



Sacramento Legal Secretaries Association

The Legal Eagle

Book 2014, Issue 1

January 2014

YOU DID IT AGAIN!

2013 Loaves & Fishes Stocking Drive

See story and pictures on page 38.



Next Meeting: Annual Day In Court - January 16, 2014

SLSA will hold its Annual State Day in Court meeting on Thursday, January 16, 2014, at the Hilton Arden West, 2200 Harvard Street, Sacramento. Court executives from Sacramento Superior Court and surrounding superior courts will be presenting updates on the law and the courts. No-host exhibitor social from 4:45 PM to 6:45 PM, with dinner served at 6:15 PM.

President

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NON-MEMBERS ARE WELCOME!



In this issue

PART II SERVING ON THE EXECUTIVE BOARD:
WHAT DOES IT TAKE?

AFFORDABLE CARE ACT WEBINAR



Table of Contents

<u>PRESIDENT'S MESSAGE</u>	<u>2</u>
<u>JANUARY STATE COURT UPDATE</u>	<u>4</u>
<u>CALENDAR/DATES TO REMEMBER</u>	<u>5</u>
<u>FEBRUARY FEDERAL DAY IN COURT</u>	<u>6</u>
<u>CCLS REPORT</u>	<u>12</u>
<u>MEMBER NEWS</u>	<u>13</u>
<u>OF NOTE</u>	<u>19</u>
<u>EMPLOYMENT REPORT</u>	<u>26</u>
<u>LEGAL PROCEDURES</u>	<u>28</u>
<u>PARLIAMENTARIAN'S CORNER</u>	<u>31</u>
<u>GOVERNOR'S REPORT</u>	<u>32</u>
<u>LAW OFFICE PRODUCTS</u>	<u>38</u>

We're on the Web!
www.slsa.org

President's Message: "New Year's Endeavors"



Lynne Koroush, CCLS, President

Happy New Year! Have you made one or more resolutions for 2014? I like to call them "New Year's Endeavors." It's still a positive statement, but I don't feel quite as guilty if I don't live up to them!

One of my endeavors for this year is to be a better steward of the resources in my life.

What needs to be eliminated?

What needs to be added? What's already there that can be better utilized? Big questions, I know, but ones that will benefit me both personally and professionally. I've looked at these same questions as they pertain to SLSA and came up with some interesting answers.

- First, what needs to be eliminated?

Counter-Productive and/or Erroneous Perceptions Regarding the Legal Secretarial Profession. We are not "just secretaries." We are not a "dying profession" or "going the way of the dinosaur." We ARE highly-skilled, resourceful, professionally (often-times formally) educated, and technically-savvy individuals with specialized knowledge and training in a demanding, well-respected, noble career field. Technology has provided the means for attorneys, paralegals, and other law office staff to assume some of the tasks traditionally handled by legal secretaries, but it has not eliminated them nor made them obsolete. Contrary to the opinions expressed in recent news pieces appearing in publications such as *The Wall Street Journal*, the legal secretary is still a very viable and necessary professional partner on the legal team. Let's get the word out and correct these false perceptions.

Outdated Notions Regarding SLSA and Its Purpose. Attending a legal secretaries association meeting or an LSI conference is not a "girls' night out" or a "get-away weekend." In most instances, weeks, months, or even years of planning have gone into providing the attendees with the highest quality professional education and training available, all at a reasonable cost. While a social time is usually included at most events, the main purpose of the meeting or conference is conducting business and providing continuing legal

education. Speak up when you hear statements to the contrary.

- Second, what needs to be added?

New Members. New people add new ideas, talent, resources, and momentum. They increase the visibility of our profession. Most importantly, they are the ones who will continue the work begun by those who have gone before, and will preserve the legacy we leave. Will you tell someone about SLSA? Will you share an educational article from this newsletter or the LSI magazine? Will you bring someone to an educational program? Will you tell someone how much you value your membership?

