



The Legal Eagle

Sacramento Legal Secretaries Association

Celebrating 75 Years
1940-2015

Book 2015, Issue 2



Annual State Day In Court Event Draws Over 150 Attendees



Day in Court Chair Deseree Aguillen (Standing, Far Left) with President Lynne Prescott, CCLS (Standing, Far Right), and Representatives from Third District Court of Appeal, Placer County Superior Court, El Dorado County Superior Court, and Sacramento County Superior Court.

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February 2015 Meeting Information

Don't miss our next meeting! SLSA's Annual Federal Day In Court event will be held on February 12, 2015, at the Hilton Arden West, 2200 Harvard Street, in Sacramento. There will be door prizes, exhibitors, and speakers from the U.S. District Court, Eastern District.

The Exhibitor Gallery and No-Host Bar opens at 4:45 p.m., with dinner meeting beginning at 6:15 p.m.

President

Lynne Prescott, CCLS
Carroll, Burdick & McDonough LLP
980 9th Street, Suite 380
Sacramento, CA 95814
(916) 551-3360

Bulletin Editor

Corene E. Rodder
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Sacramento, CA 95814
(916) 469-3814



President's Message: "February Celebrates Presidents"



Submitted by Lynne Prescott, CCLS

Most of us probably grew up observing the birthdays of two U.S. Presidents during the month of February: George Washington and Abraham Lincoln.

However, did you know that there are actually four U.S. Presidents with February birthdays? William Henry Harrison and Ronald Reagan were also born in February. This year, Presidents' Day will be observed and celebrated on February 16.

We may not actually give much thought to these Presidents as we enjoy our three-day weekend this month, but I would like to ask if you would give a little thought right now to some other very notable presidents. In fact, there are 50 of them.

Since SLSA was founded in 1940, the following 50 women have served and led this association forward, leaving an incredible and impressive legacy:

Edna Losser Minze, 1940-41
Gloria Soares Massi, 1941-43, 1966-67
Fern Alameda, 1943-45
Velma Tougaw, 1945-46
Shari Shannon, 1946
Margaret F. Purcell, 1946-48
Mavis Brown, 1948-49
Marie D. Stevenson, 1949-50
Katherine Scheetz, 1950-51
Freda Goodwin Collier, 1951-53, 1963-64
Sophronia G. Brigance, 1953-54
Lorena Wangsgaard, 1954-55
Atha Whalen, 1955-56, 1972-73
Julia Dominguez, 1956-57
Bette J. White, 1957-58
Marie Fleckenstein, 1958-59
Doris Thomas, 1959-60
Patricia Elsesser, 1960-61
Shirley Godfrey, 1961-62
Margery Lodi Edmonds, 1962-63
Jacqueline A. Goldsmith, 1964-65
Joan Cossick, 1965-66
Anna Gainsley, 1967-69



Velma Tougaw



Atha Whalen

Jane R. Schluter, 1982-84
Teresa Mironchik, 1984-86
Jacquelyn Ferguson, 1986-88
Judy Ramey, 1988-90
Paula Grenz, 1990-91
Linda Partmann, 1991-93
Tamara Martin, 1993-94
Barbara Dilling, 1994-96
Sherri Lee Caplette, CCLS, 1996-98
Debbie Frias, CCLS, 1998-00
Mary-Ann Andrews, 2000-02
Janice M. Ainsworth, 2002-04
Leesa R. Estey, CCLS, 2004
Dawn Willis, 2004-05
Astrid B. Watterson, CCLS, 2005-07, 2010-11
Cyrene Farrell, CCLS, 2007-08
Elicia Allen, CCLS, 2008-09
Jennifer Rotz, 2009-10
Dawn R. Forgeur, CCLS, 2011-13



Barbara Butler

Thank you, Past Presidents of SLSA, for setting such great examples. This Presidents' Day, we include you among the Presidents to be honored and celebrated.

Lynne



L-R: Dawn Forgeur, CCLS; Astrid Watterson, CCLS; Dawn Willis; Jennifer Rotz; and Janice Ainsworth



A Member of Legal Secretaries, Incorporated

Proudly Presents

Federal Day In Court — Annual Court Updates 2015

Featuring Speakers from the USDC, Eastern District

~Door Prizes~Exhibitors~Information from the USDC~



February 12, 2015

Exhibitor Gallery & No-Host Bar 4:45 PM to 6:45 PM

Dinner: 6:15 PM

Hilton - Sacramento Arden West

2200 Harvard Street, Sacramento, CA
(at Business 80 and Arden Way West)

Parking Will Be Validated For All Attendees

- SLSA /LSI Members: \$40 before February 6th (add \$5 after Feb. 6th)
- Non-Members: \$45 before February 6th (add \$5 after Feb. 6th)
- **RSVP by February 6, 2015***
- Online at www.slsa.org under Upcoming Events (Preferred)
- Via E-mail at daguillen@stonegraves.com (Please

*Cancelations must be made 72 hours in advance for a

Menu Choices:

- ◇ Tri-Tip with Cabernet Mushroom Demi-Glaze, Roasted Red Herbed Potatoes, and Fresh Vegetable du Jour
- ◇ Grilled Salmon with Meyer Lemon Beurre Blanc, Roasted Red Herbed Potatoes, and Fresh

Make Checks Payable to: "SLSA" and Mail To:

Deseree Aguillen

c/o Stone & Graves

11335 Gold Express Drive, Suite 145

Questions?

Deseree Aguillen (916) 231-0321, daguillen@stonegraves.com

— OR —

Alex Cain (916) 990-7486, acain@odlegal.net

MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing legal education credit in the amount of 1.0 hour by the State Bar of California.

Dates to Remember February—March 2015

February	
February 2	Groundhog Day . . . shadow or no?
February 4	SLSA Executive Board Meeting, 6:00 PM, at Carroll Burdick, 980 9 th Street, Suite 380, Sacramento. All members welcome.
February 6	Last day to RSVP for February 12 Federal Court Updates meeting without incurring a late fee.
February 10	Last day to register for the upcoming Legal Specialization Sections Seminars in North Hollywood.
February 12	Annual Federal Court Updates/Federal Day in Court Meeting, 4:45 PM, Hilton – Sacramento Arden West, 2200 Harvard Street, Sacramento, CA 95815.
February 12	Last day to submit nominations for SLSA officer and delegate positions.
February 16	Presidents' Day! All state and federal courts closed. No U.S. Mail service.
February 20-22	LSI 3rd Quarterly Conference, The Beverly Garland, North Hollywood.
February 23	Deadline to submit articles to the Bulletin Editor for the March issue of The Legal Eagle.
March	
March 8	Daylight Savings Time begins. Set your clocks 1 hour ahead! (Spring forward.)
March 9	Deadline to register for LSI Online State Court Discovery Course.
March 9	SLSA Executive Board Meeting, 6:00 PM, at Carroll Burdick, 980 9th Street, Suite 380, Sacramento. All members welcome.
March 13	Deadline to RSVP for March Regular Membership Meeting without incurring a late fee.
March 16	LSI Online State Court Discovery Course begins.
March 19	SLSA Regular Membership Meeting, 5:30 PM, Courtyard Marriott, 4422 Y Street, Sacramento.
March 20	First Day of Spring.
March 21	Cesar Chavez Day — State Courts Closed.
March 21	California Certified Legal Secretary Exam.
March 23	Deadline to submit article to the Bulletin Editor for April issue of The Legal Eagle.



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Submitted by Dawn Forgeur, CCLS

Nominations and Elections

Official Call for Nominations for Delegates and Officers

At the February 12, 2015 Federal Day in Court Meeting, nominations will officially open for the 2015-2016 term for elected officers of SLSA and for delegates to LSI's May 2015 Annual Conference in San Diego. The names of the nominees for the following positions will be announced at that time:

- President**
- Vice President**
- Secretary**
- Treasurer**
- Governor**
- Annual Conference Delegates (3)**

Nominations may also be made from the floor during the meeting. Please note that all nominees must have given their consent for nomination before the nomination is made, and any nominees for the office of President must have served on the Executive Board for at least one year.

Once nominations have closed, a ballot will be mailed to each active member of SLSA. Please follow the instructions exactly for completing and returning your ballot by the stated deadline.

If you have any questions regarding the nomination or ballot process, or if you are interested in submitting your name for nomination for one of the above-listed offices, please e-mail me at drforgeur@stoel.com.

February Birthdays

Happy birthday to the following February babies!!

Donna Skarloken	February 3
Sandra Anthony	February 10
Laura Welch, CCLS	February 15
Crystal Roberts	February 16
Brenda Orr	February 19
Lilibeth Vogelsang	February 20
Jenny Beck	February 22
Teresa Jackson	February 22
Tammara Cheung	February 25
LaJuene Smith	February 26
Cyrene Farrell, CCLS	February 27
Cindy Perez	February 27





LSI

*Educating California's
Legal Support Professionals*

LEGAL SPECIALIZATION SECTIONS SEMINARS

LSI 3rd Quarterly Conference – February 20-22, 2015 – Beverly Garland Holiday Inn
Hosting Association: San Fernando Valley LSA

The deadline to register without a late fee is Tuesday, February 10, 2015.

