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Sacramento Legal Secretaries Association



January Event(s)

- **January Day in Court – January 19.** This event will be held at the Hilton-Sacramento Arden West, 2200 Harvard Street, Sacramento. You can register online through our website or contact Maimie Chyinski at reservations@slsa.org. *See page 16.*

Mission Statement

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

NON-MEMBERS ARE WELCOME!



President's Report

by Dawn Forgeur, CCLS



Welcome to 2012! I spent my New Year's on the coast in Monterey and had a wonderful time listening to the ocean while ringing in the new year – I hope your New Year's was just as fabulous!

In December, we had another successful Mock Trial and Ornament Exchange. If you missed it, Astrid Watterson, CCLS, put together the cast and props for this year's Mock Trial and did an awesome job! The bailiff's Christmas list was appropriately long and the polar bear guards were very scary – look for a more detailed article in this bulletin! Thank you to John Baldwin, who wrote the script for this year's mock trial. It was great that John was able to attend our mock trial so he could see his play come to life.

On December 8, the Charitable Projects Committee and several members of the Executive Board went to the Shriners Hospital to donate the Pillow Pets on behalf of SLSA. Also during the month of December, the Charitable Projects Committee collected items for the Holiday Stockings for the Loaves & Fish-

es guests, and a few of us met to put together 14 stockings, with extra items left over to donate! Thank you to the law firms and SLSA members who donated items. We even had one law firm put together four stockings of their own to donate! The Committee will have a more detailed article regarding their projects in February's bulletin.

This month, the Nominations and Elections Committee will be mailing out to all of the members a letter regarding nominations along with a description of officers and delegates positions and a Nomination Form. This association is run by volunteers, and we would like to see your name on the ballot! If you have any questions about any of the positions, you are always free to e-

mail me or one of the other board members.

Finally, our State Day in Court event is scheduled for January 19, 2012, at the Arden Hilton. The registration form can be found in this bulletin or you can register online at www.slsa.org. We have several courts attending this year, Sacramento Superior, Stanislaus Superior, San Joaquin Superior, Placer County Superior, Third District Court of Appeals, and El Dorado Superior. If you have any questions that you would like to submit to these courts beforehand, you may email Rebecca Lerma at rmlerma@stoel.com.

“ Thank you to the law firms and SLSA members who donated items. ~Dawn Forgeur, CCLS ”





Membership Chair Report

by Lynne Gomes

Membership Chair Report (by Lynne Gomes)



Congratulations, SLSA!!! We came in 2nd place in the “LSI -- Experience It” Membership Drive contest!

Thanks for spreading the word about SLSA and LSI!!

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

Good Luck

Best wishes and good luck to Stephanie Hosey, who is relocating to Oregon. We will miss you!!

Condolences

Our condolences go out to Lynne Gomes on the passing of her brother. Please keep Lynne and her family in your thoughts and prayers.

Our LSI sister-in-law: Barbara Barregar of Orange County LSA for the passing of her father.

Our LSI brother-in-law: Rod Cardinale Jr. of Santa Clara LPA for the passing of his father.

CHANGES?? UPDATES??

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

Chapter Achievement Points

Remember to help SLSA collect Chapter Achievement Points by filling out the CAPs Form in this bulletin or by just sending a quick email to governor@slsa.org!

Did you purchase a Law Office Procedures Manual or a Legal Professional’s Handbook this year (100 points), or receive any updates for the books you already own (50 points) – then you have earned SLSA points!

Have you attended another association’s monthly meeting? Let us know what date and which association and you have just earned SLSA 50 CAPs!

Did you renew your CCLS certification this past October? Well that’s worth 50 points!

Employment Report/Positions Available

by Jaymie Morales

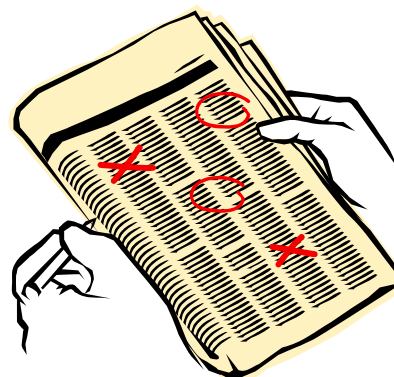
This free benefit provides the legal community with a place to post job openings for all categories of job positions. SLSA assists in every possible manner to procure employment for members of this association, and cooperates with attorneys in filling positions in law offices, but in no event does this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

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

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

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

- **(1/4/12) Paralegal/Legal Secretary** Immediate need for seasoned Paralegal/Legal Secretary in the Sacramento area. Boutique law firm specializing in Civil Litigation looking for Paralegal/Legal Secretary with a minimum of 5+ years as a Paralegal/Legal Secretary. Litigation and some Transactional work. There are 10 attorneys total over 3 offices. Position to be based out of Sacramento with occasional travel to Stockton Office; needs a self starter, someone who does not leave anything imperfect or incorrect. The cases are very interesting and there is a lot to do - never a dull moment. Base pay 40 - 50K with bonuses. Potential 60 - 80K with bonus. No gaps in employment. Prefers someone currently employed and looking to make a change. Email resume directly to: ihamilton@appleone.com.
- **(11/16/11) Experienced Legal Secretary** - Probate Court - Small firm on University Ave. has an immediate need for a Legal Secretary experienced in matters under the probate court, especially probates, conservatorships and guardianships. The ideal candidate will have a professional and pleasant demeanor to interact with clients. This person needs strong organizational skills and the ability to maintain focus while multi-tasking, as well as the ability to assess, revise and balance priorities. Excellent oral and written communication skills, and the ability to proofread and format legal documents are required. Strong attention to detail is an important quality, especially the ability to calendar and track all deadlines and court hearings with a tickler system, prepare complete court filings for the runner and serve POS and NOH as needed. Please email cover letter and resume to HLOPC.HR@gmail.com.
- **(11/16/11) Legal Secretary** Our confidential client in Sacramento has an immediate opening for a highly-skilled and ambitious medical malpractice legal secretary for a contract position, with the potential to become full-time. This position involves reviewing and summarizing medical records; reviewing/propounding discovery; summarizing depositions; working with experts and handling research/writing. Legal secretaries applying for this opportunity must have a minimum of 1 year of experience with medical malpractice litigation. Candidates with these qualifications should email their resumes to Maria C. Afan at maria.afan@roberthalflegal.com for immediate consideration.



Parliamentarian's Corner

By Astrid Watterson, CCLS

Six Steps to Effectively Preside Over A Meeting According to Robert's Rules



A new year is upon us! Next month SLSA members will once again need to start thinking about elections and possibly stepping out of the proverbial "box" and perhaps volunteer at an event or two. I thought it would be good to remind everyone of a few helpful hints if you are thinking about running for office, especially that of the President, you may want to take note of the following suggested steps for effectively presiding over a meeting.

