once a week via Webex videoconference on Thursday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through October 17, 2013. Login information will be provided upon enrollment in the classes. The deadline to register is August 1, 2013. See flyer with registration form included in this bulletin.

Students will be provided with homework and handouts, and are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* and worksheets (10th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*. Check the CCLS Information Kit on the LSI website for a full list of recommended materials. Students are also encouraged to have the CCLS Study Guide.

For those of you who have been asking for a CCLS study group, HERE'S YOUR OPPORTUNITY! Questions about the online study course should be directed to LSI's CCLS Chair, Terrie Quinton, CCLS, at Quinton@dsmw.com.





LEGAL SECRETARIES, INCORPORATED



CCLS ON-LINE STUDY GROUP

August 15, 2013 – October 17, 2013

If you are interested in studying for the California Certified Legal Secretary (“CCLS”) Exam, join LSI’s On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- California Legal Procedure (civil, family, probate, real estate, corporate)
- Legal Terminology (citations, terminology)
- Legal Computations (calendaring, math)
- Skills (proofreading, following directions)
- Ability to Communicate Effectively (grammar, punctuation, word usage)
- Law Office Administration (computers, filing)
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CLASSES BEGIN THURSDAY, AUGUST 15, 2013

Classes will take place once a week via Webex videoconference on Thursday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through October 17, 2013. Login information will be provided upon enrollment in the classes.

The cost of the Study Group (all classes) is \$100 for LSI members, and \$125 for non-LSI members. This introductory price is for this session only. Each individual must register separately.

NEXT CCLS EXAM SATURDAY, OCTOBER 19, 2013

Students will be provided with homework and handouts. Students are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* and worksheets (10th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*. Check the CCLS Information Kit on the LSI website for a full list of recommended materials. Students are also encouraged to have the CCLS Study Guide.

CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: _____ Association: _____ LSA/LPA

Address: _____

Daytime Phone: _____ Evening Phone (during class time): _____

Email (during class time): _____

Payment: Check # _____ Credit Card # _____

Exp. Date: _____ Sec. Code: _____

Send registration form by NO LATER THAN August 1, 2013, to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 3043 4th Avenue, San Diego, CA 92103, email Quinton@dsmw.com. **NO REFUNDS AFTER AUGUST 8, 2013.**

STRIVE FOR SUCCESS – BE A CCLS!

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
14403 Leibacher Avenue
Norwalk, CA 90650**

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

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

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

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

* Fees subject to change without notice.

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

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

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

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

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

Signature of Applicant _____ Date _____

Submitted by Vice President Whitney Squire



Julie Bell – Julie is a legal assistant and office manager that currently does freelance work, and has been employed as a legal professional since 1986. She specializes in Business/Corporate Law, Criminal Law, Law Office Management, Litigation, Probate/Estate Planning, Real Estate Law, and Taxation. In her spare time she enjoys photography and meditation. Julie celebrates her birthday on April 10.

Stephanie Fulps – Stephanie is a legal secretary and office manager at Sutherland, Asbill, & Brennan, LLP, and has been a legal professional since 2009. In her spare time she enjoys spending time relaxing with her family and friends, as well as her two

Boston Terriers. Stephanie celebrates her birthday on July 19.

Linda Gerst – Linda is a legal secretary with Morrison Foerster, and has been a legal professional since 1982. She specializes in Business/Corporate Law, Probate/Estate Planning, and Real Estate Law. Linda celebrates her birthday on December 8.

Mayra G. Hernandez – Mayra is a legal assistant/receptionist with Knitter Lamping, LLP., and has been a legal professional since 2009. She specializes in Arbitration, Litigation, Probate/Estate Planning, and Elder Abuse. Mayra celebrates her birthday on January 18.

Azusena Meza – Azusena is a legal secretary with the County of Sacramento, and has been a legal professional since 2000. She specializes in Family Law. When not working, Azusena enjoys playing chess. Azusena celebrates her birthday on April 26.

Miésa Ross – Mie'sha is a receptionist at Greenberg Traurig, LLP. And has been a legal professional for nine years. When not working, Mie'sha is learning sign language. She celebrates her birthday on October 20.

Jessica Shepard – Jessica is an Office Assistant II with Sacramento County Counsel, and has been a legal professional since 2010. She celebrates her birthday on October 3.

Patricia Cooper – Patricia is legal professional currently with Nossaman, LLP. She has been a legal professional for 20 years and specializes in office administration. She enjoys gardening, woodworking, and genealogy in her spare time. She celebrates her birthday on May 5.

Cathy Doughty – Cathy is a legal assistant with Hanson Bridgett, and has been a legal professional since 2009. She specializes in Real Estate Law. She celebrates her birthday on February 25.

Stephanie Laurence – Stephanie is an administrative clerk with Legal Pro Resource and has worked as a legal profession since 2006. In her spare time she enjoys reading, cooking, and spending with her family. She celebrates her birthday on December 3.

Doris Pruett – Doris is a legal assistant with Zaro & Sillis and has been a legal professional for over 15 years. She specializes in litigation. In her spare time, she enjoys gardening, flower arranging, and assisting those in need. She celebrates her birthday on May 21.

ASSOCIATE MEMBERSHIP:

Carly Howard – Carly is a receptionist with Spinelli, Donald & Nott. She has been a legal professional since January of this year. She specializes in youth ministry, fine arts, and athletics. She celebrates her birthday on February 22.



