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Sacramento Legal Secretaries Association



February Events

- **February Federal Court Updates – Tuesday, February 19.** This meeting will be held at the Hilton—Sacramento Arden West Location, 2200 Harvard Street, Sacramento. You can register online through our website (www.slsa.org) or contact Shelly Reyes at reservations@slsa.org. *See page 5.*

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!





Dawn Forgeur, CCLS

President's Message

by Dawn Forgeur, CCLS

I want to thank everyone who came out to our January meeting with the State Court representatives. As you may imagine, there were plenty of questions for Sacramento Superior Court – I hope you got your questions addressed. With the budget cuts that happened last year, and more possible cuts coming this year, it's only going to be more challenging to get our court documents filed and returned in a timely manner.

Programs

February 19, 2013, is our annual Federal Day in Court event with our guest speaker Magistrate Judge Kendall Newman and returning law clerk Wim van Rooyen. Both are from the USDC, Eastern District Court. If you have any questions for the Civil Court or the Bankruptcy Court, let me know and the Day in Court Chairs will forward your questions to the court representatives so that they will have their answers ready for you. You may register online or by emailing reservations@slsa.org. This event will be held at the Hilton Arden West, 2200 Harvard St., Sacramento. Please refer to the registration form in this bulletin.

Our March 21, 2013 dinner meeting will be back at the Courtyard Marriott. The guest

speaker is Shayne Corriera-Fernandez of JAMS and she will be speaking on "The Ins and Outs of Arbitration" with our guest vendor, Ace Attorney Service. The registration form is in this bulletin.

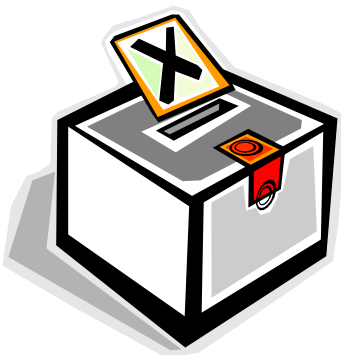
Nominations and Elections

The Nominations and Elections Committee is accepting nominations this month and next for the Board positions (President, Vice President, Secretary, Treasurer, and Governor) and the three delegate positions. Nominations close at our March meeting and your nominations will be accepted from the floor that night.

If you were planning on being a delegate for May Annual Conference, you need to get your nomination in to the Committee so that you are placed on the ballot.

For more information, please email the Nominations and Election Committee:

- Jaymie Moralez: jmoralez@somachlaw.com
- Crystal Rivera: crivera@somachlaw.com
- Astrid Watterson, CCLS: awatterson@somachlaw.com



Melanie Herman

Governor's Report

by Melanie Herman

On January 16, 2013, I received e-mail correspondence from Catherine Culver, CCLS, LSI Administrator, in which she provided a total of 23 potential logos (Logo A – Logo X). If you will recall, at the November Conference, the Governors passed LSI Executive Committee's recommendation for a logo design contest, which will be voted on at the upcoming conference in February at Knott's Berry Farm. Typically, SLSA would vote at our monthly dinner meeting on how to

instruct me, as your Governor, to vote at conference. However, since we try to keep our business minimal at our Day in Court events, we will be conducting the vote electronically. I strongly urge you to vote when the e-mail gets disseminated, otherwise I'm going into the vote blind and having to stress about making the decision on what my belief is of SLSA as a whole. I thank you in advance for your time and attention.

Membership Chair Report

by Lynne Koroush

CONGRATULATIONS



To SLSA's Treasurer, Deseree Gamayo, on the birth of her son, Justin Aguillen. He was born on January 10, 2013, and weighed 7 lbs., 13 oz., and was 20 1/2 inches long. Please join us in wishing Deseree, baby Justin, and the rest of the family all the best!

To Alex Cain on his engagement to Jade Godey! We wish Alex and Jade every happiness in their future together!

Congratulations to Tammy Hunt, CCLS, on her daughter Dyane Burgos being appointed to serve on the Stockton City Council. Ms. Burgos is the Council Member for District 5.

CONDOLENCES

Our sympathies are with LSI Executive Secretary, Jennifer Page, CCLS, on the passing of her mother-in-law. Her mother-in-law had been ill for some time. Please keep Jennifer and her family in your thoughts and prayers during this difficult time. Condolences may be sent to: Post Office Box 150427, San Rafael, CA 94915-0427.

Please also keep Esperanza Larios, LSI Historian, in your thoughts and prayers. Esperanza's sister-in-law passed away from complications of a liver transplant. Sympathy and condolences may be sent to: 1500 Vine Street, El Centro, CA 92243.

We extend our condolences to Ann Boccia Rosado, LSI Editor of the Legal Professional's Handbook. Her mother passed away on January 31 due to complications from vascular dementia. Her mother had been ill for a lengthy period of time. Please feel free to send condolences to Ann Boccia Rosado at 948 W. 19th Street, San Pedro, CA 90731.

KEEP US UPDATED

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

INTERESTED IN MEMBERSHIP?

If you are interested in membership in SLSA, please contact Lynne Koroush at (916) 442-1111, or via e-mail at koroushl@gtlaw.com.



CHANGE OF ADDRESS:

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

CHAPTER ACHIEVEMENT REPORTING FORM

Each association in LSI participates every year in the Chapter Achievement contest. An award of \$250 is presented by LSI to the highest scoring association in each membership category at the Annual Conference of LSI. Chapter Achievement Points (CAPs) are tracked during the year by SLSA's Governor. This covers activities from April 1, 2012, through March 31, 2013. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete this form each time you attend a function and mail it to SLSA's Governor.** If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I belong to an LSI-sponsored credit union. (100 points)
- _____ I am insured through an LSI plan. (100 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam - Test Date: _____. (100 points)
- _____ I passed the CCLS exam - Test Date: _____. (200 points)
- _____ I submitted questions to LSI for use on the CCLS Mock exam.
How many? _____. (25 points per question)
- _____ I recertified as a CCLS during the 2012-2013 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2013. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I attended a Legal Specialization Section Regional Seminar. (75 points)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH) between April 1, 2012, and
March 31, 2013. (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM) between April 1, 2012,
and March 31, 2013. (200 points)
- _____ I purchased updates to the LPH between April 1, 2012, and March 31, 2013. (100 points)
- _____ I purchased updates to the LOPM between April 1, 2012, and March 31, 2013. (100 points)

Name: _____ Email: _____

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

Sacramento LSA
Attn: Melanie Herman, Governor
Perkins & Associates
300 Capitol Mall, Ste. 1800
Sacramento, CA 95814



Sacramento Legal Secretaries Association

A Member of Legal Secretaries, Incorporated
Proudly Presents



FEDERAL DAY IN COURT 2013

with guest speakers from the U.S.D.C., Eastern District,
The Hon. Kendall J. Newman, Magistrate Judge
Wim van Rooyen, Law Clerk

EXHIBITORS!!!

