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## Sacramento Legal Secretaries Association



## Theme of the Month:

# Federal/Appellate Law

## Events

- **Legal Trivia Throwdown – February 5.** This is an interclub event to be held at Scott's Seafood and Grill in Jack London's Square, Oakland. Bay Area Associations come together and compete in a jeopardy style setting.
- **Federal Day in Court – February 17.** This event will be held at the Hilton-Sacramento Arden West Location, 2200 Harvard Street. You can register online through our website or contact Rebecca Lerma @ [lermar@gtlaw.com](mailto:lermar@gtlaw.com). **See page 21.**
- **SLSA Lunch Lesson – February 22.** Topic: "Nuts and Bolts of Appellate Law" This event will be held at Weintraub Genshlea Chediak, 400 Capitol Mall, 11th Floor. Please contact Sophia Albov, CCLS at [salbov@cookbrown.com](mailto:salbov@cookbrown.com). **See page 33.**

## Mission Statement

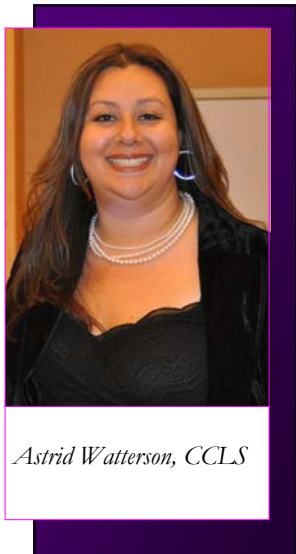
The Sacramento Legal Secretaries Association ("SLSA") is a nonprofit, educational organization whose purpose is to further knowledge of law and its procedures, promote a high standard of ethics, encourage a statewide networking system, and advance the interests of our members and the legal community.

NON-MEMBERS ARE WELCOME!



# President's Report

by Astrid Watterson, CCLS



Greetings members! As we wrap up January the chairmen are already hard at work on planning February's events. As a short recap, January brought us two events, our lunch lesson with Nationwide Legal Services and our Day in Court event. We had ten speakers from various counties as our guests, which provided a lot of pertinent information. Many thanks to our tireless workers, Rebecca Lerma, Lynne Gomes, Rosa Deniz, and Jennifer Shelton for all of the work they poured into making this a great program! We had ten vendors attend the event and we had over 200 guests in attendance as well. That's impressive. I sure am glad that this type of event is still well received and informative to all.

During our lunch lesson, Alex Cain, Moe Talamantes, and Mike Taraban from Nationwide Legal gave a presentation on the court runner's viewpoint when filing our documents. They spoke to us about the issues they face as court runners when trying to get our documents filed. The key to a successful filing is communication among all parties – the attorneys, the secretaries, the paralegals, and the court runners.

This month we are focusing on federal and appellate rules and procedures. We have our Federal Day in Court event this month, which will be held at the Arden Hilton once again. Aside from the various educational opportunities SLSA offers, it's time for

Nominations and Elections. The offices available are:

- President
- Vice President
- Secretary
- Treasurer
- Governor
- Delegates (3)

We have discussed the roles of the various executive officers in previous bulletins, but we have not discussed the delegates. Legal Secretaries Incorporated (LSI) has their annual conference in May each year. Our association is represented at the annual meeting by three of our delegates. During

**"This association is run on volunteers. In order to keep it going, we need to have a new generation step up and run it." ~Astrid Watterson, CCLS**

the quarterly conferences, we are represented by our Governor. The Governor has the power to vote on issues presented at LSI's meetings. Dawn usually is instructed by us on how to vote, or we can send her uninstructed, which means she can vote either way as long as it is in the best interest of our association and our members. At the annual conference, it is the duty of the delegates to vote on any issues brought up at the meetings. If you haven't tried it before, it can be a lot of fun, although you are asked to attend various meetings and events. If you would like to add your name to the ballot, please contact Yolanda De La Cruz at [ydelacruz@somachlaw.com](mailto:ydelacruz@somachlaw.com).

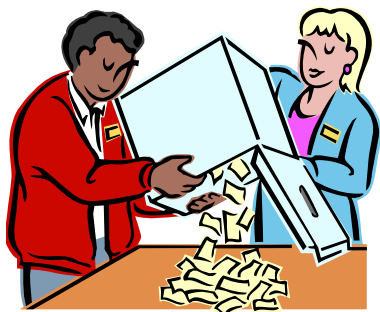
The nominations for each of the elected positions will close

at our February dinner meeting. This association is run on volunteers. In order to keep it going, we need to have a new generation step up and run it. I've enjoyed my three years and am looking forward to attending meetings as a guest. I hope that during this year, SLSA has met your educational needs. If you have any suggestions for additional topics, please let us know. It really helps us when planning the year's events.

Our one other event this month is the Interclub Legal Trivia Throwdown to be held on February 5 in Oakland. Several of the Bay Area associations will be competing for the right to claim themselves as champions! It does not appear that SLSA is forming a team, but we do have several members who will be attending. Our chairs, Diane West, CCLS and Launa Atkinson, CCLS have been coordinating this program to ensure another successful event. I hope to see many of you there! If it's anything like last year, it's going to be a lot of fun!

Happy February everyone! Thank you for allowing me to be your President.

## Volunteer?



# Benefit Highlight

by Dawn Forgeur, CCLS

All members of LSI (if you are a member of SLSA, then you are a member of LSI) are eligible to join Provident Central Credit Union and LA Financial Federal Credit Union. You will find their contact information in this bulletin.

### Working Advantage Spotlight

Remember to email me to get LSI's Member Number to take advantage of some of these discounts.

Kohls.com: 15% off orders over \$100, through 3/31/11

### **Skiing Discounts:**

Alpine Meadows Ski Resort (Lake Tahoe, CA)  
Save up to \$13.05 per ticket

Heavenly Mountain Resort (Lake Tahoe, CA)  
Save up to \$8.05 per ticket

Kirkwood Mountain Resort (Kirkwood, CA)  
Save up to \$16.05 per ticket

Mt. Rose – Ski Tahoe (Reno, NV) Save up to \$19.00 per ticket

Northstar at Tahoe (Truckee, CA) Save up to \$19.05 per ticket

Squaw Valley (Olympic Valley, CA) Save up to \$12.05 per ticket

Sugar Bowl Mountain (Norden, CA) Save up to \$5.05 per ticket



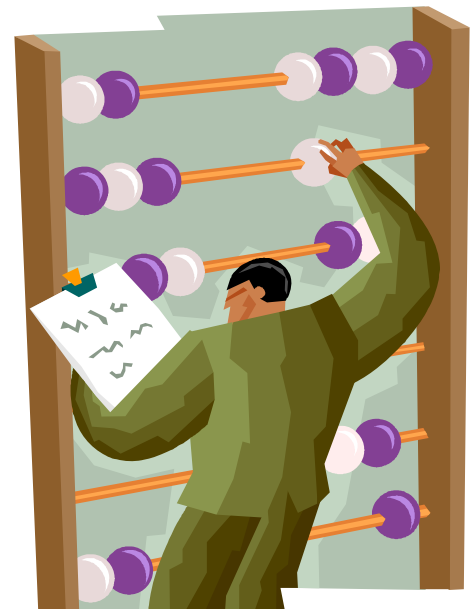
## Capturing CAPs (Chapter Achievement Points)

Have you attended an LSI quarterly conference?  
That's worth Chapter Achievement Points!

Have you attended a seminar or class hosted by another association? That's 50 CAPs!

Have you attended a local bar association meeting?  
Remember to let us know, because that's 50 points also.

Dawn R. Forgeur, CCLS – [forgeurd@gtlaw.com](mailto:forgeurd@gtlaw.com)



## Employment Report/Positions Available

by Jaymie Moralez



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

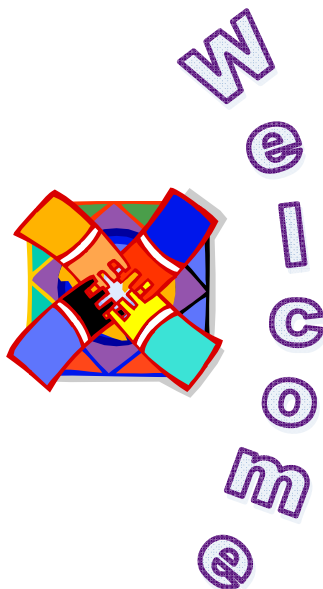
Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney/employer is requested to e-mail the Employment Chair and Webmaster with the advertisement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

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

Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at [jmoralez@somachlaw.com](mailto:jmoralez@somachlaw.com). A detailed message can be left, and your call will be returned within 24

## Membership Chair Report

by Anne French



*Hello everyone. Can you believe we are already into the second month of the new year already? Don't forget this month we have our federal day in court and the quarterly conference being held in Oroville. Both events are great ways to meet others and make new connections or to reconnect with old acquaintances.*

*If you're not a member, you can contact me at (916) 520-5268 or e-mail me at [afrench@downeybrand.com](mailto:afrench@downeybrand.com) for information regarding membership.*

*Below are our new members that have recently joined SLSA.*

**MARJORIE BEAZER** – Marjorie is a student at MTI Business College in their paralegal program. She celebrates her birthday on February 18. Marjorie enjoys reading, advocacy, facilitation, politics, public relations/affairs.

**BROOKE GREEN** – Brooke is a product trainer at One Legal LLC. She has been a legal professional since 2006. Brooke celebrates her birthday on August 30.

