

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

THE LEGAL EAGLE

VOLUME 2 BOOK 10 FEBRUARY 2010



**Sacramento Legal
Secretaries Association**

**VISIT OUR WEB SITE:
WWW.SLSA.ORG**

PRESIDENT

Jennifer Rotz
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BULLETIN EDITOR

This position is currently open.
Please contact the president if you
are an active member interested in
filling it.

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!**

FEBRUARY DINNER MEETING

Date: February 18, 2010
Time: 5:30 p.m. - 6:00 p.m. Meet & Greet, No-Host Bar
6:15 p.m. - 8:00 p.m. Dinner Meeting & Speaker
Place: Sacramento Hilton - Arden West
2200 Harvard Street, Sacramento
Tel: (916) 922-4700
Event: **Federal Day in Court 2010**
Speakers: **Magistrate Judge Dale A. Drozd,**
US District Court, Eastern District
Operations Supervisor Dawn Waggoner,
US District Court, Eastern District
Cost: \$39*

Exhibitors!!

Handouts!!

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*** Please add \$5 for reservations received after February 12, 2010.**

***** Cancellations must be made 72 hours in advance for refunds.
No shows will be billed. *****

RSVP: Jennifer Shelton
c/o Murphy Austin Adams Schoenfeld LLP
304 S Street, Sacramento, CA 95811
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Fax: (916) 503-4000
E-mail: jshelton@murphyaustin.com

(See Page 31 of this bulletin for Reservation Form and menu selections.)

Sacramento Legal Secretaries Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.75 hours.

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EDITOR’S NOTE by Jennifer Rotz

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Jennifer Rotz, c/o Murphy Austin Adams Schoenfeld LLP, 304 S Street, Sacramento, CA 95811; president@slsa.org.

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. 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.

“WE ARE WHAT WE
REPEATEDLY DO.
EXCELLENCE, THEN, IS NOT
AN ACT, BUT A HABIT.”
~ ARISTOTLE

PRESIDENT'S MESSAGE by Jennifer Rotz

Many thanks to all who attended January's Court Updates 2010, members and guests alike! We enjoyed a successful, informative event thanks to our wonderful speakers and our always supportive vendor friends. Special thanks to our Day in Court committee for organizing a fantastic event.



We hope you will join us for February's equally exciting Federal Day in Court event on February 18. A registration form can be found in this bulletin. Register by phone, fax, email or online at www.slsa.org.

February's Lunch Lesson is set for February 23 at McDonough Holland & Allen. We will be joined by Shayne M. Corriea who is a Case Manager for JAMS. She will be discussing: "Preparing Your Attorney for a Successful Mediation." Register today with the registration form on Page 43 of this bulletin or online at www.slsa.org.

February's Board Meeting will be held on Wednesday, February 10 at Murphy Austin Adams Schoenfeld. I highly recommend member attendance at board meetings. It is an excellent way to learn more about how the association runs and how you can help.

I realize that I may sound like a broken record but I really want each of you to understand just how important your involvement in this association is. As you know, this association is entirely volunteer driven. Board members and committee chairs are legal professionals, just like you, who are committed to helping others and their community. Without the volunteers that run this association, it simply cannot exist.

Five of the current board members will not be running for office next fiscal year. As such, there will be a great need for other association members to step up and fill the available board positions. I urge you to consider running for a board position. The positions available are: President, Vice President, Secretary, Treasurer, and Governor. To learn more about any of these positions and to have your name added to the ballot, please contact the Nominations & Elections committee by February 17. Volunteering is a rewarding experience. The association needs you now more than ever. Contact the Nominations & Elections committee today!

Please be sure to read the "Thank You" letters in this bulletin from each of the departing board members. While the time has come for us to move on to other opportunities, we have enjoyed our time on the board greatly and thank you for allowing us to serve you.

**"THOSE WHO CAN,
DO. THOSE WHO
CAN DO MORE,
VOLUNTEER."**

~AUTHOR
UNKNOWN

Support our Advertisers!

Sacramento Legal Secretaries Association would like to give special thanks to Mirror Imaging for its complimentary services in printing The Legal Eagle. To support Sacramento Legal Secretaries Association and Mirror Imaging, please call Ron Bodenmann at (916) 447-2000.



ADVERTISERS

- Page 4 - Light Speed Messenger
- Page 8 - Capitol Digital Document Solutions
- Page 36 - The Rutter Group
- Page 48 - Mirror Imaging

CHARITABLE PROJECTS REPORT by Elicia Allen, CCLS

WE NEED YOU!!!!

Sacramento Area Emergency Housing Center

February Birthday Party – February 19, 2010



On any given night in Sacramento, almost 2,500 people are homeless. 1 in 5 homeless people are part of a household with dependant children. The Volunteer Center of Sacramento and the Sacramento Area Emergency Housing Center came together to start an amazing and worthwhile project called Birthday Wishes. SLSA is proud to be the February Birthday Party buddy. SLSA is sponsoring a very special birthday party for children living in emergency housing and celebrating a February birthday. It is likely that the children currently living in emergency housing have not experienced a birthday party like the one we are providing. The party includes birthday cake, crafts, entertainment and a few presents. It sounds like your typical birthday party, right? But for most of these children it is much, much more.

SLSA has already monetarily funded the birthday party but **WE NEED YOU TO VOLUNTEER** to help make this an extra special birthday party. We need to provide at least 5 volunteers to help with set-up, decoration, arts and crafts activities, serving refreshments, assisting the birthday boy/girl, monitoring children, clean up, and anything else that needs to be done. The birthday party will take place Friday, February 19 from 3:30 p.m. to 5:00 p.m. The location is 4516 Parker Avenue, Sacramento. Please see Page 42 for additional information from the Volunteer Center of Sacramento.

If you are interested and can commit to this great event, please contact me at ellen@tamurraylaw.com or 916-488-1795 so that we can ensure we will have enough volunteers.

“IT SOUNDS LIKE YOUR TYPICAL BIRTHDAY PARTY, RIGHT? BUT FOR MOST OF THESE CHILDREN IT IS MUCH, MUCH MORE.”



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THANK YOU, SLSA! By Jennifer Rotz

With more than 150 members, this association is proudly one of the largest LSI associations in the state. Given our size, it surprises me each year that at this time each year the Nominations & Elections committee issues very desperate calls for nominations and has little success finding members willing to run for office. In an association of this size, there should be many members campaigning for office each year. It takes many members to run this association. Instead, the standard has been that we sometimes welcome one or two new members to the board and the rest of the board members re-shuffle to new positions.

The standard re-shuffle will not be happening this time since five of your board members, after years of service, will not be running for office next year. With nominations being accepted this month and elections taking place in March, this issue of *The Legal Eagle* should contain campaign flyers or notes from numerous candidates introducing themselves and seeking your vote. Instead, it contains Thank You letters from the five of us that are leaving. I assure you it is nothing more than coincidence that five of us are leaving at once, each for different and personal reasons. We are very fond of the association, as evidenced by our years of service. It is simply time to move on. And it is time for you to very seriously consider how you will participate in the association's continued success. SLSA will celebrate its 70th year next year but it cannot do so, it cannot exist, without members like you to run it. We are ready to pass the torch. Who among you are ready to take it?

I'd like to take a moment to express my sincere gratitude to you for electing me as Secretary back in 2005. That year, I also began my 3-year tenure as Bulletin Editor. It was a scary time for me since I had no clue what I was doing, had never served on a board, knew nothing of parliamentary procedure or minute-taking, and, as a brand new member, knew no one on the volunteer team. I only knew that I wanted to help. And I am so very glad I did. Since that first year, I have also served as your Governor, Secretary (again), Vice President, and now President. I have also had the pleasure of serving as Membership Chair, Marketing Chair, Webmaster and Budget Co-Chair. I have traveled to different parts of the state for conferences on behalf of SLSA and greatly enjoyed my time at each one. I have been surrounded and supported by an amazing group of fellow volunteers every step of the way. The people I have served with have been mentors and have become friends. The lessons I've learned from each of them will stay with me for years to come. I can't even begin to tell you how much I have grown because of this experience, both professionally and personally.

My reason for leaving, as many of you know, is that I plan to return to school in the fall. What you may not know is that this has been my plan for a few years now. I did make an attempt to juggle family, work, school, and involvement in SLSA once and I failed miserably. Despite my best efforts, it proved to be a bit much, so I put school on the back burner. This year, however, I have renewed my commitment to school and will begin in August. This means leaving the board.

Even though I will still be a proud member and I will still attend events when I can, it isn't going to be easy to leave my SLSA family. One thing will make leaving a little easier and that is knowing that the association will be left in the hands of a great new group of leaders willing and excited to carry the association into its next 70 years. I hope you'll be a part of that group.

Thank you, friends! I'll be seeing you...



“DISCOVER WHY
SOME OF THE
RICHEST PEOPLE IN
THE WORLD ARE
NOT MILLIONAIRES,
THEY ARE
VOLUNTEERS.”

