



The Legal Eagle

Sacramento Legal Secretaries Association

Book 2014, Issue 8
August 2014



In this Issue

SLSA Hosts August 2014
LSI Quarterly Conference

October Charitable Event

Online Classes!

- Overview of California State Court Discovery
- Beginning Legal Secretarial Training Class

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August Meeting Information

Don't miss out on our next regular dinner meeting! The speaker for the evening will be B.J. Susich, Esq., President of the Sacramento County Bar Association. Mr. Susich's topic is "Understanding Audit Response Letters: Why Accountants are Asking and How to Respond." The dinner meeting will be on August 21, 2014, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. Meet and Greet at 5:30 p.m. Dinner Meeting at 6:15 p.m.

President

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President's Message: "What's In It for Me?"

Submitted by Lynne Koroush, CCLS

I recently had the opportunity to chat with a member I had not seen in quite a while, and as we talked about SLSA, the value of membership, how to reach more members of the legal community, meeting our members' needs, etc., she made the following statement:

"People are always looking at the bottom line. They want to know what's in it for them."

So, I started thinking about that. What's my bottom line when it comes to SLSA?

Is it money? Am I getting enough of a return for the \$40 in dues every year? Is it worth it to pay \$25 every time I attend a dinner meeting, on top of the yearly dues? Is my membership in the Legal Specialization Sections a good investment?

Is it time? Do I believe it's worth my time to attend monthly meetings? Is it a good investment of my time to read the monthly bulletin or the LSI quarterly magazine? Do I consider it worth the interruption when I get e-mails from SLSA? Do I really want to take the time to read those Legal Specialization Section newsletters?

Is it my job? Does my membership really help me in my job? Do I feel supported and respected by my bosses and my peers because of my membership? Does my employer believe that being a member of SLSA makes me a valuable asset?

Is it the networking? Does being a member of SLSA increase my access to resources? Is it important to me to have professional connections outside of my workplace? Do I find value in the networking opportunities available to me as a member of SLSA?

Is it the education? How much value do I place on continuing education? Do I believe SLSA provides me with quality legal education? Does that education directly benefit me as a legal support professional? Do I believe that SLSA's/LSI's educational programs and publications provide me with information and training that would be difficult to find and/or afford elsewhere?

What's in it for me, being a member of SLSA? I think you get the idea.

So, let me ask you - - What's in it for you? What's your bottom line? I'd truly love to know.
(SLPrescott7@gmail.com)

--Lynne



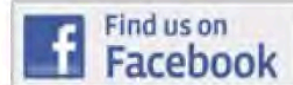
Sacramento Legal Secretaries Association



Dinner Meeting - August 21, 2014

Courtyard Marriott
4422 Y Street - Sacramento

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



Guest Speaker:
B.J. Susich
President, Sacramento County Bar Association

**“Understanding Audit Response Letters: Why Accountants
are Asking and How to Respond”**



B.J. Susich is an associate at Boutin Jones, in the firm's corporate and securities and tax groups. Mr. Susich is also a Certified Public Accountant and a Certified Fraud Examiner with experience in tax preparation, financial statement preparation and auditing. He regularly serves as a Visiting Professor at UC Davis School of Law and McGeorge School of Law, and as an Adjunct Professor at UC Davis Graduate School of Management. Mr. Susich was recognized as a Northern California Super Lawyer Rising Star for 2012 and 2013.

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 in the amount of **0.75 hours** by the State Bar of California.

RSVP by Noon on Friday, August 15*

Two Ways to Register:

- Online at www.slsa.org under Upcoming Events (Preferred)
- Via e-mail at reservations@slsa.org (please include menu choice)

\$25 SLSA Members / \$30 Non-Members
Add \$5 after deadline

Make checks payable to SLSA and mail to:

Paula Lockard, CCLS
Registration/Reception Chair 2014-2015
c/o Sacramento City Attorney's Office
915 "I" Street, 4th Floor
Sacramento, CA 95814

Dinner Menu – Choice of:

- **Marinated, Grilled Chicken Breast:** Served with garlic mashed potatoes, roasted seasonal vegetables, and mushroom chicken jus.
- **Eggplant Parmesan:** Served with marinara sauce, fresh mozzarella, basil and buttered parmesan pasta.

*Entrees include green salad and
choice of Starbucks Coffee, Tazo Tea, and water service.*

**Thank You to SLSA'S Vendor Partner
for August**



**Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.*

Speaker Spotlight: Techno Ethics: Ethical Concerns of Modern Technology



Submitted Lynne Koroush, CCLS

Our guest speaker for the July 17, 2014 dinner meeting was Danielle Gsoell of Veritext Legal Solutions. Danielle is the western region Technical Client Solution Specialist for

Veritext, and presented us with great information regarding the ethical concerns and obligations of today's legal professional when dealing with modern technology.

Ethical Issues

Why is it important to look at the ethical issues surrounding the use of technology in the legal field? Some of the basic tenets of practicing law involve the preservation of client confidentiality, protecting clients' confidential and/or privileged information, and protecting attorney work product. Technology security plays a key role in preserving all of these.

Types of Private Information

Danielle stated that there are two basic types of private information: disposable and detrimental. Disposable information would be something like a credit card. If someone obtained it, you could call your credit card company and have the account canceled. They would send you a new card and there would be minimal damage and no ongoing damage. You could move on with a new card or account. Detrimental information, on the other hand, such as medical information or proprietary company information, is a different matter. If your medical records are released, there is no going back. As Danielle said, there is no way to get that "genie back in the bottle." The same is true for company information. Once the 100-year-old secret formula for Granny's Feel-Good Tonic is out, everyone knows. There is no way to "start a new account" like a credit card. Therefore, this second type of information is much more significant. Law offices are more likely to deal with detrimental information than disposable information. Either way, you have an ethical obligation to keep both private and secure.

Ever-Evolving Technology

Although technology moves fast, and often times much faster than the law, it is not an excuse for not making sure your technological information is secure. Just as ignorance of the law does not protect you, neither does ignorance of computers. The ethical obligations that

surround the use, or even misuse, of technology are too important and potentially much too dangerous to ignore.

Hacking and Packet Sniffing

"Hacking" is the process of seeking and exploiting weaknesses in a computer system or network, usually involving countless hours of boring code or network analysis, looking for flaws that will give the hacker access to your computer or network. In other words, a hacker "breaks into" your computer. Believe it or not, there are also user-friendly hacking software packages that are available for sale or download, which allow hackers to access your information.

What is "packet sniffing?" As you communicate via Wi-Fi, packets of information are sent through the air between you and the hotspot. These packets contain the information you are accessing. It could be your password being sent to your email server to access your email, or it could be the emails themselves. The hotspot is not the only one who can read these packets; they are floating through the air after all. If you are communicating with a client via Wi-Fi and including confidential information, such as medical information, proprietary company info, social security numbers, etc., you will want to make sure no one can see that. When sending email, especially over a public Wi-Fi network, it is imperative to use an encrypted connection. Someone could be sitting just a few feet away from you at the local coffee house, sipping their latte, capturing everything you do online.

Virtual Private Networks (VPN)

If your firm has its own email server, for instance, Microsoft Exchange, the best solution is to use a VPN connection to your network. This is a secure tunnel that funnels all your web activity, completely encrypted, through your firm's secure connection. This is the most secure way to browse and work on open access points (hot spots) or public Wi-Fi.

Multi-Factor Authentication

In the unfortunate event your password falls into the wrong hands, what can be done to add an extra layer of security? Normally when logging into a network, a website, etc., it will ask you for your username and password. This means the hacker only needs to gather two pieces of information to access your files. You can add another layer that substantially increases the security of your computer by adding what's called a

“token code.” Token codes are available through a small device that generates number “tokens” at fixed intervals. The user simply clicks a button, and the code is displayed. These codes are time sensitive, so if not used immediately, the user needs to generate a new one. This means that unless a hacker has the actual physical device in addition to your user name and password, they cannot get access. This extra layer of security can drastically reduce your chances of unauthorized access.

Cloud Services

How do “cloud services” impact the legal field? According to Danielle, if your internet services involve the use of the cloud, that means your data is stored on some other computer, some place out there on the Internet. You are required to make sure the data on that machine is just as secure as the computer on your desk. You need to ensure the services you use keep their data secure, encrypted, and backed up. You should review their security policies and ensure they comply with your own firm policies.

Danielle gave us two examples of instances where certain companies banned the use of cloud services. IBM actually banned the use of Siri, the voice transcription service on iPhones, due to security concerns. With Siri, your voice is recorded, sent to a server for transcription, and then sent back. In order to improve their transcription quality, Nuance occasionally examines the recordings. IBM was concerned their confidential, proprietary information might be leaked. While this example might be a little paranoid, it demonstrates that you do need to be concerned with any data in the “cloud.” When you use Siri or dictation, the things you say will be recorded and sent to Apple in order to convert what you say into text and to process your requests. Your device will also send Apple other information, such as your first name and nickname, address book contacts, song names in your collection, etc. (collectively, your “User Data”).