**KATHLEEN LOPEZ**– Kathleen is a legal secretary/paralegal at the Caldwell Law Firm. She has been a legal professional since 1994. Kathleen celebrates her birthday on January 23. She enjoys running and cooking. Kathleen was previous member of SLSA and has returned to the association.

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

## How Do I?

### QUESTION:

How do I know when to use California Style Manual or Bluebook style?

### ANSWER:

The rule of thumb is when you are dealing with California courts, you use the California Style Manual. When you delve into the world of Federal courts, you use the Bluebook. In federal courts, you are dealing with more than one state and their rules, therefore, you need one standard style of citation – the Bluebook. These two differ in style, but the goal remains the same, to provide a clear and concise citation for the reader.

Below is an example of the differences between the two styles.

### CASE CITATION:

BB: *Blue v. Los Angeles Unified School District*, 26 Cal. App. 4th Supp. 12, 31 Cal. Rptr. 2d 923 (1994).

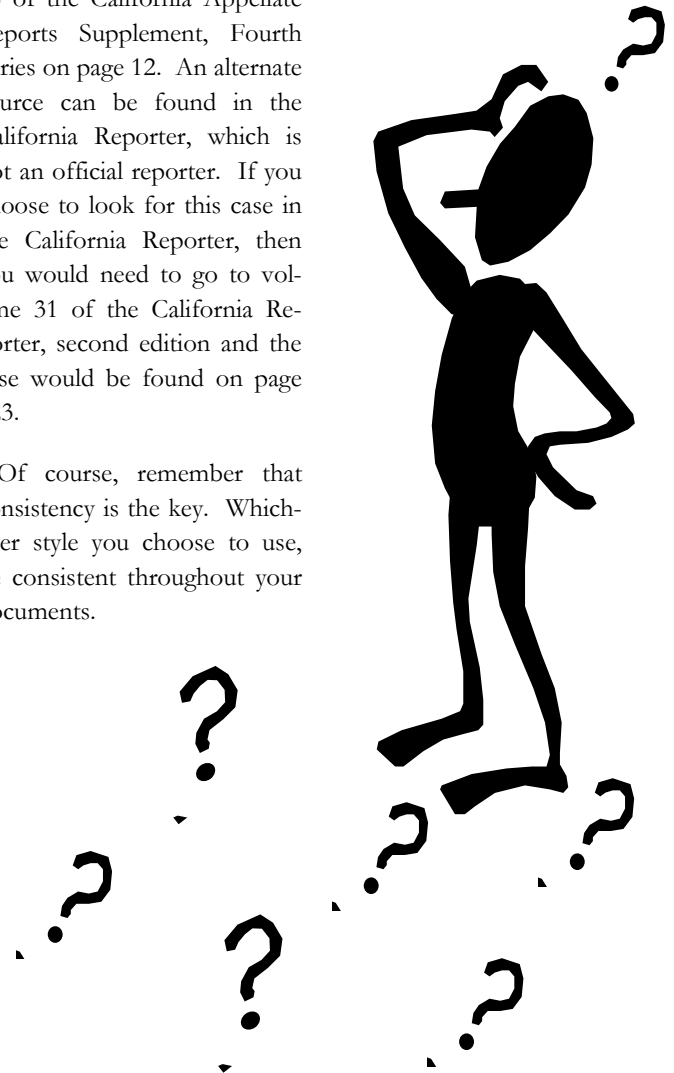
CSM: (*Blue v. Los Angeles Unified School District* (1994) 26 Cal.App.4th Supp. 12 [31 Cal.Rptr.2d 923].)

Notice that a few of the big differences are the placement of the year; the inclusion of commas; and the spaces in the abbreviations of the reporters. The Bluebook has the date at the end of the equation; it has spaces between the abbreviation of the California Appellate Reports; it also has a comma immediately following the title of the case; lastly, the parallel citation is followed by a simple comma. In the California Style Manual, the entire citation is enclosed within parenthesis; the year follows immediately after the title of the case; there are no commas; there are no spaces between the abbreviations of the reporter; and finally, the parallel citation is enclosed in brackets.

What does this all mean? If you try to make sense of these letters and numbers, it would read as follows: The case of *Blue v. Los Angeles Unified School*

*District* can be found in volume 26 of the California Appellate Reports Supplement, Fourth Series on page 12. An alternate source can be found in the California Reporter, which is not an official reporter. If you choose to look for this case in the California Reporter, then you would need to go to volume 31 of the California Reporter, second edition and the case would be found on page 923.

Of course, remember that consistency is the key. Whichever style you choose to use, be consistent throughout your documents.



## CHANGE OF ADDRESS:

Please remember if you have moved offices or home, be sure to send us your Change of Address form so that we can update our records. This will minimize any delay in your receiving our monthly bulletin, any correspondence, and the LSI quarterly magazine. The change of address form can be found in this bulletin or on our website. They should be mailed to our Vice President and Membership chair, Anne French to her work address at Downey Brand, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814.



# SLSA's State Day in Court

by Rebecca Lerma, Day in Court Chair

SLSA's annual State Day in Court event was held on Thursday, January 20, 2011 at the Hilton-Arden West. There were over 200 attendees this year! We were honored to have speakers from Sacramento, San Joaquin, Placer, El Dorado and Yolo Superior Courts, as well as the Third Appellate District Court of Appeals who discussed topics, which included civil judgments, case management conferences, motions for summary judgment, ex parte applications, voir dire, appellate writ practice and oral argument. They also discussed tips and tricks about filing your legal documents and 2011 updates in their local rules, forms, fees, and judicial assignments.

I am confident in saying that everyone that attended learned at least one new thing which will help make their workday easier. For instance, did you

know that California now has an expedited jury trial program where you can agree to have a one day trial with a smaller jury but you waive your right to appeal? Did you know that Yolo County Superior has increased their counter hours to 4:00pm (it used to be 3:00), or that effective January 1, 2011, proposed orders may no longer be mailed to opposing counsel to approve and must be delivered in a manner to ensure delivery by the close of the next business day?

There were some great handouts this year from our speakers and legal procedures chairs. My favorite came from El Dorado Superior and is a page copied (with permission) from the *Civil Counter to Courtroom Procedures Manual*. The excerpt provided was a checklist of what the counter clerks look at when they receive an application for sister state judgment.

Now how much would we all pay to get our hands on that book? Coming from the person who recently *attempted* to file a sister state judgment four times before it was accepted, I'd say a lot! I might even be persuaded to give up my favorite chai lattes from the espresso bar for a year.

If you missed this event, or are missing a handout, they will be made available on SLSA's website, [www.slsa.org](http://www.slsa.org), under the members only section.

We hope you are all able to join us at next month's Federal Day in Court on Thursday, February 17, 2011. For more details, please see the flyer included with this bulletin.



Day in Court Chairmen Lynne Gomes, Rebecca Lerma, and Rosa Deniz



Rebecca Lerma and Placer County Speaker, Jan Weaver



Carol Nygard & Associates



Mike Taraban and Alex Cain of Nationwide Legal



Meredith and Jan from Sacramento Superior Court and Placer Superior



Johnny Bateman of Mirror Imaging



Sacramento Placement Legal Services



Rosa Deniz with sons Fernando and Alberto



Capital Digital



Registration Chairman Jennifer Shelton



Mary Kay Gals



Rebecca Lerma and Yolo County Speakers, Liisa Hancock and Pam Fraiser



Jim Pinter of First Legal



Sarnoff Court Reporters



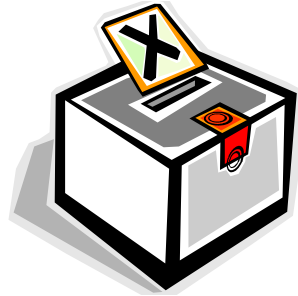
Luke Patterson and Duncan Runge from Capitol Legal Investigations



Stella Dot Girls

# Parliamentarian's Corner

by Tammy Hunt, CCLS



It's election time again.... It's important to know the proper procedures to follow to get your officers in place properly and according to the SLSA Bylaws.

In accordance with Article XII of the SLSA Bylaws, in January, the President shall have appointed a Nominating Committee. The Nominating Committee (the "Committee") then accepts nominations for the offices of President, Vice President, Secretary, Treasurer, Delegates and Alternates for Annual Conference, and Governor for the next Fiscal Year. At the February general meeting, the Committee presents its report that provides a slate

of candidates for the offices mentioned. Nominations may also be made from the floor at the February meeting.

The elections for SLSA are done by ballot and by mail. Each member of SLSA in good standing will receive a ballot for the election of the Officers, Delegates, and Alternate Delegates. In order for the vote to be counted, the completed ballot shall be placed into an envelope that is addressed to the Chairperson of the Committee and shall have the voting member's name, address, **and signature** on the upper left-hand corner of the envelope being mailed. If you do not comply with these requirements, your vote

will not count. Your ballot must be either mailed or delivered to the Chairperson of the Committee prior to the March general membership meeting.

The Committee counts the valid ballots at the March general membership meeting and then delivers the results to the President, who then announces the results to the general membership.

Please get to know the candidates and make sure that you vote for the person most qualified and able to lead SLSA into another successful, educational, and prosperous year.

## Still waiting for your transcript?



**Don't wait any longer. We'll get it to you on time.**

From your first contact with us, you will experience the fast, friendly, and professional service we are known for. We're fast at answering your call; fast at getting you a court reporter; fast at getting you an accurate transcript and so much more.

Call now to schedule your next deposition!