LSI SECTION MEMBER: Free with Advanced Reservations \$5 at the Door/After Deadline Handout Only: \$5	LSI NON-SECTION MEMBER: \$10 with Advanced Reservation \$15 at the Door/After Deadline Handout Only: \$10	NON-LSI MEMBER: \$15 with Advanced Reservation \$20 at the Door/After Deadline Handout Only: \$15
Friday, February 20, 2015 – 7:30 p.m. to 9:00 p.m.		
<p style="text-align: center;"><u>Probate/Estate Planning</u></p> <p>Estate Planning - The Kid's Protection Plan Speaker: Marc Schwartz, Esq.</p> <p><input type="checkbox"/> I will attend - <input type="checkbox"/> Handout Only</p> <p><input type="checkbox"/> Section Member - <input type="checkbox"/> Non-Section Member - <input type="checkbox"/> Non-LSI Member</p>		<p style="text-align: center;"><u>Criminal Law</u></p> <p>DUI Laws Speaker: Philip D. Israels, Esq. Certified Specialist - Criminal Law</p> <p><input type="checkbox"/> I will attend - <input type="checkbox"/> Handout Only</p> <p><input type="checkbox"/> Section Member - <input type="checkbox"/> Non-Section Member - <input type="checkbox"/> Non-LSI Member</p>
Saturday, February 21, 2015 – 10:30 a.m. to 12:00 p.m.		
<p style="text-align: center;"><u>Law Office Administration</u></p> <p>Developing an Effective & Ethical Social Media Policy: How is it done? Speaker: Adam Grant, Esq.</p> <p><input type="checkbox"/> I will attend - <input type="checkbox"/> Handout Only</p> <p><input type="checkbox"/> Section Member - <input type="checkbox"/> Non-Section Member - <input type="checkbox"/> Non-LSI Member</p>		<p style="text-align: center;"><u>Civil Litigation</u></p> <p>Sacramento's Shadow on the World of Litigation – How Pending Legislation can have a Dramatic Impact on Your Cases Speaker: Alex Kasendorf, Esq.</p> <p><input type="checkbox"/> I will attend - <input type="checkbox"/> Handout Only</p> <p><input type="checkbox"/> Section Member - <input type="checkbox"/> Non-Section Member - <input type="checkbox"/> Non-LSI Member</p>
Saturday, February 21, 2015 – 4:00 p.m. to 5:30 p.m.		
<p style="text-align: center;"><u>Family Law</u></p> <p>The Role of the Secretary or Assistant in Family Law Matter; Overview of Family Court procedures. Speaker: Patricia Phillips, Esq.</p> <p><input type="checkbox"/> I will attend - <input type="checkbox"/> Handout Only</p> <p><input type="checkbox"/> Section Member - <input type="checkbox"/> Non-Section Member - <input type="checkbox"/> Non-LSI Member</p>		<p style="text-align: center;"><u>Transactional Law</u></p> <p>The Devil and Lawsuits really are about the details – Why details in transaction documents can be your friend or enemy. Speaker: Lee Alpert, Esq.</p> <p><input type="checkbox"/> I will attend - <input type="checkbox"/> Handout Only</p> <p><input type="checkbox"/> Section Member - <input type="checkbox"/> Non-Section Member - <input type="checkbox"/> Non-LSI Member</p>

Name: _____ P LSI/CCLS/Paralegal E-mail: _____

Address/City/State: _____

Phone: _____ Local Assn.: _____

Payment: Check (made payable to LSI) Credit Card Number _____ Expiration Date: _____

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

Send completed form and payment (check made out to LSI) to:

Dawn R. Forgeur, CCLS, LSS Coordinator
500 Capitol Mall, Suite 1600, Sacramento, CA 95814
Email: dawn.forgeur@stoel.com

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

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.

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Governor's Message: "A Grateful Decision"



Submitted by Lacy Monserrat, CCLS

I remember the look on Dawn Forgeur, CCLS's face when she wheeled in the rolling cart full of anything and everything the incoming SLSA Governor would need. While Dawn may have been a bit relieved to pass the torch, it couldn't have been a more perfect fit, because I was beyond excited to assume the position. In fact, I took those duties so seriously (and LSI President, Mary J. Beaudrow, CCLS, can attest to this fact) that I proceeded to wheel that cart full of SLSA Governor goodies into a single stall while attempting to use the restroom! Much to my embarrassment, Mary stated, "I think the cart will be safe out here while you use the restroom, Lacy." Pretty hilarious at the time!

I've since downsized the cart to avoid such embarrassment in the future. The popular excuse "I'm new here" comes to mind, but that *was* in fact the case. I was new to my role and my duties. It was fun and exciting - - that fear of the unknown. It's an amazing feeling that still follows me to every conference I attend - - the excitement of meeting new friends, seeing new places, and doing things I've never done before.

The time is quickly approaching for my final conference as Governor of SLSA and I admit that I am going to miss it. I'll miss reaching out to you, our members and readers, every month through this publication. I'll miss attending the board meetings with the fantastic ladies I've had the pleasure of spending this last year with. I'll miss traveling to conference and waking up in places like sunny Palm Springs in the middle November and taking a dip in the pool!

On a personal note, one thing I will miss the most is the discussions I would always have with my friends and family about the difference I feel I am making; not just a difference in my community, but a difference in myself. A feeling of purpose and a sense of selflessness are just a couple of the things that come to mind. I am so grateful I made the decision to become a part of SLSA because it truly has made me a better person.

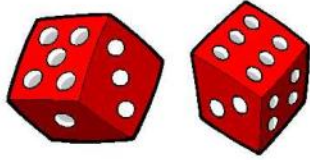
Lacy

Future LSI Quarterly and Annual Conferences

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

**SAN FERNANDO VALLEY LEGAL SECRETARIES ASSOCIATION
INVITES YOU TO**

LSI Vegas



***“What Happens at Conference ~
Stays at Conference”***



LSI 3rd Quarterly Conference
February 20-22, 2015
The Beverly Garland
North Hollywood, California

CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____
 Mailing Address: _____
 City/State/Zip: _____
 Home/Cell Telephone: _____
 Work Telephone: _____
 Email Address: _____
 Local Association (please spell out): _____ LSALPA

PLEASE INDICATE IF YOU ARE:

<input type="checkbox"/> State Officer _____	<u>Title</u>	<input type="checkbox"/> Governor
<input type="checkbox"/> State Chairman _____		<input type="checkbox"/> CCLS <input type="checkbox"/> PLS

SCRIP (Includes Registration, Welcome Reception, Banquet, and Brunch)
 POSTMARKED **ON OR BEFORE JANUARY 20, 2015** \$ 116.00 \$ _____
 POSTMARKED **JANUARY 21, 2015 OR LATER** \$ 126.00 \$ _____

INDIVIDUAL TICKETS

_____ Registration PRIOR to January 20, 2015	\$ 15.00	\$ _____
_____ Registration AFTER January 21, 2015	\$ 25.00	\$ _____
_____ WELCOME RECEPTION (Friday)	\$ 20.00	\$ _____
LUNCHEONS <input type="checkbox"/> Vegetarian Meal		
_____ Presidents' Luncheon (Saturday)	\$ 30.00	\$ _____
_____ Governors' Luncheon (Saturday)	\$ 30.00	\$ _____
_____ Open Luncheon (Saturday – Open to All)	\$ 30.00	\$ _____
_____ BANQUET (Saturday Evening)	\$ 55.00	\$ _____
_____ BRUNCH (Sunday) <input type="checkbox"/> Chicken <input type="checkbox"/> Pasta (Vegetarian)	\$ 32.00	\$ _____
TOTAL AMOUNT ENCLOSED		\$ _____

Special Dietary Restrictions: _____

PLEASE MAKE CHECKS PAYABLE TO: SFVLSA FEBRUARY 2015 CONFERENCE FUND

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

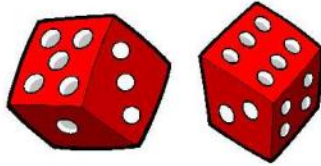
Cathie Sorensen, c/o Blue Shield of CA, 6300 Canoga Avenue, Woodland Hills, CA 91367

For Questions/General Information Contact: Cathie Sorensen, Registration Chair Cathie.Sorensen@blueshieldca.com or
 Lisa De La O, Conference Chair - (818) 715-7025 / ldelao@fitcheven.com / www.sfvlsa.com

NO REFUNDS AFTER FEBRUARY 1, 2015

SAN FERNANDO VALLEY LEGAL SECRETARIES ASSOCIATION
INVITES YOU TO

LSI Vegas



***“What Happens at Conference ~
Stays at Conference”***



LSI 3rd Quarterly Conference

February 20-22, 2015

The Beverly Garland
North Hollywood, California

HOTEL REGISTRATION FORM

HOTEL INFORMATION:

The Beverly Garland
4222 Vineland Avenue
North Hollywood, CA 91602
(818) 980-8000 / (818) 766-0112 Fax
www.beverlygarland.com

ROOM RATES:

\$159.00 Single / Double
\$169.00 Triple
\$179.00 Quad

Plus 14% Occupancy Tax Per Night
City TOT 1.5% Per Night and
\$0.15 CA State Tourism Tax Per Night

ROOM RESERVATIONS:

Please contact the hotel directly at 1-800-BEVERLY (1-800-238-3759) or book online at
<https://bookings.ihotelier.com/bookings.jsp?groupID=1150760&hotelID=86288>

GROUP BOOKING CODE: SFV

CHECK IN/OUT:

Check-In Time: 3:00 p.m. / Check-Out Time: 12:00 p.m.