SLSA Vice President Whitney Squire
and new member Miésa Ross

time

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

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

**Whitney Squire, Vice President
Squire Business Solutions
4144 Winding Way, Suite 115
Sacramento, CA 95841**

NAME OF APPLICANT _____ ARE YOU A CCLS? YES NO
EMPLOYER _____ POSITION _____
BUSINESS ADDRESS _____ CITY/ZIP _____
BUSINESS PHONE _____ BUSINESS E-MAIL _____
RESIDENCE ADDRESS _____ CITY/ZIP _____
RESIDENCE PHONE _____ RESIDENCE E-MAIL _____
EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____
SPONSOR (IF ANY) _____ APPLICATION APPROVED _____

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

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

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

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

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

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

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES

CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS

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

E-MAIL PREFERENCE? **BUSINESS** **RESIDENCE**

REGULAR MAIL PREFERENCE? **BUSINESS** **RESIDENCE**

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

How did you hear about SLSA? _____

Please make your **check payable to SLSA**. Mail payment with this form to:

Whitney Squire, Vice President
Squire Business Solutions
4144 Winding Way, Suite 115
Sacramento, CA 95841



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

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

Make check payable to:
Sacramento Legal Secretaries Association

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

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

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____ Are you a CCLS? Yes / No

BIRTHDAY: _____

TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered? 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 or co-chairperson? Yes No

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

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



The Biggest Little City in the World

RENO BUS TRIP

An Event Sponsored by
Sacramento Legal Secretaries Association

Saturday, October 12, 2013
8 AM to 8 PM

Destination: The Silver Legacy Resort Casino
\$30 per person (checks payable to "SLSA")

Includes:

- \$10 credit voucher for the casino and \$5 food voucher
- Free Breakfast
- Free Goodie Bag on Return Trip

- Restroom On Board
- \$1 Soft Drinks/Bottled Water
- \$2 Beer, Bloody Marys & Screwdrivers
- Raffle Prizes!!!
- Open to members & non-members -- must be at least 21 years of age

Seating is Limited!! -- First Come, First Served!! -- Register NOW!!

Departures:

8:20 AM -- Arden Fair Mall (Sears Parking Lot along Royale Rd.)

8:40 AM -- Citrus Heights (Safeway Parking Lot, 5345 Elkhorn Blvd.)

We will arrive at the Silver Legacy approx. 11:30 AM, and depart at 5:30 PM. We arrive in Sacramento approx. 8 PM.

RSVP BY SEPTEMBER 15, 2013
(no refunds after this date)

Reservations can be made online at:
www.slsa.org/events

or by mail, using the reservation form below

Questions???

SLSA – Michelle Chavez, CCLS (mchavez@yahoo.com), Elizabeth Madden, CCLS (elizccls@gmail.com), Johnny Bateman (jbateman@capitol-digital.com)



Checks Payable to: SLSA

Mail form & check to: Elizabeth Madden, CCLS, 5916 Camray Circle, Carmichael, CA 95608

Name: _____
 Number of tickets requested: _____ E-Mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Bus. Phone: _____ Cell/home phone: _____
 Your Pick-Up Location: Arden _____ Citrus Heights _____

~ Drawings for Raffle Prizes Held on the Return Trip from Reno ~

San Joaquin Superior Court has a new mailing address:

San Joaquin Superior Court
 Stockton Branch (List Department [civil, etc.])
 P.O. Box 201022
 Stockton, CA 95201-9022

**The following pending legislation may be of interest to you and/or your firm's practice:**

- AB 681 (Melendez) re Spousal Support, Domestic Violence. Existing law requires a court to consider specified factors in awarding spousal support, including documented evidence of any history of domestic violence, as defined, between the parties. This bill would require a court to also consider as a factor domestic violence perpetrated by either party against either party's child, as specified.
- AB 1167 (Dickinson) re Court Records, Electronic Forms. Current law governs the procedure for levying an execution lien upon real or personal property. This bill would require instructions given to a levying officer to include specified information if the instructions are accompanied by a specified writ of execution issued by the court as an electronic record or document printed from an electronic record issued by the court. Except as specified, the bill would authorize the levying officer to proceed in the same manner as if in possession of a paper version of the original writ. This bill contains other related provisions and other existing laws.
- AB 1183 (Jones) re Civil Discovery. Unless notice of a specified motion is given within 45 days of the service of the response, or any supplemental response, or any later agreed-upon date, the propounding party waives any right to compel a further response. This bill would provide that the 45-day period from service of a response or supplemental response in which notice of a motion to compel further response to discovery or must occur, begins to run after the receipt of a verified response or supplemental verified response. (Bill chaptered by Secretary of State on June 24, 2013.)
- SB 315 (Lieu) re Civil Actions, Telephonic Appearances. Current law provides that courts should, to the extent feasible, permit parties to appear by telephone at appropriate conferences, hearings, and proceedings in civil cases to improve access to the courts and reduce litigation costs. Current law permits a party to make appearances by telephone at specified conferences, hearings, and proceedings. This bill would expand the circumstances under which a party may appear by telephone to include all conferences, hearings, and proceedings except a trial and a trial readiness conference.

Answers to the CCLS Quiz

1. h 2. c 3. i 4. b 5. f 6. i 7. d 8. g 9. e 10. a

CHANGES?? UPDATES??

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



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____
FORMER NAME: _____
NEW EMPLOYER: _____
BUSINESS ADDRESS: _____
CITY: _____
STATE & ZIP: _____
BUSINESS PHONE: _____
FAX: _____
BUSINESS E-MAIL: _____
NEW HOME ADDRESS: _____
CITY: _____
STATE & ZIP: _____
HOME E-MAIL: _____

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

Where do you want *The Legal Eagle* and other SLSA/LSI mail delivered?

Where do you want e-mail delivered?

Which address should be listed in the membership roster?

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

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

Please submit to:

Attn: Whitney Squire
SLSA Vice President 2013-2014
4144 Winding Way, Suite 115
Sacramento, CA 95841
E-mail: vicepresident@slsa.org

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Editor-Corene E. Rodder

Editor's Note

Summer is coming to a close. Thank you to all those that were a part of Operation Backpack! I am looking forward to the Reno Bus trip in October. It sounds like a lot of fun!

The Legal Eagle always welcomes letters and article suggestions from readers. Please send them to: Corene E. Rodder, c/o Greenberg Traurig, LLP, 1201 K Street, Suite 1100, Sacramento, CA 95814 or rodderc@gtlaw.com.

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

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



Submitted by Kimberly Ann Smith

Benefits

Why not join one of LSI's Legal Specialization Sections? There's something there for everyone:

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

Membership includes access to free quarterly newsletters containing up-to-date information, including changes in the law and forms. Joining any one of the Legal Specialization Sections provides access to continuing education workshops and seminars.