~ UNKNOWN

MEMBER NEWS by Jennifer Rotz



Rhonda Harrigan is now working at Moreno & Rivera, LLP, in the areas of Civil Rights, Construction Defect and Personal Injury law. Congratulations, Rhonda! Best wishes and good luck on your new job!

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

**SLSA Volunteers at
Project Ride's Crab Feed
January 16, 2010**



February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 <i>Board Mtg.</i>	11	12	13
14	15	16	17	18 <i>Dinner Mtg.</i>	19 <i>B-Day Wishes</i>	20
21	22 <i>Bulletin Deadline</i>	23	24	25	26 <i>LSI Conf.</i>	27 <i>LSI Conf.</i>
28 <i>LSI Conf.</i>						

DATES TO REMEMBER

- **February 10 - SLSA February Board Meeting** (Location: Murphy Austin Adams Schoenfeld LLP - Time: 5:45 p.m.)
- **February 18 - SLSA's Federal Day in Court** (Location: Sacramento Hilton - Arden West - Time: 6:15 p.m.)
- **February 19 - SAEHC Birthday Magic Party** (Location: SAEHC Family Shelter - Time: 3:30 p.m. - 5 p.m. See Page 4 for details.)
- **February 22 - Last Day to Submit Articles for the March issue of *The Legal Eagle***
- **February 26-28 - LSI February 2010 Conference** (Location: Doubletree Hotel, San Diego, CA)
- **March 10 - SLSA March Board Meeting** (Location: Murphy Austin Adams Schoenfeld - Time: 5:45 p.m.)
- **March 18 - SLSA March Dinner Meeting & 2010-2011 Elections** (Location: Casa Garden Restaurant - Time: 6:15 p.m.)

Code of Ethics

Legal Secretaries, Incorporated

It shall be the duty of each Member of the Legal Secretaries, Incorporated to observe all laws, rules, and regulations now and 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 Joan Moore, PLS

HAPPY "FEBRUARY" BIRTHDAY!



- Melissa Haagensen – February 5
- Jennifer Lynch – February 15
- Laura Welch – February 15
- Crystal Roberts – February 16
- Sharon Ancker Snyder – February 17
- Tammy L. Hunt, CCLS – February 20
- Jenny Manzer Beck – February 22
- Rhonda Harrigan – February 24
- Rose Kuhl – February 25
- Cyrene Farrell, CCLS – February 27
- Ellen A. West – February 27



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Mel Knapp
 530-219-1697

Ignacio Solorio
 916-439-2546

Eddie Saez
 916-710-0961

PICTURES FROM SLSA'S COURT UPDATES 2010





A HUGE THANK YOU TO SLSA MEMBERS by Cyrene Farrell, CCLS

As you may have heard by now, there are several board members who are not returning to SLSA in an Executive Officer position next year. I am one of those individuals. SLSA President Jennifer Rotz asked that each non-returning board member write a thank you note to you, the members of SLSA. This particular task sent me strolling down memory lane.

I look back at my time of service to SLSA with great fondness. Volunteering my time to such an amazing association, or to any organization, was new to me. I had not too often volunteered before SLSA. I joined the association at the urging of my boss, in order to help me “grow professionally.” I had no idea when I applied for my membership just how involved I’d become over the next ten years.

I was first elected to the SLSA board in 2000, holding the position as Treasurer. I held this position for three years. I then served two years as Governor, two years as Vice President, President in the 2007-2008 year, and I complete my time having served two years as the Executive Advisor, first to Elicia Allen, CCLS, and now to Jennifer. During this time, I held *numerous* chair and committee positions. I think I’ve served in just about every capacity, except for CCLS, Scholarship, and Webmaster.

Serving SLSA afforded me so many professional and personal opportunities. When I was programs chair, that position allowed me to connect with judges, attorneys, and other legal professionals in our community who had valuable knowledge to share with us. At times, it may have been frustrating because maybe I wasn’t able to get that perfect speaker, or sometimes any speaker at all until the last minute. However, having to reach out to these strangers really helped me come out of my shell and taught me the confidence that I needed to take charge and convince people that they did have time in their schedules to visit SLSA.

When I served as the reservation and reception chair, it afforded me the wonderful opportunity of getting to know SLSA’s members and those non-members who would attend SLSA’s meetings. Because of this, I know so many secretaries and paralegals in Sacramento. It’s great to pass them on the street and be able to share a few moments of friendship. The same can be said for my experience holding the advertising and vendor liaison chairs, and getting to know SLSA’s great advertisers and supporters.

I’ve been given the opportunity to serve as SLSA’s bulletin editor for *The Legal Eagle*; I’ve taught the Beginning Legal Secretary Course and have served as guest speaker for CCLS study groups; I’ve worked the crab feed and the Reno Bus Trip (twice); I’ve sold 50/30/20 tickets; and, volunteered at Fairytale Town for five years. It was during my presidency that SLSA started the annual Fall Membership Drive & Mixer. My time serving SLSA also allowed me to serve on the state-level, as the Editor of LSI’s *The Legal Secretary* for two years.

None of the above would have been possible if you, the members, had not elected me as your trusted Treasurer 10 years ago. It saddens me to know that I will no longer be involved in the day-to-day planning and activities of SLSA, however, many things have changed for me in the past decade. I’ve been promoted from a legal secretary to a paralegal; I was married and had two children while I served SLSA; and sadly, during my presidency, I lost my mother. During all of this, my good friends from SLSA were with me. I had three SLSA presidents at my wedding, two came to visit my newborn in the hospital, and three were at my mom’s funeral. These ladies are my life-long friends that I never would have met if I hadn’t volunteered my time for SLSA.

Continued on Page 11

A HUGE THANK YOU CONTINUED

In closing, I urge each one of you to step up to the plate and volunteer your time to this great association. We have a membership of 150+, and yet, we're always begging for volunteers this time of the year. You don't need to play a huge role, if everyone committed just a few hours a month, there is so much more that SLSA could accomplish for us, the membership, and the legal community in whole. You'll be amazed with your own personal and professional growth once you're involved with SLSA.

I thank you for your confidence, support, and the great memories I hold dear to my heart.



THANK YOU, MEMBERS by Debbie Frias, CCLS

Over the past 16 years or so, I have had the honor of serving Sacramento Legal Secretaries Association through committee chairmanship and holding office. I have served as your Secretary several times, your President from 1998-2000, and Governor from 2000-2002 and 2008-2009. You also elected me as your Treasurer last year.

Thank you for placing your trust in me to handle the obligations as outlined by our Standing Rules and By-Laws. Each office brings with it certain responsibilities and personal time involvement. I will concentrate on the office of Treasurer.

Honestly, this office challenged me a great deal, mostly dealing with computer issues. We use QuickBooks as our accounting program to enter data in, such as checks received, bills paid, etc. We also use it to record deposits and prepare the reports necessary to let the members know what our financials look like in paper form. My computer would not accept the disk to install QuickBooks and while I was paying bills and making deposits, I was unable to do any of the reports and also reconcile the accounts, which is also done from QuickBooks. Terry Olson-Skeahan has truly been our angel this past year and has taken over the bills, deposits, and reports and is our "co-treasurer." It is my understanding that the association has also purchased a laptop computer for the use of the Treasurer in fulfilling her responsibilities.

Other responsibilities for the treasurer include preparing the per capita reports to send to our state association's treasurer, preparing membership cards for our president's signature and disbursement to you, and processing insurance certificate requests for certain events, such as our January Day-In-Court meeting.

The office of Treasurer is huge and the list of responsibilities that come with it may seem "daunting" to some. While each office has its challenges, the time we serve is also rewarding with our networking, life-time friendships, and the positive feeling one gets with volunteerism and doing things to help others.

The time has come for me to step down. Personal issues have come into play, and time constraints at work prevent me from being able to capably and efficiently handle my role as an elected officer of this association. I do not plan to run for office this year, and feel it is very important that members step up to the plate and become part of the team that runs this wonderful association.

Thank you once more for your friendship over the years, and I look forward to many more years of membership with SLSA.



LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	\$ 5 00		\$
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3 00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information (Rev. 5/08). Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7 00		
PRESIDENT'S PIN* Same as pendant (see above), but with pin on back.	7 00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
CALIFORNIA SALES TAX (7.25% OF TOTAL ORDER) +			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
TOTAL AMOUNT =			\$

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

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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.

*Item available to LSI members only

(Prices effective 0508)



THANK YOU, SLSA MEMBERS by Terry Olson-Skeahan

Members, Non-Members, Friends, Family and my firm Bartkiewicz, Kronick & Shanahan:

I send this note of gratitude and appreciation for the support that ALL of you have given to me over the years and for allowing me to be a part of such a wonderful association, the Sacramento Legal Secretaries Association.

First, I would like to take this opportunity to share with you my history with SLSA and all of the wonderful things I was able to participate in and be a part of.