SELF PARKING:

\$7.00 per day / \$14.00 per night for overnight guests

AIRPORTS:

Burbank (Bob Hope) 5 miles from hotel
Los Angeles International (LAX) 17 miles from hotel



QUESTIONS/GENERAL INFORMATION:

Cathie Sorensen, Registration Chair
Cathie.Sorensen@blueshieldca.com

Lisa De La O, Conference Chair
(818) 715-7025 or ldelao@fitcheven.com

www.sfvlsa.com

*Hotel provides complimentary shuttle service to
Universal Studios, City Walk, and Metro Red Line
Subway Station*

No Airport Shuttle Service Provided

DEADLINE FOR GROUP RATE IS JANUARY 23, 2015



Submitted by Crystal Rivera

Membership Renewals

Reminder: SLSA's present fiscal year ends on April 30, 2015.

Membership renewals for the 2015-2016 term will be due on May 1, 2015, and considered late after June 1, 2015. The 2015-2016 renewal forms and membership applications will be available on SLSA's website at the beginning of April 2015 and will be e-mailed to all current members. Renewal forms and new member applications will also be printed in the April bulletin.

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

Sending Some Sunshine

Corene Rodder — Recovering from surgery. Corene is at home and resting, and we wish her a full and speedy recovery.

Debbie Frias, CCLS — Thoughts for continued progress and full restoration of health.



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**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

Membership Period: May 1, 2014 – April 30, 2015

Due Date: May 1, 2014

Make check payable to:
Sacramento Legal Secretaries Association

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

Return the completed invoice and full payment to:

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

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

ARE YOU A CCLS? _____

BIRTHDAY: _____

JOB TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Bankruptcy |
| <input type="checkbox"/> Corporate Law | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Labor and Employment | <input type="checkbox"/> Law Office Management |
| <input type="checkbox"/> Legal Support | <input type="checkbox"/> Litigation | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Probate/Estate Planning | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Other: _____ |

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered? Business Residence

Where do you want e-mail delivered? Business Residence

INVOLVEMENT:

Have you been awarded lifetime membership in SLSA? (If yes, return form only w/out dues) Yes No

Are you interested in volunteering as a committee chairperson or co-chairperson? Yes No

What topics and speakers would benefit you most this coming year? _____

SLSA USE ONLY	Date Received: _____	On Roster: _____
	Check no.: _____	On LSI: _____
	On Email List: _____	To Editor: _____

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

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO "SLSA" (see membership category and dues information below), TO:

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

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

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____
SPONSOR (IF ANY) _____ APPLICATION APPROVED _____

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

ACTIVE MEMBER* (Annual Dues \$40): Persons currently engaged in work of a legal nature with at least one year's experience as a legal professional, including persons licensed to practice law, persons working in the office of an attorney licensed to practice law in this state, or in the courts of this state, trust departments of banks or trust companies, or in any other institution or office directly engaged in work of a legal nature, including the public offices of the United States government, state, cities, counties or municipalities. *Dues include local dues, any initiation fee, and Legal Secretaries, Incorporated (LSI) per capita tax.*

STUDENT MEMBER** (Annual Dues \$25): Persons currently enrolled in an educational program with emphasis on legal studies; persons currently engaged in work of a legal nature who possess less than one year's experience a legal professional. Upon completion of one year of employment as a legal professional, Student Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

ASSOCIATE MEMBER** (Annual Dues \$25): Persons interested in the legal profession who possess no legal experience; legal professionals who are presently unemployed. Associate Members may retain such status for two (2) years only. Upon meeting the conditions of active membership, Associate Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

* ACTIVE MEMBERSHIP IN SLSA INCLUDES MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED (LSI), AND ALL BENEFITS OF MEMBERSHIP IN LSI AND SLSA. ACTIVE MEMBERS MAY VOTE, SERVE ON COMMITTEES, AND BE ELECTED TO OFFICE.

** STUDENT/ASSOCIATE MEMBERSHIP IN SLSA DOES NOT INCLUDE MEMBERSHIP IN LSI. STUDENT/ASSOCIATE MEMBERS MAY NOT VOTE AND MAY NOT BE ELECTED TO OFFICE. STUDENT/ASSOCIATE MEMBERS MAY SERVE ON COMMITTEES.

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

_____ CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES

_____ CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS

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

E-MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

REGULAR MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

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

How did you hear about SLSA? _____

Please make your check payable to SLSA. Mail payment with this form to:

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

SLSA State Day in Court



Submitted by Deseree Aguilien

SLSA's Annual State Day in Court event was held on Thursday, January 15, 2015, at the Sacramento Hilton-Arden West. We had over 150 attendees this year!

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

Darlene Warnock and Anne Maas from the Court of Appeal reminded us the Court has moved to 914 Capitol Mall, Sacramento. There are currently 11 justices and two Supervising Deputy Clerks. They urged us to use the e-filings for documents such as application for an extension of time in a criminal appeal (first 30-day extension only), change of address, substitution or association of counsel, and notice of settlement. They also have an e-submission feature which is used in lieu of a paper copy.

Vicki Stillwell and Rosalie Tucker from El Dorado County Superior Court joined us to provide their updates. They announced that within the next six months the Court will have a new website, which will include public access! Initially there will be no charge to use the public access system. El Dorado welcomed two new judges, the Honorable Vickie Ashworth in Department 5, and the Honorable Dylan Sullivan in Department 7. The Court is also looking for temporary judges. Applications are available online. The rules for Dispute Resolution Conferences have changed as to personal injury matters; it is no longer required to have two temporary judges. For civil matters, a trial schedule will be set at the first Case Management Conference. Finally, El Dorado County Superior Court currently has a Commissioner position available! For more details, visit the Court's website.

Sharry Shumaker and Jennifer Tisdale from Placer County Superior Court returned this year to give us their updates. They announced that the Court is no longer contracted with CourtCall, and now have their own system in place for telephonic appearances. You can arrange for telephonic appearances on the Court's website. The civil filings are about 30 days out, writs are currently caught up, and dismissals are about a week out. Case Management Conference for Complex Cases time has moved to 10:30. Probate and guardianship tentative rulings can be viewed as early as five days prior to the hearing. On ex parte applications, per the Local Rules, you must include a separate order. Otherwise, your attorney could be waiting a while to have the judge prepare one. Placer County Superior Court also currently has positions available! For more details, visit the Court's website.

Sacramento County Superior Court presented our final updates for the evening. Meredith Bostian was with us again, along with Shelby Wineinger, who is the Court's Operations Manager. They announced that they no longer require original signatures for filings or the requirement to include "filed by fax" on pleadings. Electronic signatures are also acceptable. Exhibit tabs are not required on the original, but they **are** required on the Court's courtesy copy. However, "/s/" on the signature line is **not** acceptable. All civil trials presently set are going on the original trial date. They are not trailing trials anymore. They asked that all matters set for trial complete the Civil Trial Readiness Notification online form. Notification must be made from 10 court days before the trial date to 1:30 p.m. on the Thursday before the trial date.

There was a question from a member asking if the following statement is true regarding Judicial Council forms: "The courts will accept prior year forms during the first month or two of the new year." Each court's response was Yes.

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 Thursday, February 12, 2015. From the U.S. Bankruptcy Court, Eastern District, we have the Honorable Ronald H. Sargis. From the U.S. District Court, Eastern District, we have Wim van Rooyen, Law Clerk, and Alexandra Waldrop, Relief Courtroom Deputy. Also from the U.S. Bankruptcy Court for the Eastern District, we will have Cathy Waltz, Operations Support Specialist. Your questions for these speakers may be submitted in advance to daguillen@stonegraves.com.



SLSA State Day in Court Photos

Thank you to all of our wonderful Vendor Partners! You are a huge part of the fun and success of our Day in Court events. The level of support you provide to SLSA, not just for Day in Court, but throughout the year, is greatly appreciated. We're so happy you were able to join us at the Hilton Arden West for our Annual State Day in Court meeting!