The cost for LSI® members to join all six sections is \$75, or \$20 per section. Dues for non-LSI members is \$150 to join all six sections, or \$40 per section.

Besides the personal benefits to joining one of the legal specialization sections, if an SLSA member joins, our association can earn Chapter Achievement Points.

Discounts through Continuing Education of the Bar

Members of LSI are offered certain educational benefits (seminars, publication) through CEB at a reduced cost. For more information, visit <http://ceb.com/LSI/>.

Working Advantage

Members of LSI can receive discounts on movie tickets, theme parks, apparel, plays and more. Working Advantage provide promotional material to Corporate Office, who then forward the information to local associations. For more information contact: www.workingadvantage.com.



LEGAL SPECIALIZATION SECTION SEMINARS
LSI 1st Quarterly Conference – August 9-11, 2013 – Crowne Plaza San Diego
Hosting Association: San Diego LSA



REGISTRATION FORM - DEADLINE is Tuesday, July 30, 2013

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

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

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
Friday, August 9, 2013 – 7:30 p.m. to 9:00 p.m.		
<u>PROBATE/ESTATE PLANNING:</u> Topic: "Trust Litigation - Prevention & Prosecution" Speaker: Susan Stricklin Wilson, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>LAW OFFICE ADMINISTRATION:</u> Topic: "Performance Evaluations and Discipline – Avoiding Wrongful Termination Lawsuits" Speaker: Tammy L. Hunt, CCLS <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, August 10, 2013 – 10:30 a.m. to 12:00 p.m.		
<u>FAMILY LAW:</u> Topic: "Family Law Basics" Speaker: Mary Lou Floyd, CCLS, Paralegal <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>CIVIL LAW:</u> Topic: "Military Law versus Civil Law" Speaker: Paul J. Leeds, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, August 10, 2013 – 4:00 p.m. to 5:30 p.m.		
<u>CRIMINAL LAW:</u> ***1.25 hours of Elimination of Bias MCLE*** Topic: "Race, Ethnicity and the Criminal Justice System" Speaker: Liz Missakian, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>TRANSACTIONAL LAW:</u> Topic: "Patent Prosecution" Speaker: Scott Menghini, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	

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

Address/City/State: _____

Phone: (Work) _____ (Home) _____ Local Assn.: _____ LSA/LPA

Method of Payment: Check Credit Card Number _____ Expiration Date: _____

Name on Credit Card: _____ Type of Card: Visa _____ M/C _____ Card Verification No: _____

Mail, Fax, or Email completed form to:

Cheryl L. Kent, PLS, CCLS, LSS Coordinator
 P.O. Box 12082, Pleasanton, CA 94588
 925-623-3086 (fax) ~ clkcls@comcast.net

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

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

Speakers and Topics are Subject to Change

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

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.

2013-2014 Legal Specialization Section Leaders:

Civil Litigation: Dawn R. Forgeur, CCLS dforgeur@stoel.com	Law Office Administration: Tammy L. Hunt, CCLS loleader@tlhunt.org
Criminal Law: Jill Gardella jgardella@nablaw.com	Probate/Estate Planning: Kristi L. Edwards, CCLS kledwards@justice.com
Family Law: Mary Lou Floyd, CCLS, M.S. Loufoux7@yahoo.com	Transactional Law: Lisa De La O ldelao@ftcheven.com

LEGAL SPECIALIZATION SECTIONS

Of LEGAL SECRETARIES, INCORPORATED

2013-2014 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

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

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

Enclosed is payment of my dues for the fiscal year **8/1/13** through **7/31/14** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

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	NEW	RENEWAL	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Civil Litigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Criminal Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Law Office Administration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Probate/Estate Planning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transactional Law



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

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

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

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

BENEFITS

LEGAL SECRETARIES INCORPORATED (LSI)

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

<p style="text-align: center;">DISCOUNT THROUGH CEB</p> <p>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, visit http://ceb.com/LSI/</p>	<p style="text-align: center;">WORKING ADVANTAGE</p> <p>Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorg@suddenlink.com, or LSI Vice President</p>
<p style="text-align: center;">HERTZ CORPORATION</p> <p>Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
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<p style="text-align: center;">DWORKIN INSURANCE SERVICES Earl Dworkin 467 Hamilton Avenue, Suite 1 Palo Alto, CA 94301 Office: (650) 329-1330 or (800) 332-4313 Fax: (650) 329-9957 www.dworkininsurance.com Offering Individual and Family Medical Insurance, Travel Medical, Medicare Supplements, Dental Plans, and Part D Prescription Drug Plans</p>	<p style="text-align: center;">LEGACY WEALTH MANAGEMENT Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K.</p>
<p style="text-align: center;">DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwassociates.com, or Matt Kay (ext. 2628), mkay@dwassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance.</p>	<p style="text-align: center;">MWG FINANCIAL AND INSURANCE SERVICES Jory Wolf, President/Founder 6333 Greenwich Drive, Suite 210 San Diego, CA 92122 Office: (858)888-7300 Cell: (510)919-9062 jory@mwgfinancial.com California Insurance License: 0E88330 Individual disability insurance solutions</p>
<p>CREDIT UNIONS</p>	
<p style="text-align: center;">LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p style="text-align: center;">PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
 Mary J. Beaudrow, CCLS, LSI Vice President
 LSI Marketing Committee Coordinator
 939 Hough Avenue, #22, Lafayette, CA 94549
 Cell - (415) 717-5675
marybeau@comcast.net



Submitted by Jaymie Morales

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

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

It is the responsibility of the applicants to contact the employers, schedule interviews, exchange résumés, and to discuss benefits and salary, etc. All information is listed until notification to drop the name/position is given to the Employment Chair. Please contact Employment Chair Jaymie Morales, at (916) 446-7979, or e-mail her at jmorales@somachlaw.com. A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

(7/16/13) Part-Time Paralegal (Bilingual, Spanish Speaking Preferred). Two attorney plaintiff boutique practice located off of Howe Avenue and Highway 50 seeks part-time paralegal (20-25 hours per week). Applicant MUST have 3+ years of full-time paralegal experience. In addition, applicant should possess excellent organizational and computer skills. The position requires someone with ambition, intelligence, flexibility, and who is highly motivated to perform at a superior level. Spanish speaking is preferred. Salary is very competitive and DOE. Retirement, vacation and health benefits are available. Please email resume to jgeorgejr@psyclaw.com.