According to Robert's Rules of Order, there are six steps that are especially helpful to the presiding officer:

1. Memorize constantly used procedures;
2. Make sure that everyone knows what is being debated and voted on;
3. Learn how to conduct voting;
4. Know the steps or the order of business used in the association;
5. Learn how to handle points of order and appeals; and
6. Know more about parliamentary procedure than the ordinary member.

As a past president of the association, I'd like to add to Robert's list with the following items:

7. Read, re-read, and re-read again SLSA's Bylaws;
8. Take note of SLSA's historical procedures and understand their significance; and
9. Work closely with your Board, especially with your parliamentarian and secretary;

Memorizing procedures that are routine, such as the motion to approve the general

minutes, board minutes, and treasurer's reports are extremely helpful. Understanding the limits of the executive board and the power of the general membership is extremely important and should be a familiar notion to the presiding officer. In my opinion, the second item on the list should really be the first. The presiding officer should keep the members in mind every time an action is being considered. Make sure that your members understand (without trying to sway the vote) what is being voted on, what is being considered, and most of all what possible effects it may have. When a motion becomes amended or another secondary motion is in play, it can be easy to get lost and some members may no longer understand that they are now voting to amend the motion and not actually on the main motion. It is up to the presiding officer to explain these procedures to the members so that they understand what is being voted on.

For those considering becoming more involved in the association, I encourage you to ask questions, send the executive board members an e-mail and ask them about their job duties and what is involved. The association is run by volunteers. It cannot survive without them. If you don't wish to run for an office, but have time to help out with an event or two, let the current Board know so that they are aware.

I hope that you all had a wonderful holiday season and a great new year's celebration. If you have any questions regarding parliamentary procedure, you can e-mail me at awatterson@somachlaw.com.

“I encourage you to ask questions, send the executive board members an e-mail and ask them about their job duties.”
~Astrid Watterson,
CCLS

Of Note



As of January 22, the US Postal Service will increase the cost of a regular US postage stamp will increase from 44 cents to 45 cents.

El Dorado Superior Court now accepts fax filing through Official Payments.

Stanislaus Superior Court's hours are 8:00 a.m.—3:00 p.m.

Law Office Products/Management

by Corene Rodder

Copier and Printer Maintenance

I was surprised how much time and money could be saved by following the tips below or having a good service contract on your office's copier or printer. Many things are explained in the owner's manual or taken care of by our office services department. However, many times when I was working after hours or if I was in a smaller office without the benefit of a service contract, the paper jam, the streaks, or the low toner was something that fell within the scope of my duties. Keeping in mind, for a professional cleaning and recharging, special equipment must be used to contain the fine toner dust. Below are some tips that I found useful until help arrives. However, I would always refer to your owner's manual or follow the advice of your service contract provider.

Clearing Paper Jams

Clearing paper jams can cause toner dust to accumulate in your machine. If the paper jams before it reaches the printer's fuser roller (the hot roller near the exit of the paper path) toner dust will be lying on the page in the shape of the image to be printed, but it has not yet been fused to the paper. The fuser roller has not yet melted the toner to the page. It is important to understand this when clearing paper jams. First fold the paper so the print is inside the fold. Without folding the paper, some of the toner will fall from the paper into your machine. If the toner falls on your charge wire or charge roller, streaking will occur. If paper has not yet begun to exit the printer, pull toward the inside of the machine. If paper has just begun to feed, and has picked up print, and you pull it back through the feed rollers, the loose toner on the paper will get on the rollers. This could make additional copies come out dirty.

Glass

The glass copy board on your copier should be cleaned with window cleaner to prevent marks on your paper. If there are dirt particles or debris of any kind on the glass, it will surely show up on your paper. Do not forget to make sure that the liquid paper is dry

before setting the paper on the glass. Do we still use that?

Toner Cartridge

Most of the newer machines have toner cartridges that do not require any maintenance. Sometimes you can get a few more "good" copies and/or prints by taking the toner cartridge out and gently rocking it back and forth a few times to redistribute the toner that is left in the cartridge. Normally doing this once or so does not damage the cartridge. Be aware that if this is repeated several times it can damage internal parts of the cartridge and sometimes render the cartridge unable to be recharged.

Density Setting

To optimize your toner page count, remember, "the darker the print, the more toner you are using, and the faster your cartridge will run out." The page count rating by the manufacturer of your toner cartridge is rated at 5 percent page coverage. This means optimized print density, double spaced text only, and letter sized paper. If you single space your text, you double the page coverage and cut your rating in half. Using graphics uses tremendous amounts of toner, and you may get as little as 1/4 of the actual rating if you print pictures and lots of bold print. On copiers, if you are copying from a colored paper, and the color from the paper creates a hazy background on your copy, that haze is toner being used and will minimize your page count. Some copiers have an automatic exposure, which automatically optimizes toner usage.

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

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

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

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

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

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

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

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

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

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

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

How did you hear about SLSA? _____

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

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

Benefit Highlights

by Jennifer Chastain

Working Advantage Spotlight

Happy New Year! Time for getting organized and making resolutions for a better you! Check out these great deals and save money while bringing in the new year! You can email me at chastain.j@gmail.com to get LSI's member number to take advantage of these discounts. This is just a sampling of what is offered!

Staples Free delivery on orders of \$50 or more

24 Hour Fitness Membership deals, 10% off \$50+

Sports Authority 10% off your order

Walgreens \$15 off stop smoking aids, 15% off diet/fitness, \$15 off vitamins, Free shipping on \$25+

Disney Store Up to 75% off

Shoes.com 15% off + always free shipping

SpaFinder.com 5% off + Free Shipping

Target.com \$5 off \$50+, After Christmas Clearance, Free shipping on \$50+



CCLS Quiz

by Jennifer Estabrook, CCLS

Choose the correct meaning:

- Ingenuous
 - Clever
 - Naïve
 - Pretending to be naïve
- Factitious
 - Witty
 - Imaginary
 - Artificial
- Assent
 - Act of rising
 - Consent
 - Stress in speech or writing
- Allusion
 - An unreal vision
 - An adroit escape
 - An indirect reference
- Site
 - A place
 - A view, a vision
 - To quote or summon

Choose the correct spelling:

- Comparison
 - Comperison
 - Comparision
- Incidently
 - Incedentally
 - Incidentally
- Preceeding
 - Precededing
 - Preceding
- Leisure
 - Leasure
 - Licsure
- Privelege
 - Privilege
 - Privilige

Vendor Spotlight

December Regular Dinner: Atkinson-Baker Court Reporters

by Lynne Gomes

Atkinson-Baker Court Reporters is SLSA's Vendor of the Month. Wendy Lannoye brought lots of holiday spirit to our December Mock Trial meeting, and shared with us some of the company's history and services.