Capitol Legal Investigations



Capitol Digital Calforensics



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Diamond Court Reporters

SLSA State Day in Court Photos



First Legal Network



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One Legal



Pacific Records Management



Sacramento Placement Services



The Pampered Chef

SLSA State Day in Court Photos



U.S. Legal Support



Veritext Legal Solutions



Karla Dougherty Won the Door Prize from LSI!



Dawn Forgeur, CCLS, Helping Larry McGrew at the LSI Table

CHANGES?? UPDATES??

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



**Sacramento Legal Secretaries Association
Name/Address Change Reporting Form**

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____
FORMER NAME: _____
NEW EMPLOYER: _____
BUSINESS ADDRESS: _____
CITY: _____
STATE & ZIP: _____
BUSINESS PHONE: _____
FAX: _____
BUSINESS E-MAIL: _____
NEW HOME ADDRESS: _____
CITY: _____
STATE & ZIP: _____
HOME E-MAIL: _____

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

Where do you want *The Legal Eagle* and other SLSA/LSI mail delivered?
Where do you want e-mail delivered?

- | | |
|-----------------------------------|-------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |

Please submit to:

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



Law Office Products and Management: Communicating Effectively (Part 3 of Three-Part Series)

Submitted by Lynne Prescott, CCLS

This final article in the three-part series focuses on some of the most common words and phrases that tend to give us trouble with their spelling and correct usage. Proofreading your attorney's work (as well as your own) is a significant part of what you do, so be sure you have handy references to rely on, such as a dictionary or thesaurus. Also, our good friend, "Gregg," better known as the *Gregg Reference Manual*, is always a great resource to have nearby. Finally, it's a good idea to have the *California Style Manual* within reach, especially for the correct spelling and italicization of Latin terms.

Commonly Misspelled & Confusing Words

Word	Explanation	Example
Accept	Commonly means to receive willingly.	<i>I accept she may have been tired, but that's still no excuse.</i>
Accommodate	Double the "C" and double the "M" in this word.	<i>We do our best to accommodate our guests.</i>
Acknowledgment	NO "E" between the "g" and the "m."	<i>The only acknowledgment he received was a slight nod from the CEO.</i>
Advice	A noun meaning a suggestion for a beneficial course of action.	<i>Many receive advice, but only the wise profit from it.</i>
Advise (Rhymes with "prize")	A verb meaning to give advice. To advise can also mean to notify.	<i>Attach yourself to those who advise you rather than praise you.</i> <i>I advised him I was leaving.</i>
Affect	A verb meaning to transform or to change.	<i>Did foot-and-mouth disease affect your business?</i>
Calendar	ALWAYS ends with "ar," never with "er."	<i>Please be sure to calendar the date for filing our answer to the complaint.</i> <i>My calendar shows that I have a dentist appointment tomorrow.</i>
Cancelation	Preference in the U.S. is with just one "L." Outside the U.S., especially in Great Britain, the word is spelled by doubling the "L."	<i>Due to the severe storms Back East, there were flight cancelations by every airline.</i>
Changeable	NOT "chang <u>a</u> ble." You need the "E" after the "G" so that you don't have the hard "G" sound.	<i>The weather conditions in tropical climates are often unpredictable and changeable.</i>
Conscience	Means the sense of what is right and wrong.	<i>Let your conscience be your guide.</i>
Conscious	Means being aware or deliberate.	<i>He was conscious (aware) of his mistake.</i> <i>The teacher made a conscious decision to allow students to use their text books during final exams.</i>
Definite	Trick for remembering this one is it contains the word "finite."	<i>I need a definite answer by tomorrow.</i>
Dependent	NOT depend <u>a</u> nt.	<i>The students were dependent on being able to use their text books.</i>
Effect	A noun meaning outcome, consequence, or appearance.	<i>What effect did foot-and-mouth disease have on your business?</i>

(Cont'd on Page 23)

Law Office Products and Management (Cont'd from Page 22)

Word	Explanation	Example
Embarrass(ment)	This one won't embarrass you if you remember it is large enough for a double [r] AND a double [s].	<i>He was saved from the embarrassment of a public scandal.</i>
Except	Usually means apart from or excluding.	<i>I can resist everything except temptation.</i>
For	A function word to indicate purpose, goal, suitability, etc.	<i>The college offers a grant for studying medicine. He left for home right after the game.</i>
Foresee(n)	NOT <u>forsee</u> (n).	<i>We should have foreseen the outcome.</i>
Foreword	Refers to a short introductory note in a published work.	<i>President Barack Obama wrote the foreword to "Conversations With Myself," a book by Nelson Mandela.</i>
Four	Written form of the number "4."	<i>I only need three or four samples.</i>
Forward	This word has several meanings related to direction.	<i>He was standing erect behind the counter, not leaning forward. The platoon marched forward in perfect unity.</i>
Harass(ment)	You may be embarrassed (and harassed) if you double the "R" in this word, so don't do it.	<i>Our attorneys specialize in employment discrimination and sexual harassment cases.</i>
Inadvertent	NOT <u>inadvertant</u> .	<i>It was an inadvertent omission.</i>
It's	The short form/contraction of the two words "it" and "is." A good way to remember this one is to ask yourself if the word is actually replacing "It is."	<i>Do you think it's going to rain? It's a fact: 6 was afraid of 7, because 7, 8, 9.</i>
Its	Something that belongs to "it" is "its." The word "It" is showing possession of something.	<i>The kitten went looking for its mother.</i>
Judgment(al)	NO "e" between the "g" and the "m."	<i>We received the final judgment in the case yesterday.</i>
Laid	Past tense of "lay."	<i>I laid down the law and told her it was inappropriate for her to come home at 3:00 a.m.</i>
Lain	When helping verbs are involved, "lay" becomes "laid" and "lie" becomes "lain."	<i>Grandma had laid the chicken in the oven earlier this morning. The chicken had lain there all day until it was cooked all the way through and ready for us to eat.</i>
Lay	To place something in position, usually in a horizontal position.	<i>The police told him to lay down his weapon. Now I lay me down to sleep, I pray the Lord my soul to keep.</i>
Lead (Rhymes with "bead")	Associated with being in charge or being in front.	<i>The Scout Master will lead the troop back to the tents.</i>
Lead (Rhymes with "red")	A soft, heavy toxic metallic element.	<i>In California, we have Proposition 65 warnings that advise of the presence of lead in consumer products.</i>
Led (Rhymes with "bed")	Past tense of the verb "to lead."	<i>General Sherman led his troops through Atlanta.</i>
Liable	Means legally responsible for something or likely to do or be something.	<i>The court ruled that school officials cannot be held financially liable for the improper search.</i>

(Cont'd on Page 24)

Law Office Products and Management (Cont'd from Page 23)

Word	Explanation	Example
Libel	Refers to a false publication that damages a person's reputation. As a verb, libel means to defame someone via publication.	<i>Because of rising legal costs, regional newspapers may not be able to defend themselves in libel actions.</i>
Lie(s)	An untruth; fib. The act of laying.	<i>He has told so many lies, I cannot believe anything he says. Just lie here on the couch until you feel better.</i>
Memento	NOT momento.	<i>My mother brought me a memento from her trip to Europe.</i>
Misspell	What is more embarrassing than to misspell the name of the problem?	<i>Just remember that it is mis + spell and that will spell you the worry about spelling "misspell."</i>
Occasionally	Always two C[s] and two L[s].	<i>Writers occasionally tire of doubling so many consonants and often omit one, usually one of the [l]s. Don't you ever do it.</i>
Occurrence	Remember -ence, NOT -ance, and double the C[s] and R[s].	<i>Two full moons in one month is an unusual occurrence (often called a Blue Moon).</i>
Perseverance	NOT pers <u>er</u> verance.	<i>All it takes is perseverance and you, too, can be a (near-) perfect speller!</i>
Personal	Means something private or individual.	<i>I don't think I'm obliged to discuss my personal issues with you. It was his last personal appearance.</i>
Personnel	Employees; staff.	<i>The assistant Vice-President of Personnel is in charge of new hires.</i>
Peruse	Means to examine something closely.	<i>If you want to know more, I suggest you peruse the company's website.</i>
Precede	What follows should succeed, so what goes before should "precede."	<i>This document precedes the one we just received.</i>
Prerogative	NOT <u>per</u> ogative.	<i>If she wants to wear pink instead of purple, that is her prerogative.</i>
Prevalent	NOT <u>pre</u> valant or <u>pre</u> velent.	<i>The taste of garlic was prevalent in the pasta entree.</i>
Principal	The most important or main item. The Principal of a school. The amount of money before interest is added.	<i>The principal thing to remember is that she is the Principal of your child's school. My mortgage payment includes principal, interest, tax and insurance.</i>
Principle	A "principle" is a rule.	<i>This country was founded on the principle of freedom of religion.</i>
Proceed	To move forward.	<i>This case will proceed to trial.</i>
Pursue	Means to chase someone or something.	<i>He was still confused as to which profession to pursue.</i>
Recommend	One "C," two M[s].	<i>I recommend you call a taxi.</i>
Separate	How do you separate the [e]s from the [a]s in this word? Simple: the [e]s surround the [a]s.	<i>How do you separate fact from fiction?</i>