DOOR PRIZES!!!

TUESDAY, FEBRUARY 19, 2013

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

Dinner: 6:15 p.m.

Cost: \$40 before February 12, 2013

\$45 after February 12, 2013

Cancellations must be made 72 hours in advance for a refund.

No shows will be billed!!

Location: HILTON — SACRAMENTO ARDEN WEST LOCATION
2200 Harvard Street (located at Business 80 and Arden Way West) Sacramento

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

Please mail or email your registration form with your check or you may register online at www.slsa.org/events.

Name: _____ CCLS? Yes ___ No ___
Address: _____ MCLE? Yes ___ No ___
Phone Number: _____
E-Mail: _____

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

Three course meal including salad starter, entrée, dessert, coffee, and tea. Please indicate your meal preference:
_____ Chicken Brie – Chicken Breast Stuffed with Asparagus, Brie Cheese & Applewood Smoked Bacon
_____ Sliced New York Strip – Spice Rub and Bourbon Demi
_____ Stuffed Manicotti – Spinach and Ricotta Stuffed Manicotti with House Made Marinara and Pesto Creme

Food allergies: _____

Mail Registration and Check (made payable to SLSA) to:

Shelly Reyes
c/o Law Office of Robert J. Binns
3620 American River Dr., Ste. 175
Sacramento, CA 95864
[E-mail: reservations@slsa.org](mailto:reservations@slsa.org)

If you cannot attend this event but are interested in membership, please contact Vice President Lynne Koroush, Membership Chair at koroushl@gtlaw.com.

SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California and California Certified Legal Secretary credit in the amount of at least 1.0 hours.

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.

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

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

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

- (1/24/13) Experienced Litigation Paralegal - Healthcare Litigation Law Practice. Murphy Austin Adams Schoenfeld LLP is a downtown law firm looking for a qualified paralegal candidate with five+ years of solid litigation experience to work in our Healthcare Litigation Law practice group. The successful candidate must be able to multitask in a fast-paced, professional environment, enjoy working as part of a team, and demonstrate a commitment to client service. In addition, excellent organizational skills and the ability to work with large volumes of documents are required. Top-notch computer skills and aptitude are additionally required. Advanced skills in Summation, Microsoft Word, Excel, Outlook and document management systems are required, with proficiency in Filesite, Access and Legal MacPac a plus. The successful candidate must be able and willing to learn other software systems that support a litigation practice. Murphy Austin offers a competitive salary and benefit package as well as a paralegal bonus program. Highly organized, detail-oriented, and motivated applicants should submit resumes to: Trish Hughes Kreis, Murphy Austin Adams Schoenfeld LLP, thkreis@murphyaustin.com.
- (1/24/2013) Receptionist/Office Assistant - 35 hours/week. Sole practice estate/business planning attorney seeks an experienced receptionist/office assistant. The position requires a motivated, detail oriented and personable person. Job duties will consist of answering phones, greeting clients, setting up files, filing, faxing, scanning, drafting basic correspondence and form letters, processing mail, and other general office duties. Must have knowledge of Word Perfect and Word. Possible temp-to-perm position. If interested please email your resume to julie@garyperryllaw.com.
- (1/4/2013) Legal Secretary. Sole practice plaintiff attorney seeks full-time legal secretary. High character, excellent word processing skills required. 1-3 years legal experience preferred. Applicant must be motivated, have high work standards, and excellent people skills. Spanish language is a plus. Beautiful office on University Avenue. Professional, friendly work atmosphere. Free and plentiful parking. Salary DOE, retirement, vacation. Email cover letter describing your experience and career goals with your resume to Nambalaw@aol.com.



Of Note

EFFECTIVE JANUARY 27, 2013, NEW SINGLE-PIECE FIRST-CLASS MAIL PRICING INCLUDES:

- Letters (1 oz.) — 1-cent increase to 46 cents
- Letters additional ounces — unchanged at 20 cents
- Letters to all international destinations (1 oz.) — \$1.10
- Postcards — 1-cent increase to 33 cents

NEW DOMESTIC RETAIL PRICING FOR PRIORITY MAIL FLAT RATE PRODUCTS INCLUDE:

- Small box — \$5.80
- Medium box — \$12.35
- Large box — \$16.85
- Large APO/FPO box — \$14.85
- Regular envelope — \$5.60
- Legal envelope — \$5.75
- Padded envelope — \$5.95

THIRD DISTRICT COURT OF APPEAL UPDATES

- Be aware that effective February 4, 2013, the public filing window will be decreasing their hours by 30 minutes and will now be open from 8:30 a.m. – 4:30 p.m.
- Also, the clerk's department will be at 621 Capitol Mall, 10th Floor, for a couple more months. The move date was pushed back again.

SACRAMENTO SUPERIOR COURT

- Reminder: CIVIL COMPLEX CASES - Case Management Statements
- Please remember ALL Case Management Statements for COMPLEX CASES MUST be filed directly in the department to which the case is assigned. Case Management statements for complex cases must be filed fifteen (15) days prior to the hearing. If you are submitting the statement via the mail, place the department number on the envelope. **DO NOT PLACE CASE MANAGEMENT STATEMENTS FOR COMPLEX CASES IN THE DROP BOX!**
- As a reminder, all complex documents sent to your runner for filing should be indicated as complex. Unless indicated, it is very difficult for a vendor to differentiate between the complex and non-complex.

CAPs

by Melanie Herman

SLSA's goal for 2012-2013 is 75,000! And we are over half way there, with a total of 42,370, as of January 29, 2013, leaving only 32,630 more to go! If you attend LSI's 3rd Quarterly Conference, don't forget to let us know! Help us capture CAPs and reach our goal. E-mail Melanie and let her know that you earned SLSA points – don't make her harass you. Her e-mail is mherman@perkins-lawoffice.com. ****See the Chapter Achievement Reporting Form in this bullet for more ways to gain points.****

Benefits Highlights - Working Advantage

Did you know that as an active member of SLSA/LSI, you have access to discounts on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards, and more?? **YOU DO!**

LSI has partnered with Working Advantage, a company that provides discounts and reward programs to corporations and employers, to bring you savings on the things you love. Take a look at just some of the offers available to you:

- TurboTax - TurboTax FREE Federal Online Edition + FREE professional advice.
- Lands' End - 25% off Everything , Free shipping on \$50+
- Magazines.com - Save up to 95% + an additional \$5 off select titles
- Weight Watchers - Weight Watchers Online: Sign Up for Free when you buy the 3-Mon Savings Plan, Save 30% on first month
- FTD.com - Save 20% on your order
- Harry & David - 20% off gifts \$39+
- DIRECTV by Direct Sat TV - Save off your monthly bill!
- Regal Entertainment Group - Ultimate Movie Pack Price increase effective 2/1/13 - buy now!
- Cinemark Theatres - Movie and Concession Bundle, Great Gift Idea!
- Showcase Gift Pack - Formerly National Amusements
- AMC Theatres® Entertainment Pack - Great Gift Idea!
- Netflix - Try Netflix for FREE! Get unlimited movies instantly streamed right to your TV
- Hyatt Hotels & Resorts Premier Certificate - \$189.00
- Expedia - Valentine's Deals, Packages from \$477, Up to 40% off La Jolla/North San Diego, Save on hotels
- Orbitz - Save \$200 on Vacation Packages!, Airfares Under \$200
- Enterprise Rent-A-Car \$9.99 weekend specials
- Hotwire - Car rentals from \$11.95 per day, 4-star hotels at 2 star prices!
- CheapTickets - \$50-\$200 off select packages, Exclusive rates in top cities
- Knott's Berry Farm (Buena Park, CA) Save up to \$22.00 per ticket [HEY, FEBRUARY CONFERENCE GO-ERS, CHECK THIS ONE OUT!!]
- SeaWorld® (San Diego, CA) - Great Discount
- Universal Studios Hollywood (Universal City, CA) - 1 Day w/2nd and 3rd Day Free: E-Ticket Great Savings - 3 days for less than the price of 1!



Check it out at www.workingadvantage.com. For Member ID, contact the LSI Corporate Office at lsiorg@suddenlink.com.

CCLS Quiz

by *Launa Atkinson, CCLS*

Choose the Most Correct Answer:

1. The mother of a live birth must be a married woman in order to execute the voluntary declaration of paternity.
 - A. True
 - B. False
2. Gross income of each parent, or last known gross earnings of the other parent if unknown current income, is a portion of the basic data needed to compute the guideline support award.
 - A. True
 - B. False
3. The manner in which custody/visitation hearings are set vary from county to county and local court preferences should not be consulted.
 - A. True
 - B. False
4. Which of the following are needed to complete the guideline for support award:
 - A: Union dues
 - B: Retirement Plan Contributions
 - C: Income of New Spouse
 - D: All of the Above
5. Which of the following are not needed to compute the guideline support award:
 - A: Support Already Received
 - B: State Disability Insurance
 - C: FICA Deductions
 - D: Timeshare
6. Marriages can be:
 - A: Valid
 - B: Void
 - C: Voidable
 - D: All of the Above
7. A nullity proceeding is brought to obtain a court order that determines a valid marriage ever existed.
 - A: True
 - B: False
8. The procedure for calculating child support is very complex, and the attorney should refer to applicable code sections when doing this calculation.
 - A: True
 - B: False
9. The employer is required to withhold and forward support as ordered by the court until served with a notice terminating the earnings assignment order.
 - A: True
 - B: False
10. Support from public assistance is included when calculating the support award.
 - A: True
 - B: False



Lynne Koroush

Law Office Products/Management

by *Lynne Koroush*

Re-printed in part with permission from Kim Plonsky, Legal Assistant Today Contributing Author

With spring-cleaning time looming on the horizon, now could be the perfect time to revisit old, or institute new, PC housekeeping practices. Since downtimes that slow or halt productivity and eat up precious resources and profits have become a sad reality of life in the 21st century, periodic reviews of PC systems are not only in order but are essential for us to do our jobs. Because most of us rely on computers to manage legions of important matters in both the business and personal aspects of their daily lives, PC shutdowns and slowdowns can be a real drag, wreaking havoc in unimaginable ways.

The Consequences of Clutter

It all came about because I was “too busy” to routinely perform a few simple chores to keep my PC running smoothly, many of which easily could have been automated. The toll was severe and still mounts — missed obligations and deadlines, emergency expenses for upgrades and repairs, time and productivity lost to installation and re-installation of software, restoring data files and personal settings, and the list goes on. The culprit behind the mayhem was an overload of temporary files created by software programs and Web browsing, remnants of software installations and removals, files created when applications crashed, and unwanted Microsoft Windows registry entries that invaded my system, combined with a general overload of unnecessary files of all types (for example, e-mail and documents that were duplicative or obsolete), culminated into the perfect storm, toppling my PC and bringing all work to a grinding and unforgiving halt.

Time to Clean House

While for some, my disaster might illustrate a costly and valuable lesson learned. To add insult to injury, I must admit that I knew better, as you probably do. So why not resolve to keep your PC shipshape, as a hedge against the occurrence

of nightmare scenarios by taking the time to do eight simple things today to keep your Windows system running optimally and reliably all year long.

Dump the trash. Unless it gets dumped, sooner or later, the trash at your curb will pile up and cover your house, and is free for perusal by all. Similarly, deleted PC files in the Recycle Bin take up space and are vulnerable to unwanted viewing. Make it a habit to empty the Recycle Bin frequently, at least once a week.

Delete temporary Internet files/cache and cookies. While temporary Internet files serve a worthy purpose by making Web pages load faster, they propagate and accumulate like mad and even can hinder or prevent online browsing if the cache gets too full. This causes Web sites to load slowly, images to no longer display and hyperlinks to stop working. Although the size of your cache can be adjusted, Internet Explorer can become severely burdened by a cache that is too large, so it's better to delete these thousands of hidden space-wasters on a weekly, or other regular, interval to ensure things run smoothly and optimally.

While Internet cookies, too, can quickly accumulate over a short period of time, the reason to remove them is not to conserve disk space, as they consist of very small text files, but more as general good PC housekeeping (i.e., removing worthless files) and for privacy concerns since they can contain personal information or track your Web browsing. While Internet Explorer 7 has the ability to delete cookies manually, who has the time to sort through the temporary Internet files directory, picking and choosing which to delete or to keep? Plus, there are certain cookies that I cherish, such as the ones for my bank, Westlaw and other Web sites I visit regularly. So, I use and recommend a shareware utility called Decookie (<http://gudbrand.no/decookie/>). Decookie,

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Law Office Products/Management

by Lynne Koroush

Cont...

which easily can be configured to run at each PC startup, deletes all cookies other than the ones you select, is free for a 30-day evaluation and only costs \$9 for a single-user license. In any event, always remember to close your browser before deleting cookies, which remain in memory and will otherwise come right back.

Delete temporary files created by Microsoft Word and other programs. From another hard-earned lesson, I learned to enable the “Always create backup copy” Word feature as a safeguard in case Word quits unexpectedly for any reason (such as a program error, power outage, or closing Word without saving a document or document changes). However, once Word documents are finalized, their backup copies (denoted by their .WBK file name extensions) serve no useful purpose. They unnecessarily clutter document directories and lead to document identity confusion, take up valuable disk space, and tax backup systems (not to mention making them take longer to execute).