In 2005, I took on the role of Historian for SLSA. I had no idea what I was doing, but with the help of others I was able to create a scrapbook for our Past President, Dawn Willis, who to this day thanks me for it. She says she will cherish it forever, along with her memories of SLSA.

From 2005-2008, I also took on the role of Advertising Chair. I absolutely loved this chair position! This was a good chair for me because I like to talk to people about new opportunities and ways to better themselves and/or businesses, so I was able to really excel in this chair. I also served as Historian and Co-Historian and created books for Past Presidents Elicia Allen, CCLS and Cyrene Farrell, CCLS. I served as Budget Co-Chair. This was a great committee to be a part of because it is a short term committee but it gives you a great insight as to how finances are managed and maintained in an association like ours. It takes only but a couple of meetings to complete the committee's tasks.

Finally, in 2008 I was ready to take on an Executive Board position. It is then that I was elected Treasurer. I had no experience really in doing accounting but I was willing to learn. I learned how to use QuickBooks and Excel and, with the help of outgoing Treasurer, Alicia Malerbi, I was able to take care of the Association's finances and produce the reports and information that needed to be provided to the board and its members each month. It was a very rewarding position and one that I am very proud to have held.

More recently, I was elected as your Vice President for 2009-2010. Yet again, what a great honor! I have learned how to market the association with the help of past VPs. I was able to put on a great Fall Membership Drive and Mixer that was a lot of fun! I have met some great new people and have encouraged them to become members of SLSA. This year, I have also helped the association by becoming Co-Treasurer. I have assisted Deb Frias with the job and between the two of us we are able to keep things moving along.

This past year, I volunteered at the Sacramento Food Bank and Family Services with my daughters. I also helped out as a volunteer at the Fairytale Town Halloween event and have actually done that 3 years in a row now. Too much fun! I have volunteered for the Project Ride Crabfeed event 2 years in a row along with other board members and my Aunt Amelia and it was truly a rewarding experience. All this was done on behalf of SLSA as SLSA is often involved in various charitable projects throughout the community.

I have attended some Sacramento County Bar Association events representing SLSA and I am always very proud to say that I am there to represent us and to make new friends in the legal community and/or also help them at their events. I have met some great judges, attorneys, court clerks, paralegals and support staff at some of these events who I still stay in contact with every now and then.

Despite all the great experiences, like it has for a lot of people, my life has changed and I am having to make adjustments here and there. For me, this means focusing on new adventures and responsibilities and giving up certain things. Maybe not forever but for awhile anyway.

Continues on Page 15

THANK YOU, SLSA MEMBERS CONTINUED

For those of you who are not too familiar with my personal background, I am soon becoming a single parent of 3 children. I have a daughter who is a junior in high school, another daughter who is a seventh grader and a son who is eight. As a lot of you know, there are many things that take place in a child's last years at school. As a parent you want to be able to help them as much as possible to prepare and to enjoy the last leg of the journey with them. Also, having a child entering her teen years, well... need I say more on that? My son, who is a special needs child, is truly a blessing but also a handful as now he walks. I am truly grateful for that but it sure keeps me busy. He also now has events that I want to participate in with him, including the Special Olympics. My girls have always been involved in Girl Scouts and sports and I want to help them out more in their activities.

So, with me sharing all of this with you, it is with a heavy heart that I say I cannot continue to serve on the Executive Board after this year. It is very hard for me to do this and I hope you will understand given my reasons above.

I owe a great deal of thanks to my family for being understanding when I would be gone attending events but realizing that it was important to me and being proud of me for giving back to the legal community.

I also would like to thank my firm, Bartkiewicz, Kronick & Shanahan, for always supporting my involvement in SLSA no matter what it was, be it leaving early to help out with an event or to attend. You were always very willing to let me do those things and I appreciated that each and every time. Thank you!

I would like to also thank you, the members, the non-members and friends of SLSA for believing in me. I will forever be grateful to you for the feelings you gave me when you thanked me for organizing an event, or helping with one, or sharing information about who to go to for educational reasons and how you appreciated the guidance. When you would say how nice it was that I could devote my time to the association and to others by serving on the board. Your kind words kept me going and inspired me to continue for as long as I did. It has been truly rewarding!

And finally, to the Executive Board of last year and this year: I can never say how much I appreciate your patience when I was learning something, for believing in me that I could do it, for showing me and teaching me all the ins and outs of serving on the Board so that I could better serve the members and others in the association. The friendships I have gained with you are priceless and I am so fortunate to have served with such a wonderful group of women. You truly are wonderful people and I have nothing but good things to say about you. The ladies that I served on the board with are Elicia Allen, CCLS, Cyrene Farrell, CCLS, Jennifer Rotz, Debbie Frias, CCLS, Rhonda Harrigan, Meghan Pounds and Joy De Fay. Ladies, it was a pleasure to serve on the Board with you.

Members of SLSA, if you ever felt like you wanted to become more involved in an association like ours, I would highly recommend it. Being on the Board is exciting and rewarding but so is serving on a committee. If any of the committees that I have served on held interest you, please ask me about them. I would love to share with you my experiences and benefits from serving. I would be willing to meet with you at your convenience to talk about them too!

I may be moving on from being on the board but I will continue to be involved in SLSA in one capacity. I will continue to attend the conferences and assist whenever I can at events because the rewards are too great.

Thank you again to all of you for a wonderful experience that I will never forget.



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 Jennifer L. Page, Legal Specialization Sections Coordinator.
Office: (415) 721-2040; Home: (415) 898-1010; Email: jlpage@ix.netcom.com*

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

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: **Jennifer L. Page, Legal Specialization Coordinator,**
1641 Hill Road, Novato, California 94947

Enclosed is payment of my dues for the fiscal year 8/1/07 through 7/31/08 for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

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

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

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



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS _____

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

FAX: _____ E-MAIL ADDRESS: _____

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):

GOVERNOR’S REPORT by Elicia Allen, CCLS



The next LSI Conference will be held in beautiful San Diego on February 26-28, 2010. The theme is “Fiesta Del Sol.” Our LSI sister association, San Diego Legal Secretaries Association, is hard at work putting together a fun and informative weekend. I highly encourage all SLSA members to attend. The following informative Legal Specialization Section Workshops are being offered:

Friday - 7:30 to 9:00 p.m.

Family Law: “Ethics in Mediation;” Speaker is Daniel Eaton, Esq., *Seltzer Caplan McMahon Vitek*

Friday - 7:30 to 9:00 p.m.

Civil Litigation: “e-Filing and eService;” Speaker is Mark Schwartz, *One Legal*

Saturday - 10:30 to 12:00 p.m.

Law Office Administration: “Privacy Issues in the Workplace;” Speaker Lisa Hird Chung, *Paul, Plevin, Sullivan & Connaughton, LLP*

Saturday - 10:30 to 12:00 p.m.

Criminal Law: “Liar! Liar? Polygraph Examinations;” Speaker Paul Redden, *San Diego Polygraph*

Saturday – 4:00 to 5:30 p.m.

Probate & Estate Planning: “Insolvent Estates – When the Well Runs Dry;” Speaker Tri Huynh, Esq., *Huynh Law Office*

Saturday - 4:00 to 5:30 p.m.

Transactional Law: “Real Estate Purchase Contract – Do You Know What It Means?” Speaker Byron Cornelius, Esq., *Remax Real Estate Consultants*

Don’t forget to register in advance if you are a Legal Specialization Section member so that you can attend for FREE. If you are not a member of the Sections, it’s not too late to become one.

Additionally, Astrid Watterson, CCLS, SLSA Legal Secretarial Training Co-Chair and LSI CCLS Chairman, and Dawn Forgeur, CCLS, LSI Legal Secretarial Training Chairman, will be moderating a great CCLS Workshop on Saturday, starting at 5:00 p.m. The topic is Law Office Administration. It will be a great Workshop you will not want to miss.

We hope to see you at LSI’s 3rd Quarterly Conference!! Make sure that if you attend conference you complete your Chapter Achievement Reporting form, which can be found on page 19 of this bulletin, and submit it to me. You can fax it to me at 916-481-5080 or email it at allen@tamurraylaw.com. We want to make sure we don’t miss any points. Thank you for your anticipated assistance with this and I look forward to seeing you.