Another example of a cloud service that could potentially expose your firm is Drop Box. This is a very easy way to share files with multiple computers, which is why Veritext has blocked it. As Danielle stated, “You can imagine the incredible amount of confidential data we deal with every day. From medical records, to social security numbers, to confidential movie star gossip, we needed to ensure it was not a simple drag-n-drop for someone to steal

that data.” She emphasized that these are things we should all be aware of when crafting an IT policy. It is not just the security of the data, but the ease in which a rogue employee might steal that data. The ABA compiled a great chart that shows the opinion of many states on cloud computing. You can access that chart at: http://www.americanbar.org/groups/departments_office/legal_technology_resources/resources/charts_fyis/cloud-ethics-chart.html

Password Policies

The website SplashData recently released its list of the most popular Internet passwords for 2012. Because these passwords are the most common, they’re also the most vulnerable when it comes to digital security:

- | | |
|-------------|--------------|
| 1. password | 2. 123456 |
| 3. 12345678 | 4. abc123 |
| 5. qwerty | 6. monkey |
| 7. letmein | 8. dragon |
| 9. 111111 | 10. baseball |

While it may be frustrating to remember long passwords and have to change your passwords often, it is the simplest precaution you can take to protect yourself. Danielle says to think of it like a seatbelt: a simple act that can have life-saving ramifications.

Where Does a Computer Go When It Dies? Is it Ever Really Dead?

According to Danielle, this is actually a serious matter. Organized criminals have been able to retrieve confidential information from major governments and corporations due to the fact that most hard drives are just thrown away, not erased prior to disposal. Just deleting files does not actually delete them. It simply tells the hard drive it can now use that space. The data is actually still sitting there, which is why forensic data technicians can recover old, “deleted” files. An application that will erase your old hard drives before disposal is KillDisk. This application will comply with the most stringent standards adhered to by many governments, including our own. This is a far more effective process than just deleting the files before disposal. KillDisk, or a similar application, will actually write over the data with new data, often several times, ensuring that none of the original information is retained. While it may seem like a lot of extra work, just imagine throwing away a client file without shredding it first!

Things to Remember

- Two types of information: disposable and detrimental.
- While all confidential information should be kept secret, particular care must be used when dealing with the detrimental information. Once that cat is out of the bag, there is no going back.
- When traveling, connect via a VPN. Having that secure tunnel to the Internet is imperative while traveling. There is no way to know who is sitting around you “listening” in on everything you send.
- Implement multi-factor authentication. Passwords can be guessed, discovered, or leaked, but with another factor of authentication standing between the hacker and your files, you are much safer.
- Use caution when using cloud services. The ease and functionality of cloud-based services are alluring, but ensure that they have safeguards in place to keep your data private. Also, refer to your local state’s opinion on using cloud services.
- DO NOT use applications like Skype for depositions! (We saw how “secure” that was in a video of actual trial testimony that was being delivered via Skype.)
- Use secure passwords -- one of the simplest things you can do to ensure better security.
- Thoroughly erase your old hard drives. Just as you would never throw away an unshredded client file, make sure your hard drives are digitally “shredded.”
- Stay updated on technology!

Thank you very much to Danielle and the team at Veritext for bringing us this presentation and giving us a better understanding of how technology and the digital age affect the practice of law. If you missed this presentation, which offers one hour of ethics MCLE credit, Danielle will be presenting this workshop at LSI’s Quarterly Conference in Sacramento, on Friday, August 15, 2014, from 5:15 – 6:15 p.m., at the Embassy Suites Riverfront Promenade located at 100 Capitol Mall, Sacramento, California.

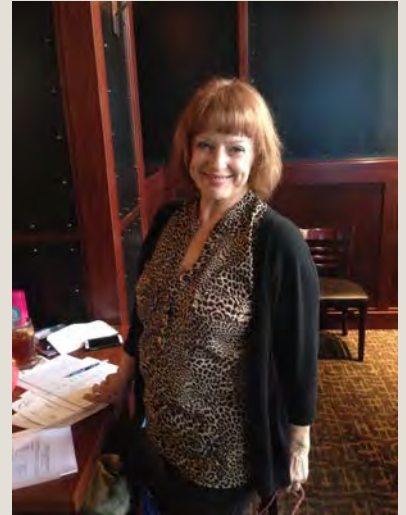


Danielle Gsoell of Veritext and
Lynne Koroush, CCLS

SLSA Dinner Meeting – July 17, 2014



Members enjoying dinner.



Paula Lockard, CCLS



Speaker Danielle Gsoell of Veritext



Karla Dougherty,
Launa Atkinson, CCLS (back to camera);
Deseree Gamayo, Michelle Peterson,
and Marj Walker of Veritext



Marj Walker of Veritext
and Lacy Monserrat



Morgan Albanese and Corene Rodder

Come to LSI's August Conference and "Let the Good Times Roll!"



Submitted Dawn Forgeur, CCLS, and Astrid Watterson, CCLS

Sacramento Legal Secretaries Association will host LSI's 1st Quarterly Conference on August 15-17, 2014, at the Embassy Suites Riverfront Promenade in Sacramento, California. Over the course of the weekend, we will be celebrating Mardi Gras, a theme that will emphasize the excitement and merriment of being with legal professionals from all over California!

Mardi Gras is a symbol of celebration and enjoyment, which is exactly what we want for all of our guests. While the weekend is packed with meetings and many opportunities to network with your colleagues, the location also allows for you to be able to take a walk and enjoy the town. Our goal is to make sure that at the end of conference, you walk away with a joyful smile, a memorable experience, and most of all, an educational weekend.

Friday evening we begin the celebration with a bit of entertainment and mingling with our vendor supporters. Throughout the weekend, you will see the merriment of Mardi Gras shine through either in music, color, or simply by having a good time. Collect beads, make your masks, smile and laugh, the order of it all doesn't matter so long as you simply enjoy your adventure.

Saturday night's banquet will be a formal affair and perhaps "masked" by a bit a mystery. We ask that all participants come dressed to show off their sparkles. The brighter – the better! If you need to, you can always bedazzle an outfit and make it new again!

Let's not forget to take advantage of all of the educational opportunities that are being offered throughout conference. However, if you have met your educational goals for the weekend and want to catch a game, the Sacramento River Cats will be playing against the Colorado Springs on Friday, August 15 at 7:05 p.m., and again on Saturday, August 16 at 7:05 p.m., they will play against Oklahoma City. Even if you aren't able to catch the game, you will get to enjoy the fireworks show immediately after from the hotel's waterfront.

SLSA is looking forward to hosting LSI's 1st Quarterly Conference in August. Get your educational credits, participate in the various educational and networking opportunities, enjoy yourself, and if you have time, get out and see the town, shop, dine, take a train ride or catch a baseball game. Whatever you choose, we hope you leave with a smile on your face!

Should you have any questions about the conference, you may contact the conference chairs, Dawn Forgeur, CCLS, at drforgeur@stoel.com, or Astrid Watterson, CCLS, at astrid.watterson@gmail.com



Let The Good Times Roll!

Laissez Les Bons Temps Rouler!

Let The Good Times Roll!



Sacramento LSA
 Invites You to Join Our Mardi Gras Celebration
 August 15-17, 2014
 Embassy Suites, Sacramento

CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____
 Association Name: _____
 Mailing Address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 Email Address: _____

Please check if applicable and include title:

LSI Officer _____
 LSI Chairperson _____

Please check if you are:

Governor CCLS PLS

SCRIPTICKET (price includes: registration, reception, banquet, and brunch):

POSTMARKED ON OR BEFORE July 15, 2014 @ \$116.00 \$ _____
 POSTMARKED ON OR AFTER July 16, 2014 @ \$126.00 \$ _____

INDIVIDUAL TICKETS:

Registration by July 15, 2014: _____ @ \$15.00 \$ _____
 Registration on or after July 16, 2014: _____ @ \$25.00 \$ _____
 Officer/Chairmen Luncheon (Friday) _____ @ \$38.00 \$ _____
 Lunch Choice: Grilled Chicken Wrap or Turkey Smoke Stack
 Officer Chairmen Luncheon for State LSI Officers and Chairmen Only
 Welcome Reception (Friday) _____ @ \$20.00 \$ _____
 Presidents' Luncheon (Saturday) _____ @ \$38.00 \$ _____
 Governors' Luncheon (Saturday) _____ @ \$38.00 \$ _____
 Luncheon Open to Everyone (Saturday) _____ @ \$38.00 \$ _____
 Banquet (Saturday) _____ @ \$54.00 \$ _____
 Dinner Choice: Tri-Tip Beef Chicken Vegetarian Grilled Portabella
 Brunch (Sunday) _____ @ \$27.00 \$ _____
TOTAL AMOUNT \$ _____

SPECIAL DIETARY REQUESTS: _____

PLEASE MAKE CHECKS PAYABLE TO: **SLSA 2014 CONFERENCE FUND**

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

REGISTRATION CHAIR: Heather M. Rodriguez, CCLS
 c/o Carroll Burdick & McDonough LLP
 980 9th Street, Suite 380
 Sacramento, CA 95814
 Tel: (916) 446-5297; Fax: (916) 448-5047
 hrodriguez@cbmlaw.com



NO REFUNDS AFTER AUGUST 1, 2014



LEGAL SPECIALIZATION SECTIONS SEMINARS
LSI 1st Quarterly Conference – August 15-17, 2014 – Embassy Suites Sacramento
 Hosting Association: Sacramento LSA

The deadline to register without a late fee is Tuesday, August 5, 2014.