Also, most Windows applications create hidden, temporary files that usually are deleted when the program closes properly but stay on your hard drive if it crashes. Temporary Word files can be identified by the .TMP file name extensions or if the tilde symbol (~) appears as the first character in a file name. Regularly deleting all temporary Word files (.WBK, .TMP, and the tilde symbol as the first character) prior to each data file backup is a good practice that has the side benefit of conserving backup media space.

Reduce the number of startup programs. Overall system performance can be adversely affected if there are a large number of programs set to start along with Windows. Keep in mind that although startup programs are not always visible, at least some small parts of the programs will continue to run until you exit the applications. Identifying and removing startup programs is easily accomplished by going to Start | All Programs | Startup to list them, and then

right mouse-clicking on the name of the application to be removed and selecting “Delete.” Except in rare circumstances, whenever allowed during software installations, I de-select the option to add any programs to my startup menu, but closely monitor my Startup folder for errant entries nonetheless. Programs like QuickTime and RealPlayer are notorious for finding their way into your system, regardless of how handy and accessible you really need them to be.

As a general rule, I start most programs manually, including Outlook and Word, my two most used programs. This is because, in my opinion and circumstances, the minor inconvenience I suffer by having to manually launch Outlook and Word (we are talking about two double mouse-clicks) doesn’t justify the major inconvenience that can result from even a small extension of the amount of time it takes for Windows to start up or reboot. When PC problems crop up, a tried and true first step is to reboot and, depending on the problem and the fix, one or more additional reboots might be required. Nix nonessential startup programs.

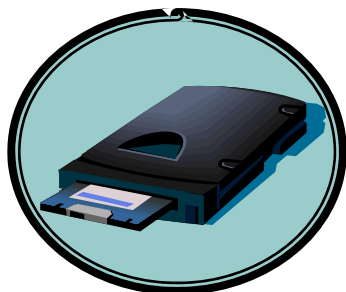
Disable automatic installation of Windows updates. Although I faithfully and quickly install all Windows Updates recommended for my system by Microsoft, and I appreciate the option to have the updates automatically downloaded, I don’t recommend enabling the automatic installation of Windows Updates. Because their delivery is



Law Office Products/Management

by Lynne Koroush

Cont...



Start Cleaning!!

unpredictable, they can be intrusive, often interfering with tasks at hand by slowing down your PC and often requiring one or more reboots. While you can choose to reboot later, the incessant pop-up reminders will drive you to distraction. When you give in and reboot, only to encounter a problem with the update so that it has to be uninstalled (Internet Explorer 7, anyone?), well, then, you really have stepped in it. If, like me, you leave your PC running day and night most of the time, with 10 or so programs open and ready to pick up where you left off, you probably have experienced the inopportune reboot. A better choice, at least for me, and the one I recommend, is to enable only automatic download of update notifications, and not automatic installation. Then, simply watch your system tray for the Windows Update download notification icon, and install any updates at your convenience.

Back up data files. While it's news to no one that backing up personal and data files and system settings is an essential practice, such that it has become rote to most readers, therein might lay the problem. Generally, creating true "back ups" of PC files requires the same program, such as Windows Backup Wizard, to both back-up and restore data, and is mainly used for emergency restoration of files that otherwise don't need to be accessed or individually retrieved. PC files that are copied in the usual way, on the other hand, are readily accessible and retrievable at any time and on any PC. While programs like the Backup Wizard are great for restoring data, especially application settings, once your PC is back up and running, they are another frustration when your only PC is in the shop or your backup software is incompatible with other available PCs.

This happened to me when my Windows Vista PC recently was down with problems, and I found that I failed to consider that my backup data set was not compatible with Windows XP, the operating system running on both of my other PCs. So, in addition to having the Backup Files Wizard automatically back up my data files

and settings nightly, I take the belt and suspenders approach by also copying or synchronizing my data files to removable disk separately, in their native formats. This easily and automatically is accomplished with the help of SyncToy (v. 1.4 or, in my case, 2.0 Beta) for Windows, which is available as a free download from the Microsoft Download Center (www.microsoft.com/downloads/), and the Windows Task Scheduler.

Learn how to use Windows System Restore. System Restore Points automatically capture and store vital PC settings so that a system easily can be reverted to a previous state while protecting personal data files (such as documents, browsing history and favorites, and e-mail), which are not changed. Creating new Restore Points before installing new software, deleting files, or changing system registry entries or files, provides a failsafe way to quickly and easily undo any adverse or undesired changes. This has been a lifesaver to me on more than a few occasions, and gives me the freedom to experiment and explore with confidence.

Keep your hard drive healthy. Once the unnecessary clutter has been removed from your PC, and at least important data files and program settings files (if not your entire PC) have been backed up, that is the optimal time to run a disk defragmenting program, such as Windows Disk Defragmenter, which also can be configured to look for and fix hard disk errors. While some experts recommend this be done monthly, by simply implementing the PC housekeeping practices described previously, this lengthy procedure can instead safely be done every six months.

Start Cleaning

The point is, there are things you can and should do to avoid unnecessary and entirely preventable PC outages. And, trust me, it's in your own best interest to start good PC housekeeping practices today. Luckily, I make the mistakes so that you don't have to.





Sacramento Legal Secretaries Association

Dinner Meeting - March 21, 2013



RSVP by Tuesday, March 19. Checks should be made payable to SLSA, and mailed to Shelly Reyes, Registration/Reception Chair 2012-2013, c/o Law Office of Robert J. Binns, 3620 American River Drive, Suite 175, Sacramento, CA 95864; fax: 916.487.6314. **NOTE: Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.**

MCLE & CCLS Credit: SLSA, a local association of Legal Secretaries, Inc., 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 at least 0.5 hours.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

ENTRÉE:

South of the Border Buffet
 (includes spicy chicken tortilla soup, chips and salsa, seasoned shredded beef and chicken fajitas with warm flour tortillas, cheese enchiladas, mixed greens topped with cheese, black beans, roasted yellow corn, diced tomatoes, and jalapeno dressing, dessert, Starbucks coffee and iced tea.)

Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO If "No", are you interested in membership? YES NO

Are you interested in hearing about SLSA volunteer opportunities? YES NO

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

2012-2013 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

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

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

Enclosed is payment of my dues for the fiscal year 8/1/12 through 7/31/13 for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

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

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

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

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

I prefer mail to: HOME OFFICE

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 <i>Executive Board Meeting</i>	12 <i>Lincolns B'day</i>	13	14	15	16
17	18 <i>President's Day</i>	19 <i>Federal Day in Court</i>	20	21	22 <i>LSI February Quarterly Conference</i>	23 <i>LSI February Quarterly Conference</i>
24 <i>LSI February Quarterly Conference</i>	25 <i>Last Day to Submit Articles for the Legal Eagle</i>	26	27	28		

Dates to Remember

- **February 11 - SLSA Executive Board Meeting** (Location: *Stoel Rives* - Time: *6:00 p.m.*)
- **February 12 - Lincoln's B'day** (State Courts Closed).
- **February 18 - President's Day** (State and Federal Courts Closed).
- **February 19 - Federal Day in Court** (Location: *Arden Hilton, Sacramento, CA*, 5:30 p.m.)
- **February 22-24 - LSI February Quarterly Conference** (Location: *Knott's Berry Farm, Buena Park, CA*)
- **February 25 - Last Day to Submit Articles for the February issue of The Legal Eagle**





Alameda County Legal Secretaries Association
A Member of Legal Secretaries, Incorporated
and
Atkinson-Baker Court Reporters

Proudly Presents . . .

BAY AREA DAY IN COURT -- CHANGES IN THE LAW

Thursday - March 7th, 2013
6:00 p.m. to 9:30 p.m.
No-Host Bar 6:00-7:00 ~ Dinner 6:15

Waterfront Hotel - Jack London Square
10 Washington Street, Oakland, CA

Speakers: Court Clerks and Executive Officers from surrounding Bay Area counties.

COST: \$40.00 before February 15th -- \$45.00 after February 15th
Cancellations must be made 72 hours in advance for a refund.
(No-shows will be billed.)

PLEASE MAIL OR EMAIL YOUR REGISTRATION FORM AND MAIL YOUR CHECK PAYABLE TO "ACLSA"

CONTACT: Bryana Schroder, ACLSA Day in Court Registrar OR Wendy Lannoye, ACLSA Day in Court Chair
bryana.schroder@juno.com Cell: 510-325-6349 wklannoye@gmail.com Cell: 510-467-2142

Mailing Address: Bryana Schroder, P. O. Box 27476, Oakland, CA 94602

Your Name: _____ **CCLS? Yes** ___ **No** ___
Address _____ **City:** _____ **Zip:** _____
Phone Number: _____ **E-Mail:** _____

PLEASE INDICATE YOUR MEAL PREFERENCE BELOW:

- 1. Blackened catfish, Savannah red rice, local greens, Creole sauce
- 2. Oven roasted chicken breast, seasonal garden vegetables, roasted garlic mashed potatoes and red wine sauce
- 3. Wild mushroom risotto, Grana Padano cheese

Meal includes chef's choice dessert, fresh baked rolls, creamed butter, and coffee/tea service

Food Allergies? _____

ACLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum

CCLS Terminology List

by *Launa Atkinson, CCLS*

Arrears	That which is unpaid although due to be paid; a person “in arrears” is behind in payment.
Family Conciliation	A service available in some courts in certain California counties which provides counseling for reconciliation of spouses or an amicable settlement of domestic and family controversies, e.g., visitation and custody disputes.
Marital Settlement Agreement	In a family law matter, the parties come to an agreement for division of community property, payment of support and debts, custody, and visitation.
Respondent	The party who answers or responds to a petition.
Bifurcate	The divide into two parts.
Family Support	Money paid pursuant to court order to or on behalf of a spouse and children
Claimant	One who makes a claim
Judgment	The official decision of the court in a proceeding.
Modification	A change in the terms and conditions of a court order.
Nullity	A proceeding to declare a marriage null from its inception. The nullity is final on the granting of the judgment of nullity.

CCLS Quiz Answers

by *Launa Atkinson, CCLS*

CCLS QUIZ ANSWERS (from page 9):

ANSWERS—Chose the Most correct

- | | |
|------|-------|
| 1. b | 6. d |
| 2. a | 7. b |
| 3. b | 8. a |
| 4. d | 9. a |
| 5. a | 10. b |





Stephanie Porteous	Feb. 3
Raj Kohli	Feb. 5
Bella Babasyan	Feb. 6
Joshika Kuar	Feb. 8
Valeri Davis	Feb. 10
Laura Welch, CCLS	Feb. 15
Jennifer Wyley	Feb. 15
Crystal Roberts	Feb. 16
Evelyn Solorzano	Feb. 16
Tammy L. Hunt, CCLS	Feb. 20
Lili Vogelsang	Feb. 20
Teresa Jackson	Feb. 22
Cyrene Farrell, CCLS	Feb. 27
Cindy Perez	Feb. 27



Debbie Frias, CCLS

Legal Procedures

by Debbie Frias, CCLS

The focus on this month's article is simply to remind members to always look to the courts' websites and local rules and forms for continued updates. This year, I am afraid we will see more changes and not necessarily good ones; that is to say, we expect to see more court cut-backs in staff reductions and hours changing at some courthouses, while some courts are actually closing their operations.

We heard from three counties at our annual Day-In-Court event on January 17 (El Dorado, Placer, and Sacramento Counties). The message came through loud and clear - it is all about the reductions of staff, the rise in fees, and the possibility of yet more negative changes taking place this year.

As law office assistants, whether you are a legal secretary, paralegal, file clerk, etc., you have the responsibility and challenge to look at those

local rules, state rules, check the websites, and make those phone calls to be sure you are on top of your game!

We received a nice CD, which was the hand-out for last week's meeting. I started going through it, but have not completed the process. However, I am happy to share information contained on that CD if anyone needs it.

I quickly glanced at Sacramento Superior Court's website and found a Public Notice for Family Law and a News Release from our Presiding Judge seeking volunteers for the 2013-2014 Grand Jury Service. Both are attached to this article.

As always, feel free to email me at dfrias@crowlawoffices.com if you have any questions or suggestions for future articles.





SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

NEWS RELEASE

Release date:
December 5, 2012

FROM: Honorable Laurie M. Earl
Presiding Judge

Honorable Russell L. Hom
Grand Jury Advisory Judge

CONTACT: Ginger Sylvester
Public Information Officer
(916) 591-0050

FOR IMMEDIATE RELEASE

Sacramento Superior Court Seeks Volunteers for 2013-2014 Grand Jury Service

The Superior Court of California, County of Sacramento is seeking volunteers to serve on the 2013-2014 Grand Jury. The Grand Jury serves from July 1, 2013 through June 30, 2014. The Grand Jury is accepting applications for Grand Jury service. The deadline to accept applications is February 6, 2013.

Applicants must be 18 years or older, United States citizens, residents of the State of California and of the County of Sacramento. Applicants must be able to communicate verbally and in writing and can not have served as a Grand Juror in any court of this state within the past year. Persons interested in applying may visit the Grand Jury website www.sacgrandjury.org to obtain the application questionnaire and view a fact sheet on grand jury service or call the Grand Jury Coordinator at (916) 874-7559 with related questions.

Once applications are received, qualified applicants will be invited to a briefing session in March.