Founded in 1987, Atkinson-Baker is dedicated to providing the most efficient and comprehensive service for all court reporting needs. Atkinson-Baker utilizes its experience and skill in the court reporting industry, along with the latest technology to achieve the highest quality litigation support and provide the finest court reporters nationwide. Their services include:

- On-time, Accurate Court Reporters for Local and Out of Town Depositions

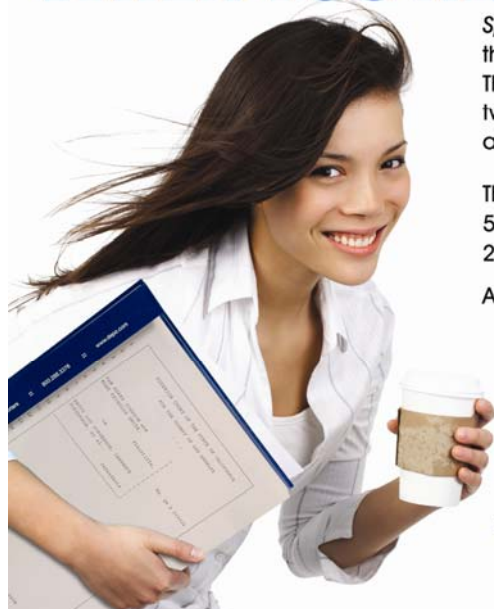
- Personalized Service
- Conference Rooms
- Online Document Depository
- Case Management
- Real-time Court Reporting
- Videographers
- Mobile Transcripts
- Transcripts and Exhibits on CD
- 24-hour, Last Minute Scheduling
- Reliable Reminders
- Fast Transcript Turn-Around/Quality Control
- Interpreters
- Process Servers
- Case Share
- Teleconferencing
- Archived Transcripts Search Engine
- E-Transcripts
- Nationwide and World-wide Coverage

Please contact Wendy Lannoye at **1-800-288-3376, EXT 4101**, or via e-mail at wlannoye@depo.com for more information.

Thank you very much, Wendy, and all the folks at Atkinson-Baker, for being our Vendor of the Month!

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

WHEN YOU NEED IT **FAST!**



Speed and Accuracy are not just words to us, they are the heart and soul of what we do. They are the very foundation of Atkinson-Baker's two decades of lightning fast service and 100% accurate transcripts.

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

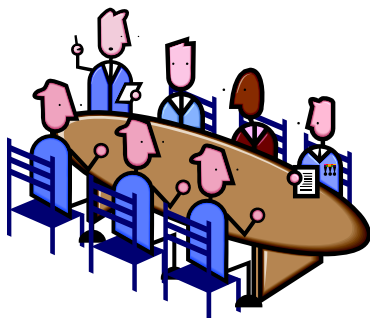
And we do it all at great rates.

**Call now to schedule a court reporter.
800-288-3376**



Governor's Report

by Dawn Forgeur, CCLS



Members, as you know, at the November quarterly conference, LSI had a motion come before it to change the name of the corporation to California Legal Professionals, Inc. At this conference, there was also a motion to appoint an ad hoc committee to investigate the issues related to this name change and to recommend an appropriate marketing consultant. Early in December, the Governors were notified by LSI that the ad hoc committee members would be:

- Chair: Christa Davis, LSI Executive Advisor
- Member: Rachel Malerbi, Placer County LPA
- Member: Heather Nowak, Orange County LSA
- Member: Kristi Edwards, CCLS, Marin County LPA
- Member: Laurelyn Bergfeld, CCLS, San Fernando Valley LSA

A report of this ad hoc committee is to be provided to the Governors prior to the February quarterly conference. The Executive Board will be able to

share with you the ad hoc committee's report and recommendations at the February meeting, along with any motions that we receive notice of.

LSI's February Quarterly Conference will be held February 24-26, 2012, at the Hilton Hotel in Concord. You can attend all days of the conference for \$107 (paying before January 28) or you can choose to drive out for the day, and those individual prices are listed on the registration form that can be found in this bulletin or there are links on our website. You can always come and participate or just observe the business portion of the meeting, where I'm sure there will be lively discussions regarding the potential name change of the corporation.

The Legal Specialization Seminars are \$10 with advanced reservations for SLSA members. Probate/Estate Planning: Estate Planning Issues and Timely Topics for our Aging Population. Civil Litigation: Trial Preparation. Transactional Law: Bankruptcy and The Road to Recovery. Family Law Maneuvering Through Watts & Epstein Credits. Law

Office Administration and Criminal Law seminars are still to be announced. These seminars are good for 1.25 hours of MCLE and CCLS credit!

There will also be a CCLS Workshop that will cost \$5 for SLSA members. The topic will be tips and tricks to passing the Ability to Communicate Effectively portion of the CCLS exam.



CHANGE OF ADDRESS:

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



CHAPTER ACHIEVEMENT REPORTING FORM

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

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I belong to an LSI-sponsored credit union. (100 points)
- _____ I am insured through an LSI plan. (100 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam - Test Date: _____. (100 points)
- _____ I passed the CCLS exam - Test Date: _____. (200 points)
- _____ I submitted questions to LSI for use on the CCLS Mock exam.
How many? _____. (25 points per question)
- _____ I recertified as a CCLS during the 2011-2012 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2012. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I attended a Legal Specialization Section Regional Seminar. (75 points)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH) between April 1, 2011, and
March 31, 2012. (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM) between April 1, 2011,
and March 31, 2012. (200 points)
- _____ I purchased updates to the LPH between April 1, 2011, and March 31, 2012. (100 points)
- _____ I purchased updates to the LOPM between April 1, 2011, and March 31, 2012. (100 points)

Name: _____ Email: _____

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

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



LET THE GAMES BEGIN!
 WITH
MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION
 FEBRUARY 24, 25, & 26, 2012
 LSI QUARTERLY CONFERENCE
 HILTON HOTEL
 CONCORD, CALIFORNIA

CONFERENCE REGISTRATION FORM

NAME (ON BADGE): _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____
 E-MAIL ADDRESS: _____
 LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)

PLEASE CHECK IF APPLICABLE AND INCLUDE TITLE: PLEASE CHECK IF YOU ARE:
 STATE OFFICER _____ GOVERNOR CCLS PLS
 STATE CHAIRMAN _____

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

	<u>BY CHECK</u>	<u>BY PAYPAL*</u>	
POSTMARKED ON OR BEFORE JANUARY 28, 2012	\$107.00	\$111.50	\$ _____
POSTMARKED JANUARY 29, 2012 OR LATER	\$117.00	\$121.90	\$ _____