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: “UNSELFISH AND :
: NOBLE ACTIONS :
: ARE THE MOST :
: RADIANT PAGES :
: IN THE :
: BIOGRAPHY OF :
: SOULS.” DAVID :
: THOMAS :
:
:

CHAPTER ACHIEVEMENT REPORTING FORM

Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2009 through March 31, 2010. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete the form each time you attend a function and mail it to the person named below. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.**

Month/Year	Function
_____	I submitted a potential advertiser to the Editor of <i>The Legal Secretary</i> magazine. (25 points per advertiser)
_____	I submitted an article to <i>The Legal Secretary</i> magazine. (50 points per article)
_____	I attended an LSI Quarterly Conference and/or Annual Conference. (50 points)
_____	I attended an Officer/Chairman Workshop at the LSI Annual Conference. How many? ____ (25 points)
_____	I attended the President's Roundtable at the LSI Annual Conference. (25 points)
_____	I belong to an LSI-sponsored credit union. (100 points)
_____	I am insured through an LSI plan. (100 points)
_____	I rented a car through Hertz and received the LSI discount. (200 points per rental)
_____	I enrolled in an LSI-approved retirement planning program. (100 points)
_____	I sponsored a CCLS study group. (200 points)
_____	I participated in a CCLS study group. (25 points)
_____	I conducted a CCLS Mock exam. (150 points)
_____	I took the CCLS exam. (Test date: _____) (100 points)
_____	I passed the CCLS exam. (Test date: _____) (200 points)
_____	I submitted questions to the Continuing Education Council for use on the CCLS Mock exam. How many? ____ (25 points)
_____	I recertified as a CCLS during the 2009-2010 fiscal year. (50 points)
_____	I gave a presentation on legal secretarial careers at a local educational institution. (50 points per presentation)
_____	I attended another Association's monthly meeting, installation, or other function. (50 points per event)
_____	I taught an educational workshop or seminar. (75 points per event)
_____	I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points per event)
_____	I attended an educational workshop or seminar sponsored by a Forum, CEB or The Rutter Group. (25 points per event)
_____	I conducted a short session on legal procedures at an SLSA dinner meeting. (25 points per meeting)
_____	I am a member of at least one Legal Specialization Section. (50 points)
_____	I am a member of all six Legal Specialization Sections as of March 31, 2009. (100 points)
_____	I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? ____ (50 points per meeting)
_____	I attended a Legal Specialization Section Regional Seminar. (75 points)
_____	I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
_____	I submitted an article to LSI Director of Public Relations for publication in the <i>Daily Journal</i> . (50 points per article)
_____	I gave a formal presentation on benefits of membership to a law office. (50 points per presentation)
_____	I gave a formal presentation on benefits of membership to the local bar association. (100 points per presentation)
_____	I purchased the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I purchased the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I am an SLSA officer or committee chair. I timely responded to my LSI counterpart's quarterly directive(s). Attached is (are) a copy (copies) of my response(s). (20 points per directive)

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

Please attach additional pages if necessary. Thank you for your assistance. If you have any questions, you can reach Elicia Allen, CCLS at (916) 488-1795; or e-mail at eallen@tamurraylaw.com. Otherwise mail to:

Elicia Allen, CCLS
 SLSA Governor 2009-2010
 Law Offices of Todd A. Murray
 1050 Fulton Avenue, Suite 218
 Sacramento, CA 95825

LSI'S 3RD QUARTERLY CONFERENCE



FIESTA DEL SOL!

SAN DIEGO, CALIFORNIA
February 26-28, 2010
Conference Registration Form



Name (as it will appear on badge): _____

Mailing address: _____

City/State/Zip: _____

Telephone: _____ E-mail: _____

Please check if applicable and include title:

___ State Officer _____

___ State Chairman _____

Please check if you are:

___ Governor ___ CCLS ___ PLS

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

POSTMARKED ON OR BEFORE JANUARY 29, 2010 _____ @ \$ 97.00 \$ _____

POSTMARKED ON OR AFTER JANUARY 30, 2010 _____ @ \$ 107.00 \$ _____

INDIVIDUAL TICKETS

Registration by 1/29/2010 _____ @ \$ 8.00 \$ _____

Registration after 1/29/2010 _____ @ \$ 18.00 \$ _____

President's Luncheon (Saturday) _____ @ \$ 32.00 \$ _____

Governors' Luncheon (Saturday) _____ @ \$ 32.00 \$ _____

Membership Luncheon (Saturday) _____ @ \$ 32.00 \$ _____

Welcome Reception (Friday) _____ @ \$ 8.00 \$ _____

Banquet (Saturday) _____ @ \$ 59.00 \$ _____

Brunch (Sunday) _____ @ \$ 26.00 \$ _____

TOTAL AMOUNT: \$ _____

Dinner Choice: ___ Filet of Beef and Salmon Combination or ___ Vegetarian

Special Dietary Requests: _____

Make checks payable to **SDLISA 2010 CONFERENCE FUND**

Registration Chair:

Terrie Quinton, CCLS
Duckor Spradling Metzger & Wynne
3043 Fourth Avenue, San Diego, CA 92103-5801
(619) 209-3075 or e-mail: quinton@dsmwlaw.com

NO REFUNDS AFTER FEBRUARY 5, 2010



SAN DIEGO LEGAL SECRETARIES ASSOCIATION
invites you to join us at



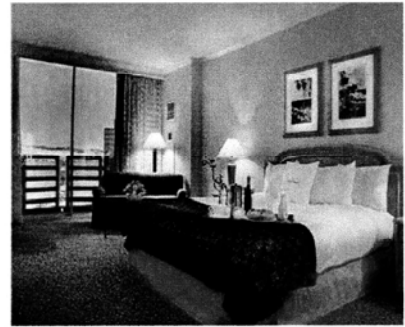
FIESTA DEL SOL!

IN SAN DIEGO, CALIFORNIA
February 26-28, 2010
LSI 3RD QUARTERLY CONFERENCE



HOTEL RESERVATIONS / INFORMATION

DOUBLETREE HOTEL SAN DIEGO
MISSION VALLEY
7450 Hazard Center Drive
San Diego, CA 92108



ROOM RATES

\$149.00 per night (Flat Rate)
Deadline for Group Rate is January 29, 2009

CHECK IN/OUT

Check in: 3:00 p.m.
Check out: 12:00 p.m.

AIRPORTS

San Diego International Airport is 7.7 miles from Doubletree Hotel San Diego

SHUTTLE SERVICE

Complimentary airport shuttle service from San Diego International Airport to hotel.
Complimentary return service to airport available from SDLSA. Inquire at registration.

FOR MORE INFORMATION:

Contact Belinda Owens, Conference Chairman, at BelindaO@gen-probe.com

ROOM RESERVATIONS

Call Doubletree San Diego directly at 619-297-5466
Online at www.doubletree1.hilton.com
Group Code: **LSA**

PARKING

Self Parking: Free
Valet available



dcarter@LEGAL SPECIALIZATION SECTION WORKSHOPS
 3rd Quarterly Conference –February 2010 – Doubletree Hotel, San Diego –
 Host: San Diego LSA



REGISTRATION FORM - DEADLINE IS MONDAY, February 22, 2010

Registration **MUST** be RECEIVED by each Section Leader **on or before the deadline.**
 Please make advance reservations so materials may be prepared. **Please check appropriate boxes below.**
 Mail, Fax or E-Mail a copy of this form to each corresponding Section Leader.
 Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
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Friday, February 26, 2010 -- 7:30 p.m. to 9:00 p.m.

CIVIL LITIGATION <i>"e-Filing and eService"</i> Speaker: Mark Schwartz, <i>OneLegal</i> <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Elizabeth Adame, CCLS, Civil Litigation Section Leader P.O. Box 4344, El Centro, CA 92244 (H) 760-352-8333 (O) 760-352-4001 FAX: 760-352-5561 Email: liz.adame@sbcglobal.net	FAMILY LAW <i>"Ethics in Mediation"</i> Speaker: Daniel E. Eaton, Esq. – <i>Seltzer Caplan McMahon Vitek</i> <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Stephanie Harrison, Family Law Section Leader c/o Law Offices of Marvin J. Brown 720 West 19 th St., Merced, CA 95340 H) 209-723-4479 (O) 209-384-0123 FAX: 209-384-1661 Email: stephmjb@sbcglobal.net
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Saturday, February 27, 2010 — 10:30 a.m. to 12:00 p.m.

LAW OFFICE ADMINISTRATION <i>"Privacy Issues in the Workplace"</i> Speaker: Lisa Hird Chung – <i>Paul, Plevin, Sullivan & Connaughton LLP</i> <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Jan Vornkahl, Law Office Administration Section Leader 63 Gazania Terr., Fremont, CA 94536 (H) 510-565-1458 (O) 415-984-8341 FAX: 415-226-0735 Email: jvornkahl@nixonpeabody.com	CRIMINAL LAW: <i>"Liar! Liar? Polygraph Examinations"</i> Speaker: Paul Redden, Polygraph Examiner – <i>San Diego Polygraph</i> <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Cheryl Kent, PLS/CCLS, Criminal Law Section Leader 5534 Blackbird Drive, Pleasanton, CA 94566 (H) 925-462-3440 (O) 925-837-0585 FAX: 925-838-5985 Email: ckccls@comcast.net
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Saturday, February 27, 2010 — 4:00 p.m. to 5:30 p.m.