The deadline to receive applications is Friday, February 6, 2013



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

PUBLIC NOTICE
FAMILY LAW

The following is a list of changes affecting Family law cases in the Superior Court of California, County of Sacramento effective January 1, 2013.

Increase of Witness Deposit

Witness deposit fee is increased from \$150 to \$275 pursuant to Government Code section 68097.2

Availability of Forms and Instructional Packets

By January 1, 2013, forms and instructional packets will only be available online at www.saccourt.ca.gov. The clerk's office is handing out what remains in stock and will discontinue this practice once they are depleted.

Disclosure of Pending Hearing Date on Pleadings

New local rule 5.10 requires that all pleadings filed for use at a pending hearing must list the date, time and department of the hearing in the upper right hand corner of the first page. If a hearing is not set, the pleading must indicate "NO Hearing" on the upper right hand corner of the pleading.

Telephone Appearances

New local rule 5.24 requires that telephone appearance requests for non-evidentiary hearings on the court's law and motion calendars for Departments 120, 121, 122, 123, 124, 125, and 132 (domestic violence hearings only) can be made by filing with the clerk in the department a Request for Telephone Appearance form [Local Form CT-022] at least 10 days before the hearing. Service on the parties must be by personal delivery, fax, express mail, or other means reasonably calculated to ensure delivery by the close of the next court day. Proof of Service must be filed with the Court prior to the hearing.

Petition for Private Mediation

A Petition and Order for Private Child Custody Recommending Counseling [Local Form LP-601] must be submitted with a Declaration of Private Child Custody Recommending Counseling Regarding Qualifications [Local Form FR-411] for each mediator proposed.

Service by Publication or Posting

California Rules of Court 5.72 implements new optional forms for application and order for service by publication or posting. The court's local forms will no longer be used.

Preparation, Service and Submission of Order After Hearing

California Rules of Court 5.125 establishes a new rule regarding submission and approval of orders after hearing.

Request for Emergency Orders; Application; Required Documents

Local form Declaration Notice Upon Ex Parte Applications for Orders [Local Form LP-604] was amended to incorporate additional information required from the applicant pursuant to California Rules of Court 5.151.

Witness Lists

California Rules of Court 5.113 requires witness lists to be served along with the request for order or responsive papers.





Rebecca Lerma



Crystal Rivera

Annual State Court Updates

by Rebecca Lerma and Crystal Rivera, Day in Court Chairs

SLSA’s annual State Day in Court – Court Updates event was held on Thursday, January 17, 2013, at the Hilton-Arden West. We had over 180 attendees this year! As we did last year, SLSA went green again and provided the court handouts via CD instead of paper.

We were honored to have speakers from Sacramento, El Dorado, and Placer Superior Courts. Each speaker addressed changes to hours or locations, local rules, forms and procedures, provided tips on common filing mistakes, and answered audience questions.

Jeff Garland, a Senior Research Attorney from Placer County, updated us that the civil judgments backlog is now current to within a couple of weeks and other filings are relatively current. He did remind us that Placer County has 118 employees and they are down approximately 1/3 of their employees from a couple of years ago due to the budget cuts. When asked about a possible online docket system, we were told possibly later this year or early next year. He reminded us to check the Local Rules as there were several changes this year, including a new

procedure and form for requesting emergency hearings in family law proceedings. He also said that the court prefers that you attach complete copies of prior pleadings filed with the court as a Request for Judicial Notice with your motion papers.

Doralyn McPeake and Rosalie Tucker from El Dorado County returned this year to give us their updates. There will not be any online documents available at this time, and there is no way to track filings without calling the clerks. El Dorado County does have a volunteer program through their Human Resources Department! If you would like to volunteer with this court to help them with their backlog, please contact them.

El Dorado’s counter and telephone hours are currently 8:00 a.m.–3:00 p.m., and they asked that you include a case number and not just the case name when you leave a message! Both indicated that the court is processing defaults, dismissals, judgments, and complaints within about one week. Please continue to 2-hole punch your original documents and you do not need to put any type of stickies or labels on your original documents; the court can tell which are the originals. The biggest complaint from the clerks was that the return envelopes were not big enough! They requested that you send the 10” x 13” size return envelopes for your return documents. Finally, please remember that even though the court’s telephone closes at 3:00 p.m., you can still request a hearing after your tentative ruling using their online hearing request system. To access the online oral argument request form, a party would need to click on the tentative ruling tab from our home page. When the departments and the tentative ruling links appear, click the appropriate department, (say Dept. 9). At the top of the tentative rulings, there is a link for oral argument request form.

Sacramento County Superior was our final court and this court had plenty of questions to answer! Meredith Bostian was with us again, along with Chris Volkers, who is the new Court Executive Officer. Meredith gave us a few sta-



Dawn Forgeur, CCLS and El Dorado Superior Court

Annual State Court Updates

by Rebecca Lerma and Crystal Rivera, Day in Court Chairs

Cont.

tistics to give us an idea of the volume of work that must be done with the 36% staff reduction due to budget cuts this past year. As of January 17, 2013, the court had 13,000 documents to be processed, with 1,000 new documents being filed every day! Meredith said that the court simply does not have enough staff to process the amount of documents that come in – so please be patient with the court staff when you call. Ms. Volkers is currently looking into potential opportunities for a volunteer program to assist the court.

They acknowledged the backup in processing new complaints and have a procedure in place where the complaint is being backdated to the date that it was received at the court and the summons is being dated to the date it was processed by the court. By doing so, it ensures your complaint is filed the day you filed it to protect your statute of limitations, but your time to serve the complaint does not start ticking until the date they actually processed the summons, so your time is not ticking while your complaint is waiting to be processed by the court. You should receive your filed documents back within a couple of days of processing. You can check the current complaint processing times on the court’s website, which is updated once a week, every Friday at 5:00 p.m. Also, the court is now scheduling a Case Management Conference hearing date at the time the complaint is processed. There is no difference in turnaround time between using the drop box and mailing your documents.

Meredith addressed a question regarding the caption page – does the caption change if parties are added or changed, etc. She said that the caption does not change and this is by statute.

The Family Law Court has a new 1-day divorce program available! They did indicate that they need private, pro-tem judges for this program, so if your attorney is interested, let them know!

If our speakers did not cover the topics you were interested in, I encourage you take a more

participatory role to make next year’s event even better. The speakers WANT to talk about the topics that we are interested in and will tailor which speakers they send based on the questions we have.