INDIVIDUAL TICKETS

REGISTRATION BY JANUARY 28, 2012	_____ @	\$15.00	\$15.70	\$ _____
REGISTRATION JANUARY 29, 2012 OR LATER	_____ @	\$25.00	\$26.00	\$ _____
WELCOME RECEPTION (FRIDAY)	_____ @	\$20.00	\$20.90	\$ _____
GOVERNOR’S LUNCHEON (SATURDAY)	_____ @	\$33.00	\$34.40	\$ _____
PRESIDENT’S LUNCHEON (SATURDAY)	_____ @	\$33.00	\$34.40	\$ _____
MEMBERSHIP LUNCHEON (SATURDAY)	_____ @	\$33.00	\$34.40	\$ _____
SATURDAY NIGHT BANQUET	_____ @	\$51.00	\$53.15	\$ _____
SUNDAY BRUNCH	_____ @	\$27.00	\$28.15	\$ _____
TOTAL AMOUNT PAID				\$ _____

CHECK ALL THAT APPLY:

_____ VEGETARIAN MEAL(S) REQUESTED
 _____ FOOD ALLERGIES: _____

PLEASE MAKE CHECKS PAYABLE TO: MDLPA

MAIL TO: DIANA DEMPSEY, CCLS
 5356 Alonzo Road
 Vacaville, CA 95687

*TO PAY BY PAYPAL, VISIT OUR WEBSITE:
WWW.MTDIABLOLPA.INFO AND FOLLOW THE LINK
 TO “PAYPAL.” Payment by PayPal includes
 a transaction fee.

FOR GENERAL INFORMATION CONTACT:

REGISTRATION CHAIR – DIANA DEMPSEY, CCLS, (925) 783-9085 – diana@mtdiablolpa.info
 OR CONFERENCE CHAIR – MARIA BISHOP, CCLS, (925) 284-7788 – maria@mtdiablolpa.info

NO REFUNDS AFTER JANUARY 28, 2012



LET THE GAMES BEGIN!
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MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION
FEBRUARY 24, 25 & 26, 2012
LSI QUARTERLY CONFERENCE
HILTON HOTEL
CONCORD, CALIFORNIA

HOTEL REGISTRATION INFORMATION

HILTON CONCORD HOTEL
1970 DIAMOND BOULEVARD
CONCORD, CA 94520
(925) 827-2000

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)

ROOM RATES: Single: \$99.00 Triple: \$109.00
 Double: \$99.00 Quad: \$119.00
 Rollaway: \$15.00

TAX: 10% OTHER CHARGES: \$.10/per night tourism fee

To make reservations (by telephone or online):

http://www.hilton.com/en/hi/groups/personalized/C/CONCIHF-LSI-20120220/index.jhtml?WT.mc_id=POG

Group Name: Legal Secretaries, Inc.
Group Code: LSI
Phone Number: (925) 827-2000

FOR GENERAL INFORMATION CONTACT:

REGISTRATION CHAIR – DIANA DEMPSEY, CCLS, (925) 783-9085 – diana@mtdiabloipa.info
OR
CONFERENCE CHAIR – MARIA BISHOP, CCLS, (925) 284-7788 – maria@mtdiabloipa.info

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HOTEL REGISTRATION DUE BY FEBRUARY 9, 2012



Sacramento Legal Secretaries Association

A Member of Legal Secretaries, Incorporated

Proudly Presents

COURT UPDATES 2012

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

EXHIBITORS!!!

DOOR PRIZES!!!

THURSDAY, JANUARY 19, 2012

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

Dinner: 6:15 p.m.

Cost: \$38 (seating is limited)

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

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

Speakers: Court Clerks/Executive Officers from numerous counties.

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

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

Please Mail Registration With Your Check

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

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

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

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

**Make Check Payable to:
SLSA**

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

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

<http://www.slsa.org>





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

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

Question(s) for the Court: _____

Name (optional): _____ Email (optional): _____

Legal Procedures: Court Updates

Submitted by Molly Mahoney and Stevie Garcia

SUPERIOR COURT OF CALIFORNIA

County of Sacramento

Civil

Civil Trial Readiness Notification (12/2/11)

Effective for any Long Cause Civil Trial dates after 1/1/2012, Counsel shall notify the court of their readiness to begin their civil trial. Notification shall be made electronically by accessing the [Civil Trial Readiness Notification](#) page. Upon accessing the notification page, counsel shall provide information as to the status of the case. Notification shall be made 3 to 10 court days before the trial date. Therefore, the noted form will be accessible on 12/16/11 for long cause trial dates beginning on 1/3/12.

Source: <http://www.saccourt.ca.gov/general/operations-changes/operations-changes.aspx>;

Legal Procedures Cont...

SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

400 McAllister Street, Room 205
San Francisco, CA 94102-4512
Phone: 415-551-4000
FAX: 415-551-5712



T. MICHAEL YUEN
COURT EXECUTIVE OFFICER

NOTICE OF NEW FEES FOR OFF-SITE RETRIEVAL AND COURT FORMS

Effective January 1, 2012, requests for retrieval of court records housed off-site and court forms will be subject to a fee pursuant to Local Rule 2.9

3-Day Standard Retrieval per case number.....\$12

PLEASE NOTE: All requests that exceed court limits are subject to prior approval and come with additional fees. Each request is limited to one case number and is not to exceed a limit of five indexed units. Expedited requests are subject to availability and granted at the discretion of court management.

Form/Packet Name	Fee
Small Claims Packet	\$8.50
Name Change Packet	\$5.00
Name & Gender Change Packet	\$5.00
Individual Forms (per page)	\$0.50
Excludes ADR Packets, Fee Waiver ("FW"), Domestic Violence ("DV"), Workplace Violence ("WV"), and Civil Harassment ("CH") forms.	

**** Local Rule 2.9: Fees For Certain Court Services or Products.** Pursuant to CRC 10.815, the Court may charge a reasonable fee not to exceed the Court's cost of providing the following products and services: forms, information materials, publications, off-site retrieval and return of documents to the off-site storage facility, and postage. These fees shall be published in the Court's fee schedule.

New Changes at the United States Bankruptcy Court, Northern District of California

by Michelle Chavez, CCLS

I attended training CM/ECF Upgrade to Version 4.1 and 4.2. in the San Francisco office and found out there all kinds of changes coming up in the Northern District. Here are excerpts from a few of those changes. You can find a complete list at the Bankruptcy Court's website at: www.canb.uscourts.gov/ecf/reference/whats-new-ecf.

The class was also reminded that: an increase in the electronic public access fee, from \$.08 to \$.10 per page, will take effect on April 1, 2012. Local, state, and federal government agencies will be exempted from the increase for three years. Moreover, PACER users who do not accrue charges of more than \$15 in a quarterly billing cycle would not be charged a fee.

Effective November 1, 2011, bankruptcy fees have changed.

Bankruptcy CM/ECF Version 4.1 / 4.2 Changes:

All CM/ECF passwords must be a minimum of 8 characters, and must include both upper and lower case alphabetic characters and at least one digit or special character [e.g., 0-9,@,#,\$,%,&,*!,+,:]. The first time you login after the court has implemented version 4.2, a message will be displayed asking

you to change your password to meet the new standards.