**800-288-3376**

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NATIONWIDE COURT REPORTERS





SAN MATEO COUNTY LEGAL SECRETARIES ASSOCIATION



Learn more at [www.smcls.org](http://www.smcls.org)  
Member: Legal Secretaries Incorporated

## SAN MATEO COUNTY LEGAL SECRETARIES ASSOCIATION

### Presents a Two-Day Seminar

## LITIGATION BOOTCAMP

### BASIC TRAINING FOR THE LAW OFFICE

## WE'LL COVER A LOT OF GROUND IN 2 DAYS!



This program is suitable for all levels of experience. Course materials are included in the registration fee.

**LOCATION:** Redwood Shores Public Library, 399 Marine Parkway, Redwood City, CA, 94065

**SCHEDULE:** **Sunday, February 13, 2011**

Registration: 12 p.m.  
Seminar: 12:30 p.m. to 3:30 p.m.

**TOPICS:**

Introduction to Law Office  
Ethics \*\*  
Civil Litigation Basics, Local Rules  
Filing (electronically and by hard copy)  
Practice Tips  
MS Word Tips (TOC, TOA, redline)  
Preparation and Service of Legal Documents  
Calendaring



**Sunday, February 20, 2011**

Registration: 12 p.m.  
Seminar: 12:30 p.m. to 3:30 p.m.

**REGISTRATION DEADLINE:** January 28, 2010 (There may be space for late registrants, but materials may not be available to you on the first day of class.)

**REGISTRATION FEE:** \$200. Includes "Law Office Procedures Manual" (a \$149 value), binder of instructional materials, CD of all handouts, 1 hour of MCLE credit\*\*, and one year membership to SMCLSA (May 1, 2011 to April 30, 2012). Refreshments and beverages will be provided during the Bootcamp.  
**No Refunds After First Class.**

Include your check payable to "SMCLSA" and mail to the following address:  
Gina Kundert, c/o City of Redwood City, City Attorney's Office  
1017 Middlefield Road, Redwood City, CA 94063

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Day:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Years of legal experience:** \_\_\_\_\_ **Firm Name:** \_\_\_\_\_

*Space is limited ~ Register early.*

*Questions? Please contact Gina Kundert at (650) 780-7201.*

**\*\*MCLE:** San Mateo County 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 1 hour of "Ethics" continuing education. MCLE Certificates of Attendance will be available at the seminar. CCLS or continuing education certificates will need to be provided by the member.

## Of Note

### **New Procedure for eFiling Proposed Orders**

A new section, (e), was added to California Rule of Court 2.252 specifying that "proposed orders may be filed and submitted electronically as provided in rule 3.1312." Some changes were then made to Rule 3.1312, including the addition of an entirely new section: Section (c). That section gives specific instructions as to how to submit the PDF version (**with new form EFS-020**) as well as the "editable word-processing format" version. This new rule will not be accessible on the Judicial Council site until January 1<sup>st</sup>. Until then, you can visit <http://www.courtinfo.ca.gov/rules/amendments/jan2011.pdf> to see the list of all new and amended rules that will be effective January 1, 2011.

### **Emailing a Hyperlink is Electronic Service**

Amended C.C.P. Section 1010.6 (effective January 1, 2011) defines electronic service to include both electronic transmission (e.g. email or fax) AND electronic notification (e.g. emailing a hyperlink to the document). Visit [http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb\\_1251-1300/sb\\_1274\\_bill\\_20100818\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb_1251-1300/sb_1274_bill_20100818_chaptered.pdf) to read Senate Bill 1274 (Committee on Judiciary. Electronic service of process) or, on January 1<sup>st</sup> or later, visit <http://www.leginfo.ca.gov/calaw.html> to search for and then see the amended code section.

### **Changes to California Eviction Notice Procedure**

Changes brought about by Senate Bill 1149 (Corbett. Residential tenancies: foreclosure) will be reflected in C.C.P. Sections 1161.2, 1161(c) and 1166. A new cover sheet will be required to be attached to any eviction notice that is served within one year after foreclosure. Also required will be a statement in the caption of the Unlawful Detainer complaint: "Action based on Code of Civil Procedure Section 1161a." Visit [http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb\\_1101-1150/sb\\_1149\\_bill\\_20100930\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb_1101-1150/sb_1149_bill_20100930_chaptered.pdf) to read the bill or, on January 1<sup>st</sup> or later, visit to search for and then see the amended code sections.

### **Limited Service Days...A New Trend**

"[CA] Superior courts statewide continue to face significant financial challenges as a result of the current fiscal crisis, which the [CA] Legislature has recognized as one of the most serious and dire ever to affect the state. In an effort to meet these challenges while remaining open on all non-judicial holidays and to preserve as fully as possible access to court services for all litigants, some superior courts may adopt plans to institute limited services days." Lassen County, San Francisco County, San Mateo County and Santa Cruz County Superior Courts have all recently chosen this course. For more information about limited service days, visit <http://www.courtinfo.ca.gov/courtadmin/closures.htm> to read the Judicial Council's Court Administration notice, from which the above quote was taken. If you wish to check a specific court you can visit <http://www.courtinfo.ca.gov/courts/find.htm> to see a list of all California Superior Court websites.

## Of Note (cont.)

### Orange County Superior Court eFiling Advisory

The Superior Court of California, County of Orange, has posted an advisory on its website that states it is now accepting eFiled documents for all types of Civil cases.



## NOTICE TO ATTORNEYS

**Los Angeles Superior Court  
Los Angeles County**  
[www.lasuperiorcourt.org](http://www.lasuperiorcourt.org)  
Contact: Public Information Office 213-974-5227  
Acting Public Information Officer: Mary Hearn

Feb. 1, 2011

### 'COURTESY' COPIES REQUESTED FOR CIVIL FILINGS AT STANLEY MOSK COURTHOUSE

#### Effective Feb. 1, 2011

Due to the large volume of civil documents that are filed at the Stanley Mosk Courthouse and the imaging process that follows, it is requested that courtesy copies of all documents filed seven (7) days or less before the hearing date be delivered directly to the assigned courtroom.

All pleadings should continue to be filed in Room 102 except as otherwise required. Courtesy copies should be conformed before delivery to the courtroom.

Delivering courtesy copies to courtrooms will avoid delays and ensure the Court has the opportunity to review all filed documents in a timely fashion.

## Of Note (cont.)

### Changes to the California Rules of Court, California Code of Civil Procedure and Judicial Council Forms for 2011

**California Courts website changes.** The California Courts website is being redesigned and launched some time in January; the address is changing from "courtinfo.ca.gov" to "courts.ca.gov." Certain page names will stay the same, e.g., "/forms, /rules." The old links are supposed to work for a while, or at the least redirect to the new home page.

**Limited Service Days.** "Furlough days" (which preceded and succeeded "court closure days" (see July 29, 2009 Urgency Legislation below)) have been replaced by "limited service days" (days upon which courts might close one or more courtrooms or reduce the hours of one or more of its clerks' offices, or both). Courts may designate limited service days upon 60 days notice; the Judicial Council posts the notices on their website. As of January 1, 2011, Lassen, San Francisco, San Mateo, and Santa Cruz counties have given notice of limited service days. The full text of each notice, including a description of the reductions in service, may be found here: <http://www.courtinfo.ca.gov/courtadmin/closures.htm>

**Hearing-Related Calendaring.** New C.C.P. § 12c (effective January 1, 2011) requires hearing-related deadlines to be calculated by counting backward from the hearing date, starting with the statutory deadline (e.g., 16 court days for a regular motion), and then continuing backward to add the extension based on service method (e.g., 5 days for service by mail within California). While this section brings much needed certainty, determining the first available date for a hearing now presents different challenges which may lead to inadequate notice.

**Electronic Service.** Electronic service now includes "electronic transmission" and "electronic notification," the former meaning emailing the document as an attachment, the latter meaning emailing a hyperlink where the document can be opened and downloaded. C.R.C., Rule 2.251 (formerly 2.260) imposes various obligations on a party serving by electronic notification to maintain the hyperlink and integrity of the document. The Judicial Council forms for electronic service change references from "electronic notification address" to "electronic service address," but they neglected to change the multi-purpose POS-040. It will be revised in July. Suggestion: If you have an in-house form for POS by electronic service, change it to refer to "electronic service address."