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 15, 2014 – 7:30 p.m. to 9:00 p.m.		
<u>PROPATE/ESTATE PLANNING</u> Topic: <i>Trust and Estate Accountings</i> Speaker: Jennifer Rouse, 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: <i>People Development: Managing Multiple Tasks</i> Speaker: Dennis Wade <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 16, 2014 – 10:30 a.m. to 12:00 p.m.		
<u>CIVIL LITIGATION</u> Topic: <i>Nuts and Bolts of Filing in the Court of Appeal, Third Appellate District</i> Speakers: Colette M. Bruggman, Assistant Clerk/Administrator Anne Maas, Supervising Deputy Clerk <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>FAMILY LAW</u> Topic: <i>Same-Sex Family Law Issues</i> Speaker: Victoria S. Linder, 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 16, 2014 – 4:00 p.m. to 5:30 p.m.		
<u>CRIMINAL LAW</u> Topic: <i>Sexual Assault: The Evolution of a Case From Beginning to Trial</i> Speaker: Quirina Orozco, Deputy District Attorney Sacramento County District Attorney's Office <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: <i>Commercial Leasing: Nuts & Bolts and Pitfalls</i> Speaker: Kristina Reed, 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: _____ Local Assn.: _____ LSA/LPA

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

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

Send completed form to:
 Dawn R. Forgeur, CCLS, LSS Coordinator
 500 Capitol Mall, Suite 1600, Sacramento, CA 95814
 916-447-4781 (fax) ~ drforgeur@stoel.com
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.

2014-2015 Legal Specialization Section Leaders:

Civil Litigation: Barbara Barregar lscivillit@gmail.com	Law Office Administration: Tammy L. Hunt, CCLS loaleader@tlhunt.org
Criminal Law: Jill Gardella, CCLS jgardella@nablaw.com	Probate/Estate Planning: Kristi L. Edwards, CCLS kledwards@justice.com
Family Law: Maria C. Morales Hernandez mhernandez@arcr.com	Transactional Law: Annie Parrish, CCLS aparrish@health-law.com



LEGAL SECRETARIES, INCORPORATED

OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY

LSI will be offering an online class on an Overview of California State Court Discovery. This class will be a six-week, work-at-your-own-pace online session commencing October 20 and ending December 1, 2014. During the classes, the following topics will be covered:

Interrogatories	Demand for Physical Examinations
Demand for Production of Documents	Deposition Subpoenas
Requests for Admissions	Discovery Timelines and Service
Depositions	Verifications

CLASS SESSION OPENS MONDAY, OCTOBER 20, 2014

Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.

The content of this class is designed for legal secretaries and those studying for the California Certified Legal Secretary examination.

The cost of the class is \$30 for LSI members/\$50 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate of completion from LSI.

OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY CLASS REGISTRATION

(Please type or print clearly)

Name: _____ Email: _____
 Address: _____ City/Zip: _____
 Telephone: _____ Association: _____ LSA/LPA
 \$30 LSI Member _____ \$50 Non-LSI Member _____

Payment: Check # _____
 Visa/MC Credit Card # _____
 Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____

Email registration form NO LATER THAN October 13, 2014, to Shaylene Cortez, CCLS, LSI Legal Secretarial Training/Seminar Chair, training@lsi.org or mail to: LSI, P. O. Box 660, Fortuna, CA 95540-0660. Checks should be made payable to LSI (Note: checks must clear before access will be released). Registration will also be offered online at www.lsi.org with PayPal. For further information or inquiries, email training@lsi.org. No refunds after October 20, 2014.

LSI – Educating California’s Legal Professionals

RAPID LEGAL[®]

an online attorney service



OUR JOB IS TO MAKE YOU LOOK GOOD.

As an attorney service, we understand the pressure and deadlines legal support professionals face everyday. Timely and accurate court filing, eFiling and process serving are critical to preventing costly delays and jeopardized cases. That's why, at Rapid Legal, our job is to ensure we make legal support professionals look good by executing their orders on time and without error—every time.

What's more, Rapid Legal is an online attorney service that's on the cutting edge of electronic filing and serving. Our secure portal allows customers to quickly and easily manage cases, place orders, upload documents, view job statuses, and retrieve conformed copies, proofs of service and more. So what are you waiting for? Try us for your court filing, electronic filing and process serving needs. You'll be happy you did!



Ready to let us make you look good? Simply go to rapidlegal.com/LSI and create an account. Then log into our secure portal and place your order within minutes. We'll send you regular status updates until your order is completed. It's that simple.

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Submitted by Crystal Rivera

Welcome, and congratulations to the following new SLSA members who were inducted at the July 17, 2014 meeting.

ACTIVE MEMBERSHIP

Yedda Cha – Yedda is a receptionist at D’Andre, Peterson, Bobus & Rosenberg, LLP, and has been employed as a legal professional since May 2013. She celebrates her birthday on June 27, and enjoys singing, karaoke, movie nights, and biking.

Karla Dougherty (fka Karla Simmons) – Karla is a legal secretary at William L. Walker, and has been employed as a legal professional since 2005. She specializes in probate/estate planning. She celebrates her birthday on April 18, and she enjoys running.

Joy Henderson – Joy is a paralegal at Anderson/Schoech, and has been employed as a legal professional since 2003. She specializes in litigation and real estate law. She celebrates her birthday on July 26.

Selena Paradee – Selena is a legal secretary with Stoel Rives LLP, and has been employed as a legal professional since 2002. She specializes in litigation. She celebrates her birthday on August 11 and enjoys biking, reading, and vintage shopping.

STUDENT MEMBERSHIP

Michelle Peterson – Michelle is attending MTI for her associate’s in paralegal studies, and she has a four-year bachelor’s degree in aeronautics. She celebrates her birthday on May 10, and participates in triathlons.



Crystal Rivera, Karla Dougherty, Selena Paradee, and Michelle Peterson

If you are interested in membership in SLSA, please contact Vice President Crystal Rivera at (916) 469-3813, or via e-mail at crivera@somachlaw.com.

On the Move

Dana Reeder has moved to Delfino Madden O’Malley Coyle & Koewler LLP. Her new e-mail address is dreeder@delfinomadden.com.

Good to See You!

It was really great to see the following SLSA Past Presidents at our July dinner meeting: Jan Ainsworth (2002-04), Dawn Willis (2004-05), Cyrene Farrell, CCLS (2007-08), Elicia Bennett, CCLS (2008-09), Jennifer Rotz (2009-10), and Dawn Forgeur, CCLS (2011-13).

Congratulations!

To Mr. and Mrs. Lasley. The former Lori McCleerey was wed to Darrel on August 10, 2013. Darrell's daughter was the bridesmaid, and his son was the best man. Lori's two sons walked her down the aisle, and her sister performed the ceremony. (Definitely a family affair!) Their first honeymoon was a week in Lahaina, Maui. They are planning a second honeymoon for the fall in the Dutch Caribbean. (No wonder Lori says it still feels like she's on her honeymoon!) The happy couple has settled down in Citrus Heights. We wish Lori and Darrel all the best!

Birthdays

Happy Birthday to the following SLSA members who are a year older (but we won't tell their age)!

Nicole Scruggs	August 2	Alexander Cain	August 21
Elizabeth Gideon, CCLS	August 5	Mary Taylor	August 22
Noreen Witt	August 8	Krysta Wiggins	August 24
Marve Breech	August 10	Shaine Kennedy	August 27
Cynthia Piazza	August 10	Margarita Jakovas	August 29
Selena Paradee	August 11		



SLSA Event Registrations Going Paperless!

Important! SLSA's registration process for dinner meetings, lunch lessons, and other SLSA events is going paperless! You have two ways to register – online (preferred method) or via e-mail. There will no longer be a “tear-off-and-mail” form for most of our events. Simply register online (or via e-mail), then follow-up with payment.