Claim Form B10:

The Proof of Claim entry screen text and formatting have been modified to match the B10 form. Unsecured amounts will not be listed on any new claims entered. The only fields that will accept data and be available for reporting are: *Amount Claimed, Amount Secured, and Amount Priority*. Existing claims will be converted, and unknown and unsecured amounts will appear in those records if they already existed. Additionally, the amount claimed totals are no longer calculated. Instead, the "Amount claimed" fields constitute the totals of the various amounts claimed. The "File another claim" hyperlink has been moved to the top of the Proof of Claim receipt for easier access.

New Rule 3002.1 requirements, which address certain claims in chapter 13 cases, go into effect on December 1, 2011. To comply with the rule, CM/ECF has been modified to allow a creditor to file three new events. Creditors must file three new events as **supplements** to the claim with a Certificate of Service to the Debtor (s), Debtor(s) Attorney and the Trustee.

Additional New Events have been added in support of the new process: 1) Motion to Determine Mortgage Fees and Expenses; 2) Motion to Determine Final Cure and Mortgage Payment; and 3) Notice of Final Cure Mortgage Payment.

Cases Report

The Cases Report now provides additional information. This report can be created by attorney name or Bar ID and is now limited to a range of 31 days.

A new "View Document" link has been added to the Query menu to allow users to enter a document number in the case currently being viewed and view the document directly. If multiple documents are associated with a document number, the Document Selection Menu appears so the user can select the desired document. The user is limited to entering one document number at a time.

Adversary Case Opening:

Attorneys no longer have to add themselves as filers. The filing attorney is automatically associated with the plaintiff.

Track Installment Payments Due:

For new cases opened after version 4.2, the outstanding



LEGAL SPECIALIZATION SECTION SEMINARS
3rd Quarterly Conference – February 24-26, 2012 – Hilton Concord
Host: Mt. Diablo LPA

REGISTRATION FORM - DEADLINE IS FRIDAY, February 17, 2012

Registration **MUST** be **RECEIVED** by each Section Leader **on or before the deadline.**

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

Mail, Fax or E-Mail a copy of this form to **each** corresponding Section Leader.

Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"



LSI SECTION MEMBER:
 Free with Advanced Reservations
 \$5.00 at the Door/After Deadline
 Handout Only: \$5.00

LSI NON-SECTION MEMBER:
 \$10.00 with Advanced Reservation
 \$15.00 at the Door/After Deadline
 Handout Only: \$10.00

NON-LSI MEMBER:
 \$15.00 with Advanced Reservation
 \$20.00 at the Door/After Deadline
 Handout Only: \$15.00

Friday, February 24, 2012 -- 7:30 p.m. to 9:00 p.m.

PROBATE/ESTATE PLANNING:

Topic: **Estate Planning Issues and Timely Topics for our Aging Population**

Speaker: Virginia M. George, Esq.

- I will attend Section Member Non-Section Member
 Non-LSI Member Handout Only

Send to: Linda Moore, CCLS, Probate/Estate Planning Section Leader
 c/o Stutz Artiano Shinoff & Holtz, APC
 2488 Historic Decatur Rd., Ste. 200, San Diego, CA 92106
 (O) 619-232-3122 ext. 404 (F) 619-232-3264
 Email: lmoore@stutzartiano.com

CIVIL LITIGATION:

Topic: **Trial Preparation**

Speaker: Richard C. Raines, Esq.

- I will attend Section Member Non-Section Member
 Non-LSI Member Handout Only

Send to: Denise Aguilar, CCLS, Civil Litigation Section Leader
 8279 Philodendron Way, Buena Park, CA 90620-2120
 (H) 714-670-0215
 Email: daguilar57@att.net

Saturday, February 25, 2012 — 10:30 a.m. to 12:00 p.m.

TRANSACTIONAL LAW:

Topic: **Bankruptcy and The Road to Recovery**

Speaker: Diane Mecca

- I will attend Section Member Non-Section Member
 Non-LSI Member Handout Only

Send to: Belinda Owens, Transactional Law Section Leader
 3163 Easy Street, San Diego, CA 92105
 (C) 619-261-9323
 Email: bowens0913@aol.com

FAMILY LAW:

Topic: **Maneuvering thru Watts & Epstein Credits**

Speaker: William P. Davis, Esq.

- I will attend Section Member Non-Section Member
 Non-LSI Member Handout Only

Send to: Judith Williams, Family Law Section Leader
 2368 Lincoln Street, Suite A, Oroville, CA 95966
 (O) 530-534-8973 (F) 530-534-6551
 Email: pwplgl2@yahoo.com

Saturday, February 25, 2012 — 4:00 p.m. to 5:30 p.m.

LAW OFFICE ADMINISTRATION:

Topic: **The Job Search – From the Inside Out**

Speaker: Diane L. Camacho, Office Administrator

- I will attend Section Member Non-Section Member
 Non-LSI Member Handout Only

Send to: Sara E. Mull, CCLS, Law Office Administration Section Leader
 Harris, Sanford & Hamman
 P. O. Box 908, Gridley, CA 95948
 (O) 530-846-5691 (F) 530-846-5738
 Email: sara@sacvalleylaw.com

CRIMINAL LAW:

Topic: **Overview of the Juvenile Justice System**

Speaker: Daniel J. Cabral, Supervising Deputy District Attorney

- I will attend Section Member Non-Section Member
 Non-LSI Member Handout Only

Send to: Linda Lane, Criminal Law Section Leader
 P. O. Box 12582, La Crescenta, CA 91224
 (H) 818-248-0739 (C) 818-434-6600
 Email: l.lane44@yahoo.com

Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____

Address/City/State: _____

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

Method of Payment: Check Credit Card Number _____ Expiration Date: _____

Name on Credit Card: _____ Type of Card: Visa _____ M/C _____ AmEx _____ Card Verification No: _____

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

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



LEGAL SECRETARIES, INCORPORATED
 CALIFORNIA CERTIFIED LEGAL SECRETARY
WORKSHOP REGISTRATION FORM

“Ability to Communicate Effectively”

Third Quarterly Conference, February 24-26, 2012
 Hilton Concord Hotel, Concord, CA
 Saturday, February 25, 2012, 7:30-8:30 a.m.
 Speaker: Terrie Quinton, CCLS

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

Affect v. Effect. Who v. Whom. Comma vs. Semicolon. No, these are not recently filed lawsuits – they are some of the battles that are faced in the Ability to Communicate Effectively section of the CCLS exam. Even hours spent reading the Gregg Reference Manual do not always solve the mysteries of proper punctuation, grammar, and spelling. This workshop will help you navigate your way through the English language, including all of its exceptions to the exceptions. Join us for tips and tricks to passing the Ability to Communicate Effectively section of the CCLS Exam.