PROBATE & ESTATE PLANNING: <i>"Insolvent Estates – When the Well Runs Dry"</i> Speaker: Tri Huynh, Esq. – <i>Huynh Law Office</i> <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Leslie Ames, CCLS, Probate/Estate Planning Section Leader 4248 Crestview Place, Eureka, CA 95503 (O) 707-442-2927 FAX: 707-443-2747 Email: eurekalaw@aol.com	TRANSACTIONAL LAW: <i>"Real Estate Purchase Contract-- Do You Know What It Means?"</i> Speaker: Byron Cornelius, Esq. <i>Remax Real Estate Consultants</i> <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Mae Brooks, CCLS, Transactional Law Section Leader 1050 S. Kimball Road, Ventura, CA 93004 (H) 805-642-6478 (O) 805-659-6800 FAX: 805-659-6818 Email: mbrooks@fcoplaw.com
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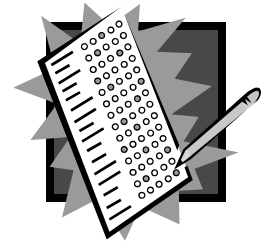
Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____
 Address/City/State: _____
 Phone: (Work) _____ (Home) _____ Local Assn.: _____ LSA/LPA
 Method of Payment: Check Credit Card Number _____ Expiration Date: _____
 Name on Credit Card: _____ Card Verification Number: _____

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.

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

CCLS QUIZ - ADOPTION

by Elizabeth Bomke, CCLS



1. _____ Prior to the entry of an Adoptive Order, the biological parents must consent to the adoption and the court must determine whether the child is free to be adopted.
a. True b. False
2. _____ Adoptions are confidential records and are not open to inspection by anyone except the parties or their attorneys of record, except upon written authority of a judge of the superior court.
a. True b. False
3. _____ Petitions for freedom from parental custody and control must be filed in the country in which the minor resides, is found, or where the acts constituting abandonment occurred.
a. True b. False
4. _____ There are three statutory categories of adoptions of unmarried minors in California: independent adoption, stepparent adoption, and intercountry adoption.
a. True b. False
5. _____ The Social Security Administration has ruled that adoption terminates a child's right to collect Social Security benefits based on death of a biological parent.
a. True b. False
6. _____ There are eight procedures which free a minor for adoption under California law: relinquishment, consent, waiver, denial of paternity, consent not required, alleged father rights terminated, free from custody, and parental rights terminated.
a. True b. False
7. _____ When a child is a ward of the court and the court has terminated the child's parents' rights and referred the child to an adoptive agency for adoptive placement, the adoption procedure may be filed in the juvenile court, which has jurisdiction over the dependency of the child.
a. True b. False
8. _____ If you want to adopt your stepchild or the child of your domestic partner, fill out the following forms and file with the superior court: Adoption Request, Adoption Agreement, and Adoption Order.
a. True b. False
9. _____ When adopting an Indian child, additional forms must be filled out: Adoption of an Indian Child and Parent of Indian Child Agrees to End Parental Rights.
a. True b. False
10. _____ Prospective adoptive parent(s) shall be at least 10 years older than the child.
a. True b. False

LEGAL PROCEDURES by Annamaria Dugan

CALIFORNIA REVISES LIMITED PARTNERSHIP STATUTES



Effective January 1, 2010, all California limited partnerships (LP) formed prior to January 1, 2008, will be subject to the Uniform Limited Partnership Act of 2008 (Cal. Corporations Code § 15900, et seq.).

Specifically, the changes now in effect relate to: (1) LP Naming Requirements; (2) LP Name Reservations; (3) LP Filing Requirements; and (4) New & Revised California Secretary of State LP Forms.

Below are highlights of some of the proposed changes:

(1) LP Naming Requirements

-The LP name must be distinguishable from the name of an existing LP or an LP name already reserved. (Cal. Corporations Code § 15901.08)

(2) LP Name Reservations

-The name reservation statutes will apply to all LPs as well as all other entities. (Cal. Corp. Code § 15901.09)

-LP name reservations must be requested in writing, and can no longer be reserved over the phone. (Cal. Corp. Code § 15901.09(a).)

(3) LP Filing Requirements

-The Certificate of LP (Form LP-1) or Certificate of LP – Conversion (Form LP-1A) require the LP to include a “designated office address in California”.

-Forms LP-1 and LP-1A, as well as the Certificate of Amendment (Form LP-2) have been amended to change the number of general partner signature requirements.

-The requirement to file a Certificate of Dissolution (LP-3) has been eliminated. The dissolved LP may, but is not required to, file a Certificate of Amendment (Form LP-2) to indicate the LP is dissolved.

(4) LP New & Revised Forms

New Filings

-Certificate of Revival (LP-7): Revives a California LP that was cancelled after January 1, 2008 to be revived.

-Certificate of Correction (LP-11): Filed to correct a previously filed LP document containing any false or erroneous information, including defective signatures.

- Certificate of Disassociation (LP-101): Filed by a general partner who has disassociated from a LP.

- Certificate of Withdrawal (LP-102): Filed by a limited partner who has withdrawn from a LP.

Forms Eliminated – no longer accepted after December 31, 2009

-Certificate of Dissolution (LP-3)

-Certificate of Continuation (LP-8)

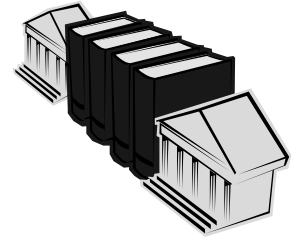
Continued on Page 25

“CALIFORNIA
REVISES
LIMITED
PARTNERSHIP
STATUTES.”

LEGAL PROCEDURE CONTINUED

Forms Replaced – only revised versions of the forms will be accepted after January 1, 2010

- Amendment to Certificate of Limited Partnership (LP-2)
- Certificate of Cancellation (LP-4/7)
- Restated Certificate of Limited Partnership (LP-10)



Forms Slightly Revised –will continue to accept pre-January 2010 forms:

- Certificate of Limited Partnership (Form LP-1A)
- Articles of Organization – Conversion (Form LLC-1A)
- Statement of Partnership Authority – Conversion (Form GP-1A)
- Certificate of Conversion (Form CONV-1A)
- Certificate of Merger (Form OBE Merger-1)
- Resignation of Agent (Form RA-100)
- Application for Registration (Form LP-5)
- Certificate of Revival (Form LP-6)
- Certificate of Correction (Form LP-7)
- Certificate of Disassociation (Form LP-11)
- Certificate of Withdrawal (Form LP-101)
- Name Reservation Request Form (Form LP-102)

Please note this is not an exhaustive list of the statutory amendments. More information can be found at the Secretary of State's website: www.ss.ca.gov.

THANK YOU, COLLEAGUES by Elicia Allen, CCLS

To my SLSA Colleagues,

I truly am humbled to have worked with such an amazing group of legal professionals. I am proud of the accomplishments I had the opportunity to be a part of in furthering the association, my own personal growth and assisting in the growth of my colleagues.

As I am not running for a position on the SLSA Executive Board for the next fiscal year, I take this opportunity to thank you for allowing me to be not only a member of this association but to serve the association in several capacities.

During the four years that I have been on the Executive Board, I have learned a lot. It was because of constant support and encouragement that I was able to perform my duties on the Executive Board. I have gained considerable knowledge and thus I shall always cherish this as one of the most satisfying phases in my career.

On a personal level, I have had the great opportunity to develop wonderful friendships and I shall take away with me special memories of our time together.

I wish you all a Healthy, Safe and Prosperous Year.





**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2009 – April 30, 2010
Due Date: May 1, 2009**

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: **\$40**
(Renewals are due May 1 and will incur a late fee of \$5
after the date of June 1, 2009.)

Return the completed invoice and full payment to:
**Debbie Frias, CCLS
c/o The Crow Law Firm
700 E Street
Sacramento, CA 95814**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____
BIRTHDAY: _____
TITLE: _____
EMPLOYER: _____
BUSINESS ADDRESS: _____
CITY, STATE & ZIP: _____
BUSINESS PHONE: _____
BUSINESS FAX: _____
BUSINESS E-MAIL: _____ (for vital updates/reminders)
RESIDENCE ADDRESS: _____
CITY, STATE & ZIP: _____
RESIDENCE PHONE: _____
RESIDENCE E-MAIL: _____ (for vital updates/reminders)

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

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

INVOLVEMENT:

Have you been awarded lifetime membership in SLSA? Yes No
Are you interested in volunteering as a committee chairperson? Yes No
Are you interested in being on the ballot for an Executive Board position? Yes No
What events, topics, and speakers would benefit you most this coming year? _____

**** SLSA USE ONLY ****

Date Received: _____ On Roster: _____
Check no.: _____ On LSI: _____
To Editor: _____

MEMBERSHIP CHAIR REPORT by Terry Olson-Skeahan

Hello Everybody!!

If you have not already done so, please renew your membership with SLSA!! And if you are not already a member, please join!! The benefits are ENORMOUS!! **Dues are now only \$30 for the remainder of the year!!** That means you can get all of the benefits of membership in SLSA and LSI through the end of April 2010 at a discounted rate!!

