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**Sacramento Legal Secretaries Association**



*Merry*   
*Christmas*

**December Event(s)**

- **Regular Dinner Meeting – December 15.** This event will be held at the Courtyard Marriott Midtown Sacramento, 4422 Y Street. You can register online through our website or contact Astrid Watterson, CCLS at [awatterson@somachlaw.com](mailto:awatterson@somachlaw.com). *See page 22.*

**Mission Statement**

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

**NON-MEMBERS ARE WELCOME!**



# President's Report

by Dawn Forgeur, CCLS



**M**erry December! I hope everyone had a great Thanksgiving, and for those brave enough, a great shopping day on Black Friday! We only have five months left in this fiscal year and it seems to be flying by.

This month is Sacramento LSA's Annual Holiday Mock Trial and ornament exchange (ornament should be no more than \$5), which takes the place of our regular dinner meeting. The title of this year's mock trial is *Santa Claus v. Prince Henry of Wales*, An Issue of Trespass. It's a great script! Please see the flyer on page 22 for registration information.

As you know, LSP's November Quarterly Conference was held in Rancho Cordova. I saw quite a few SLSA members there this time – it was great to see our members take advantage of the educational opportunities that were taking place in town! The Law Office Procedures Manual was also on sale for \$99 if you attended conference that weekend, which is an awesome deal, I ordered one myself. Remember to fill out the Chapter Achievement Points form (on page 13) and email it to [governor@slsa.org](mailto:governor@slsa.org)

so we can count your attendance and hopefully beat out competitors this year!

### Charitable Projects

SLSA is participating in the Sacramento Food Bank & Family Services' 18th Annual Spirit of Giving food drive. Lynne Gomes is generously hosting two barrels at her office, Greenberg Traurig, LLP, located at 1201 K St., Suite 1100. You can also bring your canned and other non-perishable food items to our Mock Trial dinner meeting on December 15. If you are unable to attend the Mock Trial or drop off your donation to Greenberg Traurig, please contact Teri McClory, CCLS, of the Charitable Projects Committee, who will help make arrangements to pick up your donation.

Finally, SLSA is also going to be participating in Loaves & Fishes Christmas Stocking Giveaway again this year. These stockings are given to men, women, and children who are in need of survival services. We are asking that our members donate items such as socks, hats and gloves, travel size toiletry items, disposable razors, toothbrushes, gum, bar soap, and shoelaces. You can bring your

donations to our December Mock Trial and we put together the stockings after the meeting so that the Charitable Projects Committee members can deliver them before Christmas.

Thank you to Crystal Rivera, Teri McClory, CCLS, and Lacy Monserrat for doing a great job as the Charitable Projects Committee and putting these projects together this year. It takes a lot of hard work in coordinating schedules and deliveries and working with the Board and the members to get all the donations to where they need to be in time!

I wanted to let you all know that our Governor, Andrea Stoll, resigned last month. It is unfortunate, but we understand that family comes first. In the meantime, please note that the Governor's e-mail will remain active and the Board is monitoring it to ensure that we continue to track our CAPs. Your Board has come together to fill in as needed until a replacement can be found. If you have any questions, please feel free to email me.



**Gifts of time and love are surely the basic ingredients of a truly merry Christmas.**



**~Peg Bracken**

## Chapter Achievement Points

Have any of you ever volunteered to assist in a Sacramento County Bar Association event? Have you attended a local bar association event? Have you done so this year? If you have, you have earned SLSA Chapter Achievement Points! If you have attended a local bar association meeting SLSA can earn 50 CAPs per member per meeting. If you have volunteered at an event you can earn 75 points for SLSA. If you have done any of these events, please email SLSA at [governor@slsa.org](mailto:governor@slsa.org) and let us know that you have earned SLSA additional points!

## Of Note



**P**lacer County Superior Court will have limited service days on December 27-30, 2011. Only Department 13 at the Placer County Jail will be open. All other courtrooms and clerks' offices will be closed. These limited service days will not qualify as holidays for purposes of calculating statutory time requirements and a drop-box will be provided to permit same-day filings at all court locations that otherwise accept filings.

Sacramento Superior Court: Mandatory Settlement Conferences - Not less than ten days prior to the MSC, MSC statements may be submitted in electronic form by e-mail with the settlement conference statement as a .pdf attachment to the following e-mail address: [dept59@saccourt.ca.gov](mailto:dept59@saccourt.ca.gov).

## Law Office Products/Management

by Corene Rodder

### ORGANIZING SPREADSHEETS

**S**preadsheets are an excellent tool for accounting calculations and organizing large volumes of data. One of the most useful features for creating good spreadsheets is not anywhere in the software - it is in your head. Constructing the spreadsheets well will make some features unnecessary, others more powerful and life easier in general.

#### Break Data Down Into Its Smallest Parts

Whenever possible, put the smallest piece of data possible into a cell. For instance, put First name in one cell and the corresponding Last Name in the cell next to it.

This allows you to:

- Sort and filter by any piece of data;
- Reverse the order the data is show in; and
- Link from another cell or spreadsheet to the specific data you want.

#### Put Everything You Use In A Cell

There are certainly exceptions to this, of course. But generally, put the parts of your calculations in cells and refer to them, rather than putting the numbers into the calculations directly.

#### Reference Or Copy?

If you need to use a piece of data that is already in the spreadsheet, you can simply refer to it. However, if you are using this piece of

data to compare to other entries on the sheet you will want to copy and paste the data rather than refer to it. The sort function of spreadsheets will not work with references so copy and paste to make sure your entries are exact.

#### Do Not Use a Spreadsheet as a Text Document

Using a spreadsheet as a text document can be hazardous. Spreadsheets are great for calculating but when they are used to sort data they are literal. Entries must be exact to sort accurately. Merging and formatting cells can take up valuable time. Too much text can also be problematic when sorting and printing the document.

#### Formatting Spreadsheets

Color, Borders, and other visual cues are your friend. Spreadsheets can be very detailed and confusing, so emphasize the important information with formatting.

#### Remember

Save, save, and save again. Spreadsheets with large volumes of data or complex calculations can freeze. Save often so you do not lose your work.





# Membership Chair Report

by Lynne Gomes



## Membership Chair Report (by Lynne Gomes)

Welcome, and congratulations to the following new SLSA member, who was inducted in absentia at the November 17, 2011, regular membership meeting.

### ACTIVE MEMBERSHIP

**Carolina Rose** -- Carolina is the President of Legislative Research & Intent, LLC. She has been a legal professional since 1976, and specializes in providing in-depth research on the history and intent of legislative, regulatory, and constitutional enactments at the federal, state, and local levels. Carolina celebrates her birthday on August 16.

If you are interested in membership in SLSA, please contact Lynne Gomes at (916) 442-1111, or via e-mail at [gomesl@gtlaw.com](mailto:gomesl@gtlaw.com).

### 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 [gomesl@gtlaw.com](mailto:gomesl@gtlaw.com).



## WHEN YOU NEED IT **FAST!**



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They are the reason we have delivered over 552,000 deposition transcripts in 50 states and 25 foreign countries.

And we do it all at great rates.