REGISTRATION DEADLINE: February 20, 2012

Name: _____ Email: _____
 Address/City/State: _____
 Phone (Work): _____ Local Assn.: _____ LPA/LSA

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

CCLS CREDIT (SECRETARIAL SCIENCE - NOT UNIQUELY LEGAL) WILL BE GIVEN FOR THIS WORKSHOP

Bankruptcy Court Changes Cont....

filing fee balance can be viewed under Query>Filing Fee.

Email Notification on Certificates of Notice:

The BNC Certificate of Notice includes all entities selected as form recipients and all entities who received a Notice of Electronic filing through CM/ECF, along with the date of electronic notification and the entity’s name and email address.

Seal Documents:

New events were added to the Bankruptcy and Adversary Menus to provide seal and restricted functionalities:

- 1) Motion to Seal Case;
- 2) Motion to Seal Document;
- 3) Motion to Seal a Motion;
- 4) Motion to Unseal Case; and
- 5) Motion to Unseal Document.

E-orders have additional Order types:

Hearing Held
 Hearing Scheduled (DO NOT USE this option unless explicitly requested by the judge)

Attachments may now be included in uploading a proposed order.

There are also changes to Bankruptcy forms located at www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms/BankruptcyFormsPendingChanges.aspx



Announcing

The 2012 Edition of Introduction to California Civil Litigation (Emphasizing Superior Court Cases)

by Brenda Thomas Wilson, J.D.

Used as both a textbook and a reference book for over a decade, this 404-page edition focuses on the procedural aspects of civil litigation before trial in California superior court cases. Various forms, documents, and rules are explained, with many examples based on the Sacramento Superior Court local rules to show how the general aspects of litigation are specifically implemented through the application of both state and local rules. In a practical “nuts and bolts” approach, key information is provided on major topics, and tips that can only be learned through experience are shared. Contents in the latest edition, updated with rules and statutes effective January 1, 2012, include:

- ▶ Requirements for filing and methods of serving documents
- ▶ Civil case management rules, including Sacramento Superior Court’s requirements
- ▶ Definitions of foreign words and phrases, general legal terms, symbols, jargon, and acronyms
- ▶ Basic elements of letters, use of boilerplate forms, and requirements for formatting pleading paper
- ▶ Discovery documents and procedures with California Electronic Discovery Act provisions
- ▶ Motions, including formatting, filing, service, tentative rulings, and court orders, with specific information for motions filed in Sacramento Superior Court
- ▶ Basic calendaring demystified with step-by-step illustrations, sample entries, and timeline summaries

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_____ **2012 Introduction to CA Civil Litigation** @ \$76.50 each, plus \$_____ for mailing,* for a total of \$_____

**Priority mailing costs: one book = \$6.00; two books = \$7.50; three books = \$9.00; 4+ books = No charge*

Prices include sales tax!

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CCLS Terminology List

by Jennifer Estabrook, CCLS

Declaration of disclosure	a form to provide the court and the other party with information regarding assets, liabilities and current earnings of the parties
Hypothecate	to post as security
Pecuniary	involving money
Subrogate	substitute one for another
Laches	inexcusable delay
Peremptory	not open to challenge
Remainderman	person entitled to the residual of an estate
Fair market value	the present worth of an asset
Quash	set aside
Stare decisis	the abide by or adhere to decided cases

CCLS Quiz Answers

by Jennifer Estabrook, CCLS

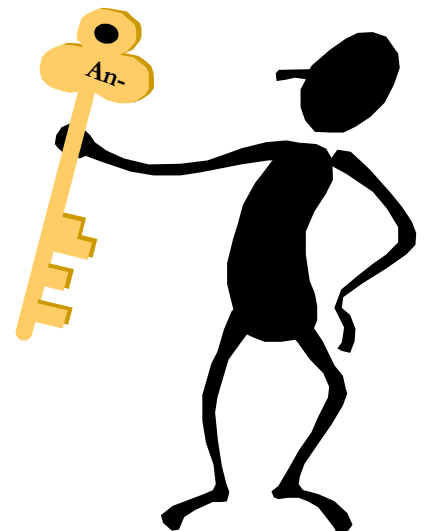
CCLS QUIZ ANSWERS (from page 10):

**Answers for
Choose the correct meaning:**

1. B
2. C
3. B
4. C
5. A

**Answers for
Choose the correct spelling:**

1. A
2. C
3. C
4. A
5. B





FOR SALE!

Sacramento Legal Secretaries Association is selling 2 GB flashdrives as part of its Ways and Means project this year. Help support SLSA and purchase your flashdrive today. They will be sold at the general meetings or you may contact SLSA President Dawn Forgeur, CCLS at drforgeur@stoel.com.

\$10 EACH



January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <i>Happy New Year</i>	2	3	4	5	6	7
8	9 <i>SLSA Board Meeting</i>	10	11	12	13	14
15	16	17	18	19 <i>SLSA State Day in Court</i>	20	21
22	23	24	25	26	27	28
29	30	31				

Dates to Remember

- **January 9- SLSA Executive Board Meeting** (Location: *Stoel Rives* - Time: 6:00 p.m.)
- **January 19 - State Day in Court** (Location: *Arden Hilton, 2200 Harvard Street, Sacramento, CA, 5:30 p.m.*)
- **January 23 - Last Day to Submit Articles for the November issue of The Legal Eagle**
- **February 6 - SLSA Executive Board Meeting** (Location: *Stoel Rives* - Time: 6:00 p.m.)
- **February 16 - Federal Day in Court** (Location: *Arden Hilton, 2200 Harvard Street, Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.*)
- **February 20 - Last Day to Submit Articles for the February issue of The Legal Eagle**
- **February 24-26 - Conference** (Location: *Hilton Hotel, Concord, CA*)

A HAPPY
NEW YEAR

Mock Trial December Meeting

December General Meeting: Santa Clause v Prince Henry of Wales (aka Prince Harry) and the “Walking with the Wounded” Artic Expedition An Issue of Trespass.

written by John Baldwin

LSA held its annual Mock Trial and Annual Ornament Exchange at its December regular dinner meeting on December 15, 2011. This year Santa Claus filed suit against Prince Henry of Wales for negligently trespassing on the highly guarded, secret location of Santa Claus’s workshop and threatening the security of the Commonwealth of the North Pole, creating monetary damages as a result of his actions. Through testimony, the jurors and audience were heard that Prince Henry may have violated the United Nations Mandate 11584, which, the charter members of the UN agreed was necessary for the purpose of international security in keeping the location of Santa’s workshop secret. As the trial progressed, evidence was introduced showing the high costs that covering up a breach in security would cost as well as the medical bills involved to revive the tranquilized polar bear guards. There was also cost involved for the mental health treatment for the elves that witnessed the invasion and now suffer from PTSD.