(Cont'd on Page 25)

Law Office Products and Management (Cont'd from Page 24)

Word	Explanation	Example
Stationary	Means not moving.	<i>We had to wait patiently in a stationary position for the school shop to open.</i>
Stationery	Writing paper.	<i>We had to order new letterhead stationery due to the change in our company's name.</i> <i>I gave her monogrammed stationery for her birthday.</i>
Statue	A carved or molded figure.	<i>The Colonial Society erected a statue of Nathan Hale in the town square.</i>
Statute	A rule or law.	<i>A defendant may be sentenced under a newly enacted statute if the result is a reduction in punishment.</i>
Their	Showing possession. It belongs to them.	<i>The matter is now in their hands.</i>
There	Refers to a place or location.	<i>Are we there yet?</i> <i>Here a quack, there a quack, everywhere a quack, quack.</i>
They're	The short form/contraction of the two words "They" and "Are." A good way to remember this one is to ask yourself if the word is actually replacing "They are."	<i>Do you think they're going to meet us there?</i>
To	Used to indicate the place, person, or thing that someone or something moves toward	<i>I am going to the store.</i> <i>To be or not to be, that is the question.</i>
Too	Also, additionally.	<i>Will you be going to the concert, too?</i>
Toward/Towards	These words are sometimes a matter of preference; however, when writing use "toward."	<i>I am hopeful we can move toward an amicable resolution.</i>
Two	Written form of the number "2."	<i>The store is advertising a two-for-one special.</i>
Weird	One of those words that does NOT follow the "i before e, except after c" rule.	<i>How weird was that movie?</i>
Your	Showing possession, belonging to you.	<i>I want your book to be a big success.</i>
You're	The short form/contraction of the two words "You" and "Are." A good way to remember this one is to ask yourself if the word is actually replacing "You are."	<i>Wait until you hear this – you're never going to believe it!</i>

Common Incorrectly Used Words and Phrases

Wrong	Explanation	CORRECT USAGE
Anyways	This is not a word. Do not use it.	ANYWAY <i>Anyway, I told him I wouldn't go out with him.</i>
Could of	The contraction form that makes it SOUND like could of is actually "Could've."	COULD HAVE <i>Michael could've gone to any college, but he chose the local community college.</i>

(Cont'd on Page 26)

Law Office Products and Management (Cont'd from Page 25)

Wrong	Explanation	CORRECT USAGE
For all intensive purposes	Are your purposes intense? Probably not. "For all intents and purposes" is the usual form of the phrase meaning in every practical sense.	FOR ALL INTENTS AND PURPOSES <i>Northwest Europe is, for all intents and purposes, every bit as rich as America.</i>
I could care less	If you "could care less," then you care and are capable of caring less. Make sure to keep it negative — meaning you don't care and couldn't care any less.	I COULDN'T CARE LESS <i>It doesn't matter to me what you do; I couldn't care less.</i>
Irregardless	This is not a word. Do not use it.	REGARDLESS <i>You have a term paper due on Friday, regardless of your work schedule or other classes.</i>
Mute point	Mute means unable to speak. "Moot" means irrelevant or obsolete discussion.	MOOT POINT <i>You can argue as much as you like, but it's a moot point -- you will never be able to just flap your arms and fly.</i>
On accident	Whatever happened, it did so BY an accident, not on an accident.	BY ACCIDENT <i>The baby spilled his milk by accident.</i> <i>I ran into her by accident.</i>
Saw	Make sure you are not using this where the word "seen" should be used. This example is NOT correct: "That was the worst move I ever saw."	SEEN <i>That was the worst movie I have ever seen.</i>
Seen	In this instance, make sure you are not using this where the word "saw" should be used. These examples are NOT correct: "I seen him running past the guard." "Cory and Sandy seen that movie yesterday."	SAW <i>I saw him running past the guard.</i> <i>Cory and Sandy saw that movie yesterday.</i>
Should of	The contraction form that makes it SOUND like should of is actually "Should've."	SHOULD HAVE <i>I should've known better than to trust that telemarketer.</i>
Suppose to	Don't forget the "D" at the end of the word "suppose." This example is NOT correct: "He thinks I am suppose to be at his beck and call."	SUPPOSED TO <i>You were supposed to get that report to me yesterday.</i> <i>I'm supposed to go to the baby shower on Saturday, but I don't know if I can make it.</i>

(Cont'd on Page 27)

Law Office Products and Management (Cont'd from Page 26)

Wrong	Explanation	CORRECT USAGE
Would of	The contraction form that makes it SOUND like would of is actually "Would've."	WOULD HAVE <i>I never would've known she was so ill.</i>
You've got [you have] another thing coming	Does this one surprise you? It's "think," not "thing." The phrase implies you have another thought (or think) coming. Over time, "think" became "thing," which is simply incorrect.	YOU'VE GOT ANOTHER THINK COMING <i>If you think I'm working this weekend, you've got another think coming!</i>

I hope you have enjoyed this three-part series and that it has been helpful to you. Communicating effectively and correctly is what puts the "professional" in Legal Support Professional!

Benefits

SLSA is interested in finding businesses that would be willing to offer discounts to members. If you have a favorite establishment you do business with that you think our members would enjoy receiving a discount from, please contact President Lynne Prescott, CCLS, at lprescott@cbmlaw.com.

Examples of businesses that might be willing to offer discounts to SLSA members:

Beauty Salon/Nail Salon/Barber Shop

Restaurant

Automobile Service & Repair

Florist

Dry Cleaner

Car Wash

Housecleaning

Lawn Service

Child Care Services

Hotel/Motel



SLSA Event Registration Is Paperless!

Important! SLSA's registration process for dinner meetings, lunch lessons, and other SLSA events is paperless! You have two ways to register – online (preferred method) or via e-mail. There will no longer be a "tear-off-and-mail" form for most of our events. Simply register online (or via e-mail), then follow-up with payment. Remember – REGISTER ONLINE, THEN FOLLOW-UP WITH PAYMENT!
Thanks for helping us streamline our registration process!



LSI

*Educating California's
Legal Support Professionals*

OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY

LSI will be offering an online class on an Overview of California State Court Discovery. This class will be a six-week, work-at-your-own-pace online session commencing March 16 and ending April 27, 2015. During the classes, the following topics will be covered:

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

CLASS SESSION OPENS MONDAY, MARCH 16, 2015

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

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

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

OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY CLASS REGISTRATION

(Please type or print clearly)

Name: _____ Email: _____

Address: _____ City/Zip: _____

Telephone: _____ Association: _____ LSA/LPA

\$30 LSI Member _____ \$50 Non-LSI Member _____

Payment: Check # _____

Visa/MC Credit Card # _____

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

Email registration form NO LATER THAN March 9, 2015, to Shaylene Cortez, CCLS, LSI Legal Secretarial Training/Seminar Chair, training@lsi.org or mail to: LSI, P. O. Box 660, Fortuna, CA 95540-0660. Checks should be made payable to LSI (Note: checks must clear before access will be released). Registration will also be offered online at www.lsi.org with PayPal. For further information or inquiries, email training@lsi.org. No refunds after March 16, 2015.

LSI – Educating California's Legal Professionals



Submitted by Lynne Prescott, CCLS

News from Alameda County Superior Court (Good News re Motion in Limine Filing Fees!)

EXTENDED CUSTOMER SERVICE HOURS AND FEE CHANGE

In an effort to improve customer service and reduce wait times, the Superior Court of California, County of Alameda, piloted extended customer service hours in its Civil Division effective October 1, 2014. The Court is now formalizing extended hours in Civil, as well as announcing extended customer service hours – until 4:30 p.m. – for the Criminal, Juvenile, Family Law, Court Records, and Appeals Unit Clerk's Offices effective Monday, January 5, 2015.

The Court is not adding staff to achieve the hours' extensions, and is still operating with about 25 percent fewer employees than five years ago, as a result of budget cuts.

Also effective January 5, 2015, the Court will temporarily suspend the collection of filing fees for motions in limine. That fee will be the subject of discussions by a statewide working group convened by the Judicial Council. The Court will participate in that working group and will determine, based on its progress, whether and when to reinstate the motion in limine filing fees. Notwithstanding the Court's decision on the filing fees, all provisions of Local Rule 3.35(e) remain in full effect.

For further information, please contact: John Rudolph, Planning, Research, and Outreach at (510) 891-6206.