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# Employment Report/Positions Available

by Jaymie Morales

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

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

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

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

- **(11/16/11) Experienced Legal Secretary** - Probate Court - Small firm on University Ave. has an immediate need for a Legal Secretary experienced in matters under the probate court, especially probates, conservatorships and guardianships. The ideal candidate will have a professional and pleasant demeanor to interact with clients. This person needs strong organizational skills and the ability to maintain focus while multi-tasking, as well as the ability to assess, revise and balance priorities. Excellent oral and written communication skills, and the ability to proofread and format legal documents are required. Strong attention to detail is an important quality, especially the ability to calendar and track all deadlines and court hearings with a tickler system, prepare complete court filings for the runner and serve POS and NOH as needed. Please email cover letter and resume to [HLOPC.HR@gmail.com](mailto:HLOPC.HR@gmail.com).
- **(11/16/11) Legal Secretary** Our confidential client in Sacramento has an immediate opening for a highly-skilled and ambitious medical malpractice legal secretary for a contract position, with the potential to become full-time. This position involves reviewing and summarizing medical records; reviewing/propounding discovery; summarizing depositions; working with experts and handling research/writing. Legal secretaries applying for this opportunity must have a minimum of 1 year of experience with medical malpractice litigation. Candidates with these qualifications should email their resumes to Maria C. Afan at for immediate consideration.
- **(11/11/11) Clerk of the Board County of Nevada, CA** Salary: \$5,611 - \$6,850 monthly; includes retirement benefits of 2.7% @ 55. The County of Nevada, CA, located in the scenic Sierra Foothills, seeks qualified candidate to plan, organize and direct the activities of the Board of Supervisors Office; prepare agendas, and record and document actions of the Board of Supervisors; maintain and provide minutes, records and other information for the Board; and provide expert professional assistance to the Board of Supervisors and County management staff in areas of responsibility. Requirements include a Bachelors degree from an accredited college or university in Public or Business Administration, and two years of responsible administrative management experience. Additional advanced journey-level experience in this or a related field may be substituted for the required education on a year-for-year basis. Possession of a Certified Clerk of the Board certificate of possession or a Paralegal certificate may be substituted for two years of required education. Open until filled with 1st cut-off date of Wednesday, December 2, 2011. For job information, and to apply, visit [www.mynevadacounty.com](http://www.mynevadacounty.com), or call the job line at 530-265-1225 (Option 1).
- **(10/11/11) Legal Secretary** Law Office in Stockton looking for a Legal Secretary. Need a self-starter and someone with a professional demeanor. Able to handle many tasks with grace and diplomatic flair. Min 5 years experience in Civil Litigation experience. Will have transactional responsibilities as well. Excellent compensation, benefits and bonus opportunity. 40-60K+. This is a permanent position. Please email resume to [Ihamilton@appleone.com](mailto:Ihamilton@appleone.com).
- **(8/22/11) Paralegal/Legal Secretary** Immediate need for seasoned Paralegal/Legal Secretary in the Sacramento area. Boutique law firm specializing in Civil Litigation looking for Paralegal/Legal Secretary with a minimum of 5+ years as a Paralegal/Legal Secretary. Litigation and some Transactional work. There are 10 attorneys total over 3 offices. Position to be based out of Sacramento with occasional travel to Stockton Office; needs a self starter, someone who does not leave anything imperfect or incorrect. The cases are very interesting and there is a lot to do - never a dull moment. Base pay 40 - 50K with bonuses. Potential 60 - 80K with bonus. No gaps in employment. Prefers someone currently employed and looking to make a change. Email resume directly to: [ihamilton@appleone.com](mailto:ihamilton@appleone.com).

## Employment Cont....

- **(8/12/2011) Legal Secretary** Outside vendor is seeking a legal secretary with 3 to 4 years experience to work in a Sacramento law firm specializing representing injured workers in workers compensation disputes. In addition, the secretary will be trained to appear at lien conferences to appear on behalf of our company. Travel to Oakland, San Jose, and San Francisco will be required from time to time so candidate must have good driving record. The candidate must be a team player who is an aggressive self-starter. Salary is competitive with other Sacramento firms and will be based on experience. Please email resume and cover letter to fbritt@arslegal.com.
- **(8/5/2011) Legal Secretary** Small downtown Sacramento law firm specializing representing landlords in landlord-tenant disputes (2 attorneys, 2 staff currently) seeking an experienced legal secretary with familiarity with unlawful detainer process. Preferred candidate will understand how to draft complaints, prepare default judgment, prepare writs, and sheriff lockout paperwork. The candidate must be a team player who is an aggressive self-starter. Salary is competitive with other Sacramento firms and will be based on experience. Please email resume and cover letter to jwc-mhlaw@sbcglobal.net.
- **(7/20/11) Experienced Contract Trust Legal Secretary** Attorney needs experienced legal secretary/paralegal to amend or re-state a Husband-Wife Trust. Immediate availability. Telephone: 916-719-3297. Email: asmernes@hotmail.com. Fax: 916-928-3050



## Parliamentarian's Corner

By Astrid Watterson, CCLS

### POSTPONE TO A CERTAIN TIME

What happens if a motion was introduced that you thought more information may be needed? For example, what if we had a motion to change our name to Legal Professionals Association? The motion would require you to address that particular change – the name of the association. However, what would be involved? How much would it cost? Who would need to do the work to get it changed? Would we need the assistance of a lawyer? How would this impact our marketing materials, our website, our logo? Is this something that we have money for? How much time would it take? You may indeed have all of these questions, and perhaps not all of them were answered during the debate of the actual motion – changing the name of the association. What can be done?

According to Robert's Rules of Order, you can make a motion to postpone the current motion to the next meeting or to a specific date and time. This particular motion can be adopted by the majority of those present, it can be amended to change the time or loca-

tion, and it can be debatable. First you need to handle the motion to postpone. If the members present approve to postpone the motion to the next meeting, then the motion to postpone passes and the motion to change the name will come up right after unfinished business at the next meeting. If the motion to postpone fails, then you revert back to the original motion to change the name of the association.

Making a motion to postpone is not necessarily a delay tactic, it can be used to gain more information on the subject at hand. Sometimes, at the heat of the moment, someone can make a motion without thinking through the entire consequences of the actions you just asked everyone to vote on. If you want more information that isn't immediately available during the debate, then it would be prudent to introduce a motion to postpone to a different time when you can gather said information and vote knowing exactly what you are getting into.

“ Making a motion to postpone is not necessarily a delay tactic, it can be used to gain more information on the subject at hand. ”

~Astrid Watterson,  
CCLS

# Speaker Spotlight

## November Regular Dinner Meeting: Motions with Rebecca Lerma, Dawn Forgeur, CCLS, and Astrid Watterson, CCLS

by Dawn Forgeur, CCLS

LSA's November dinner meeting hosted three of our own members as speakers to talk about preparing motions from the staff's point of view. The speakers were Rebecca Lerma, paralegal, Dawn Forgeur, CCLS, litigation secretary, and Astrid Watterson, CCLS, paralegal, all of who have more than 10 years experience in the legal field. The speakers focused on regular motions, as opposed to motions for summary judgment/adjudication.

Our speakers covered the attorney's role, the paralegal's role, and the legal secretary's role in preparing a motion. The attorney handles communication with the client, first draft of the motion, coordinating with other associates and outside counsel, and approving the final version. The paralegal's role is generally to check the authorities and references to other documents, conforming citations to either Bluebook or California Style Manual format, creating a task list of documents, coordinating with the court, legal secretary, and attorneys, ensuring that legal procedure is followed, reviewing local rules and the Rules of Court, and preparing the exhibits. The legal secretary's role is to be the gatekeeper of the documents, making sure all of the edits are made, preparing the table of contents and table of authorities, also making sure that the citations are in their proper format, make sure the check for

filing fee is ready, conforming the document with the local rules and Rules of Court, preparing the proof of service, copies for the court, client, parties, and the file. The legal secretary should also be proof-reading the document for spelling and grammatical edits.

The most important thing to remember is to estimate your time correctly. Just because the attorney has given the final okay on the document does not mean that it is ready to go to the court! Make sure to give your paralegal enough time to cite check the brief, give the legal secretary enough time to do the tables of contents and authorities, and the runner also needs time to either pick up the documents and drive to the court or the runner needs time to print out all of the copies needed for the court and put those documents together correctly, such as adding in bottom exhibit tabs and making sure they are in the correct order. Depending on how many citations there are in a 20-page motion, the paralegal may need as much as four hours, the legal secretary may need as much as two hours to finalize the tables, and the runner may need anywhere from thirty minutes to a few hours to get your documents printed, drive to the court, and stand in line to get them filed. Some courts have a document limit and the runner may need to get back into line to finish filing all of your documents.