After deliberating on the testimony and evidence offered, the jurors ultimately decided in favor of the plaintiff, Santa Claus.

There were definite highlights to the evening other than the treasured annual ornament exchange, such as Lacy providing the wonderful voice and character of Winkey Elf and Lynne with a fantastic New Jersey style accent for the Bailiff. The “bears” were great and Anne pulled off a great pathetic injured elf! It was wonderful to see many attend and participate. A huge thank you to John Baldwin for writing another hilarious play!

The Cast

- Bailiff** – Lynne Gomes of Greenberg Traurig
- Judge** – Alex Gigliotti of Perkins & Associates
- Plaintiff’s Attorney** – Deseree Gamayo of Stone & Graves
- Defendant’s Attorney** – Melanie Herman of Perkins & Associates
- Court Clerk** – Jennifer Rotz of Murphy Austin Adams Schoenfeld
- Kris Kringle** – Mel Knapp – Capitol Digital Documents Solutions
- Winkey Elf** – Lacey Monserrat of Carroll, Burdick & McDonough
- Dr. Phil** – Jennifer Estabrook, CCLS of Wexler Wallace
- Prince Henry** – Johnny Bateman of Capitol Digital Documents Solutions
- Sgt. Dwight** – Luke Patterson of Capitol Legal Investigations
- Polar Bear Guard 1** – Rebecca M. Lerma of Stoel Rives
- Polar Bear Guard 2** – Crystal Rivera of Somach Simmons & Dunn
- Polar Bear Guard 3** – Dawn R. Forgeur, CCLS, of Stoel Rives
- Injured Elf** – Anne French of Downey Brand

Jurors

- Elizabeth Bomke, CCLS of Whittall-Scherfee Law office
- Maimie Chyinski of Fagen Frieman & Fulfroost
- Debbie Frias, CCLS, of The Crow Law Offices
- Stephanie Hosey of Carroll, Burdick & McDonough
- Heather Rodriguez of Carroll, Burdick & McDonough
- Alicia Malerbi of Downey Brand

Director: Astrid Watterson, CCLS, of Somach Simmons & Dunn



Mockrial



LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

2011-2012 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

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

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

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

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

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

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

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

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

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San Diego, CA

MAY 16-20,
2012

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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
24740 Oro Valley Road
Auburn, CA 95602**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, March 17, 2012
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, October 20, 2012

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

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

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

* Fees subject to change without notice.

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

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

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

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

I certify that I have completed this application truthfully. I understand that a false statement may result in the 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 _____



“ This month I am going to highlight some of my favorite places to go when I want great food without harming any animals.”

~Sophia Albov,
CCLS



Eating with Sophia:

Vegging Out

by Sophia Albov, CCLS

I am a meat eater; I love pulled pork, ribs, or a nice ham sandwich. Really, there are few things that are more amazing than a nice, juicy piece of meat. However, little known fact about me...I was a vegetarian more or less until I was 19 years old. I have a deep admiration for all things vegetable and a pretty solid appreciation for non-meat like food stuffs (i.e. Boca burgers, etc.) This month I am going to highlight some of my favorite places to go when I want great food without harming any animals.

Sugar Plum Vegan
2315 K St
Sacramento, CA 95816
Neighborhood: Midtown
(916) 706-3302
www.sugarplumvegan.com

The name says it all. Everything in this restaurant is vegan!! From the sandwiches to the pastry case full of delights, none of it contains any animal products at all. So what do they serve? They have great veggie burgers and creative sandwiches like a sweet potato and avocado Panini. The real star of the show is their pastries. You will not believe that what you are eating wasn't made with milk, butter, or anything else that we generally put into pastries. My favorite is the peanut butter whoopie and the cowgirl cookie.

The café itself is an eclectic mix of funky and wonderful.

The service is not always phenomenal, but you have to take it with a grain of salt. It is run by people with a mission above and beyond just providing great customer service. I wouldn't recommend going there when you are in a rush, but it is great when one has a good amount of time to eat and relax. They also have a constantly changing art show featuring local artists.

Café Capricho
3269 Folsom Blvd
Sacramento, CA 95816
Neighborhood: East Sacramento
(916) 457-3916
www.cafecapricho.webs.com/

There is a very wide selection of both vegan and vegetarian treats on the menu of this casual and unassuming fresh Mexican restaurant. There is also a great deal of effort and care made in making sure that the vegetarian and vegan items offered are of high quality in the ingredients used and tastes delivered. They do have phenomenal salads and also great veggie burritos. There are also fun and unique ingredients used like quinoa! Yummy and a complete protein without animal product!

The café itself is casual and small. Orders are made at a counter and then brought to your table. Service is sometimes a little bit slow and if you come with a big group

then it is almost guaranteed that all the order will come out at different times. However, if you go in with a casual and easy going attitude then it can be quite fun. I also suggest allocating a good amount of time for your meal, especially if you go during peak hours.

Tamaya Sushi and Grill
2131 J St
Sacramento, CA 95816
Neighborhood: Midtown
(916) 498-8388
www.tamayasushi.com

Now I know you are thinking – raw fish...how does that translate to a hearty vegetarian meal? Well, Tamaya manages to offer quite a lot of delectable veg-head fare and not just salads and seaweed. There is an entire section of their menu which is dedicated to non-ichthyoid food stuffs. They have one roll that comes with cooked eggplant on the top and another that is stuffed with tempura zucchini and asparagus. This is one of my favorite places to come with my vegan friend because the vegan sushi choices are so flavorful and filling. There is also a nice selection of vegetables available in the tempura style.

When I eat here I try to always eat at the bar because the service tends to be better when seated at the bar. I also avoid this place when I have a large group of people. Service

Eating with Sophia Cont....

has tended to be better when eating with 4 or fewer at a table. However, even though service can be glacial sometimes, everyone who works there is very nice and personable.

Shoki II Ramen House
1201 R St
Sacramento, CA 95811
Neighborhood: Downtown
(916) 441-0011

It is unusual to find vegan or even vegetarian ramen. This is because many of the traditional ramen recipes in-

corporate animal products into their broths. However, Shoki manages to offer both vegetarian and vegan ramen options! The first thing they ask you when you sit at the table is if you have any food allergies or restrictions. It seems that they take their commitment to offering specialized cuisine very seriously. The only word of warning I have for those getting the vegetarian or vegan ramen is that there have been rumors that the shitake is not completely devoid of animal products. Therefore, if one wants

to be vigilant about their diet it is probably best not to order them.

Shoki is small and generally crowded. However, the food comes quickly and the service is quite efficient. I have come here for my hour lunch many times and have never had a problem getting back to the office on time.