(7/15/13) Litigation Legal Secretary. The Sacramento office of Greenberg Traurig has an opening for a litigation legal secretary with 7+ years of experience. Qualified candidates must have a thorough understanding of the processes of state (California) and federal litigation. Must be experienced in, and knowledgeable of, e-filing, trial procedures, discovery, document production, document management, calendaring and case management. The position requires a team player with a service attitude and a superior ability to maintain effective relationships with attorneys, staff and the general public. The candidate should be outgoing, creative, intelligent, professional, and polished; must have superior verbal, written and organization skills and the ability to manage competing priorities. Must also be proficient in MS Word, Excel, PowerPoint and Outlook. Experience in a fast-paced, large law firm environment highly desired. M-F, candidate should be flexible to work overtime. We offer a competitive salary, outstanding benefits package and a team-oriented environment. Greenberg Traurig is an Equal Opportunity Employer. Please send all cover letters, resumes, and any supporting documentation via e-mail to chastainj@gtlaw.com. (No telephone calls, please).

(7/15/13) Paralegal. The Folsom office of Rosette LLP, is seeking a full-time paralegal with at least five years experience in state and federal court litigation in the State of California. Ability to file with various federal and state courts required. In-depth knowledge and familiarity of court procedures, application of local rules, and docketing is a must. Familiarity with the preparation and formatting of litigation documents, including Tables of Contents and Tables of Authorities is absolutely required. Similarly, familiarity with filing papers with state and federal courts (both electronically and manually) is required. A strong candidate is extremely well-organized, able to work with minimal supervision, and able to work well in a team environment. The successful candidate will be highly motivated, and possess a professional demeanor, superior oral and written communication skills and strong client service skills.

Proficiency in Microsoft Word, Outlook, and Excel is mandatory. Experience with Amicus is preferred. We offer competitive salary and benefits, including health care, 401k, and vacation. Please respond to this job posting with your resume, writing sample and cover letter via e-mail to Mrs. Christian Cienfuegos at: ccienfuegos@rosettela.com.

(Continued on page 27)

Employment Report (continued)

(Continued from page 26)

(7/10/2013) Legal Secretary. This position is in the Department of Fish and Wildlife's Office of the General Counsel (OGC). The incumbent will work under the direct supervision of the Assistant Chief Counsel and direction of the General Counsel. The incumbent will be responsible for assisting designated attorneys with legal support duties and functions. Please see full job posting (PDF).

Additional Information: (Will consider filling at the Senior Legal Typist classification for recruitment purposes.) Applicants should indicate whether they are applying for the Legal Secretary of Senior Legal Typist classification, and their basis for eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligible). Applicants should send a cover letter, resume, and standard state application to: Office of the General Counsel, 1416 Ninth Street, Suite 1341, Sacramento, CA 95814.

Desirable Qualifications: Excellent judgment; the ability to communicate effectively both orally and in writing; enthusiasm; the ability to work cooperatively and deal effectively with others; ability to work independently and with initiative; self-starter; dependability and the ability to adjust to shifting priorities and meeting deadlines; knowledge of legal and court rules and procedures; familiarity with litigation support activities; ability to use personal computers, including MS Word and Excel. Prior experience in a Legal Office or performing legal clerical/secretarial is preferred but not required. Interested applicants would need to be "reachable" on a Legal Secretary list. To obtain list eligibility, one would need to take a Legal Secretary exam, also listed on SPB's website, here.

(7/9/13) Legal Assistant. Small, but fast paced civil litigation law office seeking legal assistant for busy practice. Qualified candidates should have 5+ years in civil litigation experience including calendaring, mail, scanning, drafting correspondence, file management, dictation, filing state and federal court documents, and have excellent organizational skills. The ability to prioritize tasks and adjust to changing priorities is essential. Salary commensurate with experience. Benefits include PTO, medical and 401k. Please send resumes to Erica Rosasco via email at elr@fbmlp.com.

(6/28/13) Paralegal. Paralegal wanted-contract/as needed basis for small firm, mostly document prep, review and proofing, some research. Perfect for someone looking for a little extra work. Please send resume to duranlaw@yahoo.com.

(6/17/13) Experience Litigation Legal Secretary/Paralegal Needed - Sacramento, California. Evers Law Group, a small litigation law firm, has an immediate opening for an experienced Legal Secretary/Paralegal with a minimum workweek of 35 hours. Candidates must have at least 5 years of heavy litigation experience. We are looking for a self-motivated individual that works independently and enjoys being part of a team. Candidates must be proficient in Abacus, WordPerfect, electronic court filings, drafting discovery responses, drafting routine correspondence, scheduling, transcribing, and all other aspects of litigation. Candidate must also have a thorough knowledge of the California Rules of Court and Code of Civil Procedure.

Position is for 35 hours per week, includes PTO, numerous paid holidays and a contribution to health care plan after probationary period. Salary DOE. Please send your resume, references and hourly rate requirement in PDF format only to k.evers@everslaw.com.



The Merced County Legal Professionals Association presents its

30th Annual Fundraiser



Raffle!
Silent Auction!
Dessert Auction!

Date: September 14, 2013

DeAngelos, 2000 E. Childs Ave Merced

Time: 5:30 PM to 9:00 PM

Italian Style Buffet!

Proceeds to benefit local scholarships and the education of our members.

Tickets are \$25 per Adult (\$30 at the Door)

Kids 8 and under are \$10

Contact Sara White 617-3029 for More Information or
to Make a Donation



**WOUNDED WARRIOR
PROJECT**

We will also be taking donations at
the door to benefit the
Wounded Warrior Project!



Submitted by Debbie Frias, CCLS

Happy mid-summer! It does seem, however, we've been in "summer mode" since early April when the temperatures began rising. Your legal procedures chairman is longing for autumn!!