The key is to plan your filing ahead and give your team enough time to complete the tasks.

⇒ Rebecca M. Lerma is a litigation paralegal with Stoel Rives. Her areas of concentration are product liability, automotive, real estate, and employment. She graduated from MTI in 1996.

⇒ Astrid B. Watterson, CCLS, is a paralegal with Somach Simmons & Dunn. Her areas of specialty are environmental law and litigation. She graduated from CSU Stanislaus and passed the California Certified Legal Secretary exam in 2003.

⇒ Dawn R. Forgeur, CCLS, is a litigation secretary with Stoel Rives. Her area of expertise is civil litigation and employment. She pass

“

The most important thing to remember is to estimate your time correctly.

~Dawn Forgeur,  
CCLS

”





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

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

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

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

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

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

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

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SPONSOR \_\_\_\_\_ APPLICATION APPROVED \_\_\_\_\_

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

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

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

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

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

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



SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: \_\_\_\_\_ Birthday \_\_\_\_\_

Talents, Interests, Hobbies: \_\_\_\_\_

**YOUR SPECIALTY:**

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

**EDUCATION:**

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

**TYPE OF OFFICE:**

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

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

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

- CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES
- CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS
- CHECK HERE IF YOU ARE WILLING TO HOLD A STANDING COMMITTEE CHAIR OR ASSISTANT CHAIR POSITION

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

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

How did you hear about SLSA? \_\_\_\_\_  
\_\_\_\_\_

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

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

# Benefit Highlights

by Jennifer Chastain

## Working Advantage Spotlight

It's that time of year -- time for holiday decorating, buying gifts, enjoying time with friends and family, and planning for the new year!! Check out these great deals and save money while enjoying the holiday season! You can email me at [chastain.j@gmail.com](mailto:chastain.j@gmail.com) to get LSP's member number to take advantage of these discounts. This is just a sampling of what is offered!

[Amazon.com](#) Free shipping on \$25+; Free shipping on \$25+. Get iPods, cameras, TVs & more

[Things Remembered](#) 15% off your order, Free shipping on \$100+

[Harry & David](#) 20% off Holiday Gifts Baskets, Free Delivery on select items, 33% off Royal Riviera Pears

[CruiseDirect.com](#) Save on cruises, best price guarantee!

[Orbitz](#) \$100 off tropical vacations, Free night in Aruba and Hawaii, Airfares Under \$200

[Liz Claiborne](#) Free shipping on \$75+

[Nike Store](#) Free Shipping on your order

[Target.com](#) \$5 off \$50+, Free gift card w/Kinect or Wii, 20% off select orders \$75+, Free shipping on \$50+

[The Popcorn Factory](#) 15% off your order



# CCLS Quiz

by Jennifer Estabrook, CCLS

Read each the description of each situation carefully and indicate whether it is true or false.

- Unlawful detainer proceedings are technically "special summary proceedings" with rules and statutes specifically geared toward obtaining possession of real property.  
A. True B. False
- Late charges, utility charges or security deposit charges cannot be included in the amount when calculating unpaid rent.  
A. True B. False
- Court filing fees and process server fees are not recoverable by the prevailing party in an unlawful detainer action.  
A. True B. False
- The unlawful detainer process uses an expedited 10-day summons  
A. True B. False
- A periodic tenancy can be terminated at any time by either landlord or tenant by giving notice.  
A. True B. False
- Unlawful detainer actions must be tried in the county of the landlord's residence.  
A. True B. False
- Defendant's time to respond to the complaint for unlawful detainer is 3 days after service of the summons and complaint.  
A. True B. False
- A motion for summary judgment can be filed at any time after the defendant has answered the complaint.  
A. True B. False
- Defendant can serve discovery at any time.  
A. True B. False
- Discovery cutoff is 7 days before trial.  
A. True B. False

Answers on Page 19

# Vendor Spotlight

## November Regular Dinner: C&P Legal Services

by Lynne Gomes

Phil Olivas from C&P Legal Services is SLSA's Vendor of the Month. C&P Legal Services has been providing legal process serving court filing service, and courier services for over 15 years. Located on Arden Way, they are centrally located to most law offices in the greater Sacramento area. Phil prides himself on offering personalized service and establishing a relationship with each client.

For process serving, coverage areas include the Sacramento

metropolitan area, Carmichael, North Highlands, Citrus Heights, Orangevale, Fair Oaks, Rio Linda, Rancho Cordova, Roseville, Folsom, Elk Grove, West Sacramento, Newcastle, Auburn, Penryn, Placerville, Wilton, Galt, Diamond Springs, Sloughouse, Rancho Murieta, Dixon, and Winters.

Court filing service includes the following counties: Sacramento; Placer; Yolo; Yuba; Stanislaus; Solano; San Joaquin; and, El Dorado.

Courier service includes the greater Sacramento area.

Please contact Phil Olivas at (916) 482-9720, or via e-mail at [cplegal@sbcglobal.net](mailto:cplegal@sbcglobal.net) for more information.

Thank you very much, Phil, for being our Vendor of the Month!



Dawn Forgeur and Phil Olivas

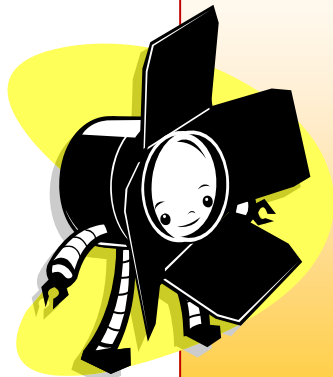
**PLEASE REMEMBER TO SUPPORT OUR VENDORS, BECAUSE THEY SUPPORT US!**

### C&P LEGAL SERVICE

#### Process Serving, Court Filings, Courier Service

Counties: Sacramento, Placer, Yolo, Yuba  
Stanislaus, Solano, San Joaquin, El Dorado

Phil Olivas, Owner  
2730 Arden Way, Suite 222  
Sacramento, CA 95825  
(916) 482-9720  
[cplegal@sbcglobal.net](mailto:cplegal@sbcglobal.net)



# Governor's Report

by Dawn Forgeur, CCLS



LSI's Second Quarterly Conference was held on November 11-13, 2011, at the Sacramento Marriott in Rancho Cordova. There were several motions made during this conference and I've listed them below.

### Saturday, November 12, 2011, General Session

1. Lorraine Bettencourt, PLS, CCLS, LSI Past President, moved to make Don Lee an honorary member of LSI. The motion carried.

2. Rod Cardinale of Santa Clara LPA moved to change Legal Secretaries, Inc.'s name to California Legal Professionals, Inc.

3. Mary Rocca, CCLS, LSI Past President, moved to postpone the name change motion until the February 2012 Conference. This motion was amended to postpone the name change motion to the May 2012 pre-board of governors meeting. The amended motion carried.

Lorraine Bettencourt, PLS, CCLS, moved that LSI hire a marketing firm to market LSI,

effective immediately. This motion carried.

### Sunday, November 13, 2011, Brunch General Session

5. Patty Miller, PLS, CCLS, LSI Past President, moved that the LSI President, with approval of the Executive Committee, appoint an ad hoc committee of five members to investigate all issues relative to a proposed change of name for LSI and investigate and recommend an appropriate marketing consultant. She suggested that the ad hoc committee consist of a member from an LPA, LSA, Member at Large, and the Marketing Committee and that these members should range from a rural association to an urban association.

Bob Legett, CCLS, Member-at-Large, amended Patty Miller's motion so that the ad hoc committee had to report back to the board of governors at the February 2012 meeting with their report or status update. This amended motion carried.

Sacramento LSA took second place in LSI's Experience It! Membership contest, tying with

Santa Clara LPA, with 18 new members during the contest. Orange County LSA won first place with 29 new members, and San Diego placed third with 16 new members.