**Proposed Orders.** Proposed Orders may no longer be mailed to the opposing party. C.R.C., Rule 3.1312(a) has been revised effective January 1, 2011, to require that they be served "in a manner reasonably calculated to ensure delivery by the close of the next business day." In addition, there are new rules on electronically submitting proposed orders to the court (C.R.C., Rule 3.1312(c)). Two versions of the proposed order must

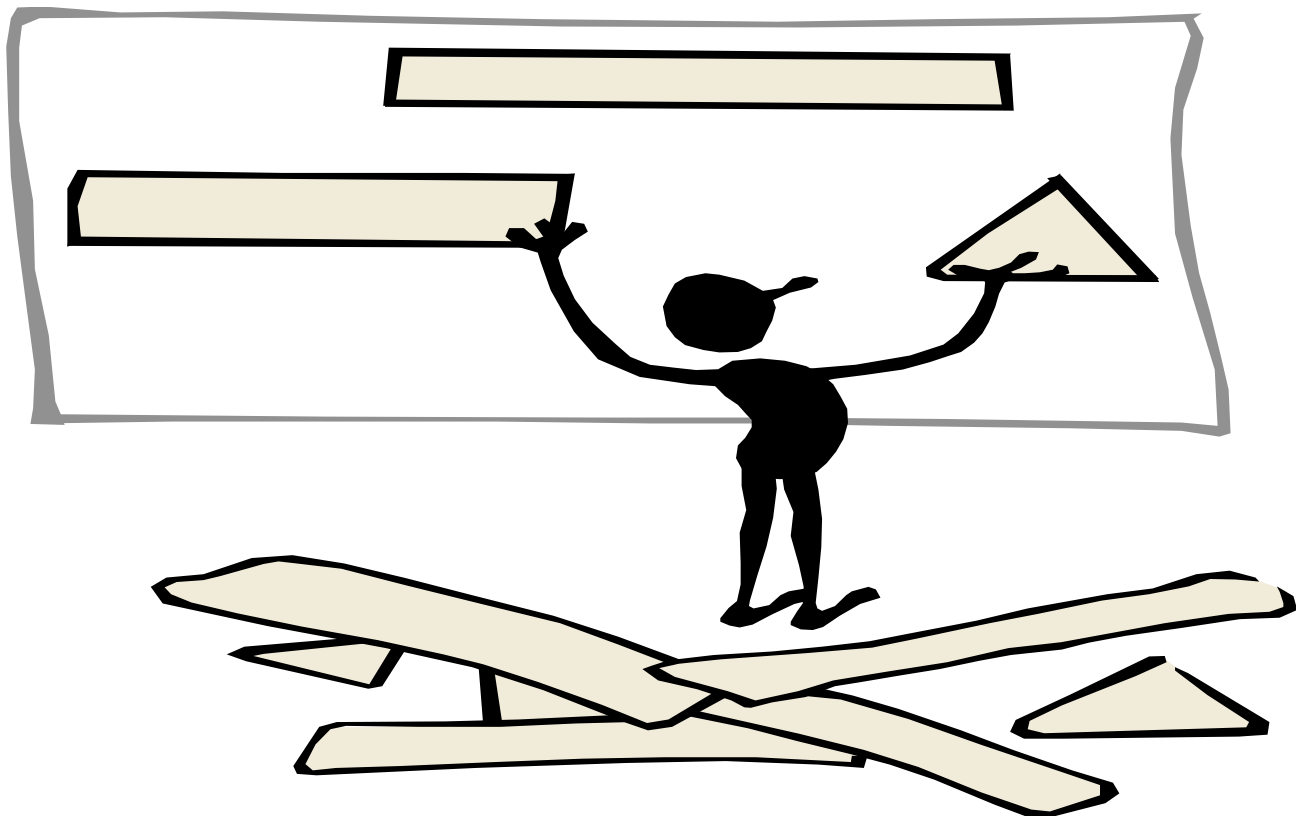
## Of Note (cont.)

be submitted along with new mandatory Judicial Council form EFS-020 "Proposed Order (Cover Sheet)."

**Expedited Jury Trial Act.** C.C.P. §§ 630.01-630.10 establishes the Expedited Jury Trial Act; C.R.C., 3.1545-3.1552 set forth detailed procedures for litigating under the Act. Basically, the jury is smaller (9 instead of 12, no alternates); the case has to be tried in one day; time for *voir dire* is limited to 15 minutes per side; time for putting on a case is limited to 3 hours per side; parties waive rights to appeal and to bring certain post trial motions; it has its own set of deadlines; it allows the parties to enter into "high/low agreements," guaranteeing the plaintiff a minimum award and capping defendant's exposure irrespective of the jury verdict.

**Demurrers.** C.R.C., Rule 3.1320(j) clarifies that defendant has 10 days to answer or otherwise plead upon expiration of the time to amend if the demurrer was sustained with leave to amend.

**Fee Increases.** Many fees increased prior to the close of 2010. The fee for motions for summary judgment went from \$200 to \$500.



# Of Note (cont.)

## Uncommon Word Shortcuts

Break—page	Ctrl-Enter	
Break—line	Shift-Enter	
Case change (capitalization)	Shift-F3	
Case—All Caps	Ctrl-Shift-A	
Em Dash	Ctrl-Alt-Num –	( — instead of -- )
En Dash	Ctrl-Num -	Dash is a little longer than a hyphen. It is used for periods of time when you might otherwise use to (e.g. 2010–2011). ( – as opposed to - )
Hanging indent—decrease	Ctrl-Shift-T	
Hanging Indent—increase	Ctrl-T	
Hard hyphen -	Ctrl-Shift -	This is for when you do not want a hyphenated word (such as e-mail) to break across two lines of text.
Hard space	Ctrl-Shift-spacebar	This is for when you do not want two words that are separated by a space (i.e. month and date) to break across two lines of text.
Hyperlink	Ctrl-K	
Indent—decrease	Ctrl-Shift-M	
Indent—increase	Ctrl-M	
Mark—TOA citation	Alt-Shift-I	
Mark—TOC entry	Alt-Shift-O	
Section symbol (§)	Alt-0167 on the number key pad	
Select All	Ctrl-A	
Small Caps	Ctrl-Shift-K	(EXAMPLE)
Subscript	Ctrl =	(exa <sub>m</sub> ple)
Superscript	Ctrl-Shift =	(exa <sup>m</sup> ple)
Underline—double	Ctrl-Shift-D	( <u>example</u> )
Undo	Ctrl-Z	

# Nomination and Elections

*Chair, Yolanda De La Cruz*



## SACRAMENTO LEGAL SECRETARIES ASSOCIATION

MEMBER, LEGAL SECRETARIES, INCORPORATED

### NOMINATION FORM

*Nominations for SLSA Fiscal Year May 1, 2011-April 30, 2012*

#### INSTRUCTIONS

If you are interested in submitting your name for one of the offices of President, Vice President, Secretary, Treasurer, Governor, or Delegate, please fill in your name under the appropriate office and send your nomination form either by mail or e-mail to Yolanda De La Cruz **no later than February 15, 2011.**

If you know of any member who may be interested in one of the elected offices, please add their name to the appropriate office. Anyone wishing to have their name added to the ballots must give consent to do so. All nominees will be contacted to confirm their consent in order to be added to the ballot for the 2011-2012 election year.

Nominations can be mailed or e-mailed to:

Yolanda De La Cruz  
Somach Simmons & Dunn  
500 Capitol Mall, Suite 1000  
Sacramento, CA 95814  
[ydelacruz@somachlaw.com](mailto:ydelacruz@somachlaw.com)

NOMINATION FOR PRESIDENT

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NOMINATION FOR VICE PRESIDENT

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NOMINATION FOR SECRETARY

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NOMINATION FOR TREASURER

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NOMINATION FOR GOVERNOR

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NOMINATION FOR DELEGATE(S)

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# Superior Court of California, County of San Francisco

## Notice of Limited Services Days

### COURT ANNOUNCEMENT

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The Superior Court of California, County of San Francisco, hereby provides public notice of Limited Service Days in 2011, pursuant to Government Code section 68106. The Court will rely on these Limited Service Days to close a \$1.23 million deficit for Fiscal Year 2010-2011, which is the result of an unexpected cut in state funding for the Judicial Branch.

### LIMITED SERVICE DATES

---

The Clerk's Offices will close to the public at 12 p.m. each Friday on these dates:

- January 21, 28, 2011
- February 4, 18, 25, 2011
- March 4, 11, 18, 25, 2011
- April 1, 8, 15, 22, 29, 2011
- May 6, 13, 20, 27, 2011
- June 3, 10, 17, 24, 2011
- July 1, 8, 2011

All of the clerk's offices will be affected. These clerk's offices are located at:

- Civil Clerk's Office, 400 McAllister Street, Civic Center Courthouse (CCC), Room 103;
- Unified Family Court Clerk's Office, 400 McAllister Street, CCC, Room 402;
- Criminal Clerk's Office, 850 Bryant Street, Hall of Justice (HOJ), Room 101;
- Traffic Court Division, 850 Bryant Street, HOJ, Room 145; and
- Juvenile Delinquency Clerk's Office, 375 Woodside Avenue, Youth Guidance Center, Room 101.

Drop boxes will be available outside each main entrance of all Clerk's Offices between 12 p.m. and close of business. Documents received in the drop box by close of business will be processed with a same-day filing date.

- On Limited Service Days, the Criminal Clerk's Office at the Hall of Justice will be open from 8 a.m. to 12 p.m. All other weekdays that are not court holidays, the Criminal Clerk's Office is open 8 a.m. to 4:30 p.m.
- On Limited Service Days, the Civil Clerk's Office at CCC will be open 8 a.m. to 12 p.m. All other weekdays that are not court holidays, the Civil Clerk's Office is open 8 a.m. to 4 p.m.
- On Limited Service Days, the Traffic Court Division at the HOJ will be open from 8 a.m. to 12 p.m. All other weekdays that are not court holidays, the Traffic Court Division is open from 8 a.m. to 4:30 p.m.
- On Limited Service Days, the Unified Family Court (UFC) Clerk's Office at CCC will be open 8 a.m. to 12 p.m. All other weekdays that are not court holidays, the UFC Clerk's Office is open 8 a.m. to 4 p.m.
- On Limited Service Days, the Juvenile Delinquency Clerk's Office at the Youth Guidance Center will be open 8 a.m. to 12 p.m. All other weekdays that are not court holidays, the Juvenile Delinquency Clerk's Office is open 8 a.m. to 12 p.m. and 1 to 4 p.m.