Remember – REGISTER ONLINE, THEN FOLLOW-UP WITH PAYMENT!

Thanks for helping us streamline our registration process!



LSI - LEGAL SPECIALIZATION SECTIONS

2014-2015 MEMBERSHIP APPLICATION AND ANNUAL RENEWAL FORM

August 1, 2014 – July 31, 2015

Membership includes access to free quarterly workshops at LSI conferences for those sections you are a member of; quarterly newsletters that include changes to the law and forms; discounted LSS webinars; statewide roster of all LSS members in each section for easy access to local procedural information in other counties; and networking opportunities.

	✓	LSI New Member	LSI Renewal	Non-LSI New Member	Non-LSI Renewal
I would like to join all six sections!		\$75	\$75	\$150	\$150
Civil Litigation		\$20	\$20	\$40	\$40
Criminal Law		\$20	\$20	\$40	\$40
Family Law		\$20	\$20	\$40	\$40
Law Office Administration		\$20	\$20	\$40	\$40
Probate/Estate Planning		\$20	\$20	\$40	\$40
Transactional Law		\$20	\$20	\$40	\$40
Total:					

Name: Mr./Mrs./Ms. _____ CCLS/PLS/CLA/Paralegal

E-Mail Address: _____

[Please note that newsletters, rosters, and other communications will be sent via email unless regular mail is requested.]

Business Name: _____

Complete Address: _____

Local Association: _____ LSA/LPA

Contact Phone: () _____ I prefer communication via USPS

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

Credit Card 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, \$25 PENALTY, AND THE ACTUAL COST CHARGED TO LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

Mail to: Dawn R. Forgeur, CCLS, Legal Specialization Sections Coordinator
500 Capitol Mall, Ste. 1600, Sacramento, CA 95814

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

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 Vice President Crystal Rivera at crivera@somachlaw.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? Business Home
- Where do you want e-mail delivered? Business Home

Please submit to:

**Attn: Crystal Rivera
SLSA Vice President 2014-2015
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814
E-mail: vicepresident@slsa.org**



ST. JOHN'S HALLOWEEN COSTUME DRIVE AND PARTY

SLSA'S OCTOBER CHARITABLE PROJECT

St. John's Program for Real Change is a nonprofit organization in Sacramento which provides shelter and food to women and their children, and helps women transform their lives through a unique program consisting of mental health services, GED attainment, and on-the-job training. All the while, their children also receive emotional and developmental support through St. John's Children's Program.

SLSA will be hosting a costume drive and Halloween party to give these kids a fun and memorable experience during what can be an awkward and challenging experience in their lives.

WHEN: Tuesday, October 28, 2013, from 6:00 - 8:00 pm

WHERE: St. John's - Main Facility, 8401 Jackson Rd., Sacramento

SLSA's sponsorship guarantees the costumes, cupcakes, beverages, decorations, entertainment, and trick-or-treat bags.

WHAT WE NEED

- Your help in purchasing or donating new costumes suitable for a boy or girl for ages newborn to 17 for approximately 60 children.
- Your help in purchasing or donating trick-or-treat bags for approximately 60 children.
- Ideas for entertainment - quick craft project, magic show, game(s), etc.
- Volunteers to help set up for the party, help run the party, and help clean up.

If you are interested in joining us for the party, donating costumes, or have any questions, please contact Connie Kelley at kellyco@gtlaw.com or (916) 868-0761. If you wish to volunteer at the party, you must **RSVP** to Connie Kelley by October 1, 2014, and be fingerprinted through the Department of Justice (details to be provided to those who RSVP.) No drop-ins, please.

Your Charitable Projects Committee THANKS YOU!

Rebecca Lerma

Coty Lutz

Connie Kelley



**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:

Crystal Rivera, Vice President
Sacramento Legal Secretaries Association
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000, Sacramento, CA 95814

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

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

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

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

Crystal Rivera, Vice President
Sacramento Legal Secretaries Association
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2014 – April 30, 2015
Due Date: May 1, 2014**

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: \$40
Renewals are due May 1, 2014
There will be a late fee of \$5 after June 1, 2014

Return the completed invoice and full payment to:

**Elizabeth Madden, CCLS
SLSA Treasurer
5916 Camray Circle
Carmichael, CA 95608**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

ARE YOU A CCLS? _____

BIRTHDAY: _____

JOB 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


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: _____



BBQ



THE MERCED COUNTY
LEGAL PROFESSIONALS ASSOCIATION

PRESENTS ITS
ANNUAL FUNDRAISER

SATURDAY, SEPTEMBER 27, 2014 6-9P.M.

ELKS PARK - 3600 WARDROBE AVE, MERCED

COME OUT AND ENJOY SOME FAMILY FUN

SILENT AUCTION - RAFFLE - CELEBRITY DESSERT AUCTION

DONATION - \$15.00 ADULT/\$10.00 CHILD (UNDER 10YRS.)

TRI-TIP - SHORT RIBS - BEANS - SALAD - ROLLS

A PORTION OF ANNUAL PROCEEDS EACH YEAR ARE DONATED TO VARIOUS
ORGANIZATIONS IN MERCED COUNTY AS WELL AS SCHOLARSHIPS TO ELIGIBLE
STUDENTS ENTERING THE LEGAL FIELD IN A SUPPORT STAFF CAPACITY



FOR TICKETS PLEASE

CALL 617-3029 OR 384-0123

August 2014	
August 1	Last day to receive a refund for the August 2014 Quarterly Conference.
August 5	Last day to receive a refund for the CCLS On-Line Study Group.
August 5	Last day to register for a Legal Specialization Section Seminar without a late fee.
August 8	RSVP to San Francisco LPA to attend the Giants game.
August 11	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9th Street, Suite 380, Sacramento, CA 92514. All members welcome.
August 12	CCLS On-Line Study Group begins.
August 15	Deadline to RSVP for August Dinner Meeting.
August 15 - 17	LSI 1 st Quarterly Conference hosted by SLSA.
August 19	Last day for CCLS Certifying Board to receive application for October 18, 2014, exam.
August 21	SLSA Monthly Membership Meeting, 5:30 p.m. Meet & Greet, 6:15 p.m. Dinner Meeting. Courtyard Marriott, 4422 Y Street, Sacramento, CA 95817.
August 25	Deadline to submit bulletin articles to the Editor for the September issue of <i>The Legal Eagle</i> .
September 2014	
September 1	Happy Labor Day! All Courts closed. No U.S. Mail service.
September 8	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9th Street, Suite 380, Sacramento, CA 92514. All members welcome.
September 8	Last day to register for LSI's Online Class: Beginning Legal Secretarial Training Class.
September 15	LSI's Online Class: Beginning Legal Secretarial Training Class begins
September 18	SLSA Monthly Membership Meeting, 5:30 p.m. Meet & Greet, 6:15 p.m. Dinner Meeting. Courtyard Marriott, 4422 Y Street, Sacramento, CA 95817.
September 22	Deadline to submit bulletin article to the Editor for the October issue of <i>The Legal Eagle</i> .



Invitation to comment on judicial ethics opinion regarding small gifts

The California Supreme Court Committee on Judicial Ethics Opinions is inviting the public to comment on a draft advisory opinion that gives judges guidance on accepting small gifts. The draft opinion advises that small value items such as gift cards and baseball caps are gifts under the Code of Judicial Ethics and may not be accepted if they are offered by a party who has or is likely to appear before the judge, if it creates a perception of influence or favor, or if the gift giver would reasonably believe it would give him or her an advantage. The opinion notes that items of little or nominal value that are not otherwise banned may be accepted under the ordinary social hospitality exception.

The draft opinion and invitation to comment are posted on the committee's website. The deadline to comment is Aug. 8, 2014.

Comments may be submitted using an online comment form, by email to Judicial.Ethics@jud.ca.gov, or mailed to Nancy Black, committee counsel, The California Supreme Court Committee on Judicial Ethics opinions, 350 McAllister St., San Francisco, CA 94012.

New law affects immigration attorneys

Attorneys and immigration consultants are prohibited from collecting money for services related to federal immigration reform until Congress acts under a State Bar-sponsored bill that went into effect last fall.

The consumer protection legislation, authored by Assemblywoman Lorena Gonzalez, D-San Diego, was introduced in response to reports from law enforcement that the federal debate over immigration reform was prompting scams aimed at undocumented immigrants.

The legislation, which went into effect upon Gov. Jerry Brown's signature Oct. 5, also:

Requires attorneys and immigration consultants to account for any money already accepted for immigration reform services and either refund the money or deposit it in a client trust account.

Requires attorneys to inform clients receiving immigration

reform act services where they can report complaints. A notice for attorneys to use has been posted on the State Bar's website and has been translated into multiple languages.