This last month we installed Lana Bunting and Sally Eredia as new members. We look forward to seeing them at next month's meeting and, please members, welcome them when you see them. If you don't know them, introduce yourself. I have made some great friends just by walking up to someone and saying, "Hello, my name is Terry Olson-Skeahan. What is your name?"

Below are the bios for our new members:

LANA BUNTING – Lana is a Legal Assistant. She has been in the legal field since 2001 and currently specializes in civil litigation and real estate law.

SALLY EREDIA – Sally is a Legal Secretary with Fredericks Peebles & Morgan LLP. She specializes in appellate law, litigation and federal Indian law.

Please note that we have another great event coming up in February. It is our Federal Day In Court 2010 event. Elicia Allen, CCLS, Rhonda Harrigan, and I are once again are putting together a great meeting so don't miss out!! You can register by phone, fax, email or online at www.slsa.org.

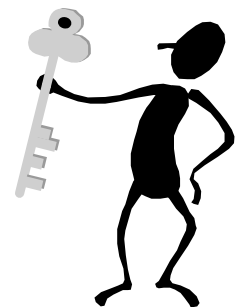
SUGGESTION - You may want to express to your employer that dues are now only \$30 for the remainder of our year which will take you to the end of April 2010. It would be a great opportunity for you to take advantage of some awesome educational classes at a very low cost. It will help you stay apprised of new changes in the law and in the court systems. You gain a network of professionals that you can call on to ask questions about how something is done or handled in a particular court that you might not practice in often. It would help you and your firm to have an employee who is on top of his or her game in the legal field. Who doesn't want a smart, polished secretary in their firm?

If you have any questions about membership, please contact me at 916-446-4254 or e-mail me at tmo@bkslawfirm.com

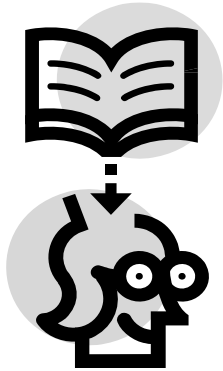


CCLS QUIZ ANSWERS by Elizabeth Bomke, CCLS

- | | |
|----------------------------------|------------------------|
| 1) b. LOPM I-9 | 6) a. LOPM I-12 & I-13 |
| 2) a. LOPM I-9; Fam. Code § 9200 | 7) a. LOPM I-23 |
| 3) a. LOPM I-9 | 8) a. LOPM I-25 |
| 4) b. LOPM I-10 | 9) a. LOPM I-26 |
| 5) b. LOPM I-10 | 10) a. LOPM I-11 |



VOCABULARY LIST - ADOPTION by Elizabeth Bomke, CCLS



“REAL SUCCESS IS
FINDING YOUR
LIFEWORk IN THE
WORK THAT YOU
LOVE.”
DAVID
MCCOLLOUGH

Adult Adoption	A type of adoption which may be employed only when the person adopting and the person to be adopted each have attained maturity.
Agency Adoption	An adoption proceeding where the father and/or mother have relinquished the child to a licensed adoption agency for placement.
Alleged Natural Parent	Person who alleges that he/she is, or alleged to be, the biological parent of a child, but does not qualify for any of the statutory presumptions of paternity.
Birth Parent	Person who is the biological (natural) parent.
Confidential Intermediary	An individual appointed by the court as a “go-between,” whose actions are conducted in confidence, on behalf of one or more siblings seeking to make contact with another sibling.
Dependent Child	When a child is a ward of the court and the court has terminated the child’s parents’ rights.
Independent Adoption	An adoption in which the child to be adopted is placed by its parent or parents, who consent to the child’s adoption by specific individuals.
Intercountry Adoption	Adoption of a foreign-born child for whom federal law makes a special immigration visa available; includes completion of the adoption in the child’s native country or adoption in California.
Joinder	Joining or uniting together. A joinder of parties is bringing in a new person who joins together either as a plaintiff or defendant. A joinder of issues, such as a joinder to a motion, is when the issues are clearly laid out and the party who is joining in it feels nothing can be added to what has already been said.
Presumed Father	A man is presumed to be the natural father if he and the child’s mother are or have been married to each other and the child is born during the marriage, or within 300 days after the marriage is terminated by death, annulment, declaration of invalidity, or divorce, or after a judgment of separation is entered by a court, or before the child’s birth, he and the child’s natural mother have attempted to marry each other by a marriage solemnized in apparent compliance with law.
Special-Needs Child	A child with a handicap or some medical problem that requires special attention.
Stepparent Adoption	An adoption in which a stepparent is the petitioner and one natural or adoptive parent retains his/her custody and control of the child.



**California Certified Legal Secretary
Legal Secretaries, Inc.**

CCLS – WORKSHOP REGISTRATION FORM

February 26-28, 2010 – LSI Quarterly Conference – Doubletree Hotel, San Diego, CA
Hosting Association: San Diego LSA

**CCLS WORKSHOP
FRIDAY, FEBRUARY 26, 2010
5:00 p.m. – 6:30 p.m.**

TOPIC: Law Office Administration. LSI welcomes you to join us and learn about records management, computer technology, office etiquette, personnel management, office equipment, filing styles and techniques, indexing and file management, and computer terminology. This workshop is not only for those studying for the CCLS exam, but can also serve to help any individual looking to further their education.

MODERATORS: Astrid B. Watterson, CCLS – LSI CCLS Chairman
Dawn R. Forgeur, CCLS – LSI Legal Secretarial Training Chairman

COST: \$5.00 for LSI members
\$10.00 for non-LSI members

REGISTRATION DEADLINE: FEBRUARY 22, 2010

Name: _____ E-Mail: _____

Address/City/State: _____

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

Please Make Check Payable to LSI.

Mail registration to:

Astrid B. Watterson, CCLS
Somach, Simmons & Dunn
500 Capitol Mall, Ste. 1000
Sacramento, CA 95814

Or e-mail registration to: awatterson@somachlaw.com



Providing employee discount and reward programs to corporations nationwide

Legal Secretaries, Inc. is pleased to offer Working Advantage. Save up to 60% on tickets, travel and shopping!

Entertainment

Save on movie tickets, museums, zoos, attractions, aquariums and more. Whether you're taking a vacation cross country or planning an afternoon at the theatre, Working Advantage can get you into some of the best places for up to 40% off the regular ticket price.

Theatre & Events

From Tony Award®-winning Broadway shows to the circus, from concerts to baseball games, Working Advantage has a huge selection of theatrical productions, family and sporting events nationwide. Be a spectator at some of the country's most exciting shows and games.

Shopping

Working Advantage has partnered with some of the most respected online vendors in the country to bring you excellent discounts on apparel and accessories, books and music, electronics, flowers, gourmet food, office supplies and more. Each vendor is selected for exceptional quality and value. Take advantage of online shopping savings today!

Gifts

Have a birthday, wedding or anniversary coming up? Send a gift without breaking the bank when you purchase through Working Advantage. Shop online or purchase Broadway tickets, movie tickets, gift certificates, and more.

Advantage Points

Earn rewards while you save. Look for the Advantage Point symbol when you purchase online at www.workingadvantage.com. You can redeem points for a variety of products, including movie tickets and gift cards. Plus—when you register for your online account, we jump start your point balance with 100 bonus Advantage Points!

REGISTER NOW!

Open your FREE account at www.workingadvantage.com.

- 1 Click **Register** at the top of our homepage.
- 2 Click **Employees Click Here**.
- 3 Enter your company's **Member ID #** [REDACTED] to create your account.

SLSA **active** members are also members of LSI and may take advantage of the benefits provided by Working Advantage. For the LSI Member ID Number, please contact the Governor at governor@slsa.org or the President at president@slsa.org.

Visit www.workingadvantage.com or call (800) 565-3712.

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

Proudly Presents
Federal Day In Court 2010



SPEAKERS:

MAGISTRATE JUDGE DALE A. DROZD
U.S.D.C., EASTERN DISTRICT

DAWN WAGGONER
OPERATIONS SUPERVISOR
U.S.D.C., EASTERN DISTRICT

DATE: Thursday, February 18, 2010
TIME: 5:15 – 6:00 p.m. No-Host Bar
6:15 p.m. Dinner
LOCATION: Sacramento Hilton
Arden West
2200 Harvard Street
(Business 80 & Arden Way West)
Tel: (916) 922-4700
COST: \$39.00*
DEADLINE: February 12, 2009

*Network with
Other Legal
Professionals*

*Visit Exhibitor Booths
and
Enter FREE Raffles
for Door Prizes*

Complete & detach reservation form, enclose
payment(check only -- payable to SLSA), and mail

to: Jennifer Shelton
c/o Murphy Austin Adams Schoenfeld
304 S Street
Sacramento, CA 95811
T (916) 329-3104; F (916) 503-4000
jshelton@murphyaustin.com

Visit our website at:
www.slsa.org

QUESTIONS? CALL ...