The 2012 LSI Annual Conference chair, Liz Adame, CCLS, reminded members that they need to reserve their hotel room early since this location in San Diego is very popular and WILL sell out quickly. You may reserve your hotel rooms for May 2012 Annual Conference by going to [https://shop.evanshotels.com/bahia\\_groups/lsi0516b12.html](https://shop.evanshotels.com/bahia_groups/lsi0516b12.html).



## CHANGE OF ADDRESS:

Please remember if you have moved offices or home, be sure to send us your Change of Address form so that we can update our records. This will minimize any delay in your receiving our monthly bulletin, any correspondence, and the LSI quarterly magazine. The change of address form can be found in this bulletin or on our website. They should be mailed to our Vice President and Membership chair, Lynne Gomes to her work address at Greenberg Traurig, LLP, 1201 K Street, Ste 1100, Sacramento, CA 95814.





**CHAPTER ACHIEVEMENT REPORTING FORM**

Each association in LSI participates every year in the Chapter Achievement contest. An award of \$250 is presented by LSI to the highest scoring association in each membership category at the Annual Conference of LSI. Chapter Achievement Points (CAPs) are tracked during the year by SLSA's Governor. This covers activities from April 1, 2011, through March 31, 2012. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete this form each time you attend a function and mail it to SLSA's Governor.** If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

**Date of Event**

**Event**

- \_\_\_\_\_ I submitted an article to *The Legal Secretary* magazine. (50 points)
- \_\_\_\_\_ I attended an LSI Quarterly or Annual Conference. (50 points)
- \_\_\_\_\_ I attended an Officer/Chairman Workshop at the Annual Conference.  
How many? \_\_\_\_\_ (25 points)
- \_\_\_\_\_ I belong to an LSI-sponsored credit union. (100 points)
- \_\_\_\_\_ I am insured through an LSI plan. (100 points)
- \_\_\_\_\_ I rented a car through Hertz with the LSI discount. (200 points)
- \_\_\_\_\_ I took the CCLS exam - Test Date: \_\_\_\_\_. (100 points)
- \_\_\_\_\_ I passed the CCLS exam - Test Date: \_\_\_\_\_. (200 points)
- \_\_\_\_\_ I submitted questions to LSI for use on the CCLS Mock exam.  
How many? \_\_\_\_\_. (25 points per question)
- \_\_\_\_\_ I recertified as a CCLS during the 2011-2012 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, 2012. (100 points)
- \_\_\_\_\_ I attended a Legal Specialization Section Seminar at Quarterly or Annual  
Conference. How many? \_\_\_\_\_. (50 points per seminar)
- \_\_\_\_\_ I attended a Legal Specialization Section Regional Seminar. (75 points)
- \_\_\_\_\_ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- \_\_\_\_\_ I purchased the *Legal Professional's Handbook* (LPH) between April 1, 2011, and  
March 31, 2012. (200 points)
- \_\_\_\_\_ I purchased the *Law Office Procedures Manual* (LOPM) between April 1, 2011,  
and March 31, 2012. (200 points)
- \_\_\_\_\_ I purchased updates to the LPH between April 1, 2011, and March 31, 2012. (100 points)
- \_\_\_\_\_ I purchased updates to the LOPM between April 1, 2011, and March 31, 2012. (100 points)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Sacramento Legal Secretaries Association  
Attn: Governor  
PO Box 188635  
Sacramento, CA 95818-8635

*Bravo*



**PLACER COUNTY LEGAL PROFESSIONALS' ASSOCIATION  
WINTER SOCIAL**

Tuesday, December 13, 2011  
6:00 pm  
1465 Eureka Road, #140  
Roseville, CA 95661  
(916) 772-8777

**Fresh Bread and Dipping Oil**

**Holiday Salad**

**Choice of:**

**Cheese Ravioli with Butternut Squash Sauce and Steamed Broccoli  
Or**

**Pistachio Encrusted Chicken with Honey Dijon Glaze, Garlic Mashed Potatoes  
and Baby Carrots**

**Or**

**Pan Seared Tilapia with lemon, Butter and Herb Sauce, Wild Mushroom  
Risotto and Seasonal Vegetables**

**Tiramisu**

Dinner includes Soft Drinks, Tea or Coffee, Other beverages available for purchase.  
\$30.00\*\* per person includes Tax & Gratuity - No Host Bar (5:30 pm)

**\*\*PCLPA will be paying \$150 towards the total dinner bill, so the charge per person  
will be less than \$30 per person. When all RSVP's are received, your final cost will be  
determined and you will be notified of the cost**

**Please bring your check to the dinner, made payable to PCLPA.**



**ORNAMENT EXCHANGE**

**Bring a wrapped ornament (\$5.00 limit)  
to be exchanged at the dinner.**

*Bravo*



**PLACER COUNTY LEGAL PROFESSIONALS' ASSOCIATION  
WINTER SOCIAL**

Tuesday, December 13, 2011  
6:00 pm  
1465 Eureka Road, #140  
Roseville, CA 95661  
(916) 772-8777

Please select your choice of entrée, detach this portion and mail to:  
Gloria Lamm, Event Chair  
Law Offices of Lynn A. Dean  
1410 Rocky Ridge Drive, # 340  
Roseville, CA 95661

Postmarked by December 5, 2011

-----  
Name: \_\_\_\_\_ Guest: \_\_\_\_\_

Choose One:

Guest 1:      CHEESE RAVIOLI              CHICKEN              TILAPIA

Guest 2:      CHEESE RAVIOLI              CHICKEN              TILAPIA

Special Dietary Request \_\_\_\_\_

***Bring your spouse, attorney or friends. Everyone is welcome.***

## SLSA'S FALL CHARITABLE PROJECT



**Sacramento Legal Secretaries Association is participating in Sacramento Food Bank & Family Services' (SFBFS) 18th Annual Spirit of Giving Drive.**

Over the past 17 years, the Spirit of Giving (SOG) drive has helped SFBFS organization collect and distribute over 4.6 million pounds of canned and non-perishable food items to local families in need. Help SLSA support families in need by participating in this year's drive. The drive started **October 17** and ends **January 6**.

SLSA is looking for "host" firms that would be willing to have a container from SFBFS in their office for donations of canned and non-perishable food items. We would like to find "host" offices for the containers as soon as possible. In order to have SFBFS deliver/pick-up the containers at the "host" offices, each "host" office would be required to fill a minimum of two barrels during the food drive; we believe that some of the firms should easily meet and hopefully exceed this minimum requirement. SFBFS delivers/pick-ups the containers weekdays, during normal business hours (7:30 am to 4:00 pm). Please note that pick-up and delivery service is limited during the holiday season.

For members and/or their firms who wish to donate but cannot host a container, you can bring your food donations to SLSA's regular meetings, and the Charitable Projects Committee will deliver the donations to SFBFS. If you're unable to attend a regular meeting between now and the end of December and wish to donate food, please contact Teri McClory; it's possible that the Charitable Projects Committee can arrange to pick up and deliver your donations to SFBFS.

Thank you for your involvement. If you are interested in having a container delivered or have any questions regarding this project, please contact Teri McClory at [teretad@aol.com](mailto:teretad@aol.com) or (916) 716-9956.