For more information contact **Ann Donlan, Communications Director** at: **(415) 551-5957**



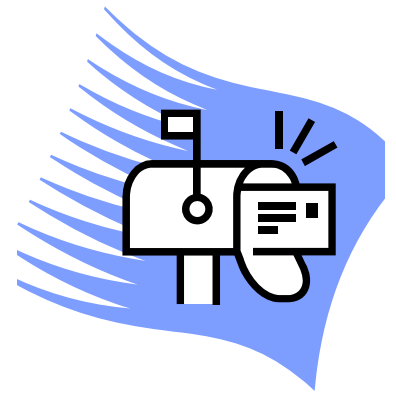
# CCLS Quiz

by Jennifer Estabrook, CCLS

## Litigation

### True or False:

1. When computing time for a document served by mail, add three days.
  - True
  - False
2. When computing time for a document served by e-mail, add one day.
  - True
  - False
3. The U.S. Marshall is authorized to serve defendants in any civil action.
  - True
  - False
4. When serving the U.S. government, the summons and complaint must be served on the U.S. Attorney for the district in which the action was brought, and a copy sent to the Attorney General of the United States in Washington D.C.
  - True
  - False
5. Service of the summons & complaint must be made within 120 days of filing.
  - True
  - False
6. The defendant in a federal case must respond to the complaint within 28 days after receipt.
  - True
  - False
7. Oppositions to motions are generally due 14 days before the time specified for the hearing.
  - True
  - False
8. Any state case may be removed to federal court.
  - True
  - False
9. Discovery in a federal case cannot commence until an initial disclosure meeting has been held.
  - True
  - False
10. There is a limited of 25 interrogatories and 10 depositions in a federal case.
  - True
  - False



*Answers on page 23*

# Governor's Report

by Dawn Forgeur, CCLS



LSI's Administrator, Catherine, has requested that she be deemed an employee rather than an independent contractor. At our Federal Day in Court event, the members will be asked to decide how SLSA should vote at the February quarterly conference on this request.

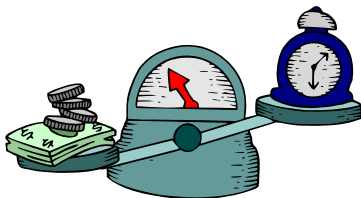
The LSI Executive Board has consulted an employment attorney and a CPA regarding the Catherine's current status. Both have opined that Catherine's status should be reclassified from independent contractor to an employee.

- Payroll services: \$1,279.38 per year
- Insurance: No medical, dental, vacation, or sick pay would be provided
- Office equipment: Catherine has advised that she currently has the equipment needed to perform her duties. LSI could negotiate with her to either immediately replace her equipment with items that would belong to LSI (approximately \$1,000), or negotiate a "lease back" option while she uses her own equipment. As these items require replacement, they will be replaced by LSI and will become the property of LSI.
- Travel: There are no changes proposed to the existing terms for reimbursement for travel or other related expenses incurred by Catherine.

If we choose to keep LSI's Administrator as an independent contractor, LSI runs the risk having the EDD ruling against the independent contractor status and facing paying all taxes not paid by the employee, penalties on those unpaid taxes, and penalties for failure to do withholdings, which include both IRS and state penalties.

The bottom line is do we vote yes to reclassify Catherine as an employee of LSI, or do we vote no and leave Catherine at independent contractor status.

- Expenses that LSI would incur by having an employee include:
- Workers' Compensation Insurance: \$227 - \$530 per year
- Taxes: 12% of her annual wages (currently paid \$25 per hour, already budgeted for \$18,000 per year)



# Interclub with Stockton LPA



# February 2011

## Dates to Remember

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 <i>Legal Trivia Throwdown</i>
6	7 <i>Board Meeting</i>	8	9	10	11	12
13	14	15	16	17 <i>Federal Day in Court</i>	18	19
20	21 <i>Bulletin Submissions Due</i>	22 <i>Lunch Meeting</i>	23	24	25	26
27	28					

- **Legal Trivia Throwdown** (Location: Scott's Seafood and Grill in Jack London's Square, 2 Broadway, Oakland, CA—Time: 11:30 a.m.)
- **February 7 - SLSA Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **February 17 - Federal Day in Court** (Location: Hilton-Sacramento Arden West Location, 5:15 p.m.)
- **February 22 - SLSA Lunch Lesson** (Location: Weintraub Gensblea Chediak, 12:00 p.m.)
- **February 21 - Last Day to Submit Articles for the March issue of The Legal Eagle**



# Vocabulary List

by Jennifer Estabrook, CCLS

L  
L

## Litigation

**Affidavit** Any written document in which the signer swears under oath before a notary public or someone authorized to take oaths that the statements in the document are true.

E  
E

**Affirmative defense** A part of an answer to a charge or complaint in which a defendant takes the offense and responds to the allegations with his/her own charges.

**Assumption of risk** Taking a chance in a potentially dangerous situation; a typical affirmative defense in a negligence case, in which the defendant claims that the situation was so inherently or obviously hazardous that the injured plaintiff should have known there was danger and took the chance that he/she could be injured.

A  
A

**Counterclaim** A claim by a defendant against a plaintiff in a given action.

**Cross-claim** A claim by one defendant against another in a given action.

R  
R

**Estoppel** A bar or impediment (obstruction) which precludes a person from asserting a fact or a right or prevents one from denying a fact.

**Initial disclosure** A requirement by Fed. R. Civ.P. 26 that all parties exchange certain information before formal discovery in the case can begin.

N  
N

**Laches** The legal doctrine that a right or claim will not be enforced or allowed if a long delay in asserting the right or claim has prejudiced the adverse party.

**Original jurisdiction** The authority given by law to a court to try cases and rule on legal matters within a particular geographic area and/or over certain types of legal cases; the authority of a court to hold a trial, as distinguished from appellate jurisdiction to hear appeals from trial judgments.

**Pro hac vice** “This time only;” the phrase refers to the application of an out-of-state lawyer to appear in court for a particular trial, even though he/she is not licensed to practice in the state where the trial is being held.

**Pro se** “For himself.” A party to a lawsuit who represents himself (acting in propria persona) is appearing in the case “pro se.”

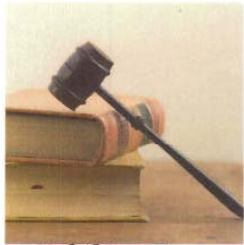
**Removal** The change of a legal case from one court to another, as from a state court to federal court or vice versa.

**Remand** To send back (i.e. to reverse a removal).

**Res judicata** “The thing has been judged,” meaning the issue before the court has already been decided by another court, between the same parties.

**Third Party complaint** A claim by a defendant against another party not named in the original action.





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**FEDERAL DAY IN COURT 2011**

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*RSVP ASAP!*

**Thursday, February 17, 2011**

No-Host Bar: 5:15 - 6:00 PM - Dinner: 6:15 PM

**Guest Speakers:**

**Eastern District of Sacramento**  
Magistrate Judge, Dale A. Drozd  
Jeremy Donati, Operations Supervisor

**Eastern District Bankruptcy Court**  
Sandy Gettler, ECF Liaison Training Specialist  
Nicole Sanchez-Gargalikis - Operations Helpdesk Analyst

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

**Location: HILTON -- SACRAMENTO ARDEN WEST LOCATION**  
200 Harvard St. (Bus. I-80 and Arden Way West), Sacramento, CA (916) 922-4700

Day In Court Committee: Rebecca Lerma - Chair (lermar@gtlaw.com)  
Lynne Gomes - Co-Chair (gomesl@gtlaw.com)  
Rosa Deniz - Co-Chair (rdeniz@pacific.edu)

\*\*\*Please add \$5 for reservations made after February 14, 2011\*\*\*  
\*\*\*Cancellations MUST be made 72 hours in advance for refunds. "No-Shows" will be billed.\*\*\*

***PLEASE MAIL REGISTRATION WITH YOUR CHECK***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Are you interested in SLSA membership? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If you are a member of a local LSI association, please state the name: \_\_\_\_\_ LSA/LPA  
Are you an LSI Officer or Chair? If so, in which capacity? \_\_\_\_\_

**DINNER CHOICE: Three-course meal including salad starter, entrée, dessert, beverage and coffee.**  
\_\_\_\_\_ *Beef* (Slow-Roasted Prime Rib with Natural Au Jus and Creamed Horseradish)  
\_\_\_\_\_ *Chicken* (Chicken Breast Escalope Piccata with Lemon, Garlic, Shallots, Capers, White Wine & Butter)  
\_\_\_\_\_ *Vegetarian* (Two Pasta Purses filled with Ricotta Cheese and Spinach with Marinara and Pesto Cream)  
PLEASE INDICATE ANY FOOD ALLERGIES: \_\_\_\_\_

**Reservations (By Check Only)**  
Make Check Payable to: SLSA Cost: \$38  
Deadline: Monday, February 14, 2011  
MCLE/CCLS Credit: 1.0 hour

**MAKE CHECK PAYABLE TO: SLSA**

Mail to: Jennifer Shelton  
c/o Murphy Austin Adams Schoenfeld LLP  
304 S Street, Sacramento, CA 95811  
jshelton@murphyaustin.com

If you cannot attend this event, but are interested in membership, please contact  
Anne French, CCLS, Membership Chair, at afrench@downeybrand.com



<http://www.slsa.org>



**Marin County LPA and Sonoma County LSA  
Are pleased to announce their Spring Tea/Interclub Event**

Sunday, March 20, 2011, 1:00 p.m.  
Jacqueline's High Tea  
203 Western Avenue, Petaluma, CA