Increases the amount of bond that immigration consultants must carry from \$50,000 to \$100,000 as of July 1.

Prohibits the use of the term "notario," which has been misconstrued as someone who is qualified to give legal advice.

Provides that a person who violates the ban on the use of the term "notario" is subject to a civil penalty of up to \$1,000 a day for each violation.

Legal ethics and technology resource page is online

The general Ethics Information page on the State Bar website has an area dedicated to Ethics and Technology — a collection of resources that address professional responsibility issues raised by the use of websites, email, chat rooms and other technologies. The resources include advisory ethics opinions, articles and MCLE programs.

Most of the resources are internal links to other pages on the bar's website and some are external links to local or specialty bar associations. The page is organized both by the type of resource (ethics opinion, article, etc.) and by subject matter (law firm websites, electronic files, social networking, etc.).

The service focuses on providing basic legal research leads on how the rules apply to new technologies rather than specific law office systems, hardware or software options. For the latter, the resources of the State Bar's Law Practice Management & Technology Section can be considered.



Important: Parking at the Courtyard Marriott

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

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



Submitted by Liz Gideon, CCLS

Usage. Please select the correct word.

1. _____ M.B.A. degree would surely bring you better job offers.
a. A b. An
2. From what Sue said, I _____ that she won't be back.
a. implied b. inferred
3. We are all _____ to get the scoop on our merger with Cali Co.
a. anxious b. eager
4. This research report will have an _____ effect on our sales.
a. adverse b. averse
5. If we can help in _____, please phone.
a. Anyway b. any way
6. I will _____ of any new developments.
a. Appraise b. apprise
7. Please call me if you receive _____ complaints.
a. any more b. anymore
8. _____ deaths were reported than I expected.
a. Less b. Fewer
9. There was _____ here when I arrived.
a. Nobody b. no body
10. _____ your directive is misleading.
a. Sometimes b. Some times

Definitions:

Abscond	Hide or sneak away to avoid arrest, a lawsuit, or creditors
Acquiescence	Silent agreement; knowing about an action or occurrence and remaining quietly satisfied about it, or appearing to be satisfied
Aforesaid	Archaic term meaning something previously mentioned in the same document
Bona fide	In good faith; meeting all the requirements
Capricious	Not based on fact, law, or reason
Conciliation	The process of bringing together two sides to agree to a voluntary compromise
Deviation	A departure from usual conduct, such as an employee's use of work time for personal business
Digest	A summary of law or legal principles which condenses or explains the information
Ergo	Therefore; consequently; hence
Onerous	Unreasonably burdensome or one-sided

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**

(Select One)	(Select One)
<input type="checkbox"/> Northern California <input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, October 18, 2014 <input type="checkbox"/> Saturday, March 21, 2015

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*. Deferral requests must be made no later than 2 weeks prior to the exam.

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: _____ Email: _____

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: _____

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: _____

Rev. Mar. 2014



LEGAL SECRETARIES, INCORPORATED

BEGINNING LEGAL SECRETARIAL TRAINING CLASS

LSI will be offering its Beginning Legal Secretarial Training Class online. This class will be an eight-week, work-at-your-own-pace online session commencing September 15 and ending November 15, 2014. During the classes, the following topics will be covered:

Introduction to the Law Office	Transcription and Proofreading Techniques
Duties of the Legal Secretary	Court Structure
Effective Telephone Skills	Citations
Effective Oral Communication Skills	Service of Legal Documents
Effective Written Communication Skills	Preparing a Proper Caption
Calendaring and Timetables	Preparation of Documents Filed with the Court
Basic Grammar Skills	Basics of Civil Litigation

CLASS SESSION OPENS ON MONDAY, September 15, 2014

Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.

The cost of the training class, which includes the Legal Secretary's Reference Guide, is \$150 for LSI members/\$200 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate from LSI.

BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION

(Please type or print clearly)

Name: _____ Email: _____

Address/City/Zip: _____

Telephone: _____ Association: _____

\$150 LSI Member _____ \$200 Non-LSI Member _____

Payment: Check # _____ (made payable to LSI)
(Note: Checks must clear before books will be mailed and may cause a delay in access to the class.)

Visa/MC Credit Card # _____

Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____

Email registration form NO LATER THAN September 8, 2014, to Shaylene Cortez, CCLS, LSI Legal Secretarial Training/Seminar Chair, training@lsi.org or mail to: LSI, P. O. Box 660, Fortuna, CA 95540-0660. Registration will also be offered online at www.lsi.org with PayPal. Keep in mind books will not be mailed until registration is processed. For further information or inquiries, email training@lsi.org. No refunds after September 15, 2014.

LSI – Educating California's Legal Professionals

Future LSI Quarterly and Annual Conferences

2014	
November 7–9, 2014	
LSI Second Quarterly Conference Palm Springs Hilton <i>Host Association: Desert Palm LPA</i>	
2015	
LSI Third Quarterly Conference February 20-22, 2015 Beverly Garland Holiday Inn <i>Host Association: San Fernando Valley LSA</i>	LSI 81st Annual Conference May 14-17, 2015 Bahia Resort <i>Host Association: San Diego LSA</i>
LSI First Quarterly Conference August 21-23, 2015 Stockton Hilton <i>Host Association: Stockton – San Joaquin County LPA</i>	LSI Second Quarterly Conference November 13-15, 2015 Marriott Hotel, Riverside <i>Host Association: Riverside LPA</i>
2016	
LSI Third Quarterly Conference February 26-28, 2016 Tenaya Lodge, Fish Camp <i>Host Association: Merced County LPA</i>	LSI 82nd Annual Conference May 19-22, 2016 Embassy Suites Hotel, San Rafael <i>Host Associations: Marin County, LPA/San Francisco LPA</i>





Submitted by Debbie Frias, CCLS

I am slowly but surely getting back into the groove after being off for a month with leg surgery and am feeling much better than I was for so long. With it all, I am also paying attention to the changes around our legal field.

As I always seem to tell members, be sure to check out the Web for the local counties and pay close attention to the changes within. An example might be Placer County's implementation of its new procedure regarding telephonic appearances. Look at the Judicial Council's updated list of forms effective July 1. Don't forget the

LSI Legal Procedures Blog for other information!

Another update is from our own Sacramento Superior Court; I am asking our bulletin editor to print the latest judicial assignments that became effective July 1.

Are there are others? I am sure there are and would welcome changes or additions from our members.

Elizabeth Madden, CCLS, sent me a short newsletter from the United States Bankruptcy Court, giving us headlines of 'Have you seen the new Pre-Hearing Dispositions Archive Page?'; 'eFiling Training is Changing!'; and 'New Certified Copy Procedure coming soon!'. Please see the page that I am asking Corene to print for members. Thank you, Elizabeth!

I know this is very short this month. Again, if there are updates that you wish me to bring to members' attention, please send them to me!