Crystal Rivera, Chair [crivera@somachlaw.com](mailto:crivera@somachlaw.com)  
Teri McClory, Co-Chair [teretad@aol.com](mailto:teretad@aol.com)  
Lacy Monserrat, Co-Chair [lmonserrat@cbmlaw.com](mailto:lmonserrat@cbmlaw.com)







# FOOD Assistance

## Wish List

### Basic

- Pasta
- Proteins
- Canned fruits & vegetables
- Grains
- Cereal
- Snack foods
- Canned & dry soups
- Juice
- Dietary specialties
- Baby formula

### Preferred

- Whole wheat or gluten-free
- Dry beans, water-packed tuna, natural peanut butter, unsalted nuts
- Canned in water or natural juices, low sodium, pop-tops
- brown/wild rice, oats, couscous, quinoa
- High fiber, vitamins, minerals
- Natural fruit leather, granola bars, fruit cups
- Low sodium, no MSG
- 100% natural juice, no artificial colors or flavors
- Ensure
- Enfamil Lipil with iron, Gentlease, soy-based

Sacramento Food Bank & Family Services

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## SLSA'S DECEMBER CHARITABLE PROJECT



**Sacramento Legal Secretaries Association will be participating in the Sacramento Loaves & Fishes Christmas Stocking Giveaway.**

Sacramento Loaves & Fishes is a private charity founded in 1983. It relies solely on private donations to support its work of feeding the hungry and sheltering the homeless. It provides an oasis of welcome, safety, and cleanliness for homeless men, women, and children seeking survival services.

Each year, as part of its holiday meal, Loaves & Fishes offers each of its guests a Christmas stocking. To accomplish this, they ask the community to participate by providing stockings (approx. size: 14-16 inches long and 6-8 inches wide) with the following items:

- McDonald's \$5 Gift Certificate(s)
- One pair of new socks, one size fits all
- One set of stretch/knit hat and gloves
- Travel-size toiletry items (lotions, Vaseline, conditioners, shampoos, body wash)
- Disposable razors (adult stockings only)
- Deodorant
- Chapstick
- Toothbrush and toothpaste
- A deck of cards
- Gum
- Bar soap
- A pair of shoelaces

Now is the time to clean out your supply of all those toiletries that you always bring back from your hotel stays and donate them to this worthy cause. We are also looking for items specific to children. Last year, with member and member-employer donations, SLSA was able to deliver a dozen overflowing stockings! Let's try to beat that number this year!

Donations of filled Christmas Stockings or items to put in the Stockings can be brought to SLSA's November and December regular monthly meetings. If you are unable to bring donations to one these regular meetings but wish to donate, please contact any of the Charitable Projects Committee Chairs (contact info below) to make other arrangements. **Deadline for SLSA to drop off donated stockings is December 21.**

We thank you for your continued involvement and generosity in SLSA's charitable projects.

Crystal Rivera, Chair [crivera@somachlaw.com](mailto:crivera@somachlaw.com); (916) 469-3813  
 Teri McClory, Co-Chair [teretad@aol.com](mailto:teretad@aol.com); (916) 514-1097  
 Lacy Monserrat, Co-Chair [lmonserrat@cbmlaw.com](mailto:lmonserrat@cbmlaw.com); (916) 446-5297

# CCLS Terminology List

by Jennifer Estabrook, CCLS

At-Issue Memorandum	Formal document declaring case is at issue and ready for trial, and requesting a trial date.
Condition	Act or event which must occur before a duty to act arises; a restriction or limitation attached to a grant or privilege.
Covenant	A written promise, agreement or restriction, usually in a deed.
Landlord	An owner, also called “lessor,” who rents out real property to a tenant, also called a “lessee.”
Lease	An agreement for renting property, usually for a set term. A lease can be oral and is presumed to be month-to-month if no term is specified.
Possession	In legal terminology, the right of exclusive possession of a thing; includes right of use and enjoyment without interference from others.
Real property	Land and all buildings and fixtures permanently attached to land and intended to be a part of the land.
Subtenant	One who leases all of the rented premises for a term less than that held by the original lessee, or part of the premises for all or part of the lease term.
Tenancy	The legal right to enjoy exclusive possession on conditions agreed to with the landlord.
Tenant	A person who has been granted a tenancy; also called a “lessee.”
Writ of possession	An order of the court requiring the sheriff to put the judgment creditor into possession of certain property.

# CCLS Quiz Answers

by Jennifer Estabrook, CCLS

## CCLS QUIZ ANSWERS (from page 10):

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



# Legal Procedures

*Submitted by Molly Mahoney and Stevie Garcia*



## COURT EXECUTIVE OFFICE

P.O. Box 619072  
ROSEVILLE, CALIFORNIA 95661  
(916) 408-6186  
FAX (916) 408-6188

## Superior Court of the State of California In and For The County of Placer Roseville, California

### PRESS RELEASE

FOR IMMEDIATE RELEASE

September 15, 2011

Contact: Jake Chatters, CEO

(916) 408-6186

### **SUPERIOR COURT OF PLACER COUNTY ANNOUNCES TWELVE (12) LIMITED SERVICE DAYS IN FISCAL YEAR 2011/2012**

The Superior Court of Placer County will provide only limited services on the following dates:

November 21, 2011	December 28, 2011	March 23, 2012
November 22, 2011	December 29, 2011	April 27, 2012
November 23, 2011	December 30, 2011	May 25, 2012
December 27, 2011	January 27, 2012	June 15, 2012

The Court finds this action necessary due to the ongoing State fiscal crisis, which has resulted in multiple years of significant reductions in State funding to the Placer County Superior Court. The Legislature and Governor reduced state funding for the Judicial Branch by \$350 million in the Budget Act for the 2011–2012 Fiscal Year and reduced state funding for superior courts, specifically, by a total of \$600 million over the past three years.

In an effort to absorb reductions in its allocated state funding, the Placer County Superior Court has reduced its costs over this period by instituting employee layoffs and furloughs, closing two courtrooms, discontinuing funding for its Peer Court, discontinuing the Family Law Case Management program, reducing Self-Help Center hours, and reducing operating expenses. For example, the Court has cut expenditures for telecommunications, copiers, law books, online publications, and leased facilities.

Despite having taken such measures, the most recent state funding reductions, coupled with contractual, inflationary, and court caseload-related cost increases, would leave the Placer County Superior Court with a budget deficit of \$1,750,000 for the 2011/2012 Fiscal Year if further cost-savings measures are not implemented. Instituting the limited service days, outlined above, will save the Court between \$500,000 and \$550,000 during



## Legal Procedures Cont....

Superior Court of Placer County

PRESS RELEASE:

**SUPERIOR COURT OF PLACER COUNTY ANNOUNCES TWELVE (12)  
LIMITED SERVICE DAYS IN FISCAL YEAR 2011/2012**

For Immediate Release: September 15, 2011

Page 2 of 2

the current fiscal year. The Court is further addressing the current year deficit through changes in employee contributions towards retirement, freezing vacated positions, and other actions.

The Honorable Alan V. Pineschi, Presiding Judge of the Placer County Superior Court, had the following comment: "The Court is sensitive to the fact that reducing the court's services for twelve days a year impacts the public's access to justice in a full range of cases, including criminal cases, civil disputes, family law and custody matters, and juvenile cases. However, just like all the other courts in California that are dependent on state funding, the Placer County Superior Court must take cost-savings measures in light of the State's fiscal crisis. The cost-savings measures being adopted by our court are preferable to more drastic measures, such as permanently closing courtrooms, or laying off more court employees. We will appreciate the public's patience during the coming months."

On limited service days, only Department 13, the courtroom located at the Placer County Jail, 2775 Richardson Drive, Auburn, will remain open. That courtroom will handle criminal arraignments, certain time-sensitive juvenile proceedings, and any last day criminal matters. All other courtrooms and clerks' offices will be closed. Although the limited service days will not qualify as holidays for purposes of calculating statutory time requirements, a drop-box will be provided to permit same-day filings at all court locations that otherwise accept filings. Courtroom staff also will accept urgent non-criminal filings (e.g., petitions for restraining orders or injunctions) and the court will hear such matters in Department 13 if emergency circumstances warrant such action.

For the complete Public Notice regarding the limited service days or for more information, please visit <http://www.placer.courts.ca.gov/>.