SLSA hopes that you will be able to join us at February’s Federal Day in Court event on Tuesday, February 19, 2013. Please note that this is a different day of the week from our usual meetings due to LSI conference conflicts. From the U.S. District Court, Eastern District we have the Honorable Kendall Newman, Magistrate Judge, and Wim van Rooyen, Law Clerk. Sandy Gettler, Bankruptcy ECF Liaison & Training Specialist, and Nicole Sanchez-Gargalikis, Bankruptcy Operations Help-Desk Analyst will be joining us from the U.S. Bankruptcy Court for the Eastern District. Your questions for these speakers may be submitted in advance to Rebecca Lerma at rmlerma@stoel.com



Rebecca Lerma with Placer County Superior Court



Rebecca Lerma and Sacramento Superior Court



Rose Pyle, Debbie Frias, CCLS and Julia Diles



*Michelle Chavez, CCLS
and Sandy Andrade*



Stephanie Porteous and Dawn Willis



*Jennifer Estabrook, CCLS, Dawn Forgeur, CCLS, Debbie
Frias, CCLS, and Paula Lockard, CCLS*



*Debbie Frias, CCLS, Pamela Lee, CCLS,
and Jennifer Estabrook, CCLS*



*Melanie Herman
and Maimie Chyinski*

Annual State Court Updates

Vender Partner Appreciation

by *Lynne Koroush*

THANK YOU SO MUCH to our awesome vendor partners for playing such a huge role in the success of our Annual State Day In Court Updates Meeting on January 17, 2013. Your support and enthusiasm for SLSA is unmatched. We truly appreciate you!

ABC Legal

Max Buxbaum
Nathaniel James
Esperanza Crof

Atkinson-Baker

Wendy Lannoye
Javier (J.R.) Robles

BZEB, Inc.

Sharon Self-Griswold
and Team Members

Capitol Digital Document Solutions

Johnny Bateman
Ignacio Solorio

Capitol Legal Investigations

Luke Patterson
Duncan Runge

Cookie Lee

Linda Ramos

DeMichelle Deposition Reporters

Shanna DeMichelle-Zanone
Tabitha Stewart

Diamond Court Reporters

Janice Williams
Regina Goins

First Legal

Jim Pinter

Forever Beauty

Kristen Van Osten

Nationwide Legal

Alex Cain
Michael Taraban

One Legal

Michelle Dodd
Shannon O'Malley

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Debbie Jordan

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Suzie Schuenemann
Kim Pabalís

U.S. Legal Support

Johmar Gasphar
Czarmaine Almoradie
And Team Members

Veritext Legal Solutions

Marj Walker



Lynne Koroush

“

Please remember to support our vendors, because they support us!!
Lynne Koroush

”



Rebecca Lerma



Cindy Biscarra and Anne French



Registration Table with Shelly Reyes, Jan Ainsworth, Jennifer Shelton, and her mom





Vendors



At over 200 MPH, the Peregrine Falcon is the fastest animal on the planet.

Rumor has it they trained here at Atkinson-Baker.



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Sacramento Legal Secretaries Association Name/Address Change Reporting Form

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

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

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

- | | | |
|---|--|-------------------------------|
| Where do you want <i>The Legal Eagle</i> and other SLSA/LSI mail delivered? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| Where do you want e-mail delivered? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| Which address should be listed in the membership roster? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| If you do NOT want to be listed in the membership roster, check here: | <input type="checkbox"/> No roster listing | |

Please submit to:

Lynne Koroush
SLSA Vice President and Membership Chair 2012-2013
1201 K St., Ste. 1100
Sacramento, CA 95814
E-mail: vicepresident@slsa.org



BLAZING THE TRAIL



HOSTED BY
ORANGE COUNTY LEGAL SECRETARIES
ASSOCIATION

FEBRUARY 22, 23, & 24, 2013

LSI THIRD QUARTERLY CONFERENCE

KNOTT'S BERRY FARM HOTEL, BUENA PARK, CA 90620

CONFERENCE REGISTRATION FORM

NAME (AS IT WILL APPEAR ON BADGE): _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 TELEPHONE: _____
 EMAIL ADDRESS: _____
 LOCAL ASSOCIATION (DO NOT ABBREVIATE): _____

PLEASE CHECK IF APPLICABLE (INCLUDE TITLE):

STATE OFFICER: _____
 STATE CHAIRMAN: _____
 GOVERNOR CCLS PLS

SCRIP TICKET (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET, AND BRUNCH):

POSTMARKED ON OR BEFORE JANUARY 23, 2013	\$ 96.00	\$ _____
POSTMARKED ON OR AFTER JANUARY 24, 2013	\$106.00	\$ _____

INDIVIDUAL TICKETS:

REGISTRATION ON OR BEFORE JANUARY 23, 2013	___ @	\$ 15.00	\$ _____
REGISTRATION ON OR AFTER JANUARY 24, 2013	___ @	\$ 25.00	\$ _____
GOVERNORS' LUNCHEON (SATURDAY)	___ @	\$ 22.00	\$ _____
PRESIDENTS' LUNCHEON (SATURDAY)	___ @	\$ 22.00	\$ _____
MEMBERSHIP LUNCHEON (SATURDAY)	___ @	\$ 22.00	\$ _____
WELCOME RECEPTION (FRIDAY)	___ @	\$ 20.00	\$ _____
BANQUET (SATURDAY)	___ @	\$ 33.00	\$ _____
BRUNCH (SUNDAY)	___ @	\$ 24.00	\$ _____

TOTAL AMOUNT PAID: _____ \$ _____

SPECIAL DIETARY REQUEST (INCLUDING VEGETARIAN): _____

MAKE CHECKS PAYABLE TO: **OCLSA 2013 CONFERENCE FUND**

SEND TO: DEBORAH RICKERT, CCLS, c/o LATHAM & WATKINS LLP
 650 TOWN CENTER DRIVE #2000, COSTA MESA, CA 92626

FOR INFORMATION CONTACT:

CONFERENCE CHAIR – BARBARA BARREGAR, (714) 641-5100 x1357 – oclsa2013conf@gmail.com
 RESERVATION CHAIR – DEBORAH RICKERT CCLS, (714) 755-8132 – oclsa2013conf@gmail.com

No refunds after February 6, 2013



BLAZING THE TRAIL



HOSTED BY
ORANGE COUNTY LEGAL SECRETARIES
ASSOCIATION

FEBRUARY 22, 23, & 24, 2013

LSI THIRD QUARTERLY CONFERENCE

KNOTT'S BERRY FARM HOTEL
7675 CRESCENT AVENUE, BUENA PARK, CA 90620

HOTEL REGISTRATION FORM

Name: _____
 Mailing address: _____
 City/State/Zip: _____
 Telephone: _____
 Email Address: _____

Arrival Date: _____ Departure Date: _____
 Roommate(s): _____

Accommodations:

- Single/Double **\$109.00 per night** *(no rollaways available in standard rooms)*
- Triple/Oversized Room **\$144.00 per night** *(subject to availability)*

Reservations: Call hotel at 866-752-2444 or 714-995-1111
Rates are available up to 3 days Pre and Post conference

Group Name: Orange County Legal Secretaries Association

DEADLINE TO RESERVE YOUR ROOM IS JANUARY 23, 2013

Check In: 4:00 p.m. **Check Out:** 12:00 p.m.