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO

EFFECTIVE July 1, 2014

Subject to Change

DEPT.	PHONE	JUDGE	ASSIGNMENT	FLOOR
1	874-5507			1
2	874-7237			1
3	874-7651	Maryanne G. Gilliard	Misdemeanor Arraignments/Further Proceedings/ TRCs	2
4	874-5527	Trena H. Burger-Plavan	Misdemeanor Arraignments/Further Proceedings/ TRCs/1203.4 Calendars	2
5	874-5911			2
8	874-5651	Laurel D. White	Home Court/Prop. 36/Walk-in Warrants/ Drug Court	2
9	874-5645	Michael W. Sweet	Criminal Trial/VOP/PX Assignment Calendar/PXs/ Folsom Arraignment Calendar/Walk-in Warrants	2
10	874-5501	Greta Curtis Fall	Trial/Felony Warrants/Appellate	3
11	874-6184			3
12	874-6181	Alyson L. Lewis	Trial/Misdemeanor Warrants	3
13	874-7786	Kevin R. Culhane	Assistant Presiding Judge/Supervising Civil Process Judge/Civil Trial/Limited Civil Pretrial	3
14	874-6156	Eugene L. Balonon	Trial/Criminal Writs	3
15	874-5237	Kevin J. McCormick	Trial/Criminal Writs	3
16	874-5242	Marjorie Koller	Supervising Criminal Process Judge/Trial	3
17	874-5511	Ernest W. Sawtelle	Trial/Criminal Writs/Appellate/987 Back-up	3
18	874-5245	Cheryl Chun Meegan	Felony Trial/Appellate/Criminal Writs	3
19	874-7071	Patrick Marlette	Felony Trial/Appellate Panel Presiding Judge	3
20	874-5961	Donald J. Currier	Trial/Supervising CMJC Judge/ADA Judge	3
21	874-5924	Steve White	Trial/Wiretap Judge-Primary/Criminal Writs/ Walk-in Warrants/Felony Warrants	4
22	874-5762	Russell L. Hom	Trial/EJT/Wiretap Judge-1 st Back-up/ Grand Jury Advisor/Night Court	4
23	874-5754	Laurie M. Earl	Trial/Criminal Writs	4
24	874-6687	Shelleyanne W.L. Chang	Civil Trial/Natural Resource-CEQA Judge/ Civil Writs	4
25	874-8727	Robert M. Twiss	Trial/Appellate Back-up	4
26	874-6693	Curtis M. Fiorini	Trial/Criminal Writs/Parole Revocation Hearings	4
27	874-6697	Delbert W. Oros	Trial/Felony Warrants	4
28	874-6695	James E. McFetridge	Trial/EJT/Loaves & Fishes (3 rd Thurs.-Dept. 2)	4
29	874-5684	Timothy M. Frawley	Felony Trial/Civil Writs/ Natural Resource-CEQA Judge	4
30	874-7861	Geoffrey A. Goodman	Trial/EJT	4
31	874-6353	Michael P. Kenny	Trial/Natural Resource-CEQA Judge/Civil Writs	4
32	874-5682	Emily E. Vasquez	Trial/Fee Waivers/EJT	5
33	874-5591	Lawrence G. Brown	Trial/Mental Health Court/Re-Entry Court	5
34	874-5751	Pamela L. Smith-Steward	Trial/HIV/DEJ	5
35	874-7885	Alan G. Perkins	Civil Trial/Complex Case Management	5
36	874-7661	Gerrit W. Wood	Trial/CMP Calendar	5
37	874-5215	Ben Davidian	Trial/Firearms	5
38	874-5226	Sharon A. Lueras	Trial	5
39	874-7584	David W. Abbott	Civil Trial/CMP Calendar/Veterans Court (eff. 7/3)	5
40	874-7001	Raoul M. Thorbourne	Trial/Criminal Writs/Misdemeanor Warrants	5
41	874-5661	Richard K. Sueyoshi	Trial/EJT	5
42	874-5672	Allen H. Sumner	Trial/Natural Resource-CEQA Judge/Civil Writs	5
43	874-7561	Michael G. Bowman	Trial	6
44	874-8243	Christopher E. Krueger	Trial/Minors Compromises	6
45	874-8240	Judy Holzer Hersher	Civil Trial/OX/Complex Civil Back-up	6
47	874-5487	Robert C. Hight	Presiding Judge/Presiding Judge Calendars	6
53	874-7858	David I. Brown	Civil Law & Motion/ADA Judge	3 (800 9 th)
54	874-7848	Raymond M. Cadei	Civil Law & Motion	3 (800 9 th)
59	874-8200	Michael G. Virga	Supervising Settlement Conference Judge	1 (800 9 th)

DEPT.	PHONE	JUDGE	ASSIGNMENT	FLOOR
60	874-8490	Jaime R. Román	Domestic Violence Home Court/EPO	1 (LPHJ)
60	874-6793	Russell L. Horn	Night Court – 4:30-8:00 p.m. Mon.-Thurs. DA Violation of Probation Petitions In-Lieu of New Felony Filings	1 (LPHJ)
61	874-8491	Michael A. Savage	Home Court/Wiretap Judge-2 nd Back-up	1 (LPHJ)
62	874-6893	Helena R. Gweon	Home Court	1 (LPHJ)
63	874-6096	John P. Winn	Supervising Home Court Judge/Home Court/ SOC Warrants/PRCS PC Hearings (Mon., Thurs.)/ Riese Hearings (Tues. and Fri.)/1203.9 PC Petitions (Mon.)/ADA Judge	1 (LPHJ)
81	875-7425	Gary E. Ransom (Ret.)	Traffic Infractions/Misdemeanor Arraignments	1 (CMJC)
82	875-7517	Stephen Acquisto	Traffic Infractions/Misdemeanor Arraignments	1 (CMJC)
83	875-7610	Philip F. Stanger, Commissioner	Court Trials	1 (CMJC)
84	875-7521	Peter S. Helfer, Referee	Court Trials (Mon.-Fri.)/Failure to Pay/ Motions (Wed. p.m.)	1 (CMJC)
86	875-7485	Temporary Judges	Small Claims Trials	3 (CMJC)
87	875-7458	Lloyd G. Connelly (Ret.)	Master Calendar/Traffic Court Trials, etc.	3 (CMJC)
88	875-7625	Kenneth N. Brody, Commissioner	Unlawful Detainer Trials (Mon.-Thurs.)/ OX/Small Claims TDN (Fri.)/ADA Judge	3 (CMJC)
90	875-5200	Stacy Boulware Eurie	Juvenile Court Presiding Judge/ Supervising Judge/Delinquency/ADA Judge	2 (JCH)
91	876-9038			2 (JCH)
92	875-5192	David De Alba	Delinquency	2 (JCH)
93	875-5108	Steve Lapham	Delinquency	2 (JCH)
96	875-5066			3 (JCH)
97	875-5165	James P. Arguelles	Delinquency	3 (JCH)
120	875-2520	Bunmi O. Awoniyi	Family Law	2 (FRC)
121	875-2521	Steven M. Gevercer	Family Law	2 (FRC)
122	875-2522	Thadd A. Blizzard	Family Law	2 (FRC)
123	875-2523	James M. Mize	Supervising Family Law Judge	2 (FRC)
124	875-2524	Tami R. Bogert	Family Law	2 (FRC)
125	875-2525	Peter J. McBrien, Commissioner	Family Law/Minor Emancipations/EPO/ ADA Judge	2 (FRC)
127	875-2527	Scott P. Harman, Commissioner	Child Support	2 (FRC)
128	875-2528	Temporary Judges	Family Law Settlement Conference	2 (FRC)
129	875-2529	Matthew J. Gary	Supervising Probate Judge/ Probate/Mental Health (Mon. & Thurs. p.m.) Civil Harassments Restraining Orders (Mon. a.m.)	2 (FRC)
130	875-2530	Paul L. Seave	Dependency	3 (FRC)
131	875-2531	Jerilyn L. Borack	Dependency	3 (FRC)
132	875-2532	Danny L. Haukedalen, Commissioner	Child Support (Mon.-Tues., Wed. a.m.) Domestic Violence Court (Wed. p.m., Thurs.-Fri.)	3 (FRC)
133	875-2533	Carol S. Chrisman, Referee	Dependency	3 (FRC)
134	875-2534	Marlene Hertoghe, Referee	Dependency	3 (FRC)
135	875-2535	Natalie S. Lindsey, Referee	Dependency/Dependency Drug Court (Tues. p.m.)	3 (FRC)

Main Courthouse (GDSSCC) - Gordon D. Schaber Sacramento County Courthouse, 720 Ninth Street
FRC - William R. Ridgeway Family Relations Courthouse, 3341 Power Inn Road
CMJC - Carol Miller Justice Center, 301 Bicentennial Circle

JCH - Juvenile Courthouse, 9605 Kiefer Boulevard
Main Jail (LPHJ) - Lorenzo Patifio Hall of Justice, 651 I Street
Civil L & M - 800 9th Street



United States Bankruptcy Court

Eastern District of California

July, 2014

Have you seen the new Pre-Hearing Dispositions Archive Page?

Our Pre-Hearing Disposition Archive allows all interested parties the ability to search as far back as late July, 2013, for a Pre-Hearing Disposition. To access the archive page, click the Pre-Hearing Disposition link on the right-hand side of our website. Once there, click the Pre-Hearing Disposition Archive tab, choose the year and Judge in question, and start your search.

New Certified Copy Procedure coming soon!

To streamline our Certified Copy Procedure, EDC form #1-200 has been created and will be deployed soon for filer use. Use of this of this form is intended to clarify the request and expedite the certification.

In addition to the standard information necessary to complete your request, we've also provided an alternate address section should you wish to have the certification mailed to a location other than your own.

eFiling Training is Changing!

WebEx training is being replaced by our new training module "How to eFile in the eCalWebFiling website." The module will be available anytime and will be found on our eFiling Resources page. Shortly after the initial deployment of this module, we will continue to create and post modules concerning our more common filings for eFiler training. Keep an eye out for these modules in the very near future.

For questions or concerns, contact our help desk at 855-542-0992 or by email at efilers_helpdesk@caeb.uscourts.gov



Submitted by Lynne Koroush, CCLS

Not only was Veritext Legal Solutions our educational program presenter for the July 17 dinner meeting, they were also our Vendor of the Month. Marj Walker, known

to many of SLSA's members, encouraged those who have not had an opportunity to work with Veritext to give her a call or visit their website. Veritext's services include:

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• Online Administrative Functions

It was a pleasure to have Marj with us at the July meeting as our Vendor of the Month! Marj Walker can be reached at:

Marj Walker
Senior Account Executive

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**JOIN SAN DIEGO AND IMPERIAL
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EVENT IN**

LAS VEGAS!!!!