**Sacramento Legal Secretaries  
 Association's**   
**Annual Holiday Mock Trial**  
*Santa Claus v. Prince Henry of Wales*  
*An Issue of Trespass*

**Vendor Sponsor:  
 Atkinson-Baker**

Join us for our annual mock trial and ornament exchange! Attendees are encouraged to bring one ornament under \$5 in order to participate in the ornament exchange. Registration fee includes appetizers and desserts.



Date: December 15, 2011  
 Time: 6 p.m.  
 Location: Courtyard Marriott  
 4422 Y Street, Sacramento  
 Cost: \$20

**REGISTRATION INSTRUCTIONS**

- E-mail your attendance confirmation to Astrid Watterson, CCLS at [awatterson@somachlaw.com](mailto:awatterson@somachlaw.com).
- Mail your payment to Astrid at Somach Simmons & Dunn, 500 Capitol Mall, Ste. 1000, Sacramento, CA 95814.
- **Deadline to register: 12/12/11**
- Please make your checks payable to "SLSA." (No shows will be billed.)

**Volunteer  
 Actors Needed!**

Bailiff  
 Judge  
 Plaintiff's Attorney  
 Defendants' Attorney  
 Court Clerk

Kris Kringle  
 Winkey Elf  
 Dr. Phil  
 Prince Henry  
 Sgt. Dwight  
 7 Jurors

# December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 <i>Executive Board Meeting</i>	6	7	8	9	10
11	12	13	14	15 <i>SLSA Mock Trial and Dinner Meeting</i>	16	17
18	19 <i>Last Day to Submit Articles for December Bulletin</i>	20	21	22	23	24
25 <i>Christmas</i>	26	27	28	29	30	31

## Dates to Remember

- **December 5- SLSA Executive Board Meeting** (Location: Stoel Rives - Time: 6:00 p.m.)
- **December 15 - Mock Trial/Regular Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **December 19 - Last Day to Submit Articles for the November issue of The Legal Eagle**







# Sacramento Legal Secretaries Association

A Member of Legal Secretaries, Incorporated

Proudly Presents

## COURT UPDATES 2012

Many New Changes You Will Not Want To Miss!  
(Forms, Handouts, Information & Networking)

EXHIBITORS!!!

DOOR PRIZES!!!

**THURSDAY, JANUARY 19, 2012**

No-Host Bar: 4:45 p.m. to 6:45 p.m.

Dinner: 6:15 p.m.

**Cost: \$38 (seating is limited)**

SLSA has gone green!  
Each attendee will receive  
a CD containing the  
speakers' handouts!

Location: HILTON — SACRAMENTO ARDEN WEST LOCATION  
2200 Harvard Street (located at Business 80 and Arden Way West)  
Sacramento, California  
Telephone: (916) 922-4700

Speakers: Court Clerks/Executive Officers from numerous counties.

Day In Court Chairs: Rebecca Lerma ([rmlerma@stoel.com](mailto:rmlerma@stoel.com)) Phone: 916-447-0700  
Crystal Rivera ([crivera@somachlaw.com](mailto:crivera@somachlaw.com)) Phone: 916-469-3813

\*\*\*Please add \$5.00 for reservations made after January 9, 2012\*\*\*  
\*\*\*Cancellations MUST be made 72 hours in advance for refunds. "No shows" will be billed.\*\*\*

Please Mail Registration With Your Check

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Do you require an  MCLE or  CCLS certificate?

Are you interested in SLSA membership?  Yes or  No  
If you are a member of a local LSI association, please state the name: \_\_\_\_\_ LSA/LPA  
Are you an LSI Officer or Chair? \_\_\_\_\_ If so, in which capacity? \_\_\_\_\_

Three course meal including salad starter, entrée, dessert, coffee, and tea.  
Please indicate your meal preference:  
\_\_\_\_\_ Chicken (Chicken Piccata - Seared Breast of Chicken with Lemon Beurre Blanc and Capers)  
\_\_\_\_\_ Beef (Steak & Blue - Rosemary Roasted Flank Steak, Point Reyes Blue Cheese with Balsamic Onions)  
\_\_\_\_\_ Vegetarian (Delta Asparagus Pasta - Penne Pasta with Artichoke Hearts, Olives, Shaved Asparagus, Feta Cheese and Sundried Tomato with Garlic Olive Oil)  
Food allergies: \_\_\_\_\_

Reservations (By Check Only).  
Check Payable to: SLSA Cost: \$38  
Deadline: **Monday, January 9, 2012**  
MCLE/CCLS Credit: 1.0 hour

**Make Check Payable to:  
SLSA**

Mail to Registration and Check to: Maimie Chyinski  
c/o Fagen Friedman & Fulfrost LLP  
520 Capitol Mall, Suite 400, Sacramento, CA 95814  
E-mail: [reservations@slsa.org](mailto:reservations@slsa.org)

*If you cannot attend this event but are interested in membership, please contact  
Lynne Gomes, Membership Chair at [gomesl@glaw.com](mailto:gomesl@glaw.com)*

<http://www.slsa.org>





## PILLOW PETS for SHRINERS HOSPITAL!



*“It’s a Pillow, It’s a Pet ...  
It’s a Pillow Pet.”*

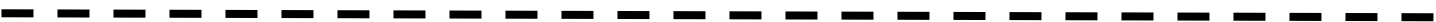
SLSA purchased a variety of sizes and shapes of Pillow Pets to give as Christmas Gifts to the patients at Shriners Children’s Hospital.

The Executive Board and Charitable Projects Committee will be delivering the pillows to Shriners Hospital on Thursday, December 8, 2011, at 6:00 p.m. We will get a short (15 minute) tour, and be able to take a few pictures. Unfortunately we won’t be able to give the pillows to the patients individually.

Space is limited to a small group and we have to provide a list of attendees. If you are interested in participating, please contact Crystal Rivera asap.

**We hope other members will be able to join us!**

Crystal Rivera, Chair [crivera@somachlaw.com](mailto:crivera@somachlaw.com); (916) 469-3813  
Teri McClory, Co-Chair [teretad@aol.com](mailto:teretad@aol.com)  
Lacy Monserrat, Co-Chair [lmonserrat@cbmlaw.com](mailto:lmonserrat@cbmlaw.com)



Sacramento Legal Secretaries Association’s annual Day in Court Event is scheduled for *Thursday, January 19, 2012*. We have invited guest speakers from Butte, El Dorado, Placer, San Joaquin, Stanislaus, Sacramento, Yuba and Yolo counties as well as the Third Appellate District Court of Appeals.

We will be submitting questions to the court in advance which they will address during the meeting. The questions should be able to be answered in 1-3 sentences and should not be case specific. Please email your suggested questions to Day in Court Chairs: Rebecca Lerma at [rmlerma@stoel.com](mailto:rmlerma@stoel.com) and Crystal Rivera at [crivera@somachlaw.com](mailto:crivera@somachlaw.com).

Question(s) for the Court: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (optional): \_\_\_\_\_

Email (optional): \_\_\_\_\_

# LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

## 2011-2012 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

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

Mail to: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**  
5534 Blackbird Drive, Pleasanton, CA 94566

Enclosed is payment of my dues for the fiscal year 8/1/11 through 7/31/12 for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

**Credit Card Information:** Number \_\_\_\_\_ Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_

**Name on Credit Card:** \_\_\_\_\_ **Card Verification Number** \_\_\_\_\_

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

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS. \_\_\_\_\_ PLS/CCLS/CLA/PARALEGAL

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

LOCAL ASSOCIATION: \_\_\_\_\_ LSA/LPA

RESIDENCE PHONE ( ) \_\_\_\_\_ BUSINESS PHONE: ( ) \_\_\_\_\_

E-MAIL ADDRESS(ES): \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

**PREFERRED MAILING ADDRESS:**  HOME  OFFICE  EMAIL

YEARS OF LEGAL EXPERIENCE: \_\_\_\_\_

SPECIALTY: \_\_\_\_\_

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



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# Save the Date!