This certainly has been an interesting and challenging year trying to keep up with all of the

changes our courts have implemented. Whether you are working in a small office as I am, or in a larger one, each of us has the responsibility of trying to stay current and to bring the attorneys up to speed on all that is taking place.

I have been nagging members to check out the Legal Procedures blog that is being updated by my state counterpart, LSI's procedures chairman, Jeff Weddle. Just now, I logged on and found the following:

1. CourtCall: video-conferencing is apparently becoming available. Do not check with the courts, but rather with CourtCall itself, for more information.
2. Riverside County Superior Court: There is a notice of transfer of civil and probate cases from the Indio and Palm Springs branches, along with an update regarding the Blythe and Temecula courthouses. Check it out if your office has cases down there!
3. Los Angeles Superior Court/Central District: As we have seen up here, they are now limiting filings to two, per person, at one time. Should someone have a filing down there, be aware of these notices.

Pull up Jeff's blog by logging onto the LSI website, www.lsi.org, and click on members only and then procedures. If you need the members-only password, please contact our president, Lynne.

Here are a few more items:

Back to L.A. Superior Court - Recently, 177 employees/staff members were laid off and for those three days of staff lay-offs, the filing deadline for that court was Noon! We have seen so many changes in staff up here, but 177 at one time?!

On a more positive sign, I saw a press release last week, indicating Placer Superior Court has returned to normal operating hours (starting July 5)! I found the press release online.

Statewide, there is a short, revised fee schedule. The fee for mailing a plaintiff's claim for each defendant in a small claims action has been increased from \$10 to \$15; and the fee for exemplification of a record has been increased from \$20 to \$50.

I may have already provided this to you, and I apologize for any redundancy, but Sacramento Superior Court has announced changes to the arbitrator selection process, effective July 3, 2013.

You must go online to select an arbitrator for your case. You must select at least three arbitrators prior to submitting names, and the names must be submitted in order of preference. Only one party can complete the submission form. If parties fail to select and submit the names, an arbitrator will be appointed by the Court and the clerk will mail a notice of appointment of the arbitrator to all parties. The online form is located on the court's website at <http://www.saccourt.ca.gov/civil/arbitration-selection.aspx>.

Along the same lines, arbitrators in our court's system must also complete an Alternative Dispute Resolution Request for Information form, found online, and emailed to adr@saccourt.ca.gov.

Finally, I found a notice on our court's website that the Sacramento County Grand Jury issued its final report. You may access the report by going to www.sacgrandjury.org.

As always, I welcome suggestions for this article.

Check out LSI's New Legal Procedures Blog!

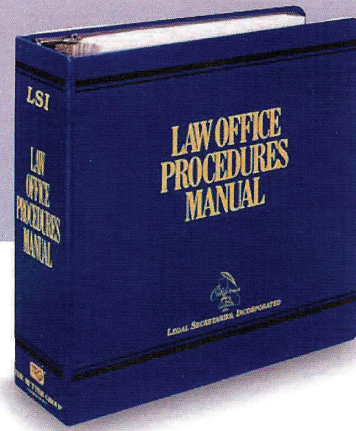
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- Adoptions
- Probate
- Conservatorships and Guardianships
- Corporations and Limited Liability Companies
- Bankruptcy [to be added in 2013]
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel;
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Charitable Projects: Operation Backpack

Submitted by Rebecca Lerma



Rebecca Lerma

In early July, SLSA was challenged to donate 30 backpacks filled with school supplies for homeless and low-income children in grades ranging from Kindergarten through High School. Although we only had three weeks to accomplish our goal, I was convinced that we would be able to come together for this worthy cause, and come together we did! Not only did we meet our 30 backpack goal, we nearly doubled it, donating a total of 51 backpacks!

For many of these children, the backpack full of supplies

may be the first time they've ever owned a new backpack. On the first day of school, they will not stick out. They will come to school prepared. They will not have to borrow paper and pencils. They now have their own supplies. We have made a difference for these 51 boys and girls. Nice work, team! Just imagine what we can do next year with a little more time!

Operation Backpack is an annual drive organized by the Volunteers of America, a non-profit organization founded in 1896. To find out more, see <http://www.voa.org/About-Us/Our-History>.



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Calendar/Dates to Remember



August

Aug. 1 - Lunch Lesson, "Identity Theft: Would you Know What To Do If Someone Else Were You?" by Officer Scott French of the Elk Grove Police Department. 12:00 p.m. to 1:00 p.m., at Downey Brand, 621 Capitol Mall, 18th Floor, Sacramento.

Aug. 1 - Deadline to register for LSI Online CCLS Study Course.

Aug. 2 - SLSA Night at Raley Field -- River Cats vs. Isotopes. 7:05 PM. Breast Cancer Awareness Night. Fireworks Friday presented by Toyota immediately following the game. Open to members and non-members. Fundraiser for SLSA's August 2014 Conference Fund.

Aug. 9-11 - LSI 2013 First Quarterly Conference hosted by San Diego LSA, Crowne Plaza Hotel, San Diego, CA.

Aug. 12 - SLSA Executive Board Meeting, 6 PM, at Greenberg Traurig, 1201 K Street, Suite 1100, Sacramento. (All members welcome.)

Aug. 15 - SLSA Regular Membership Meeting, 5:30 PM Meet & Greet, 6:15 PM Dinner Meeting. Guest Speaker: Bruce Timm, Esq., President, Sacramento County Bar Association. Downtown Courtyard Marriott, 4422 Y Street, Sacramento.

Aug. 15 - LSI Online CCLS Study Course begins.

Aug. 19 - BULLETIN ARTICLES DUE TO EDITOR.

Aug. 20 - Deadline for CCLS exam applications to be received for October 19, 2013 exam (without incurring late fee).

Aug. 24 - Last day to sign up for free LPMT membership (page 37).

September

Sept. 2 - Labor Day. All courts closed. No mail service.

Sept. 9 - SLSA Executive Board Meeting, 6 PM, at Greenberg Traurig, 1201 K Street, Suite 1100, Sacramento. (All members welcome.)