News from San Joaquin County Superior Court – Lodi Branch Reopens!

San Joaquin Superior Court is pleased to announce that beginning Monday, January 5, 2015, the Lodi Branch Court will reopen, restoring court services in north San Joaquin County. Nearly two years ago, the Superior Court closed the Lodi Branch Court due to unprecedented reductions in the state's funding for the judicial branch, which resulted in large cuts to the court's individual budget.

Presiding Judge Lesley D. Holland had this to say about the reopening, "Since the day we closed the Lodi Branch, we have been looking forward to its reopening. The court's budget has stabilized and we are now in position to restore vital court services in north County. This is a big step toward improving the public's access to justice."

When the court reopens, it will hear small claims, unlawful detainer (landlord-tenant), limited civil, civil harassment, traffic, and criminal cases. Passports applications will also be accepted at the Clerk's Office. The courtrooms and clerk's offices are located as follows:

Department L-1 and Clerk's Office is located at 217 W. Elm Street, Lodi, CA 95240.

Department L-2 and Clerk's Office is located at 315 W. Elm Street, Lodi, CA 95240.

News from the Second District Court of Appeal

CHANGE IN POLICY RE ELECTRONIC DEVICES IN THE COURTROOM (Effective January 5, 2015)



Laptop computers and electronic tablets may be used in the courtroom, but must be silenced and placed in airplane mode at all times. Such devices may be used by counsel or self-represented litigants only as an aid in presenting oral argument and cannot be used to display demonstrative evidence to the court or for any other purpose. Cellular telephones and other electronic devices are not permitted in the courtroom. No audio or video recording or photography is permitted in the courtroom except in compliance with California Rules of Court. Rule 1.150. Failure to comply with this policy will result in the violator being removed from the courtroom.

Effective October 6, 2014, a brief received by the Second District electronically is deemed the original and "filed" on the date the electronic brief is received. Three paper copies (following the requirements set forth in CRC, rules 8.40 and 8.204 (b)) must be sent to the court.



Submitted by Liz Gideon, CCLS

Please select whether the answer is true or false.

1. _____ A corporation must be formed by more than 1 natural person, partnership, association, or trust. (Corp. Code §§ 200, subd. (a), 200.5, subd. (a).)
2. _____ It is not necessary to name the initial directors of the corporation in the Articles of Incorporation. (Corp. Code § 200, subd. (b).)
3. _____ Persons signing the Articles are called the initial directors.
4. _____ A corporation continues perpetually unless its Articles of Incorporation provide otherwise. (Corp. Code § 200, subd. (c).)
5. _____ There are 3 basic types of corporations – stock corporations, professional corporations, and nonprofit corporations.
6. _____ A Nonprofit Mutual Corporation is a corporation formed for any lawful purpose, but its assets must ultimately be irrevocably dedicated to charitable, religious, or public purposes.
7. _____ A defunct corporation is a corporation which has ceased to function, but has not gone through a formal process to wind up and dissolve.
8. _____ A Nonprofit Public Benefit Corporation is a corporation formed for a charitable purpose. (Corp. Code § 5111)
9. _____ S corporations pay federal income tax on corporate income.
10. _____ Articles are the rules for conducting the internal affairs of the corporation. (Corp. Code § 212, subd. (b).)

Vocabulary

assent	consent
facetious	witty
accede	to comply with; to give one's consent
accept	to take; to receive
disburse	to pay out
infer	to deduce, to guess
illusive	misleading; unreal
phase	a state of development
equitable	just; right
gibe	a sarcastic remark



California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

**CCLS Certifying Board
14403 Leibacher Avenue
Norwalk, CA 90650**

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

Deadline: Application must be received 60 days prior to examination date. A late application *may* be accepted up to 30 days prior to the examination if submitted with a \$30 late fee, in addition to the fees listed below, *if space is available*. Deferral requests must be made no later than 2 weeks prior to the exam.

EXAMINATION FEES*			
	LSI MEMBERS**		Non-LSI MEMBERS
	Registration fee: \$ 25.00		Registration fee: \$ 75.00
	Examination fee: <u>\$ 100.00</u>		Examination fee: <u>\$ 100.00</u>
	Total \$125.00		Total \$175.00

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

* Fees subject to change without notice.

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

*** Include \$30 late fee if applicable.

Name: _____ Last 4 Digits of SSN: _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____ Email: _____

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

Dates: _____ Position: _____

Employer: _____

Address: _____

Supervisor: _____ Phone: _____

Summary of Duties: _____

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

Signature of Applicant: _____ Date: _____

Rev. Mar. 2014

Submitted by Dawn Forgeur, CCLS



Back to Basics: Proofs of Service

Our legal system places a great deal of value upon providing fair notice to each party of anything that will be seen by the judge, or the eventual trier of fact. “It is axiomatic that notice and an opportunity to be heard are the most basic and crucial elements of due process.” *Drobick v. Hathaway*, 160 Cal. App. 3d 913, 922 (1984).

With very few exceptions, everything filed with the court must be served on our opponents. Were a party to submit something to the court, but fail to notify other parties, this would constitute improper ex parte communication with the judge.

What’s more, the court wants verification that this notice has taken place. A proof of service provides evidence in the court file that proper notice was given.

A Cautionary Tale

The above-cited 1984 California case comprises one-stop-shopping as it were for what can go wrong with proofs of service. In *Dobrick v. Hathaway*, 160 Cal. App. 3d 913 (1984), a matter had been arbitrated, with a ruling made in favor of plaintiff. Defendant filed a timely request for trial de novo, and then the trouble began.

Rather than serving notice of the request upon plaintiff’s arbitration counsel, defendant mistakenly served the request upon plaintiff’s previous counsel, and filed a proof of service to that effect with the court. The court unfortunately also notified plaintiff’s previous counsel of the trial setting conference, and therefore plaintiff’s current counsel didn’t show up. The case was dismissed.

Some months later, plaintiff’s counsel investigated why payment of its Arbitration Award was taking so long, and only then learned about the trial de novo request and the subsequent dismissal, which he immediately sought to vacate.

As part of its opposition, defense counsel submitted an affidavit of his legal secretary. In it, she confirmed she served the request for trial de novo on the wrong attorney, but further alleged that when this error came to light 2-3 weeks later, she was instructed to send a copy of the request to plaintiff’s current counsel, and did so.

However – wait for it – she apparently didn’t prepare a proof of service. As evidence of service, her affidavit attached only a copy of her boss’s instruction to mail the document, and her handwritten note that she had complied. The instruction didn’t reference the address to be served.

The matter wound up on appeal, and the appellate court ultimately vacated the dismissal and affirmed the Arbitration Award in favor of plaintiff (Ouch!). And it did so solely on the basis that there was no proof of service of the request for trial de novo on plaintiff’s true counsel, nor any credible evidence that such service had been made.

The court specifically stated that the secretary’s affidavit did not itself qualify as proof of service because of the following defects: it failed to state the address to which notice was allegedly sent; if contained no declaration that the secretary was over 18 and not a party to the action; and it wasn’t timely in any event.

While not all failures to comply with notice and proof of service requirements are this damaging, this case makes clear the importance of understanding and following all procedures for proofs of service in the jurisdictions in which we work.

Contents of a Proof of Service

Proof of service procedures vary a bit from jurisdiction to jurisdiction, and it is important to understand the laws and court rules of our state and venue. However, there are some similarities as to what our proofs must contain when we are serving documents on behalf of our clients.

What is being served. A proof of service will indicate the court in which the action is pending, the name of the case and the case number. It will clearly identify the party serving the document(s), and exactly what is being served.

Who is being served. A proof of service will identify the name of each party or counsel being served, and the address where service is being made.

When service is made. A proof of service documents the date on which service is performed. Service generally must occur on the day the document is being filed with the court, or in the case of items not filed (discovery, for example), on or before the date the document is due.

Who performed the service. All jurisdictions have rules about who is allowed to serve documents. Many jurisdictions require that service be performed by someone over 18, and not party to the action, and standard language in a proof of service will state this. Further, in most jurisdictions the person performing service must supply his/her residence or business address, and must declare or certify the truth of the proof’s contents under penalty of perjury under the laws of the relevant jurisdiction.

(Cont’d on page 33)

How service was made. Service methods allowed also differ, and we need to know which ones are allowed in our jurisdiction. That said, the following service methods are usually allowed for court-filed documents (apart from service of process of the Summons and Complaint, which will have its own, more exacting rules):

- > Hand delivery – by messenger, or anyone but the party.
- > First class mail. Note that as seen in the *Drobick* case, there are often specific procedures to follow when serving by mail.
- > Overnight delivery. Federal rules don't specifically allow for this, but parties may agree to it in writing. See Fed. R. Civ. P. 5 (b)(2)(F). Many state jurisdictions (including California) allow service in this manner.