Friday, September 19, 2014



**3:30 p.m. - Tour of the Regional Justice Center
and Presentation by the Court**

6:00 p.m. - One Hour Educational Seminar

Make it a day trip, a turn-around trip, or a mini vacation and stay for the weekend!
Exact times, topics, and speaker information will be provided closer to the event.

Please contact Kim Parke at kimbr6@cox.net or (619) 504-4316 with any
questions or suggestions and to RSVP no later than Friday, August 22.

****Travel, hotel, food and additional vacation-related expenses are at the cost of the attendee.****

Wednesday, August 27, 2014 at 7:15 p.m.

Cost: \$47.00 per person

Includes: Ticket to the Game and T-Shirt (Specific to LSI Chapters Attending)

RSVP by Friday, August 8, 2014

San Francisco Legal Professionals Association Cheers on the Giants!

The word "GIANTS" is written in a large, bold, blue font with a white outline. Behind the letters is a white baseball with red stitching. The background of the entire advertisement features a silhouette of the San Francisco skyline and the Golden Gate Bridge against a sunset sky.

RSVP and for more information email Scheryl Warr at swarr@mgmlaw.com.
In the RSVP, please include your LSI Chapter to ensure it is included on the T-Shirt.
Payment due August 15, 2014. Please make checks payable to SFLPA and send them to
P.O. Box 2582, San Francisco, CA 94126.



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Answers to CCLS Quiz

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



New Sacramento Courthouse Gets Funding

July 28, 2014

By Maria Dinzeo, Courthouse News Service

(CN) - California's Judicial Council is expected today to approve spending \$27 million on blueprints for a new criminal courthouse in Sacramento. "I'm the eternal optimist. I believed it would ultimately get built," Sacramento Presiding Judge Robert Hight said in an interview Monday.

A statewide budget crisis in 2008 gutted the courthouse construction budget, with the Legislature taking funds set aside for construction projects and redirecting the money to keep standing courthouses open. Dozens of courthouse construction projects ended up on the indefinitely-delayed list.

"When the budget crisis hit, we were ready to proceed with design, construction plans. Then the council delayed this, because there wasn't any money left in the account," Hight said.

The judge credited Senate President Pro Tem Darrell Steinberg (D-Sacramento) for putting \$40 million into the budget for courthouse construction. "Sen. Steinberg went to bat for us and made sure it happened. But for him, and then the governor authorizing the funds, we wouldn't be here," he said.

Steinberg could not be reached for comment but the decision to go ahead with the construction of a new criminal courthouse in the state's capital comes along with the economic turnaround in California where employment is increasing, business activity is picking up and the state budget is back in the black with a \$4 billion projected surplus.

The authorized budget amount for the new criminal courthouse is \$451 million.

Within the judiciary, spending on individual courthouse projects must be approved by the judiciary's top rule-making body, the Judicial Council which is chaired by Chief Justice Tani Cantil-Sakauye who also appoints a large majority of the council members.

For the Sacramento courthouse, the process started with a recommendation by the Court Facilities Advisory Committee which then moved to the Policy Coordination and Liaison Committee. Based on a presentation from the chair of the facilities committee, the liaison committee voted unanimously last Thursday to recommend that the

full council approve \$27 million for blueprints at the next council meeting which is scheduled for Tuesday.

Based on past practice, the council is almost certain to approve what is recommended to it.

Within the council, the Court Facilities Advisory Committee determines the fate of every proposed courthouse project, deciding which one is shelved and which one goes forward.

"We were very sorry to have to put it on the back burner when we did," said Justice Brad Hill who chairs the facilities committee. "This is certainly a critically needed project and we're looking forward to getting it on track. Of those that were deferred, it was at the top of the list."

The liaison committee to which he spoke was open to the press and public as a result of a new Judicial Council rule that opened almost all the council committees to the press and public. The rule was passed by the council as result of pressure from the Legislature.

One reason the Sacramento courthouse was first in line for funding was the need for improved security, said the court's presiding judge.

"We only have one in-custody elevator and it only goes to the 4th floor," said Hight. "If you have an in-custody matter on the 5th or 6th floor, you have to walk the defendant upstairs and across public halls and it's just not good for security," he said.

Judges also currently share an elevator with members of the public. "You're in there with the defendant's family and the victim's family," said Hight. "Though nothing has happened thus far, sometimes it's tense."



Submitted by Elizabeth Madden, CCLS

While searching for information to share with you this month, I came across the information listed below on the American Bar Association's website. I visited each site and have included any of my comments in bold. Enjoy!

FYI: Technology Terms Defined

Technology is constantly changing and the language used to describe it is growing as new trends evolve. The following are sites that include technology definitions to assist you as you navigate the world of legal technology.

Sources for Technology Definitions:

Webopedia.com

Search for a definition of a specific word or search by computer category. Contains a list of recently added words. Results of word searches also link to sites about the word or product.

WhatIs.techtarget.com

Allows searching for a specific term or browsing alphabetically or by category. When the results appear, scroll past the sponsored links to get to the definition. Links to articles about the search term are also included with the result. **You can get the word of the day, buzz word of the day, quote of the day, hottest terms, etc.**

NetLingo.com

Provides a search box or browsing by letter for terms. A definition is provided with pronunciation and links to more information about the term. An option is also given with the result to email the definition to another person. **It includes a word of the day, an internet word of the day, and an internet acronym of the day.**

ComputerHope.com/jargon.html

This site has five ways to find a definition: word search, browse the index, choose from the top 10 definitions, browse by category, or search the latest additions to the dictionary. **A basic computer dictionary, terms, and glossary.**

TechWeb.com/encyclopedia

Search for a specific definition or browse Top 10 terms. **This is an IT professional's online resource for news coverage of the information technology industry.**

Computer Jargon Explained (jonstorm.com/glossary)

No specific searching, but terms are listed alphabetically. Provides detailed explanations of popular computer terms.

Glossary of Internet & Web Jargon (lib.berkeley.edu/TeachingLib/Guides/Internet/Glossary.html)

List of definitions for specific computer terms. Need to scroll through the alphabetic list, there is no search box provided.

Free On-line Dictionary of Computing (foldoc.doc.ic.ac.uk/foldoc/)

Search for definitions via a search box. The search result includes hyperlinks to definitions for technical computer terms. **This website is s-l-o-w to open. Give it time. This website has a section indicating how to pronounce these words. I like the Random button. Click it and the website gives you a word or acronym to learn about.**





Submitted by Lynne Koroush, CCLS

Education, Education, Education!

One of the most important benefits SLSA members enjoy is access to affordable, quality, continuing legal

education. Members also receive significantly discounted rates on continuing education workshops, online education, and publications specifically written for legal support professionals through Legal Secretaries, Inc. ("LSI").

Did You Know?

During the 2013-2014 term, SLSA presented 11 monthly educational programs, including two Day in Court events and a mock trial. SLSA also held four lunch lesson programs, and conducted two Beginning Legal Secretarial Training courses. SLSA published 12 issues of its monthly publication, *The Legal Eagle*, with every issue containing articles on legal procedures, news and updates from the courts, and law office products and management.

Did You Know?

That's a total of 29 separate educational opportunities offered by SLSA in one year.

Did You Know?

LSI held 24 Legal Specialization Section workshops during the last term, as well as four workshops presented by the Continuing Education Council, and four CCLS workshops. LSI also conducted a total of six online training courses and webinars, including a

Beginning Legal Secretarial Training course, a State Court Discovery course, a mini-course on Table of Authorities, and two CCLS study groups. LSI published four issues of its quarterly magazine, *The Legal Secretary*, which included educational articles from judges, attorneys, court officials, and legal support professionals from all over California.

Did You Know?

That's a total of 42 separate educational offerings by LSI in one year.

Did You Know?

That your membership in SLSA afforded you a total of OVER 70 SEPARATE CONTINUING LEGAL EDUCATION OPPORTUNITIES IN 2013-2014 ALONE? That's an average of nearly 6 per month!

Did You Know?

All of these educational programs, publications, and opportunities are organized, planned, authored, presented and taught by volunteers.

Do You Know?

Where else you will find that?



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Legal Support Professionals*

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 Lacy Monserrat

Who's that knocking? Oh, it's August Quarterly Conference. Well, come on in!!! Alright ladies and gentlemen, get your beads on and your dancing shoes ready because this year's Mardi Gras-themed LSI Quarterly Conference is going to be Gras + ATE = GREAT!! Join us for the weekend and watch LSI's business conducted firsthand and enjoy the many opportunities for continuing education.