\$35 per person

Includes  
Pot of Tea  
Soup & Salad  
Finger Sandwiches  
Scone  
Dessert

To reserve your spot, please send your check payable to MCLPA  
c/o Isobel Clayton  
2027 Beverly Way  
Santa Rosa, CA 95404

-----  
RSVP FORM:

# Attending: \_\_\_\_\_ x \$35 = \$ \_\_\_\_\_

Contact Information: \_\_\_\_\_  
(Name, phone or email)

Name's of Attendees \_\_\_\_\_

Reservations with payment must be received by March 12, 2011



### FEDERAL/APPELLATE LAW

F H E T I V A D I F F A T D B Q N X S O  
 T R A S B Q G C J K P C K E S D R K R K  
 J E E Z N O X R G R L T M E V R B I S D  
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AFFIDAVIT	ORIGINAL JURISDICTION
AFFIRMATIVE DEFENSE	PRO HAC VICE
ASSUMPTION OF RISK	PRO SE
COUNTER CLAIM	REMAND
CROSS-CLAIM	REMOVAL
ESTOPPEL	RESJ UDICATA
INITIAL DISCLOSURE	THIRD PARTY COMPLAINT
LACHES	

## CCLS Quiz Answers

by Jennifer Estabrook, CCLS

### TRIAL PREPARATION ANSWERS:

1. True
2. False
3. False
4. True
5. True
6. False
7. False
8. False
9. True
10. True



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# Legal Procedures

by *Laura Welch, CCLS, Nancy Vanderhorst, CCLS, and Molly Mahoney*

"On June 1, 2010, the Eastern District of California issued General Order No. 492, which adopts the following new and amended local rules:

Rule 141 - Sealing of Documents (amended)

Rule 141.1 - Orders Protecting Confidential Information (new)

Rule 281 - Pretrial Statements (amended)

Rule 304 - Magistrate Judges' Authority in Expected Pretrial Matters (amended)

The new rule regarding protection of confidential information is:

## **RULE 141.1 (Fed. R. Civ. P. 26)**

### **ORDERS PROTECTING CONFIDENTIAL INFORMATION**

#### **(a) Presumption of Public Access; Limits to Protection.**

(1) All information provided to the Court in a specific action is presumptively public, but may be sealed in conformance with L.R. 141. Confidential information exchanged through discovery, contained in documents to be filed in an action, or presented at a hearing or trial otherwise may be protected by seeking a protective order as described herein.

(2) A protective order is entered without prejudice to any rulings made in a different lawsuit or dispute, and the determination in an action in this Court does not bind other courts.

#### **(b) Mechanics of Obtaining a Protective Order.**

(1) **Non-Trial Civil and Criminal Protective Orders.** Either the person possessing or the party seeking information to be protected may move the Court for a protective order pursuant to L.R. 230, 251, or 430.1 or may submit a proposed stipulated protective order signed by all parties and the person possessing the information in accordance with L.R. 143. See L.R. 302(c)(2). A protective order issued prior to trial does not affect the admission of evidence at trial unless the order specifically so states.

(2) **Protective Order for Civil Trial.** A party seeking a protective order relating to the admission of evidence at trial shall submit a stipulation or request with the party's pretrial statement. A non-party seeking a protective order for trial shall submit a motion at or before the time for filing pretrial statements or promptly following discovery of the need for the order. See L.R. 230, 281, 282.

(3) **Protective Order for Criminal Trial.** Before the trial confirmation hearing in a felony or Class A misdemeanor case, either the person possessing or the party seeking information to be protected may move the Court for a protective order pursuant to L.R. 430.1 or may submit a proposed stipulated protective order signed by all parties and the person possessing the information in accordance with L.R. 143. In any other criminal action, a motion or proposed stipulated protective order shall be filed at least fourteen (14) days prior to trial. See L.R. 450.

(d) **Requirements of a Proposed Protective Order.** All stipulations and motions seeking the entry of a protective order shall be accompanied by a proposed form of order. Every proposed protective order shall contain the following provisions:



# Legal Procedures (cont.)

by Laura Welch, CCLS, Nancy Vanderhorst, CCLS, and Molly Maboney

(1) A description of the types of information eligible for protection under the order, with the description provided in general terms sufficient to reveal the nature of the information (e.g., customer list, formula for soda, diary of a troubled child);

(2) A showing of particularized need for protection as to each category of information proposed to be covered by the order; and

(3) A showing as to why the need for protection should be addressed by a court order, as opposed to a private agreement between or among the parties.

(e) **Hearing on Civil or Criminal Protective Orders.** The Court may order that the person for whose benefit a protective order is sought shall attend a hearing, in camera or in open court, to discuss the necessity for the protective order.

(f) **Filing Documents Subject to Protective Order.** Documents that are the subject of a protective order may be filed under seal only if a sealing order is first obtained in compliance with L.R. 141.

(g) **Closed Actions.** Once the Clerk has closed an action, unless otherwise ordered, the Court will not retain jurisdiction over enforcement of the terms of any protective order filed in that action.



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# Speaker Spotlight

## January Lunch Lesson: “Filing Tips and Tricks—the Runner’s Perspective,” with Alexander Cain and Moe Talamantes of Nationwide Legal

by *Sophia Albov, CCLS*



The Sacramento Legal Secretaries Association was honored to spend a lunch hour learning the secrets about what happens to our legal documents once they are in the hands of a runner. From what they go through in line at the Sacramento Superior Court, to drop box warnings; these gentlemen really gave us an inside look at their jobs and the difficulties they can encounter in the course of filing our documents. Mr. Cain and Mr. Talamantes also went over the most common reasons that documents get rejected. In the presentation we discussed several county courts, however, for this article we will be discussing Sacramento County.

### Getting to the Court

When documents leave our law offices what happens to them? Usually either a bicycle messenger or a courier with a car will come and pick them up. On the way to the court, there are many obstacles that could get in the way of timely delivery of the documents. Of course, the runner’s will do everything in their power for timely delivery, however sometimes the world gets in the way. For example, runners have to contend with traffic, accidents, weather, road closures, bridge delays, and parking problems. The factor of the unknown is a reason that one should try to get the documents prepared with a time cushion. Our speakers indicated that if a time cushion is not possible then one should at least call and let the chosen

runner know that the documents are going to be forthcoming. The more information they are given the better, because there is planning that your runner can engage in if they know roughly when the documents will be given to them.

### While at the Court

Once the documents have arrived at the court, there are additional obstacles that could get in the way of a successful filing. One of the most prevalent problems (especially at Sacramento Superior Court!) is the wait time to get a document filed. At Sacramento Superior they operate on a number system instead of a traditional line. Once the runner’s number has been called they are only allowed to file seven (7) documents at a single time. This means that if you have a motion which has eight individual documents included they are able to file

seven of the eight and they must pull another number and start over again to file the final document. The runner’s have reported waits of up to four hours for a single trip through the line. A good runner is aware of the wait and will have people in place to pull numbers and be staged in line to receive your documents. If you are able to give them notice that documents will be coming, they coordinate with his colleagues and have someone ready and in line before your documents have actually left your desk.

### Most Common Rejections

Even the best of us have an off day which can result in a document being kicked. Mr. Cain and Mr. Talamantes let us in on the most common mistakes they see which result in documents being unable to be filed.

“The more information they are give, the better...”

~Sophia Albov,  
CCLS



From L to R Alexander Cain, Sophia Albov, CCLS, Moe Talamantes, and Michael Taraban

## Speaker Spotlight (cont.)

### January Lunch Lesson: “Filing Tips and Tricks—the Runner’s Perspective,” with Alexander Cain and Moe Talamantes of Nationwide Legal

by *Sophia Albov, CCLS*

#### Note of Interest re: San Joaquin Drop Box

There is an issue of concern that Mr. Cain and Mr. Talamantes addressed about the San Joaquin Superior Court drop-box. In their experience, they have occasionally seen documents drop-boxed, but not filed as of the date that they have been left with the court. This court does not have a date/time-stamp available to the runner to mark

dropped documents with the date they are left. The only date/time stamp available is when the clerks retrieve the documents from the drop box, so there is no way to prove that your documents were dropped off when they were. Though this is not a consistent issue, it is still worth taking in consideration when deciding whether to

drop box documents with this court. This issue has been addressed with the court supervisor, and is being discussed internally with that court to ensure this does not happen in the future.



# Law Office Products/ Management

by *Andrea Savig, CCLS*

## Moving forward in the New Year



**"I have found that being organized does not have to be complex. Simple things can often work the best for an office."**

**~Andrea Savig,  
CCLS**



The New Year is upon us and for some it means a fresh start. If you're like me, it means finishing up tasks from last year. I find this time of year to be very stressful. Year end tasks are typically very time-consuming and boring. Things such as filing, going to storage, and cleaning out file cabinets are not my favorite things to do. On top of that, preparing and distributing W-2's to the employees, preparing 1099's for our vendors, and getting all necessary documents to the Certified Public Accountant (CPA) need to be done. I have to admit, closing out the year is as refreshing as cleaning out your closet. However, with a little preventative maintenance, it is not such a daunting task.

Over the years, I have found some things that helped me through this stressful time. First, I always go in on the weekend to get this job done. I never attempt to do this during the normal busy work week. The distraction of the phones and the possibility of those famous words, "Drop everything, I need you to work on a rush!" make it impossible. I have found on the weekends it's quiet and I am able to concentrate and complete these tasks. During this time, I create all the new folders for the year, box up the old records and label them. I take whatever needs to go to storage and I try to go through the mundane task of organizing my drawers. I have learned to recruit help as well. The more help I have

the quicker it gets done. Plus, it makes the day go by really fast. It's one of those jobs that no one likes to start but after it is all done the feeling of accomplishment is worth it.