Electronic delivery by fax or email. In federal court and many state courts (including California), service can be effected by fax or email if the parties have an agreement in place to accept such service.

Conclusion

So you see, providing notice to all parties, and strict compliance with statutory procedures for effecting service are crucially important, and failure to document said notice appropriately by means of a proof of service can have serious consequences for our clients.

This article was originally written by Daphne A. Drescher, CP, and reprinted with permission. Daphne is a virtual litigation paralegal and owner of California-based Drescher ProParalegal. She is also an instructor in the Paralegal Degree Program at Empire College. For more information, visit Daphne's website <http://proparalegal.com> where you can subscribe to the free ProParalegal Newsletter full of litigation practice tips and resources for legal support staff.

Public Notice - Jury Scam Alert

Past or prospective jurors are NEVER contacted by phone regarding failure to serve jury duty. All communication regarding failure to serve jury duty is done via U.S. mail. No court jury staff or Sacramento County Sheriff's staff ask past or prospective jurors to pay a fine or provide financial details including, credit card numbers, bank account, social security numbers or other personal information. Please do not provide this type of information to anyone.

If you receive a telephone call, from someone identifying himself or herself as a court employee or an employee of the Sacramento County Sheriff's Department regarding a failure to appear for jury service, THIS IS A SCAM. DO NOT PROVIDE ANY PERSONAL INFORMATION, OR PAY THEM ANY MONEY!

If you are contacted, please call the Jury Commissioner's office at 916-874-7775.

Council Approves Language Access Plan for the California Courts

Contact: [Blaine Corren](#), 415-865-7740

January 22, 2015



Joint Working Group for California's Language Access Plan members Judge Manuel J. Covarrubias (left)(co-chair), Justice Maria P. Rivera (co-chair), and Judge Steven K. Austin presented the plan to the council.

SACRAMENTO—At its [public meeting on January 22](#), the [Judicial Council](#) approved the adoption of a comprehensive language access plan that provides a consistent statewide approach to ensure language access for all limited English proficient court users in California.

“One of the driving forces behind this plan was our Chief Justice [Tani Cantil-Sakauye] and her mission to ensure equal access to justice for all Californians,” said Justice Maria P. Rivera, co-chair of the [Joint Working Group for California's Language Access Plan](#). “This is a comprehensive, strategic plan that aims to deliver language services in every courthouse in the state and at every point of contact for court users.”

The [Strategic Plan for Language Access in the California Courts](#) is the result of an 18-month effort that included public hearings and a 60-day formal public comment period on a draft of the plan.

“It was critical to be as inclusive and transparent as possible to get information, experience, and views from stakeholders who are involved in the judicial process,” added Judge Manuel J. Covarrubias, co-chair of the working group. “This included interpreters, legal aid attorneys, court users, judicial officers, and educators. We heard many voices expressing the view that language services currently being provided in the courts are far too limited.”

(Cont'd on Page 34)

The language access plan also calls for the immediate formation of an implementation task force, which will recommend and develop ways to carry out the plan in all 58 superior courts. Newly appointed California Supreme Court Associate Justice Mariano-Florentino Cuéllar will chair the task force.

Other items on the meeting agenda included:

Governor's Proposed Budget for Fiscal Year 2015–2016: The council received an update on the Governor's proposed state budget released on January 9. The proposal would add \$180 million in new funding for the judicial branch in FY 2015–2016. The new funding would help courts further recover from the unprecedented \$1.2 billion in budget cuts that began in 2008, which closed 52 courthouses, reduced services statewide, and eroded the public's access to the courts.

Budget Request for More Security Funding: The council approved a [recommendation from its Trial Court Budget Advisory Committee](#) to submit a budget change proposal to the State Department of Finance to increase funding for court-provided security. The proposed budget increase is based on a survey of the 39 trial courts that provide their own security instead of receiving this service from their county's sheriff's offices. The committee estimates those courts need a total of \$2.7 annually to maintain security at FY 2010-2011 levels.

Funds for Court-Appointed Counsel in Dependency Cases: The council approved a [recommendation from its Trial Court Budget Advisory Committee](#) on a process to reallocate a portion of unused funds for dependency court-appointed counsel to courts with greater need for those funds in FY 2014–2015. Although there is a net funding need statewide, within a fiscal year not all courts are able to spend their entire funding allocation because of changing dependency caseloads in counties, contract negotiations, fluctuating needs for conflict counsel, and extraordinary expenses such as expert witnesses.

Council Liaison Reports on Conditions in Individual Superior Courts: The council heard reports from three of its members who visited superior courts in Lake, Mendocino, and San Francisco Counties. The liaison reports highlighted funding challenges faced by those trial courts, which have resulted in closed courtrooms, staffing reductions, and deteriorating courthouses.

An archived audiocast of the entire meeting broken out by topic will be available on the [January 22 council meeting webpage](#) later this week.

Note: The council's business meeting took place in Sacramento because it was preceded by a day of legislative visits at the state Capitol for council members to meet with legislators and their staffs.

- See more at: <http://www.courts.ca.gov/28476.htm#sthash.ieZ9wohS.dpuf>

ATTENTION ECF USERS:



The Board of Judges for the United States Bankruptcy Court, Central District of California, approved new and revised Local Bankruptcy Rules (LBR) forms that were posted and effective December 30, 2014.

The new and revised LBR forms are available on the Court's website

www.cacb.uscourts.gov under the Forms/Local Bankruptcy Rules Forms tab. The online PDF versions of the Court's forms are pdf fillable and can be completed and saved to any computer that has Adobe Acrobat Reader (Adobe Acrobat Reader can be downloaded for free at <http://get.adobe.com/reader> (link is external)).

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Answers to CCLS Quiz:

- | | |
|------|-------|
| 1. F | 6. T |
| 2. T | 7. T |
| 3. F | 8. T |
| 4. T | 9. F |
| 5. F | 10. F |



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

PUBLIC NOTICE
LIMITED ACCESS TO ELECTRONIC DOCUMENTS
IN FAMILY LAW CASES

Effective January 20, 2015, the Superior Court of California, County of Sacramento will expand online access on its Public Case Access site (<https://services.saccourt.ca.gov/PublicCaseAccess>) to include some Family Law documents. Specifically, attorneys and self-represented litigants may set up an account and subscribe to their Family Law cases to access *Findings and Orders After Hearing* as prepared by some departments, and *Reports* prepared by Family Court Services.

Accounts may be established either online or by filing a *Family Law Case Participant Enrollment Form*, along with a copy of your driver license or State Bar Number. To subscribe to a Family Law case, a *Family Law Case Participant Enrollment Form* must be filed with the court for each case. The form will be available on the court's Public Case Access site on January 20, 2015.

Once the court has created your account and/or subscription, you will receive an email notification confirming your registration. Once the subscription has been established, free access will be available for either 72 hours from the time the order is issued or the report is prepared, or from the time the court creates the account/subscription. After 72 hours, a fee to view or download documents will be required.

**Mt. Diablo Legal Professionals Association
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5:30 p.m. to 10 p.m.
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Mt. Diablo Legal Professionals Association is one of 40 statewide chapters of Legal Secretaries, Incorporated (LSI), and received its charter from LSI in 1969. LSI is a nonprofit, mutual benefit corporation which was founded for the purpose of providing continuing education to legal support staff. Educational seminars, legal secretarial training classes, California Certified Legal Secretary (CCLS) Certification, group health, retirement, disability, life and dental plans, credit unions are just some of the services available to LSI members. For more information visit our website at www.mtdiabloipa.info or go to LSI at www.lsi.org

CHAPTER ACHIEVEMENT REPORTING FORM 2014-2015

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. This covers activities from April 1, 2014, through March 31, 2015.