Sept. 19 - SLSA Regular Membership Meeting, 5:30 PM Meet & Greet, 6:15 PM Dinner Meeting. Guest Speaker: Gene Livingston, Esq., on "Civil Rights." Downtown Courtyard Marriott, 4422 Y Street, Sacramento.

Sept. 23 - BULLETIN ARTICLES DUE TO EDITOR.

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Parliamentarian's Corner: Business Comes First



Submitted by Astrid Watterson, CCLS

"Why do we have to sit through a meeting and all this business that has nothing to do with tonight's program?"

"Why not conduct the business meeting at the end, after the guest speaker? After all, that's why we came – to hear the speaker."

Believe it or not, these are exactly the kinds of comments and feedback that make their way back to SLSA's Executive Board – either through word of mouth, or via the evaluation forms.

Sacramento Legal Secretaries Association is a local chapter of Legal Secretaries, Incorporated, a 501(c)(3), non-profit organization, registered with the California Secretary of State. We have Articles of Incorporation and Bylaws on file which state the purpose of our organization, dictate the type of business and activities to be conducted, and the manner in which our meetings are to be conducted. Part of that is making sure that we have a quorum when conducting meetings of the Association.

"A Quorum of an assembly is such a number as must be present in order that business can be legally

transacted." (Roberts Rules of Order, 11th Ed., emphasis added.) Article XV, Section 1 of SLSA's Bylaws states, "Fifteen percent (15%) of the members of this Association shall constitute a quorum for the transaction of business at any regular or special meeting of this Association." Therefore, a quorum of members is necessary in order to conduct SLSA's business. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to which to adjourn, and to adjourn, or to take a recess. Unanimous consent cannot be given when a quorum is not present.

Without you, the members, we have no quorum. No quorum equals no business being conducted. No business being conducted means the Executive Board cannot act. No Executive Board action means programs, events, decisions, and plans are adversely affected, all of which ultimately affect you, the members, and the number and quality of benefits you receive from SLSA.

When you leave an SLSA meeting before we have a chance to conduct the business of the Association, you are affecting the quorum and SLSA's ability to do what it must do to serve its members. You are important. You are necessary. YOU are the reason business comes first.

LSI CODE OF ETHICS

It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules, and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.

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





Submitted by Dawn Forgeur, CCLS

It's time for the August Quarterly Conference! The theme is "Hawaii 5-0 Mystery Weekend" and along with the business of the corporation that will be conducted all weekend, there will be several fun events with mystery thrown in. The conference mascot (as pictured), Aloha Lani, has had photos taken at various mystery locations throughout the hotel and San Diego and we get to guess where those locations are! The Saturday Night Banquet will be the "Hawaiian Luau" with Polynesian dancers as our entertainment!

Throughout the weekend there are several educational programs being offered. The Legal Specialization Sections have a great lineup of speakers scheduled, and if you can't make it to conference, you may purchase any handouts, if available. Please see the registration form in this bulletin.

The LSI Continuing Education Council is presenting a Friday evening workshop on HIPAA with speaker Michael A. Reed, Esq. of Duckor Spradling Metzger & Wynne.

The California Certified Legal Secretary Chair is providing a "CCLS Mini-Mock Exam" on Saturday, August 10, bright and early at 7:30 a.m.! The cost is only \$5 for members. If you are attending conference and want a taste of the CCLS exam - this is your chance!

Next month, I will report back as to what business was conducted at conference - until then, aloha!



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LSI November Quarterly Conference 2013

November 15-17, 2013



Conference Registration Form

Name (as it will appear on badge): _____

Mailing address: _____

City/State/Zip: _____

Home telephone: _____ Work telephone: _____

E-Mail address: _____

SCRIP (includes registration, reception, banquet and brunch)

Please check if applicable and include title:

State Officer _____

State Chairman _____

Please check if you are:

Governor CCLS PLS

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

POSTMARKED ON OR BEFORE 10/16/13 _____ @ \$ 110.00 \$ _____

POSTMARKED ON OR AFTER 10/17/13 _____ @ \$ 120.00 \$ _____

INDIVIDUAL TICKETS

Registration by 10/16/13 _____ @ \$ 15 \$ _____

Registration after 10/16/13 _____ @ \$ 25 \$ _____

Welcome Reception (Friday) _____ @ \$ 20 \$ _____

Presidents' Lunch (Saturday) _____ @ \$ 30 \$ _____

Governors' Lunch (Saturday) _____ @ \$ 30 \$ _____

Membership Lunch (Saturday) _____ @ \$ 30 \$ _____

Banquet (Saturday) _____ @ \$ 43 \$ _____

Brunch (Sunday) _____ @ \$ 38 \$ _____

TOTAL AMOUNT: \$ _____

Dinner Choice: *Pollo a la Plancha* *Fillet of Salmon* *Vegetarian (Pasta Primavera)*

Chicken: Pan-Seared Chili Rubbed Chicken Breast, Sofrito & Black Bean Chorizo Risotto

Salmon: Ginger, Mango & Granola Crusted Atlantic Salmon, Shallot, Tarragon, Citrus Coulis, Garlic Spinach, Yukon Mashed Potatoes

Special Dietary Requests: _____

Make checks payable to "LBLPA 2013 CONFERENCE FUND"

Registration Chair: Alice M. Widmark, CCLS, 1016 W. Santa Cruz, San Pedro, CA 90731

310-547-0965 or e-mail: amwccls@sbcglobal.net

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- 🌿 Pet friendly

CHAPTER ACHIEVEMENT REPORTING FORM 2013-2014

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

Please complete this form and mail or email it to SLSA's Governor, Dawn Forgeur, CCLS. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam – Test Date: _____. (100 points)
- _____ I passed the CCLS exam – Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2013-2014 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2014. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH). (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

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



Free 2013 Membership in the Law Practice Management & Technology Section (LPMT)



Beginning August 5th, we invite all members of the State Bar of California to join the Law Practice Management & Technology Section (LPMT) free and enjoy the benefits of membership for the remainder of 2013. LPMT enhances the knowledge of its members – and the larger bar – in the areas of:

- Law office systems and procedures
- Financial management
- Marketing legal services
- Technology
- Legal ethics



LPMT is the *only* section exclusively devoted to starting, growing, and maintaining a successful, well-grounded, and ethical law practice.