*HAPPY DAYS!*  
2012 LSI Annual Conference  
San Diego, CA

**MAY 16-20,  
2012**

*Bahia Resort  
Mission Bay*

CO-HOSTED BY IMPERIAL  
COUNTY LPA AND  
SAN DIEGO LSA  
Visit [www.sdlisa.org](http://www.sdlisa.org) for  
more information





# California Certified Legal Secretary

A Program of  
Legal Secretaries, Incorporated



## APPLICATION

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

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

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, October 15, 2011
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, March 17, 2012

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

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

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

\* Fees subject to change without notice.

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

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

Name \_\_\_\_\_ Last 4 Digits of SSN \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail(s): \_\_\_\_\_



Highest level of formal education completed: \_\_\_\_\_; Highest Degree: \_\_\_\_\_.

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

Dates \_\_\_\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Summary of Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dates \_\_\_\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Summary of Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



“It is a perfectly  
executed cup of  
magic.”  
~Sophia Albov,  
CCLS



## Eating with Sophia: Caffeinating and Accompanying Snacks

by *Sophia Albov, CCLS*



Who doesn't love a cup of coffee and a pastry? Whether it's in the office or at a fancy coffee shop, most of us grab a cup of coffee every day. I have had a long standing affair with coffee houses. In high school I took up semi-permanent residence on the patio of our local java spot. This month I am going to share with you some of my favorite places to eat a pastry (and other yummys!) and sip a cup of the good stuff.

### Old Soul at the Weatherstone

812 21st St  
Sacramento, CA 95811  
Neighborhoods: Midtown,  
River Park  
(916) 443-6340  
[www.oldsoulco.com](http://www.oldsoulco.com)

This coffee hot spot was also featured in my column that celebrated Sacramento's top salad spots. This is one of my favorite places in Sacramento. Not only do they have a wonderful patio and great food, they also have super talented baristas. They have all of the traditional coffee drinks and a great selection of tea. They also have a few beers on tap and a selection of wines. My very favorite drink here is their latte. It is a perfectly executed cup of magic. They also take the time to do a great little design in the foam. Yay!! The pastries

here are also great. They have a wide variety and they also have vegan pastry options.

### Temple Coffee Roasterie

2829 S St  
Sacramento, CA 95816  
Neighborhood: Midtown  
(916) 454-1272  
[www.templecoffee.com](http://www.templecoffee.com)

This sleek and modern space is a newer addition to the midtown coffee scene. This place has some of the best iced drinks around. My personal favorite is their iced thai tea. It is sweet and strong, but not overpowering. Temple also has a delightful selection of muffins and cookies. The interior space is clean and inviting, they also have lots of outlets for those who want to bring their laptops or other devices. The atmosphere is hushed and studious. This would be a great place to come and write a paper (or an article about coffee!).

### Old Soul

1716 L St  
Rear Alley  
Sacramento, CA 95811  
Neighborhood: Midtown  
(916) 443-7685  
[www.oldsoulco.com](http://www.oldsoulco.com)

If you don't already know where this place is, be warned that it can be a little difficult to find! The entrance is hidden in an alley between 17 and 18 on L Street. This loca-

tion of Old Soul (notice the first entry is Old Soul at the Weatherstone) is the nerve center of their baking operation. As such, much of the interior space is given over to the kitchen. However, there are still some tables and places to sit and enjoy a cup of joe. One of the best things they have here is the chocolate chip scone. I like to get one of their scones and a nice earl gray tea latte.

### Plaza 555 House Coffee Counter

555 Capitol Mall, Lobby  
Sacramento, CA 95814  
Neighborhood: Downtown  
(916) 498-9924  
[www.houseoncapital.com/](http://www.houseoncapital.com/)

This is a coffee shop that is unlike the other discussed coffee shops because it is in the lobby of an office building. This coffee counter is an extension of the restaurant House. It is open between 6 am and 4 pm and also has some breakfast items and baked goods. They make their entire pastries in-house (pun intended) and have daily lunch specials. The baristas have great attitudes and seem to know each of their patrons individually. My favorite is the latte and the hot chocolate. The morning Barista Steve has a secret ingredient to the hot coco (I think it might be vanilla syrup!!).



# Happy December Birthdays!!

<b>Nicole Schaeffer</b>	<b>Dec. 11</b>
<b>Karen Takao</b>	<b>Dec. 11</b>
<b>Alisha Dalton</b>	<b>Dec. 14</b>
<b>Devika Datt</b>	<b>Dec. 16</b>
<b>Sally Eredia</b>	<b>Dec. 18</b>
<b>Melanie Herman</b>	<b>Dec. 19</b>
<b>Cindy Breninger</b>	<b>Dec. 20</b>
<b>Geri Bauer</b>	<b>Dec. 23</b>
<b>Kathryn DeLisle</b>	<b>Dec. 27</b>

*Legal Secretaries, Incorporated*  
**LEGAL SPECIALIZATION SECTIONS**

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



*ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?*

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

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

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



## LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

### 2010-2011 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

Mail to: **LESLIE AMES, CCLS, Legal Specialization Coordinator,**  
4248 Crestview Place, Eureka, CA 95503

Enclosed is payment of my dues for the fiscal year 8/1/10 through 7/31/11 for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

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



**(PLEASE PRINT OR TYPE)**

NAME: MR./MRS./MS \_\_\_\_\_ PLS/CCLS/CLA/PARALEGAL

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

LOCAL ASSOCIATION: \_\_\_\_\_ LSA/LPA

RESIDENCE PHONE ( ) \_\_\_\_\_ BUSINESS PHONE: ( ) \_\_\_\_\_

E-MAIL ADDRESS(ES): \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

**PREFERRED MAILING ADDRESS:  HOME  OFFICE  EMAIL**

YEARS OF LEGAL EXPERIENCE: \_\_\_\_\_

SPECIALTY: \_\_\_\_\_

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

\_\_\_\_\_

**LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM**

ITEM	UNIT PRICE	QUANTITY	TOTAL
<b>BRASS TACKS*</b> A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 1/2010) No charge for PDF [ ] Send hard copy [ ]	\$ 5.00		\$
<b>CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET</b> Currently under revision and not available at this time			
<b>CCLS BROCHURE</b> Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 2/08)	N/C		
<b>CCLS MOCK EXAM (Revised 2010)</b> Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	25.00		
<b>CCLS PIN</b> A ½” high, 10-karat gold-filled pin with CCLS logo. For the CCLS.	35.00		
<b>CCLS STUDY KIT</b> Contains Mock Exam (see above), Gregg Reference Manual with Instructor’s Resource Guide, Basic and Comprehensive Worksheets.	199.00		
<b>GUIDELINES FOR HOSTING LSI CONFERENCES*</b> An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 12/09)	N/C		
<b>GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM</b> A 34-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 8/03)	5.00		
<b>HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES*</b> A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/08)	5.00		
<b>HISTORY OF LEGAL SECRETARIES, INCORPORATED</b> A 50-page memory of people, places and events since 1929. (Rev. 3/2010)	5.00		
<b>LAW OFFICE PROCEDURES MANUAL FLYER</b> An 8 ½” x 11” advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/2010)	N/C		
<b>LAW OFFICE PROCEDURES MANUAL INSTRUCTOR’S GUIDES</b> To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 9/07)	4.00		
ADOPTIONS CHAPTER (Rev. 6/11)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 6/11)	7.00		
CORPORATIONS CHAPTER (Rev. 6/11)	7.00		
COURT STRUCTURE CHAPTER (Rev. 9/07)	7.00		
CRIMINAL LAW CHAPTER (Rev. 9/07)	7.00		
DISCOVERY CHAPTER (Rev. 6/11)	7.00		
FAMILY LAW CHAPTER (Rev. 6/11)	7.00		
PROBATE CHAPTER (Rev. 9/07)	7.00		
REAL ESTATE CHAPTER (Rev. 6/11)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 6/11)	7.00		
WORKERS’ COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 6/11)	7.00		
<b>LEGAL SECRETARY’S REFERENCE GUIDE</b> A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 11/09)	30.00		
<b>LSI BYLAWS AND STANDING RULES*</b> As currently adopted by the LSI Governors.	5.00		
<b>TOTAL THIS PAGE</b>			<b>\$</b>

\*Item available to LSI members only.