Stephanie Hosey	Jan. 3	Mae Empleo	Jan. 23
Beckie Hoff	Jan. 8	Moe Talamantes	Jan. 23
Vicki Recker	Jan. 8	Sharla Maxey	Jan. 24
Colleen Clay	Jan. 11	Heather Kocina	Jan. 27
Jennifer Rotz	Jan. 12	Winnie Blankenship	Jan. 30

HAPPY BIRTHDAY!



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

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____
 FORMER NAME: _____
 NEW EMPLOYER: _____
 BUSINESS ADDRESS: _____
 CITY: _____
 STATE & ZIP: _____
 BUSINESS PHONE: _____
 FAX: _____
 BUSINESS E-MAIL: _____ (for vital updates/reminders)
 NEW HOME ADDRESS: _____
 CITY: _____
 STATE & ZIP: _____
 HOME E-MAIL: _____ (for vital updates/reminders)

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

Where do you want *The Legal Eagle* and other SLSA/LSI mail delivered?
 Where do you want e-mail delivered?
 Which address should be listed in the membership roster?
 If you do NOT want to be listed in the membership roster, check here:

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

Please submit to:

Lynne Gomes
SLSA Vice President and Membership Chair 2011-2012
1201 K St., Ste. 1100
Sacramento, CA 95814
E-mail: vicepresident@slsa.org



Sacramento Legal Secretaries Association

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FEDERAL DAY IN COURT 2012

with guest speakers from the U.S.D.C., Eastern District,

The Hon. Carolyn Delaney, Magistrate Judge
Wim van Rooyen, Law Clerk



EXHIBITORS!!!

DOOR PRIZES!!!

THURSDAY, FEBRUARY 16, 2012

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

Dinner: 6:15 p.m.

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

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

Cost: \$38 (seating is limited)

Please add \$5.00 for reservations made after February 6, 2012
Cancellations MUST be made 72 hours in advance for refunds. "No shows" will be billed.

Please Mail Registration With Your Check

Name: _____ Address: _____
 Phone Number: _____ E-Mail: _____
 Do you require an MCLE or CCLS certificate? Are you interested in SLSA membership? Yes or No
 If you are a member of a local LSI association, please state the name: _____ LSA/LPA
 Are you an LSI Officer or Chair? _____ If so, in which capacity? _____
 Three course meal including salad starter, entrée, dessert, coffee, and tea. Please indicate your meal preference:
 _____ Chicken (Chicken Mediterranean, Grilled Breast of Chicken, Sundried Tomato Pesto, Feta Cheese with Roasted Red Pepper Coulis)
 _____ Beef (Grilled Flank Steak Bordallo with Mushrooms and Cabernet Demi Glaze)
 _____ Vegetarian (Grilled Portobello Mushrooms Stuffed with Cheesy Herb Polenta and Roast Tomato Aioli)

Food allergies: _____

**Make Check Payable to:
SLSA**

Reservations (By Check Only)
Check Payable to: SLSA Cost: \$38
Deadline: **Monday, February 6, 2012**
MCLE/CCLS Credit: 1.0 hour

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

*If you cannot attend this event but are interested in membership, please contact
Lynne Gomes, Membership Chair at gomes.l@gtlaw.com
<http://www.slsa.org>*



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

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

*Item available to LSI members only.

(Prices effective 07/01/2011)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

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

DELIVER TO: NAME _____ ASSOCIATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DAY TELEPHONE (_____) _____ E-MAIL _____

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

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

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

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

*Item available to LSI members only.

(Prices effective 07/01/2011)

BENEFITS

LEGAL SECRETARIES INCORPORATED (LSI)

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

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

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

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

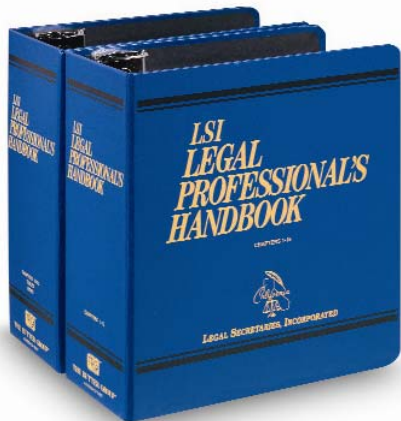
Total Members (Fiscal Year-end 4/30/11)	Association		New Members	Transfer Members	Continuing Members	Total Members
42	Alameda County	LSA	3		34	37
0	Antelope Valley	LSA	2		8	10
50	Beverly Hills/Century City	LSA	3		39	42
22	Butte County	LPA	1		18	19
28	Capitol City	LPA	1		16	17
6	Conejo Valley	LPA	2		5	7
17	Desert Palm	LPA	4		14	18
16	El Dorado County	LPA	2		19	21
49	Fresno County	LPA	7	-1	38	44
48	Humboldt County	LPA	4		35	39
37	Imperial County	LPA	12		26	38
27	Livermore-Amador Valley	LPA	3		21	24
64	Long Beach	LSA	18		52	70
46	Los Angeles	LSA	5		33	38
17	Marin County	LPA	1		12	13
38	Merced County	LPA	6	1	33	40
14	Monterey County	LSA				0
62	Mt. Diablo	LPA	18		54	72
15	Napa County	LSA			13	13
78	Orange County	LSA	34		49	83
25	Palo Alto	LSA		-1		-1
39	Placer County	LPA	5		15	20
19	Redding	LPA			9	9
17	Rio Hondo District	LPA	6		15	21
20	Riverside	LPA	4		17	21
181	Sacramento	LSA	46		106	152
239	San Diego	LSA	51	1	146	198
34	San Fernando Valley	LSA	22		20	42
43	San Francisco	LPA	18		24	42
31	San Gabriel Valley	LSA	8		19	27
77	San Mateo County	LSA	2		56	58
26	Santa Barbara	LSA	3		22	25
59	Santa Clara County	LSA	36	1	46	83
8	Santa Cruz County	LPA			7	7
16	Santa Maria	LPA	5		7	12
39	Sonoma County	LSA	5		30	35
12	Southern Butte	LSA	4		8	12
36	Stanislaus County	LPA	2		36	38
29	Stockton-San Joaquin	LPA	4		34	38
4	Trinity County	LSA	0		4	4
22	Ventura County	LPA	3		20	23
36	Members at Large			-1		23
1688	YTD TOTALS					1534

Membership list as of 10/31/11

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK

... THE ULTIMATE RESOURCE GUIDE!



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

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

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

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

CONTENTS

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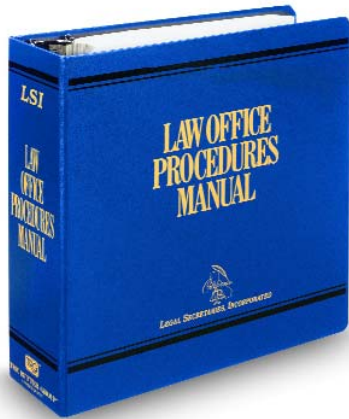


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by Liz Gideon

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