LPMT members – lawyers and non-lawyers alike – constantly search for ways to improve the practice of law through better use of technology and the *best practices* in managing firms of all sizes, to create an optimal working environment between lawyer and client as well as among all firm personnel, and to share their insights with others.

LPMT Executive Committee members have broad knowledge and experience in varied areas of law. They wrote many chapters of the essential handbook *The California Guide to Growing and Managing a Law Office* and were instrumental in its publication. Several are national experts on technology and law practice management. With their diverse background and years of experience, they constitute a singular resource for attorneys across the spectrum, regardless of an attorney's particular discipline.

In addition to the above, member benefits include:

Free Publications & MCLE: Receive LPMT's flagship publication, *The Bottom Line*, a bi-monthly journal focused on practice management and the use of technology. Each issue contains at least one MCLE article eligible for one hour of credit – **FREE** to all members. Over a year, *The Bottom Line* offers 11 or more **FREE** MCLE hours, including those necessary special MCLE credits. On alternate months, members receive the *LPMT E-News*, which includes the ever-popular *Tech Tips* feature.

Discounts: Save money on numerous products, seminars, services, and technology trade shows, including offerings from CEB.

Website: Our site has a members-only area detailing section benefits: lpmt.calbar.ca.gov

Follow Us: On Facebook, Twitter & LinkedIn for the latest developments @CalbarLPMT!

Download: The new LPMT App for Android and iOS devices (Coming Soon)!

To receive your FREE LPMT Section membership for 2013, send your Name, Mailing Address, Firm (optional), Phone#, Email Address & CalBar License# to LPMT@calbar.ca.gov by August 24th!

Not a Calbar member? No Problem! Receive a FREE LPMT Associate Membership!



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

A's vs Indians

Alameda County Legal Secretaries Assn. Fundraiser

SUNDAY, AUGUST 18 • 1:05PM

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Plaza Infield
\$26 each

HIGHLIGHTS:

- A portion of each ticket purchased will go back to ACLSA
- Pregame tailgate party at 11 am. *Please bring a dish to share*
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Deadline to purchase tickets:

Tuesday, July 30

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

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

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

Submitted by Lynne Koroush

CourtCall Video Conferencing & A Look at "Best Authority"

COURTCALL ANNOUNCES VIDEO CONFERENCING

CourtCall announced on July 19, 2013, the launch of its new CourtCall Video Conferencing service. Over the next several months, CourtCall will equip courtrooms with its state-of-the-art, browser-based video conferencing platform, enabling interested judges to allow video participation for traditional CourtCall appearances.

According to CourtCall, all a remote participant needs to connect is a phone, computer with sufficient bandwidth, and a webcam. As participating courts and judges join, CourtCall will update the participant list on its website. You can even sign up for alerts from CourtCall to be advised when/if a judge begins to allow video.

To use video conferencing, there is a \$10 add-on to the normal CourtCall appearance fee. CourtCall also offers custom video for other appearances and hearings, for an additional fee. For more information, visit CourtCall's website at www.CourtCall.com.

A LOOK AT "BEST AUTHORITY"

TABLE OF AUTHORITIES		Page(s)
Cases		
<i>In re Clark</i> , (1993) 5 Cal.4th 750 [21 Cal.Rptr.2d 509].....		1
<i>Lentell v. Merrill Lynch & Co.</i> , 396 F.3d 161 (2d Cir. 2005).....		3, 5
<i>Pacific Gas and Electric Co. v. G.W. Thomas Drayage & Rigging Co. Inc.</i> , 69 Cal. 2d 33 (1968).....		1, 4
<i>People v. Eppens</i> , 979 P.2d 14 (Colo. 1999).....		5
<i>State v. Whitlow</i> , 949 P.2d 239 (Mont. 1997).....		4
<i>United States v. Baumgardner</i> , 85 F.3d 1305 (8th Cir. 1996).....		3
Statutes		
28 U.S.C. § 2254.....		1
California Code of Civil Procedure §739(b).....		passim

Best Authority, by Levit & James, Inc., is a software program that works with Microsoft Word to easily and quickly generate legal tables of authority. If you have not heard of this program, or tried it for yourself, I highly recommend doing so.

As those of you who have made the migration to Microsoft Windows 7 or 8

(and subsequent upgrade of MS software applications) are aware, the improvements and upgrades to the latest version of MS Word did nothing to improve creating or automatically generating a table of authorities. In fact, it made that task more difficult and frustrating, something Microsoft has yet to address for its legal industry users.

Unlike other products, Best Authority meets the TOA formatting requirements of all U.S. Courts and intuitively sorts authorities in the proper order. It also provides a unique review step where you can quickly compare each line in the TOA to the citations in the document.

There are four simple steps to generating a TOA in Best Authority.

Step One: Startup

You start processing a document by making a few simple choices, the most important of which is to pick "Best Authority Scheme." The scheme will determine the organization and formatting of your TOA, and many of the built-in schemes can easily be customized to meet specialized requirements.

Step Two: Scan for Citations

Best Authority will search through a document and automatically find and mark citations. The scan results are stored in the document, and will be used for building the TOA.

Step Three: Review the Scan Results

Best Authority offers a comprehensive feature set to review, proof and edit the results of the scan. The review features allow you to do hours of work in minutes, including the ability to find and fix citation errors in the document, see a preview of the finished TOA, and (in the premium edition) permanently edit or reformat the TOA. The review has three integrated elements all simultaneously visible on your screen.

- The document is open, and all of the citations found are color highlighted: yellow for long cites, blue for short cites, red for suspected citation fragments.
- In a pane at the top of the document is an optional preview of the finished TOA, which is instantly updated when you make edits to the TOA.