DAY IN COURT CO-CHAIR: **Elicia Allen, CCLS**
Tel: (916) 488-1795
DAY IN COURT CO-CHAIR: **Terry Olson-Skeahan**
Tel: (916) 446-4254
DAY IN COURT CO-CHAIR: **Rhonda Harrigan**
Tel: (916) 416-9400

***PLEASE NOTE:** ▪ Add \$5.00 for reservations made after February 12, 2010 ▪ Seating is limited ▪ Cancellations must be received 72 hours in advance for a refund; No-shows will be billed.

Sacramento Legal Secretaries Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California and California Certified Legal Secretary credit in the amount of .75 hours.

NAME: _____
CO.: _____
ADDRESS: _____
CITY: _____ STATE _____ ZIP: _____
EMAIL: _____ TEL: _____
LSI OFFICER/CHAIR? YES NO Do you require MCLE CCLS
TITLE, IF APPLICABLE: _____
SISTER ASSN, IF APPLICABLE _____

ENTRÉE SELECTION:

- Grilled New York Steak**
(with garlic butter, crispy onions & Yukon gold mashed potatoes)
- Chicken Provencal** (stuffed with mushrooms, spinach & herbed goat cheese with port wine sauce & Yukon gold mashed potatoes)
- Pasta Purses** (filled with ricotta cheese & spinach with marinara & pesto cream)

Entrees include vegetable du jour, bread, dessert, and coffee.

Are you an SLSA member? YES NO

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

**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:

**Terry M. Olson-Skeahan
Bartkiewicz, Kronick & Shanahan
1011 22nd Street
Sacramento, CA 95816**

NAME OF APPLICANT _____

EMPLOYER _____ POSITION _____

MAILING ADDRESS _____ CITY/ZIP _____

BUSINESS TELEPHONE (____) _____ RESIDENCE TELEPHONE (____) _____

BUSINESS E-MAIL _____ RESIDENCE E-MAIL _____

EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

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

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

~ CIVIL LITIGATION

~ CRIMINAL LAW

~ FAMILY LAW

~ LAW OFFICE ADMINISTRATION

~ PROBATE/ESTATE PLANNING

~ TRANSACTIONAL LAW

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

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

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

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

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:

Terry M. Olson-Skeahan
Bartkiewicz, Kronick & Shanahan
1011 22nd Street
Sacramento, CA 95816

California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

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

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

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

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

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

* Fees subject to change without notice.

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

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

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

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

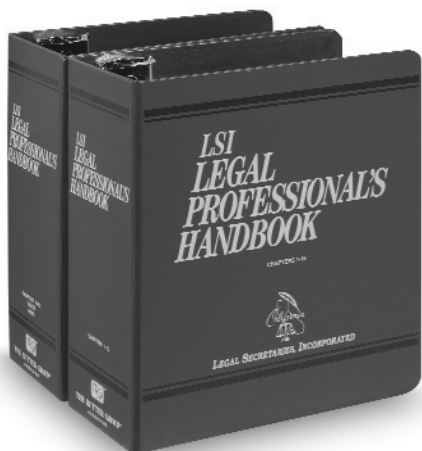
I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified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

Signature of Applicant _____ Date _____

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK

... THE *ULTIMATE RESOURCE* GUIDE!



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

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

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

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

CONTENTS

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

ORDER FORM

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

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

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

My payment is enclosed

Please bill me

Legal Secretaries, Incorporated
LEGAL PROFESSIONAL'S
HANDBOOK

2 Volumes • Over 2550 Pages

LSI Members-Only Price \$233.75

Nonmembers Price \$275

(Includes shipping)

Subtotal \$

Add applicable sales tax \$

TOTAL \$

NAME _____ PHONE (____) _____

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FIRM _____

ADDRESS _____ SUITE _____

CITY _____ STATE _____ ZIP _____

Enclosed is my check for \$ _____ payable to **THE RUTTER GROUP**

Charge \$ _____ on my VISA MASTERCARD AMERICAN EXPRESS

Credit Card Number _____ Exp. Date _____

Signature _____

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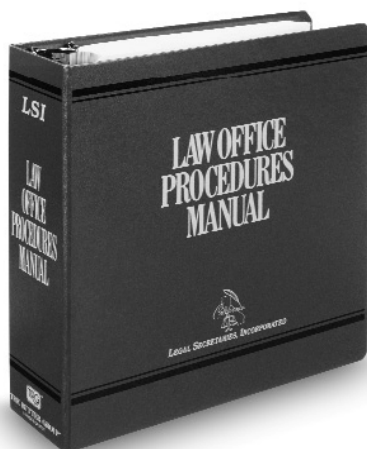
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LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

... THE IDEAL TRAINING MANUAL FOR NEW STAFF!



The Problem

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

The Solution

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

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

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

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

CONTENTS

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

ORDER FORM

Please send me **LAW OFFICE PROCEDURES MANUAL**. If I decide not to keep the book, I will return it within 45 days at my expense.

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

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

My payment is enclosed

Please bill me

Legal Secretaries, Incorporated

LAW OFFICE PROCEDURES MANUAL

Over 1200 Pages

LSI Members-Only Price \$126.65

Nonmembers Price \$149

(Includes shipping)

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

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LAW OFFICE PRODUCTS/MANAGEMENT by Beba Maletic-Arsov

Legal Key Records Management

With electronic documents and email usage growing at such a rapid pace in law firms, maintaining comprehensive matter files has become more daunting. Records information is often left unclassified in lawyers' inboxes and personal folders. Further, many firms have no way to link physical files with electronic files for a complete matter record. Records personnel and IT staff must work together to make sure that all records, regardless of media type or source of origin, are managed consistently and according to the same classification and retention policies. Without a systematic process for classifying, retaining, retrieving and disposing of all records, firms increase their risk exposure as well as that of their clients.



One such program and the legal industry's most sophisticated search engine for records management is **LegalKEY Records Management**. The tool provides firms with the ability to track and manage all records from file creation through to final disposition. Drag and drop email management features, matter-centric search and retrieve functionality and silent declaration capabilities reduce end-user burden and enhance overall compliance.

It operates much like a library system – checking records in and out and keeping track of individuals waiting for records. As a productivity tool, it also enables staff to create files, inserts, and documents from standard lists and then to electronically scan file and insert barcodes, simplifying time-consuming tasks such as packing boxes, running off-site transfers, check-out processes, re-files, and conducting office inventories. These capabilities, in combination with the built-in spellchecker and thesaurus, improve departmental efficiencies by accelerating the recording process and eliminating data integrity issues associated with manual records management practices.

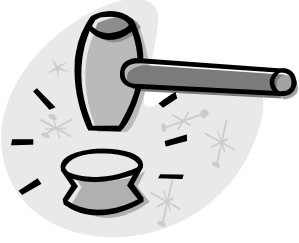
The desktop module gives users a complete view of everything in the client/matter index, both electronic and physical. It provides end-users with limited and controlled access to the records management system. Because the desktop is web-based, it eliminates the need to install updates on each desktop, thereby insuring the *everyone* in the firm is always utilizing the most up to date software. A few things the module allows end-users to do:

- request, view and select files from their desktops;
- request delivery of physical items from the records center;
- search, view and print indices and imaged records;
- request creation of new items;
- perform global searches; and
- transfer records between users.

The solutions are designed to complement a law firm's existing technologies and business information flow. An invaluable program with time saving, efficient and economical tools to enhance the firms productivity and yours.

For more information on LegalKEY records management, go to: <http://www.opentext.com/2/uk/sol-industry/sol-ind-legal/sol-ind-legal-records-mgmt.htm>.

PARLIAMENTARIAN'S CORNER by Rhonda Harrigan



The following helpful information is from www.rulesonline.com:

Decorum in Debate. In debate a member must confine himself to the question before the assembly, and avoid personalities. He cannot reflect upon any act of the assembly, unless he intends to conclude his remarks with a motion to rescind such action, or else while debating such a motion. In referring to another member, he should, as much as possible, avoid using his name, rather referring to him as "the member who spoke last," or in some other way describing him. The officers of the assembly should always be referred to by their official titles. It is not allowable to arraign the motives of a member, but the nature or consequences of a measure may be condemned in strong terms. It is not the man, but the measure, that is the subject of debate.

If one desires to ask a question of the member speaking, he should rise, and without waiting to be recognized, say, "Mr. Chairman, I should like to ask the gentleman a question." The chair then asks the speaker if he is willing to be interrupted, or the speaker may at once consent or decline, addressing, however, the chair, through whom the conversation must be carried on, as members cannot directly address one another in a deliberative assembly. If the speaker consents to the question, the time consumed by the interruption comes out of the time of the speaker.

If at any time the chairman rises to state a point of order, or give information, or otherwise speak, within his privilege, the member speaking must take his seat till the chairman has been heard first. When called to order by the chair the member must sit down until the question of order is decided. If his remarks are decided to be improper, he cannot proceed, if any one objects, without the leave of the assembly expressed by a vote, upon which question no debate is allowed.