One of the things I learned the hard way is to make sure that all of your computers are up to date and that the information is correct and complete. For example, our office sends out Form 1099-Misc to our vendors each year. For those of you who do not deal with preparing these forms, you are required to send them to vendors that you've paid over \$600.00. The IRS gives more specific guidelines so please refer to their website for the complete requirements. The first year I didn't realize that we needed to enter our vendor tax identification numbers into our computer system. At the end of that year I ended up having over 200 vendors that were incomplete in our system, thus, having to enter all their id numbers. I ended up calling many of them to get all the proper documents and information. That took me over two weeks and it was a nightmare. Another thing I didn't realize was that if a social security number was used instead of a tax id number, it had to match a person's name and not a business name. I found this out by receiving a friendly reminder from the IRS. I do not think anyone likes receiving mail from the IRS, good or bad. So by keeping up on the little

things, you can greatly reduce the amount of work and stress at year's end.

This is also the time of year to start thinking about taxes. The CPA will begin to request the necessary documents and information required so that they can prepare the year's return. I have found that by keeping my accounting program up to date relieves a lot of the pressure. Also, making sure that, each month, you have reconciled your bank accounts ensures that there are no mistakes or checks that have not been entered for the year. I have found that being organized does not have to be complex. Simple things can often work the best for an office. For example, my boss is bad with receipts. Our office decided to put a big purple box in his office and one at his house. Now we get all the receipts that would otherwise wind up on the night stand.

Some people look forward to the new year while others dread it. For me, it's a little of both. There is so much work in so little time that it's very easy to become overwhelmed. I am the first to admit, that it's easier said than done. However, by being diligent and staying organized throughout the year, you too can ring in the new year with a "fresh" start.

CHAPTER ACHIEVEMENT REPORTING FORM

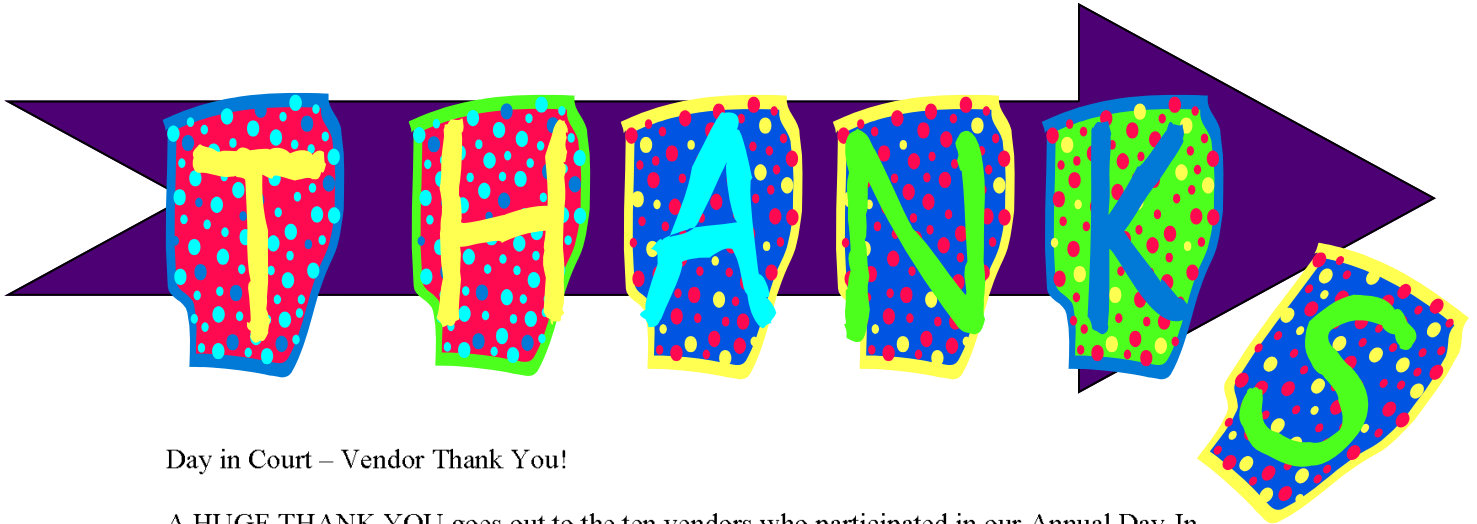
Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the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

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_
Street Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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



Day in Court – Vendor Thank You!

A HUGE THANK YOU goes out to the ten vendors who participated in our Annual Day-In-Court Updates Meeting on January 20, 2011, at the Hilton Arden West. Your support of SLSA was more than evident in the generosity of your time, information, and gifts to our attendees.

**Capitol Digital Document Solutions**

Ron Bodenmann & Ignacio Solario

**Capitol Legal Investigations**

Luke Patterson & Duncan Runge

**Carol Nygard & Associates**

Carol Nygard & Sherry Glass

**First Legal**

Jim Pinter & Patrick Sanders

**Mary Kay Cosmetics**

Cheryl Powell, Lesley Bodine & Victoria Tri

**Mirror Imaging**

Johnny Bateman & Aaron Lundgren

**Nationwide ASAP**

Alex Cain, Moe Talamantes & Michael Taraban

**Sacramento Placement Services**

Deborah Jordan & Michelle Nickell

**Sarnoff Court Reporters**

Marj Walker, Heather Barenchi & Brandon Wai

**Stella & Dot Fashion Jewelry**

Teresa Woods & Alexis McBride



Thank you, again, for all you do for our members, and for helping to make our Day-In-Court event so successful!

*Lynne Gomes*

*Day-In-Court Co-Chair*

# Happy February Birthdays!!

# HAPPY BIRTHDAY

<i>Christina Vega</i>	<i>February 2</i>
<i>Tamara Neumann</i>	<i>February 5</i>
<i>Ivone Cuyun</i>	<i>February 9</i>
<i>Laura Welch, CCLS</i>	<i>February 15</i>
<i>Jennifer Wyley</i>	<i>February 15</i>
<i>Crystal Roberts</i>	<i>February 16</i>
<i>Lili Vogelsang</i>	<i>February 20</i>
<i>Rhonda Harrigan</i>	<i>February 24</i>
<i>Cyrene Farrell, CCLS</i>	<i>February 27</i>
<i>Ellen A. West</i>	<i>February 27</i>



# Out to Lunch:

## Great Lunch Spots

by *Sophia Albon, CCLS*



Café Capricho  
3269 Folsom Blvd  
Sacramento, CA 95816  
(916) 457-3916  
<http://cafecapricho.webs.com/>

### Hours of Operation

Mon-Fri 11 am - 9 pm  
Sat-Sun 9 am - 9 pm



Its true Café Capricho does not have an actual Happy Hour menu; however, their everyday prices are so affordable that it is like Happy Hour all the time. The food is so amazing and the owner has indicated that an official Happy Hour will be instituted in the future. This restaurant is relatively new to the Sacramento scene; they opened in May of 2010. This family owned restaurant has hit the ground running and is offering Sacramento a new and fresh take on Mexican food. The food is honest, straight forward, and definitely not hiding behind anything.

There are a large variety of vegetarian and even some vegan offerings on the menu; this is a nice addition to any restaurant. The meat offerings on the menu are also plentiful and many are quite delicious! My very favorite item is the baja fish taco with the mushroom quesadilla in a close second. As mentioned before the food is very fresh. This is not tex-mex food. Please do not come here expecting the same type of food as many of the other Mexican restaurants in town offer. I chatted with one of the owners as I finished my

meal. I was genuinely impressed with her passion for the kind of product she and her husband put forth. It is nice to see someone so excited about working hard and putting out quality food.

The restaurant is set up café style; you order your meal at a counter and are assigned a number. I'm not generally impressed with fancy linens. It doesn't matter to me if I order my meal at a counter; I can't say that I even mind having to fetch my own flatware. As long as the food is good I don't mind a little extra effort. The inside is modern and clean. They have very hip, urban artwork on the walls, the counter, and even the ceiling! Make sure you don't

forget to look up at some point in your meal. I really look forward to coming here in the spring and summer because they have an awesome patio.

The parking situation in this corner of East Sacramento is not ideal. It is all street parking and some of it is metered. My best suggestion is to park in the neighborhood and take a stroll. They have a bustling lunch crowd, but I have never experienced an unacceptable wait. I love what they're doing at this place and will be back for more tasty bites as often as I can!