- In a pane on the left is a tree-style listing, called the Review Tree. The Review Tree is like a draft view of the TOA. At the top are the group headings, i.e. Cases, Statutes, etc. The next level, under the group, is the text of each authority as it will appear in the TOA. Under each authority is a listing of all its citations and their page numbers in the document.

When you click on a citation in the TOA Preview or the Review Tree, the corresponding citation in the document is scrolled into view and highlighted. This allows you to see exactly what information will be used to generate the TOA, and to make corrections or adjustments as needed. If an error is due to a mistake in the citation, you can click in the document and correct that citation. Using the premium edition, if you need to edit the TOA, you can use the tools in the Best Authority Ribbon or right-click. Changes made to the TOA are permanent and do not have to be re-done if you re-scan the document.

You can also browse through the Word document and easily find all the color-highlighted citations. You can then fix citations as needed in the brief or right-click on the highlighted citation to adjust the TOA.

Step Four: Build Your Table of Authorities

When your review and edits are completed, you build a TOA with just two mouse clicks. This process can be repeated as often as necessary, and all your TOA edits are preserved.

Citation Revision Tracking

Attorneys often make revisions after a TOA has been created. Best Authority also has a new Citation Revision Tracking feature that pinpoints citations added, changed or deleted. Each time you rescan a document, you can concentrate on proofing and editing just the new or edited citations.

Levit & James have really done their homework with this product. It is extremely refreshing to see this kind of technology developed from the viewpoint of the legal industry user!

Vendor Spotlight: DeMichelle-Huseby Global Litigation Support

Submitted by Lynne Koroush

What a pleasure it was to have Shanna DeMichelle-Zanone and Tabitha Stewart from DeMichelle-Huseby Global Litigation Support with us as July's Vendor of the Month! As most of you know, as of April 1, 2013, DeMichelle Deposition Reporters expanded its litigation services and territories by merging with Huseby, Inc., a prestigious third-generation court reporting firm with headquarters in North Carolina and offices throughout the United States.

This merger enables Shanna and Tabitha to get out in front of clients more often, providing you exceptional service with the personal and genuine customer care that brought you to DeMichelle. The merger also provides you with the latest in technology from a company that is continually on the cutting edge, including a web-based Client Resource Center providing deposition calendaring, invoicing, and a full-text searchable repository, including transcripts, exhibits and video. You also have access to the latest in web conferencing technology to take depositions remotely from the comfort of your office. With a desktop computer, laptop, or iPad, you can view live video of the witness, interact with a real-time text stream from the reporter, and view, annotate and mark exhibits electronically. Shanna gave an excellent presentation from the recent Zimmerman case on why you need this kind of technology!! This video showed testimony by Skype that was unsecured and the testimony was interrupted by a constant barrage of others trying to call the host and witness!

You will still hear the same DeMichelle executive team on the other end of the phone when you call, and see the same smiling faces when you enter their office for a deposition. In order to help provide you better service, you may hear a new name and voice when you have production and billing questions, but Shanna and Tabitha will still be assisting you as always.

While the logo may have changed, please continue to use all the same telephone numbers and email addresses for DeMichelle. Huseby, owned by Scott Huseby is also a family-owned and operated business that includes generations of Huseby court reporters, dating back to 1928. Says Shanna, "We are very excited to combine our family-business values and provide you with personal customer care, a plethora of resources to meet your scheduling needs, while continuing to serve you on a local and, now, national level!"

Thank you again to Shanna and Tabitha, and all the folks at DeMichelle-Huseby Global Litigation! Please visit them on the web at www.demichelle.com, or call toll-free at (888) 709-0888.

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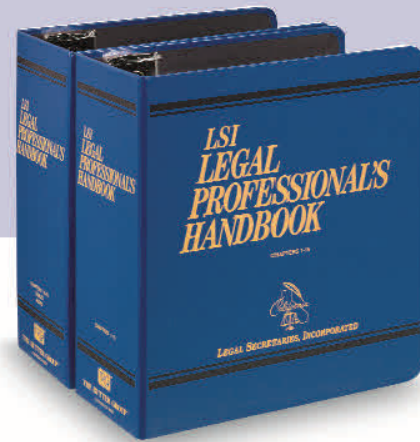


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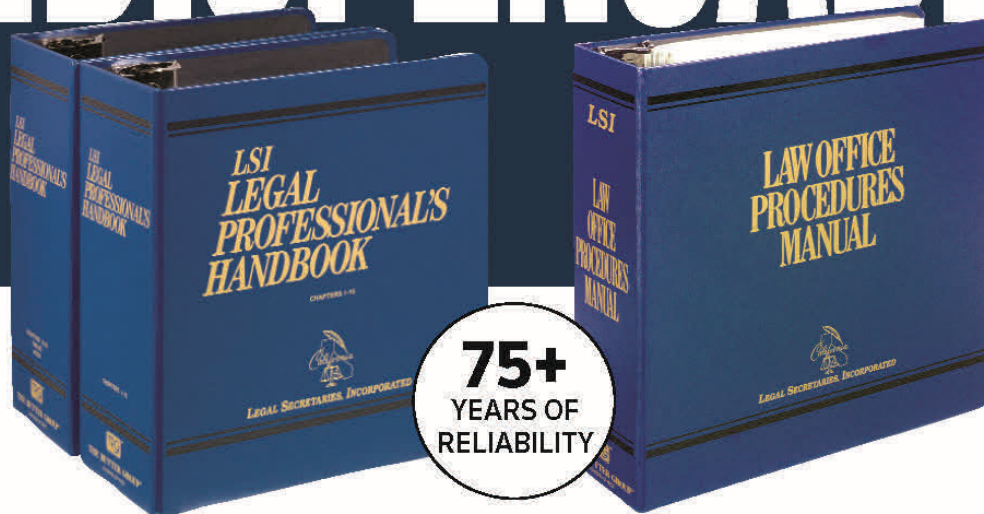
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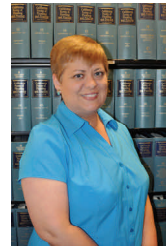
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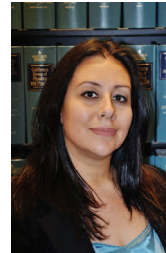
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