Disorderly words should be taken down by the member who objects to them, or by the secretary, and then read to the member. If he denies them, the assembly shall decide by a vote whether they are his words or not. If a member cannot justify the words he used, and will not suitably apologize for using them, it is the duty of the assembly to act in the case. If the disorderly words are of a personal nature, after each party has been heard, and before the assembly proceeds to deliberate upon the case, both parties to the personality should retire, it being a general rule that no member should be present in the assembly when any matter relating to himself is under debate. It is not, however, necessary for the member objecting to the words to retire unless he is personally involved in the case. Disorderly words to the presiding officer, or in respect to the official acts of an officer, do not involve the officer so as to require him to retire. If any business has taken place since the member spoke, it is too late to take notice of any disorderly words he used.

During debate, and while the chairman is speaking, or the assembly is engaged in voting, no member is permitted to disturb the assembly by whispering, or walking across the floor, or in any other way.

Closing Debate and Preventing Debate. When the debate appears to the chairman to be finished, he should inquire, "Are you ready for the question?" If, after a reasonable pause, no one rises to claim the floor, the chair assumes that no member wishes to speak and, standing, proceeds to put the question. Debate is not closed by the chairman's rising and putting the question, as until both the affirmative and the negative are put, a member can rise and claim the floor, and reopen the debate or make a motion, provided he rises with reasonable promptness after the chair asks, "Are you ready for the question?" If the debate is resumed the question must be put again, both the affirmative and the negative. Should this privilege be abused by

Continued on Page 41

PARLIAMENTARIAN'S CORNER CONTINUED

members not responding to the inquiry, "Are you ready for the question?" and intentionally waiting until the affirmative vote has been taken and then rising and reopening the debate, the chair should act as in case of dilatory motions, or any other attempt to obstruct business, and protect the assembly from annoyance. When a vote is taken a second time, as when a division is called for, debate cannot be resumed except by general consent.

If two-thirds of the assembly wish to close the debate without allowing all the time desired by others, they can do so by ordering either the previous question or the closing of the debate at a certain time; or they can limit the length of the speeches and allow each member to speak only once on each question. These motions require a two-thirds vote, as they suspend the fundamental right of every member of a deliberative assembly to have every question fully discussed before it is finally disposed of. A majority vote may lay the question on the table and thus temporarily suspend the debate, but it can be resumed by taking the question from the table by a majority vote when no question is before the assembly, at a time when business of this class, or unfinished business, or new business, is in order. If it is desired to prevent any discussion of a subject, even by its introducer, the only way to do it is to object to the consideration of the question before it is debated, or any subsidiary motion is stated. If the objection is sustained by a two-thirds vote, the question is thrown out for that session.

(Rulesonline.com)



2010-2011 Elections Coming Soon!

Elections for the 2010-2011 Executive Board and 2010 Annual Conference Delegates will take place March 18, 2010. Nominations must be submitted to the Nominations & Elections Committee by February 17 and a Slate of Candidates will be announced at the February 18 Dinner Meeting. The following positions are available:

- President
- Vice President
- Secretary
- Treasurer
- Governor
- Six Delegates (Three Delegates will attend LSI 2010 Annual Conference and three will be elected Alternate Delegates)

To have your name placed on the ballot for a board or delegate position, contact: Gloriela Garcia (gloriela.garcia@calegacylaw.com), Jennifer Shelton (jshelton@murphyaustin.com), or Sandra Andrade (sandrade@diepenbrock.com).



January 12, 2010

Dear Sacramento Legal Secretaries Association,

Thank you for sponsoring the Birthday MAGIC Party in February 2010. Volunteers will arrive at 3pm, and the party will take place from **3:30 - 5pm** on **Friday, February 19th** at the Sacramento Area Emergency Housing Center – **Family Shelter located at 4516 Parker Avenue, Sac. 95820**. Please check in with the front office upon arrival. Your name will be on a list.

As a Birthday MAGIC sponsor, your organization will be responsible for collecting a complete "Party Pack" of donations, coordinating approximately one hour of entertainment for the party and coordinating 5 – 7 volunteers from 3 to 5pm on the day of the event. Please let us know if you need VCS to assist in securing event entertainment or volunteer recruitment – we have a list of discounted entertainment available and plenty of volunteers who love this program!

The Party Pack will need to be filled with all the items necessary for a great party. Please collect or purchase the following:

- PIZZA for 30 (approx 6 large pizzas)
- 30 juice boxes or 6 liters of soda/juice (soda is a treat not the norm)
- 30 cups (not necessary if using juice boxes or Capri Suns)
- 30 large plates
- 30 small plates
- 30 napkins
- 30 forks
- 30 cupcakes or ½ sheet cake
- 1 pack of candles
- 2-3 extra garbage bags
- 8 tablecloths (plastic if possible)
- 30 goodie bags (get creative - this is fun for all of the children ☺)
- Crown for the birthday child(ren)
- 45 minutes - 1 hour of entertainment (arts/crafts, games, balloon artist, clown, musician, story teller)
- Birthday gifts for the birthday child (see below)

VCS will try to provide the names (first name only), genders, and ages of birthday child or children and their personalized "Wants & Needs Birthday List" no later than two weeks before the party. However, due to the transitional nature of the shelter and its tenants, this date is subject to change. Flexibility and sensitivity are appreciated.

VCS recommends gifting each child 5 presents; 2 presents from the "Wants" list, 2 presents from the "Needs" list and one "Surprise" present (approx \$100/per child).

Compassion • Community • Connections



Sacramento Legal Secretaries Association

presents

LUNCH LESSONS



Date: February 23, 2010*
Time: 12-1 p.m.
Location: McDonough Holland & Allen
500 Capitol Mall, 18th Floor
Sacramento, CA 95814
(Public parking is available in the building for a fee.)
Cost: \$15 LSI Members, \$17 Non-Members**



TOPIC: "Preparing Your Attorney for a Successful Mediation"



SPEAKER: *Shayne M. Corriea*

Shayne M. Corriea has been with JAMS for 10 years starting as a client coordinator. Her current role is that of Senior Case Manager where she manages the business practices of two local neutrals, participates in the General Arbitration Demand team and General Inquire team and is the Northern California Fast Track Program Administrator. Her position has allowed her to create great relationships with clients and legal professionals through the mediator/arbitrator selection and case setting process. Shayne is a native of Sacramento and is active in the community.

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If you cannot attend this event but are interested in membership, please call 916-446-4254.

Visit our website: <http://www.slsa.org>

**** Register by February 22; ** No shows will be billed.***

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Total Members (Fiscal Year-end 4/30/09)	Association		New Members	Transfer Members	Continuing Members	Total Members
33	Alameda County	LSA	7		28	35
21	Antelope Valley	LSA	3		18	21
57	Beverly Hill/Century City	LSA	4		43	47
24	Butte County	LPA	1		20	21
46	Capitol City	LPA	1		28	29
10	Conejo Valley	LPA	1		7	8
26	Desert Palm	LPA	6		14	20
22	El Dorado County	LPA	3		14	17
38	Fresno County	LPA	10		31	41
53	Humboldt County	LPA	8		34	42
35	Imperial County	LPA	12		18	30
39	Livermore-Amador Valley	LPA	3		31	34
84	Long Beach	LSA	1		43	44
33	Los Angeles	LSA	10		24	34
18	Marin County	LPA	6		10	16
31	Merced County	LPA	7		28	35
31	Monterey County	LSA	0		20	20
55	Mt. Diablo	LPA	10		42	52
19	Napa County	LSA	0		16	16
85	Orange County	LSA	20		50	70
32	Palo Alto	LSA	3		19	22
21	Placer County	LPA	8		15	23
9	Redding	LPA	6		7	13
19	Rio Hondo District	LPA	5		17	22
31	Riverside	LPA	3		24	27
153	Sacramento	LSA	33		107	140
219	San Diego	LSA	39		149	188
46	San Fernando Valley	LSA	21		39	60
49	San Francisco	LPA	3		31	34
35	San Gabriel Valley	LSA	5		25	30
68	San Mateo County	LSA	9		57	66
27	Santa Barbara	LSA	8		18	26
50	Santa Clara County	LSA	0		39	39
20	Santa Cruz County	LPA	3		17	20
28	Santa Maria	LPA	4		14	18
42	Sonoma County	LSA	6		31	37
14	Southern Butte	LSA	0		8	8
37	Stanislaus County	LPA	0		34	34
43	Stockton-San Joaquin	LPA	7		34	41
5	Trinity County	LSA	0		4	4
32	Ventura County	LPA	2		23	25
42	Members at Large		8		19	27
1787	2ND QUARTER TOTALS		286		1250	1536

Membership list as of 10/31/09



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: _____

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FAX: _____

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CITY: _____

STATE & ZIP: _____

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

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

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

Please submit to:

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c/o The Crow Law Firm
700 E Street
Sacramento, CA 95814
E-mail: dfrias@crowlaw.com



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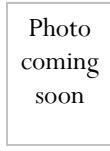


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