Friday night will include the LSI Continuing Education Council's presentation on TechnoEthics provided by Veritext. If you missed this presentation at our July Monthly Meeting, this is an excellent opportunity to catch up on extremely relevant practices that will help any legal professional in everyday situations in the workplace.

For those of you who plan to take the CCLS exam in October, what better way to prepare than to attend the CCLS workshop early Saturday morning? The workshop topic will be Legal Terminology. I know it's early, but do yourself a favor and take advantage of Embassy Suite's complimentary breakfast to get your day started right!

Hosting conference is quite a feat and our local ladies and gentlemen have been working tirelessly to put on an amazing event. SLSA would like to take this opportunity to show LSI and the other associations what an amazing city we live in and just how well our local community supports our association. I hope to see YOUR face in the crowd!

Chapter Achievement Points

Submitted by Lacy Monserrat

I would like to take a moment to introduce you to our newest member of SLSA, her highness, Ms. Tally Up. Tally is the Queen of CAPS and she is looking forward to meeting you at LSI's Quarterly Conference on August 15-18, 2014. This will be Tally's first conference and because she is a new member to our association, I have included a photo of Tally. Tally will be a constant face over the course of conference and I would ask that any one who sees her stop by and introduce yourself. Tally's main goal will be to gather as many CAPS points as possible and I must warn you, she may be watching you closer than you think!!

1	I	6	I
2	II	7	II
3	III	8	III
4	IIII	9	IIII
5		10	

Ms. Tally Up



CHAPTER ACHIEVEMENT REPORTING FORM 2014-2015

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, 2014, through March 31, 2015.

Please complete this form and mail or email it to SLSA's Governor, Lacy Monserrat. 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 2014-2015 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, 2015. (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: Lacy A. Monserrat, Governor
Carroll, Burdick & McDonough LLP
980 9th Street, Suite 380
Sacramento, CA 95814
governor@slsa.org



Editor's Note

Submitted by Corene Rodder

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

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

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



Parliamentarian's Report: Special Committees

Submitted by Astrid Watterson, CCLS

Have you been to a meeting and heard the term "Special Committee"? What does that mean? What makes that committee so special? According to Robert's Rules of Order, Special Committees are created for a particular purpose. The committee is not a long-standing committee, nor is it listed in the Bylaws. For example, SLSA is hosting the LSI August Quarterly Conference. A committee was created to handle that particular matter. The matter of hosting the conference is not a permanent item. SLSA is not required to host every August conference, so there is no need to have a standing committee, but there is a need to create a Special Committee to take care of this particular matter. At the conclusion of the event, the special committee usually prepares a report for the general membership and is then concluded. Easy, right? Parliamentary procedure does not have to be complicated and learning the terms is half the battle!



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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.

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MEMBERSHIP LIST AS OF 03/31/14**

Total Members (Fiscal Year-end 4/30/13)	Association		New Members	Transfer Members	Continuing Members	Total Members
41	Alameda County	LSA	7		35	42
0	Antelope Valley	LSA	1		5	6
47	Beverly Hills/Century City	LSA	2	-1	39	40
12	Butte County	LPA	1		14	15
15	Conejo Valley	LPA	3		14	17
25	Desert Palm	LPA	2		13	15
13	El Dorado County	LPA	9		8	17
61	Fresno County	LPA	28		43	71
36	Humboldt County	LPA	6		31	37
32	Imperial County	LPA	16		20	36
38	Livermore-Amador Valley	LPA	3	-1	31	33
66	Long Beach	LPA	10		45	55
56	Los Angeles	LSA	13	1	44	58
24	Marin County	LPA	14		19	33
46	Merced County	LPA	3		35	38
0	Monterey County	LSA	0		0	0
64	Mt. Diablo	LPA	12		48	60
12	Napa County	LSA	2		12	14
87	Orange County	LSA	26		56	82
0	Palo Alto	LSA	0		0	0
23	Placer County	LPA	6		18	24
4	Redding	LPA	0		1	1
16	Rio Hondo District	LPA	5		13	18
26	Riverside	LPA	3		16	19
162	Sacramento	LSA	59		109	168
234	San Diego	LSA	59		158	217
52	San Fernando Valley	LSA	7		48	55
61	San Francisco	LPA	38	1	45	84
45	San Gabriel Valley	LSA	16		25	41
78	San Mateo County	LSA	13		59	72
24	Santa Barbara	LPA	6		18	24
108	Santa Clara County	LSA	25		59	84
8	Santa Cruz County	LPA	0		6	6
16	Santa Maria	LPA	10		10	20
40	Sonoma County	LSA	4		26	30
11	Southern Butte	LSA	0		7	7
39	Stanislaus County	LPA	1		35	36
38	Stockton-San Joaquin	LPA	2		25	27
4	Trinity County	LSA	0		4	4
22	Ventura County	LPA	7		16	23
47	Members at Large					46
1733	YTD TOTALS					1675

MEMBERSHIP LIST 4th Quarter 03-31-14

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- ADR
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- Unlawful Detainer
- Federal Civil Procedure and Appeals
- Bankruptcy
- Family Law
- Adoptions
- Criminal Law and Procedure
- Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
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- Bankruptcy [to be added in 2013]
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Submitted by Jaymie Moralez

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•(7/22/14) **Litigation Secretary.** Olson, Hagel & Fishburn, LLP seeks a legal secretary with a minimum of 8 years of experience to support attorneys in the firm's litigation practice unit who mainly handle civil writs of mandate and appeals. Must have knowledge of California and federal court rules, particularly California rules regarding civil writ and appellate practice. The successful candidate must have superior organizational skills, excellent grammar and proofreading skills, and excellent attention to detail. Must be computer literate and proficient in Word, Outlook, and Adobe. Working knowledge of Tabs and PracticeMaster preferred. The secretary will work closely with attorneys and clients, and must have excellent written and verbal communication skills.

Olson, Hagel & Fishburn, LLP offers an excellent work environment with competitive salary and generous benefits package, including paid parking. Interested candidates should send their resume with cover letter, including salary requirements, to carole@olsonhagel.com or Olson, Hagel & Fishburn, LLP, Attn: Human Resources, 555 Capitol Mall, Suite 1425, Sacramento, CA 95814. Fax (916) 447-0362.

•(7/15/14) **Legal Assistant.** Healthcare and Employment firm is seeking a full-time legal assistant with at least five years' experience. Essential duties: Perform a full range of litigation-related secretarial duties, including drafting and filing legal documents such as correspondence, pleadings and orders, transcribing dictation, proofreading and editing documents for correct grammar, spelling, punctuation and format, calendaring, and opening and closing files. Knowledge/Skills/Abilities: MS Word, Excel, federal, state and local rules, court filing procedures, e-filing, calendaring, strong spelling and grammar skills. Paralegal certificate a plus. Salary based on experience. Full benefits offered. Send resume to kkennaday@kldlawgroup.com.

•(7/11/14) **Litigation Secretary.** The Roseville office of Hansen, Kohls, Sommer & Jacob, LLP, is looking to add to its existing support staff an experienced litigation secretary to support two/three associate attorneys. You must have a minimum of 5 years' experience in civil litigation, and strong calendaring skills of both statutory and procedural deadlines arising from California litigation. We offer competitive medical and dental benefits, participation in the firm's profit-sharing plan, and an office environment that promotes fun, hard work, and a spirit of teamwork. This office utilizes WordPerfect and GroupWise in a PC-networked environment, along with other applications running on Windows XP platform. We also rely heavily on E-copy to help us maintain our "paperless office" efforts. Position is available now, until filled. Please send résumé to Mr. Herminio Nuñez, Administrator, at hnunez@hansenkohls.com.

•(7/9/14) **Legal Secretary (Gold River).** Looking for experienced paralegal/legal secretary with 5+ years of experience with family law litigation or civil litigation practice for a full-time position. Law firm specializes in labor, employment, administrative law, family law, personal injury, estate planning, and criminal defense, though position does not require exposure and/or significant experience in all of these practice areas. Primary attributes we are looking for are a strong work ethic, attention to details, self-motivated, and a desire to be part of a dynamic, growing firm. Salary is competitive and varies based on experience. Full benefits package (medical, vision, dental, life, AD&D, 401k, vacation). Please reply via this posting and include resume and cover letter with salary requirements to Carissa Tilford at carissa@goyette-assoc.com.

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•(7/3/14) **Legal Secretary.** Excellent formatting skills, perfect spelling, Word-proficient typist to prepare case summary. Pay DOE. Thank you. Contact: PEREZ LAW OFFICES, 455 Capitol Mall, Suite 225, Sacramento, California 95814. Telephone: (916) 441-0500. Facsimile: (916) 441-0555.

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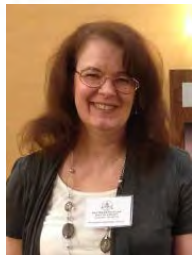
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