(Prices effective 07/01/2011)

**LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM**

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/2010)	\$ N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* (Magnetic) A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	5.00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information. (Rev. 5/08) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7.00		
PRESIDENT'S PIN* Same as pendant (see above). Specify magnetic or pin back. [ ] Magnetic [ ] Pin back closure	7.00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
SUB-TOTAL, INCLUDING MAILING/SHIPPING AND HANDLING =			\$
CALIFORNIA SALES TAX (7.25% OF SUB-TOTAL ABOVE) +			\$
<b>TOTAL DUE =</b>			<b>\$</b>

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. COMPLETE PAYMENT INFORMATION BELOW AND MAIL COMPLETED ORDER FORM TO LEGAL SECRETARIES, INCORPORATED, CORPORATE OFFICE, PO BOX 660, FORTUNA, CA 95540-0660; OR, FAX TO (707) 682-6888. CHECK OR CREDIT CARD INFORMATION MUST BE INCLUDED. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY.

**DELIVER TO:** NAME \_\_\_\_\_ ASSOCIATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

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

**Credit Card Information:** Number \_\_\_\_\_ Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_

**Name on Credit Card:** \_\_\_\_\_ **Card Verification Number** \_\_\_\_\_

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\*Item available to LSI members only.

(Prices effective 07/01/2011)

**BENEFITS**

**LEGAL SECRETARIES INCORPORATED (LSI)**

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

<p><b>DISCOUNT THROUGH CEB</b></p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit <a href="http://ceb.com/LSI/">http://ceb.com/LSI/</a></p>	<p><b>WORKING ADVANTAGE</b> Toll Free: (800) 565-3712 <a href="http://www.workingadvantage.com">www.workingadvantage.com</a> Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, <a href="mailto:lsiorg@suddenlink.com">lsiorg@suddenlink.com</a>, or LSI Vice President</p>
<p><b>HERTZ CORPORATION</b> Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 <a href="http://www.hertz.com">www.hertz.com</a></p>	
<p><b>INSURANCE AND FINANCIAL PROVIDERS</b></p>	
<p><b>AFLAC AND WORKER=S COMPENSATION QUOTES</b> <b>Steven C. Dannenberg (Independent Broker)</b> 11091 Rhyolite Drive, Suite 4 Redding, CA 96003 Direct: (530) 339-5889 - Office: (530) 243-9879 Fax: (530) 243-9880 E-mail: <a href="mailto:dannenberginsurance@gmail.com">dannenberginsurance@gmail.com</a> Offering supplemental insurance for Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke.</p>	<p><b>CAPITAL INVESTMENT ADVISERS</b> <b>Emerson J. Fersch, CFP, ChFC, CLU, CASL</b> 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 <a href="http://www.ciadvisers.com">www.ciadvisers.com</a> Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
<p><b>DWORKIN INSURANCE SERVICES</b> <b>Earl Dworkin</b> 467 Hamilton Avenue, Suite 1 Palo Alto, CA 94301 Office: (650) 329-1330 or (800) 332-4313 Fax: (650) 329-9957 <a href="http://www.dworkininsurance.com">www.dworkininsurance.com</a> Offering Individual and Family Medical Insurance, Travel Medical, Medicare Supplements, Dental Plans, and Part D Prescription Drug Plans</p>	<p><b>LEGACY WEALTH MANAGEMENT</b> <b>Daniel R. Henderson, MBA, CFP</b> 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: <a href="mailto:daniel@legacywealthmanagement.biz">daniel@legacywealthmanagement.biz</a> <a href="http://www.legacywealthmanagement.biz">www.legacywealthmanagement.biz</a> Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K.</p>
<p><b>DAVID WHITE &amp; ASSOCIATES</b> <b>Wealth Accumulation and Preservation</b> 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), <a href="mailto:rgonzales@dwassociates.com">rgonzales@dwassociates.com</a>, or Matt Kay (ext. 2628), <a href="mailto:mkay@dwassociates.com">mkay@dwassociates.com</a> Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance.</p>	<p><b>MWG FINANCIAL AND INSURANCE SERVICES</b> <b>Jory Wolf, President/Founder</b> 6333 Greenwich Drive, Suite 210 San Diego, CA 92122 Office: (858)888-7300 Cell: (510)919-9062 <a href="mailto:jory@mwgfinancial.com">jory@mwgfinancial.com</a> California Insurance License: 0E88330 Individual disability insurance solutions</p>
<p><b>CREDIT UNIONS</b></p>	
<p><b>LA FINANCIAL FEDERAL CREDIT UNION</b> P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 <a href="http://www.lafinancial.org">www.lafinancial.org</a> Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p><b>PROVIDENT CREDIT UNION</b> 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 <a href="http://www.providentcu.org">www.providentcu.org</a> All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:  
Sandra T. Jimenez, CCLS, LSI Vice President  
LSI Marketing Committee Coordinator  
P.O. Box 58, Seeley, CA 92273  
Cell - (760) 604-3057



**LEGAL SECRETARIES, INCORPORATED  
MEMBERSHIP LIST AS OF 10/31/11**

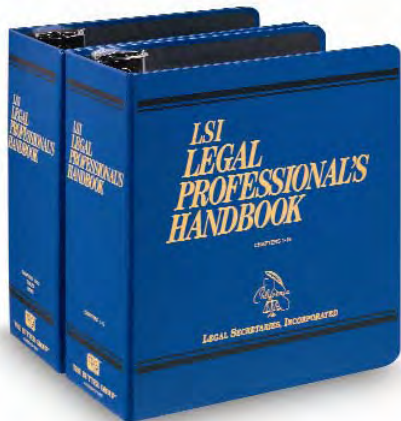
Total Members (Fiscal Year-end 4/30/11)	Association		New Members	Transfer Members	Continuing Members	Total Members
42	Alameda County	LSA	3		34	37
0	Antelope Valley	LSA	2		8	10
50	Beverly Hills/Century City	LSA	3		39	42
22	Butte County	LPA	1		18	19
28	Capitol City	LPA	1		16	17
6	Conejo Valley	LPA	2		5	7
17	Desert Palm	LPA	4		14	18
16	El Dorado County	LPA	2		19	21
49	Fresno County	LPA	7	-1	38	44
48	Humboldt County	LPA	4		35	39
37	Imperial County	LPA	12		26	38
27	Livermore-Amador Valley	LPA	3		21	24
64	Long Beach	LSA	18		52	70
46	Los Angeles	LSA	5		33	38
17	Marin County	LPA	1		12	13
38	Merced County	LPA	6	1	33	40
14	Monterey County	LSA				0
62	Mt. Diablo	LPA	18		54	72
15	Napa County	LSA			13	13
78	Orange County	LSA	34		49	83
25	Palo Alto	LSA		-1		-1
39	Placer County	LPA	5		15	20
19	Redding	LPA			9	9
17	Rio Hondo District	LPA	6		15	21
20	Riverside	LPA	4		17	21
181	Sacramento	LSA	46		106	152
239	San Diego	LSA	51	1	146	198
34	San Fernando Valley	LSA	22		20	42
43	San Francisco	LPA	18		24	42
31	San Gabriel Valley	LSA	8		19	27
77	San Mateo County	LSA	2		56	58
26	Santa Barbara	LSA	3		22	25
59	Santa Clara County	LSA	36	1	46	83
8	Santa Cruz County	LPA			7	7
16	Santa Maria	LPA	5		7	12
39	Sonoma County	LSA	5		30	35
12	Southern Butte	LSA	4		8	12
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by Liz Gideon

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