Parking: \$7 per day

Airport: John Wayne Airport (SNA) is approx. 17 miles from the hotel

Transportation: Super Shuttle (\$27 each way)



For additional information, contact:

CONFERENCE CHAIR – BARBARA BARREGAR, (714) 641-5100 x1357 – oclsa2013conf@gmail.com
RESERVATION CHAIR – DEBORAH RICKERT CCLS, (714) 755-8132 – oclsa2013conf@gmail.com



LEGAL SPECIALIZATION SECTION SEMINARS
LSI 3rd Quarterly Conference – February 22-24, 2013 – Knott's Berry Farm Hotel
Hosting Association: Orange County LSA



REGISTRATION FORM - DEADLINE IS Tuesday, February 12, 2013

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

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

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
Friday, February 22, 2013 – 7:30 p.m. to 9:00 p.m.		
<u>CIVIL LITIGATION:</u> Topic: <i>Appellate Procedure</i> Speaker: Dennis Nakata, Paralegal at Rutan & Tucker <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>TRANSACTIONAL:</u> Topic: <i>Corporate Formation, Mergers & Acquisitions</i> Speaker: Carolyn M. Dillinger, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, February 23, 2013 – 10:30 a.m. to 12:00 p.m.		
<u>PROBATE/ESTATE PLANNING:</u> Topic: <i>Medi-Cal Planning for Clients in Need of Long Term Care</i> Speaker: Amy Hauptert, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>CRIMINAL LAW:</u> Topic: <i>W & I 300 Cases, Part 1</i> Speaker: Judge Marguerite Downy <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, February 23, 2013 – 4:00 p.m. to 5:30 p.m.		
<u>LAW OFFICE ADMINISTRATION:</u> Topic: <i>Attorney Said, Client Heard – Keeping Everyone Ethical</i> Speaker: Diane Mecca, Paralegal <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>FAMILY LAW:</u> Topic: <i>W & I 300 Cases, Part 2 – Detention, Delinquency, Dependency</i> Speaker: Lauren K. Johnson, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	

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“California Legal Procedure”

Third Quarterly Conference, February 22-24, 2013

Knott’s Berry Farm, Buena Park, CA

Saturday, February 23, 2013, 7:30-8:30 a.m.

Speaker: Terrie Quinton, CCLS

Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

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Please make check payable to LSI. Mail registration to Terrie Quinton, CCLS, c/o Duckor Spradling Metzger & Wynne, 3043 4th Ave., San Diego, CA 92103, and email registration to quinton@dsmwlaw.com.

NO CCLS CREDIT WILL BE GIVEN FOR THIS WORKSHOP



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

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

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<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, March 16, 2013

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Summary of Duties _____

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Summary of Duties _____

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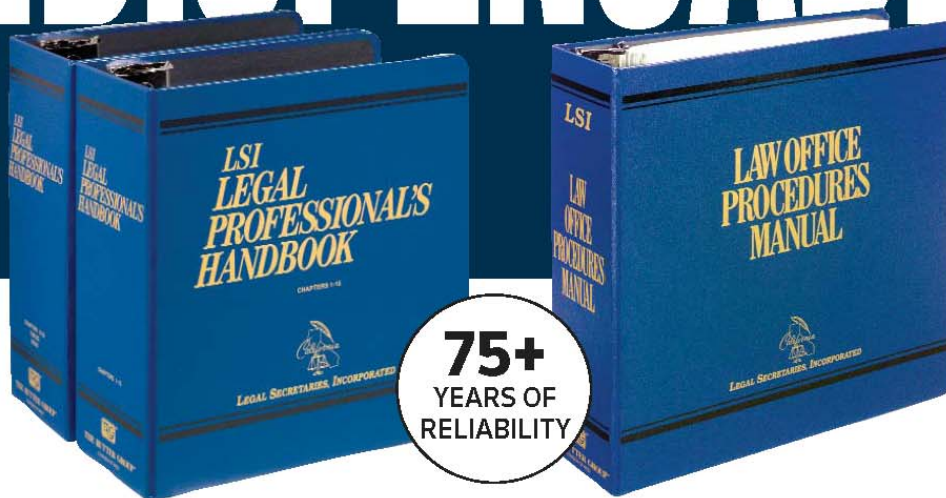
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10	Antelope Valley	LSA				0
44	Beverly Hills/Century City	LSA	6		39	45
19	Butte County	LPA			12	12
17	Capitol City	LPA	1		8	9
7	Conejo Valley	LPA	5		6	11
21	Desert Palm	LPA	6		21	27
21	El Dorado County	LPA			11	11
45	Fresno County	LPA	18		39	57
40	Humboldt County	LPA	5		31	36
40	Imperial County	LPA	6		23	29
27	Livermore-Amador Valley	LPA	4		23	27
72	Long Beach	LSA	7		51	58
43	Los Angeles	LSA	12		41	53
17	Marin County	LPA	7		15	22
44	Merced County	LPA	2		39	41
5	Monterey County	LSA				0
73	Mt. Diablo	LPA	6		55	61
13	Napa County	LSA			12	12
94	Orange County	LSA	23		58	81
14	Palo Alto	LSA				0
20	Placer County	LPA	1		19	20
9	Redding	LPA			4	4
21	Rio Hondo District	LPA	3		13	16
21	Riverside	LPA	8		18	26
164	Sacramento	LSA	55		95	150
211	San Diego	LSA	54		153	207
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26	Santa Barbara	LSA	3		20	23
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7	Santa Cruz County	LPA	1		7	8
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35	Sonoma County	LSA	9		31	40
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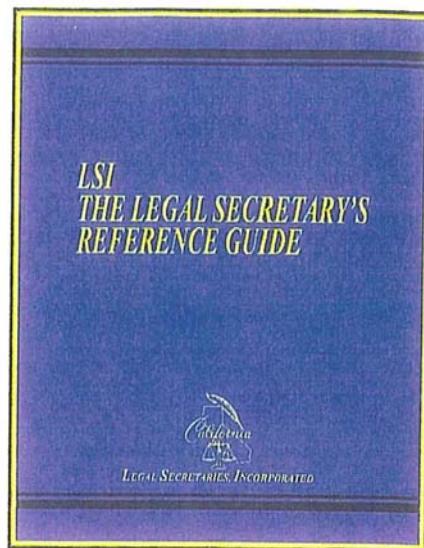
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by Liz Gideon, CCLS

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the path may lead.
Go instead where there
is no path and leave a
trail."
~ Harold R. McAlindon*

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