Please complete this form and mail or email it to SLSA's Governor, Lacy Monserrat. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to The Legal Secretary magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam – Test Date: _____. (100 points)
- _____ I passed the CCLS exam – Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2014-2015 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function.
(50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2015. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the Legal Professional's Handbook (LPH). (200 points)
- _____ I purchased the Law Office Procedures Manual (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA
Attn: Lacy A. Monserrat, Governor
Carroll, Burdick & McDonough LLP
980 9th Street, Suite 380
Sacramento, CA 95814
governor@slsa.org

**BENEFITS
LEGAL SECRETARIES INCORPORATED (LSI)**

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

<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com</p> <p>Discount on event tickets, movie tickets, family events, gift cards and more. Member ID: Contact LSI Corporate Office,</p>	<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>
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<p>LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org</p> <p>Open to Anyone Living, Working or Worshiping in Los Angeles County, or Referral From existing Member.</p>	<p>PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603 (800) 632-4699 or (650) 508-0300 www.providentcu.org</p> <p>All LSI Members are Eligible to Join.</p>

QUESTIONS AND CONCERNS, CONTACT:

Jennifer L. Page, CCLS, LSI Vice President
LSI Marketing Committee Coordinator
P.O. Box 150427, San Rafael, CA 94915
Home: (415) 989-1010 ~ Cell: (415) 710-3402 ~ jlpage@ix.netcom.com

6th ANNUAL LEGAL TRIVIA THROWDOWN



Saturday, March 28, 2015
11:00 AM to 2:00 PM



Game Show Host:
Santa Clara County Legal Professionals Association

<p>Legal Procedures \$200</p>	<p>Fun Legal Facts \$400</p>	<p>In the News \$800</p>
<p>Location: Flames Eatery & Bar 88 S. Fourth Street San Jose, CA 95112 (408) 971-1960</p> <p>Flames is located on the corner of 4th St. and E. San Fernando St. across from the Martin Luther King Library with validated parking at the 4th Street parking garage.</p> <p>Cost: \$25/per person (includes validated parking)</p>	<p>Menu:</p> <p>Thick French Toast served with choice of ham, bacon or sausage</p> <p>Veggie Scramble (assorted fresh vegetables, scrambled eggs and cheddar cheese, topped with homemade zesty salsa and served with hashbrowns and choice of toast</p> <p>Chicken Caesar Salad (Flames' traditional recipe with croutons, parmesan cheese and Caesar dressing)</p>	<p>Please make checks payable to "SCCoLPA."</p> <p>RSVP by March 20, 2015 to Cherry Battaglia, Brewster.c@sbcglobal.net or (408) 891-6129.</p> <p>OR register and pay via PayPal/credit card at http://www.sccolpa.org. No-shows will be charged for their meal.</p>

MCLE/CCLS credit will be offered at this event in the amount of 1.0 hour(s). The event is a helpful refresher for those in your association who are studying for the CCLS exam or taking it in the near future. Santa Clara County Legal Professionals Association certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education





Chapter Achievement Points (CAPs)

Submitted by Lacy Monserrat, CCLS

We're in the countdown! Only a couple more months before we turn in all the Chapter Achievement Points for 2014-2015 — can you believe it?! Are you planning on sitting for the California Certified Legal Secretary examination? If so, give me a buzz and I'll give it to Excel for lunch (i.e., add it to the spreadsheet for CAPS points ;). If you sit for the exam, SLSA will receive 100 points, and passing the exam yields the association 200 points!

LSI CODE OF ETHICS

“It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules, and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.”



Dedicated to LSI Past President Joan M. Moore, PLS, CCLS



SLSA Mission Statement

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.



Submitted by Corene Rodder

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

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

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

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Employment Report

Submitted by Jaymie Moralez

This free benefit offered by SLSA 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 association act as an employment agency.

Employers desiring/needing to place an advertisement for employment on SLSA's website may view the "Employment Opportunities" page on this website and format the advertisement like those already posted. Employers will also 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. Advertisements for employment are usually posted as soon as possible.

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

Legal Database Support/Public Inquiry Coordinator. Pacific Legal Foundation has an immediate opening for a Legal Database Support-Public Inquiry Coordinator. Please go to www.slsa.org, and click on Employment tab for link to full position description and how to apply.

Part-Time Litigation Secretary. Donahue Davies LLP, a well-established Folsom area 12 attorney Insurance Defense/Litigation Firm is seeking an experienced and knowledgeable litigation secretary who is organized, detail-oriented, professional, able to efficiently multi-task and has proven experience working with managing partner plus two attorneys. Qualifications include: 5 + years current experience in insurance/litigation defense, excellent communication skills, advanced skills in MS Word, Outlook, and Excel. Current knowledge of state and federal court rules is mandatory as well as efficiency in an automated calendaring program. The firm offers competitive salary and benefits. Please include salary requirements when submitting cover letter, resume, and professional references to: cdavis@donahuedavies.com.

Litigation Paralegal – Roseville. Plaintiff's Civil litigation firm is looking for a full time Litigation Paralegal with two years of prior litigation experience. In depth knowledge of California Court procedures, document filing, and local rules is required. Applicant must be able to maintain an Electronic Litigation Calendar, draft correspondence, pleadings, motions and discovery and assist with trial preparation. This position requires a wide range of administrative and communication skills as well as practical legal skills; excellent communication skills in person, on the phone, and in writing; competency in word processing, databases and email, ability to organize, monitor, and track numerous ongoing and one-time activities; strong attention to detail; initiative and the ability to problem solve; discretion in handling and communicating confidential information. Applicant must be very computer literate including Microsoft Office and Adobe Acrobat. Bachelor's Degree and California Notary Public a plus. We offer medical benefits and sick/vacation time after a probationary period. Salary is depending on experience. Please provide cover letter, resume, and salary history/requirements to Brianna Smith at lawjobs20@gmail.com.

Legal Assistant. Preeminent, boutique law firm in Sacramento specializing in natural resources and energy law is seeking a motivated and well-organized legal assistant to join our team. Minimum requirements include 7+ years experience in transactional work, strong familiarity with all aspects of litigation (state and federal), attention to detail, excellent client service skills, demonstrated verbal and written communication abilities, desire to work in a team-oriented environment, and proficiency in Word, Excel, and PowerPoint. Additional experience in dealing with regulatory agencies, including the California Energy Commission and California Public Utilities Commission, is desired but not required. Full benefits and competitive salary (DOE) included. This is a full-time position. Please send a cover letter, resume, and letters of recommendation to Josh Baker at jbaker@daycartermurphy.com.

Typist. Position for part-time, temporary typist for a small Sacramento law firm immediately available. Skills: typing 70 wpm, computer knowledge, Excel, Word, EAMS (Workers' Compensation Appeals Board), word processing, grammatical skills, proofreading, transcription, communication skills, taking instructions accurately, good attendance, pleasant personality, education – business college, A.A. or B.A. degree, some workers' compensation experience. Please submit your cover letter and resume in PDF format to smallory@wmlarochelaw.com.

(Cont'd on Page 43)

Employment Report (Cont'd from Page 42)

Legal Secretary/Legal Assistant. North Natomas law firm seeks an experienced legal secretary/legal assistant. Candidate will be responsible for assisting attorneys and paralegal with case management duties as well as administrative and secretarial tasks. This may include but are not limited to answering phones, filing, client phone calls, scheduling, calendar management, traveling to client homes, preparing documents for filing. Candidate must be proficient in Microsoft Word, Excel, Outlook, Adobe Acrobat, and Abacus. Must have reliable transportation and be able to travel to various locations around the Sacramento area. Must be able to multi-task, be professional, organized and work well with clients and coworkers. Salary and hours depend on experience. Please send resume and cover letter with salary requested to selah@norcallawfirm.com.

Paralegal – Environmental Law and Litigation. Somach Simmons & Dunn, a mid-size environmental law firm, seeks a paralegal with at least 5 years' litigation experience that includes case management and trial preparation. This individual will work closely with attorneys and other paralegals handling cases in their day-to-day and pre-trial management. Essential functions include: Gather, organize, summarize, and index documents from various sources. Draft correspondence, pleadings, discovery, motions, subpoenas, client reports, and other related documents. Cite check and shepardize pleadings. Review and analyze discovery productions. Accurately maintain and update data to detailed client and case-specific databases. Assist attorneys in discovery preparation and implementation, and preparation for hearings and trials. Be able to analyze and accurately interpret court procedures and rules, and have a knowledge of federal and state court deadlines.

Requirements: A minimum 5 years of litigation/case management paralegal experience with either a four-year degree or paralegal certificate. Ability to efficiently gather, maintain, and organize information and voluminous documents. Ability to analyze, categorize, and accurately summarize documents in an efficient manner. Organizational skills to work independently and meet deadlines. Time management skills to handle multiple tasks accurately. Must be computer literate and proficient on Word, Excel, and PowerPoint; experience with Lexis and Concordance is a plus. Must be detail oriented and have ability to work in a fast-paced environment. Team player attitude is essential. We are looking for someone who can work independently and anticipate the needs of the client and the attorney who handles them. This is a great opportunity for a self-starter who likes to work closely with attorneys providing excellent client service.

May consider less than full-time employment for the right candidate.

Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Insurance benefits are 100% employer paid for both the employee and their dependents. Interested candidates should send their resume with cover letter including salary requirements to info@somachlaw.com or Somach Simmons & Dunn, Attn: Human Resources, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please).

Somach Simmons & Dunn is committed to being an equal opportunity employer and in providing a work environment free of discrimination, harassment, and retaliation. The firm does not unlawfully discriminate based upon race, color, religion, sex, sexual orientation, national origin, citizenship, age, marital status, genetic information, medical condition, physical or mental disability, pregnancy, veteran status, all other characteristics proscribed by law, and discrimination on the basis of gender identity are strictly prohibited.



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55	San Fernando Valley	LSA	0		27	27
84	San Francisco	LPA	19	2	70	91
41	San Gabriel Valley	LSA	7		25	32
72	San Mateo County	LSA	5		43	48
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