Positive, Widespread, Pro-Active Marketing of the Legal Secretarial Profession. Recently, members of the SLSA Executive Board made presentations to MTI College's legal studies students and to the Sacramento County Bar Association's Board of Directors regarding SLSA's purpose, training and educational programs, and the benefits of membership. At the end of the presentation to the Bar Association's Board of Directors, one member stated that he was not aware of our existence or our educational opportunities. While that was certainly an unfortunate thing to hear, it simply reinforced that we were in the right place, spreading the right message, and speaking to the right audience. You can do the same – tell your attorneys and co-workers where you go to keep your professional skills and specialized training current. Spread the message about SLSA and promote the legal secretarial profession with pride!

- Finally, what's already there that can be better utilized?

Training and Continuing Legal Education. We all know someone, or we know someone who knows someone. It's true what they say, "You never know who you never know." Does your attorney happen to be good friends with Judge X, or did they go to law school with Professor Y? Do people often come to you for answers, or do you have a go-to person you consider a solid resource for answers? Do you or someone you know have considerable knowledge or training in a particular area of law? There is a wealth of untapped resources for continuing education within our own offices, our extended professional networks, and in our own association. We are always looking

President's Message: "New Year's Endeavors" (Continued)

for great speakers and relevant topics for our programs. I encourage you to share your resources with us.

Service and Leadership. Just as SLSA has untapped resources for education and training, we also have untapped resources for service and leadership. If you are a member who takes advantage of association benefits, enjoys participating in SLSA's events, and frequently attends our educational programs, you already have what it takes to serve. Further, if you are a legal professional who cares about the educational needs, training, and survival of this career field, who

finds yourself stepping forward to help or offering your ideas and resources, then you likely possess the qualities needed to lead and help SLSA move forward. Now is the time.

You may have thoughts of your own regarding these questions and my responses to them, which I encourage you to share with me. Feel free to e-mail me at slprescott7@gmail.com. I look forward to hearing from you. Good luck with your own New Year's endeavors!

--Lynne

January Birthdays



Many happy returns to the following SLSA members who celebrate January birthdays!

Doro Nesbitt	January 1
Terry Olson	January 4
Laura Meidinger	January 7
Beckie Hoff	January 8
Colleen Clay	January 11
Jennifer Rotz	January 12
Kimberly Smith	January 12
Elizabeth York	January 17
Mayra Hernandez	January 18
Mae Empleo	January 23
Sharla Maxey	January 24



Sacramento Legal Secretaries Association
 A Member of Legal Secretaries, Incorporated
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COURT UPDATES 2014

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

EXHIBITORS!!!

DOOR PRIZES!!!

THURSDAY, JANUARY 16, 2014

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

Dinner: 6:15 p.m.

Cost: SLSA Members: \$40 before January 6, 2014 (add \$5 after

January 6, 2014

Non-Members: \$45 before January 6, 2014 (add \$5 after

January 6, 2014

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

Cancellations must be made 72 hours in advance for a refund. No-shows will be billed!!

Location: HILTON — SACRAMENTO ARDEN WEST LOCATION
 2200 Harvard Street (located at Business 80 and Arden Way West) Sacramento
Parking will be validated for all attendees

Speakers: Court Clerks/Executive Officers from numerous counties.

Day In Court Chairs: Deseree Gamayo (dgamayo@stonegraves.com) Phone: 916-231-0321
 Crystal Rivera (crivera@somachlaw.com) Phone: 916-469-3813
 Kim Smith (smithkim@gtlaw.com) Phone: 916-868-0646

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

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

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

Three-course meal including salad , entrée, dessert, coffee/tea. Please indicate your meal preference:

- _____ Spice Crusted Tri-Tip with Smokey Whiskey Reduction, Herb Roasted Red Potatoes, Fresh Vegetables
- _____ Chicken Rosemary – Seared Chicken Breast with Natural Garlic Au Jus and Lemon slices, Herb Roasted Red Potatoes, Fresh Vegetable Du Jour
- _____ Stuffed Manicotti with Creamed Spinach and Two Cheeses, Ribboned with Pesto Cream Sauce & Marinara

Food allergies: _____

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

Paula Lockard, CCLS,
 Registration/Reception Chair 2013-2014
 c/o Sacramento City Attorney's Office
 915 "P" Street, 4th Floor
 Sacramento, CA 95814
 E-mail: reservations@slsa.org

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

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

Calendar/Dates to Remember



January 2014

Jan. 1 – New Year’s Day. All courts closed. No mail service.