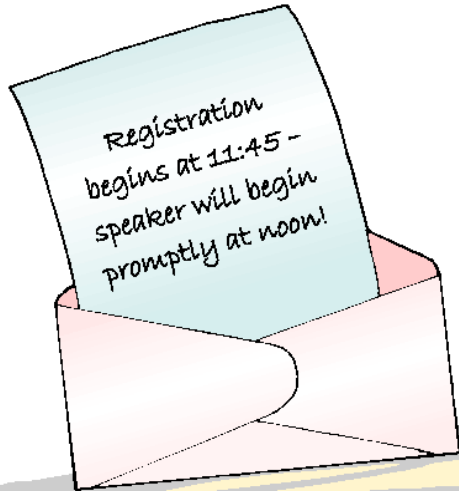




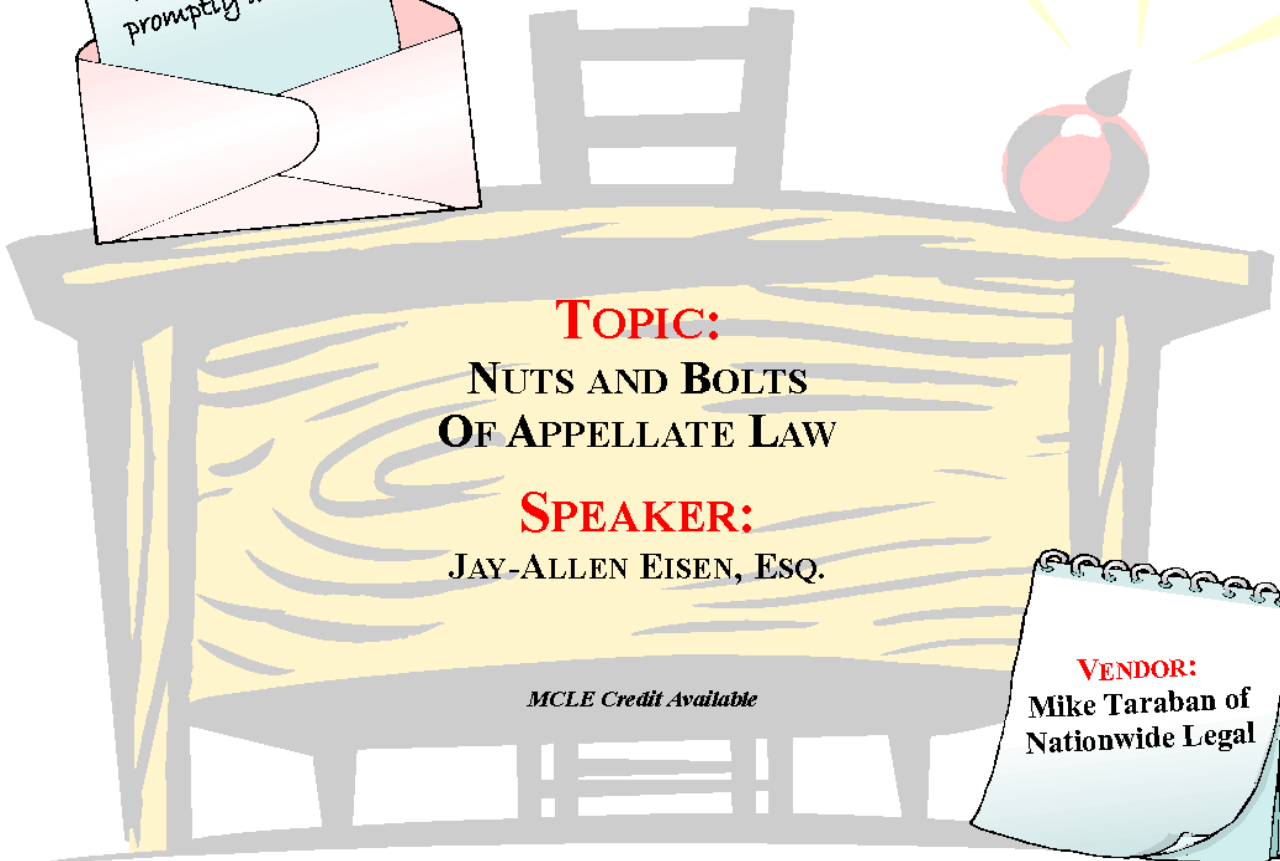


# Sacramento Legal Secretaries Association

## LUNCH LESSON



**Date:** February 22, 2011  
**Time:** 12-1 p.m.  
**Location:** Weintraub Genshlea Chediak  
 400 Capitol Mall, 11th Floor  
 Sacramento, CA 95814  
*Lunch will be provided. Public parking is available in the building for a fee.*  
**Cost:** \$15 LSI Members, \$17 Non-LSI Members



**TOPIC:**  
**NUTS AND BOLTS  
 OF APPELLATE LAW**

**SPEAKER:**  
**JAY-ALLEN EISEN, ESQ.**

*MCLE Credit Available*

**VENDOR:**  
**Mike Taraban of  
 Nationwide Legal**

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

**Make Checks Payable to: SLSA**  
**Reservations due by 2/17/11**  
 To: Sophia Albov, CCLS  
 Cook Brown LLP  
 555 Capitol Mall, Suite 425  
 Sacramento, CA 95814  
 Tel: 916-442-3100  
 email: salbov@cookbrown.com

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

**If you cannot attend this event but are interested in membership, please call 916-520-5268.  
 Visit our website: <http://www.slsa.org>**

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

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

**Anne French  
Downey Brand  
621 Capitol Mall, 18<sup>th</sup> Floor  
Sacramento, CA 95814**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

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

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

**YOUR SPECIALTY:**

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

**EDUCATION:**

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

**TYPE OF OFFICE:**

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

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

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

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

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

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

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

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

**Anne French**  
**Downey Brand**  
**621 Capitol Mall, 18<sup>th</sup> Floor**  
**Sacramento, CA 95814**

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

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



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

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

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

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

## LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

### 2009-2010 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

Mail to: **MARGARET TOVAR, CCLS, Legal Specialization Coordinator,**  
12412 Camilla Street, Whittier, CA 90601

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

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

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

NEW	RENEWAL

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



**(PLEASE PRINT OR TYPE)**

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

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

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

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

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

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

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

**PREFERRED MAILING ADDRESS:  HOME  OFFICE  EMAIL**

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

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

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

\_\_\_\_\_

**LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM**

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

\*Item available to LSI members only

(Prices effective 0508)

**LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM**

ITEM	UNIT PRICE	QUANTITY	TOTAL
<b>LSI BYLAWS AND STANDING RULES*</b> As currently adopted by the LSI Governors.	\$ 5.00		\$
<b>LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER</b> An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LSI LEGAL SPECIALIZATION SECTIONS BROCHURE</b> Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
<b>LSI MEMBERSHIP BROCHURE</b> Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev. 2/08)	N/C		
<b>LSI MEMBERSHIP PIN*</b> 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		
<b>LSI ROSTER*</b> Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
<b>MEMBERSHIP APPLICATION FORM*</b> 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	
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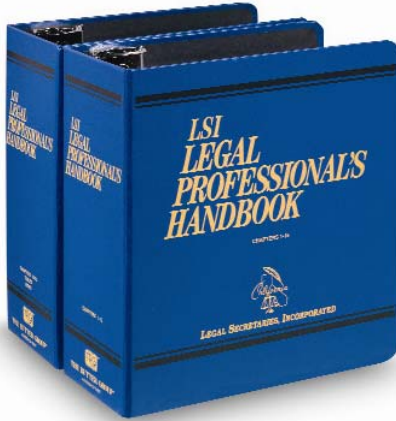
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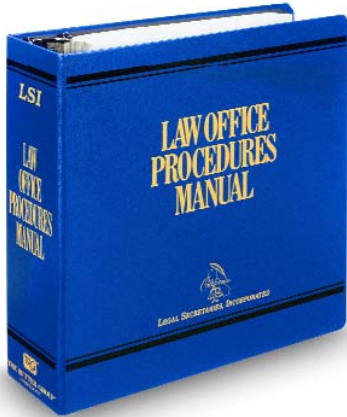
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21	Antelope Valley	LSA				0
49	Beverly Hill/Century City	LSA	12		37	49
22	Butte County	LPA	2		16	18
29	Capitol City	LPA	7		21	28
8	Conejo Valley	LPA	1		5	6
22	Desert Palm	LPA	2		13	15
24	El Dorado County	LPA	1		15	16
43	Fresno County	LPA	12		36	48
46	Humboldt County	LPA	8		34	42
30	Imperial County	LPA	4		24	28
35	Livermore-Amador Valley	LPA	3		23	26
55	Long Beach	LSA	4		52	56
34	Los Angeles	LSA	15		24	39
16	Marin County	LPA	2		13	15
35	Merced County	LPA	9		29	38
20	Monterey County	LSA	2		12	14
66	Mt. Diablo	LPA	10		51	61
16	Napa County	LSA			15	15
80	Orange County	LSA	16		49	65
22	Palo Alto	LSA	7		18	25
26	Placer County	LPA	5		34	39
13	Redding	LPA	8		11	19
23	Rio Hondo District	LPA	5		12	17
27	Riverside	LPA	4		16	20
158	Sacramento	LSA	46		118	164
205	San Diego	LSA	58		133	191
60	San Fernando Valley	LSA	6		28	34
46	San Francisco	LPA	6		31	37
30	San Gabriel Valley	LSA	5		16	21
80	San Mateo County	LSA	7		63	70
28	Santa Barbara	LSA	3		20	23
52	Santa Clara County	LSA	12		44	56
20	Santa Cruz County	LPA	1		7	8
23	Santa Maria	LPA	2		12	14
38	Sonoma County	LSA	13		26	39
8	Southern Butte	LSA	3		9	12
37	Stanislaus County	LPA	3		33	36
46	Stockton-San Joaquin	LPA			29	29
4	Trinity County	LSA			4	4
25	Ventura County	LPA	5		16	21
28	Members at Large					28
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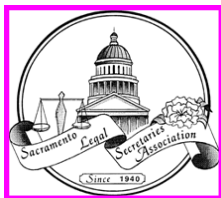
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by *Liz Gideon*

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*"Do not follow where  
the path may lead.  
Go instead where there  
is no path and leave a  
trail."  
~ Harold R. McAlindon*

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