Jan. 6 – RSVP Deadline for Jan. 16 Annual State Court Updates meeting.

Jan. 13 – Deadline to apply to take the March 15, 2014, CCLS Exam without incurring late fees.

Jan. 13 -- SLSA Executive Board Meeting. 5:30 PM. Stoel Rives, 500 Capitol Mall, 16th Floor, Sacramento, CA. All members welcome.

Jan. 16 – Day in Court. Annual State Court Updates meeting. No-Host Meet & Greet and Exhibitor Gallery, 4:45-6:45 PM. Dinner 6:15 PM. Hilton Arden West, 2200 Harvard Street, Sacramento, CA.

Jan. 20 – Martin Luther King, Jr. Day. All state and federal courts closed. No mail service.

Jan. 20 – Deadline to register for LSI Third Quarterly Conference without incurring late fees.

Jan. 21 – Deadline to submit bulletin articles to the Editor for the February issue of *The Legal Eagle*.

February 2014

Feb. 7 – RSVP Deadline for Feb. 20 Federal State Court Updates meeting.

Feb. 10 – SLSA Executive Board Meeting. 5:30 PM. Carroll, Burdick & McDonough, 980 Ninth Street, Suite 380, Sacramento, CA. All members welcome.

Feb. 11 – Deadline to RSVP for Legal Specialization Section Workshops in Modesto.

Feb. 13 – Deadline to apply to take the March 15, 2014, CCLS Exam (with \$30 late fee).

Feb. 17 – Presidents’ Day. All state and federal courts closed. No mail service.

Feb. 20 – Day in Court. Annual Federal Court Updates meeting. No-Host Meet & Greet and Exhibitor Gallery, 4:45-6:45 PM. Dinner 6:15 PM. Hilton Arden West, 2200 Harvard Street, Sacramento, CA.

Feb. 20 – Nominations for 2014-2015 SLSA officers open.

Feb. 21-23 – LSI Third Quarterly Conference, Doubletree Hotel, Modesto, CA.

Feb. 24 -- Deadline to submit bulletin articles to the Editor for the March issue of *The Legal Eagle*





Sacramento Legal Secretaries Association

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FEDERAL DAY IN COURT 2014

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

EXHIBITORS!!!

DOOR PRIZES!!!

THURSDAY, February 20, 2014

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

Dinner: 6:15 p.m.

Cost: SLSA Members: \$40 before February 7, 2014 (add \$5 after February 7, 2014)

Non-Members: \$45 before February 7, 2014 (add \$5 after February 7, 2014)

Cancellations must be made 72 hours in advance for a refund. No-shows will be billed.

Location: HILTON — SACRAMENTO ARDEN WEST LOCATION
2200 Harvard Street (located at Business 80 and Arden Way West) Sacramento
Parking will be validated for all attendees

Deseree Gamayo (dgamayo@stonegraves.com) Phone: 916-231-0321

Day In Court Chairs: Crystal Rivera (crivera@somachlaw.com) Phone: 916-469-3813

Kim Smith (smithkim@gtlaw.com) Phone: 916-868-0646

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

Name: _____ CCLS? Yes ___ No ___

Address: _____ MCLE? Yes ___ No ___

Phone Number: _____

E-Mail: _____

Are you interested in SLSA membership? Yes or No

If you are a member of a local LSI association, please state the name: _____ LSA/LPA

Are you an LSI Officer or Chair? _____ If so, in which capacity? _____

Three-course meal including salad, entrée, dessert, coffee/tea. Please indicate your meal preference:

_____ Flank Steak with Mushroom Demi Garlic Mashed Potatoes Chefs Fresh Vegetable Du Jour

_____ Grilled Vegetable Wellington Chefs fresh Vegetable Du Jour

_____ Chicken Bruschetta Grilled Chicken Breast with Basil Crème gapers and Artichoke Hearts Garlic Mashed Potatoes Chefs Fresh Vegetable Du Jour

Food allergies: _____

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

Paula Lockard, CCLS

Registration/Reception Chair 2013-2014

c/o Sacramento City Attorney's Office

915 "P" Street, 4th Floor

Sacramento, CA 95814

E-mail: reservations@slsa.org

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

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

Part II - Serving on the Executive Board: What Does It Take?



Last month we got some insight from the President, previous Vice President, and the Treasurer regarding serving as an officer on SLSA's Executive Board. This month, your Governor and Secretary share their thoughts with you.

The Nominations and Elections Committee will soon be sending information to all members regarding the nominations for office for the 2014-2015 term. Our association depends on volunteer leadership. Please consider whether you can serve.

Dawn Forgeur, CCLS -- Governor

What do you see as the main duties of your position?

Be the liaison between LSI and SLSA's members.

What do you do on a daily basis for SLSA as an officer (or regular basis if not daily)?

Log emails from members with their Chapter Achievement Point activities, keep an accurate accounting of our points.

(Quarterly) Attend all LSI conferences and business meetings.

(Quarterly) Distribute the directives from LSI to SLSA local chairmen and make sure all responses get sent to LSI by the deadline. If the chairperson can't respond in time, respond for them.

(Quarterly) Ensure that I am registered for the next conference, reserved hotel room, and any other travel plans.

(Monthly) Before Board meetings: review the Treasurer's report, review the secretary's minutes, make sure I have the latest CAPs count, put together any motions from LSI that need to be discussed, have a recommendation for a boodle bag donation for the next conference.

(Monthly) Before dinner meetings: print out the registration forms for next conference and any educational classes that will be held at that conference; be prepared to talk about the upcoming conference or any motions that will need to be voted on at conference.

(Monthly) Provide the bulletin editor with a monthly article regarding the happenings at the state level and any upcoming conferences and classes.

(Monthly) Provide the bulletin editor with a small article regarding what members can do to earn SLSA chapter achievement points.

How much time you spend daily/weekly fulfilling your duties?

1-2 hours per week. Conference weekends are much busier.

Quarterly Conferences: Time off from work is minimal, being at conference for reception on Friday night is preferred, but not required.

Attendance on Saturday is required as you will be attending business meetings and classes, and Sunday morning is the final business meeting at brunch.

Annual Conference: You arrive either Thursday night or Friday 8:00 a.m. to start attending officer/chairmen workshops and classes.

What do you (or someone thinking about running for your office) need to know in order to do the job?

You are the liaison between LSI and SLSA, you will get emails directly from LSI that you must pass along to the president and/or other board members. You also will bring any LSI motions to the Board meetings so the Board may review and present them before the general membership. It is very important that you attend as many Board and dinner meetings as

(Continued on page 8)

(Continued from page 7)

possible. You are responsible for purchasing and sending the items for the boodle bags for each conference. As governor, you are also responsible for keeping track of SLSA's Chapter Achievement Points for submission at the end of the year to LSI's contest. As a Board member, you should also participate in other SLSA events such as Fairytale Town or Birthday Magic. There are expenses that you must incur initially for attending conference. Please see our Standing Rules for the reimbursement rules.

What do you enjoy most about serving in your position?

Attending conferences and interacting on a state level and meeting and getting to know other like-minded legal staff throughout California. I also enjoy being a part of the Executive Board and helping with the running of this association and being a part of the many excellent programs and charity projects we do.

Jennifer Estabrook, CCLS – Secretary

What do you see as the main duties of the Secretary?

My main duties are to take the minutes for all Board and Regular meetings of SLSA, maintain the files and records of the Association, and handle correspondence

from and to the Association.

What do you do on a daily basis for SLSA as an officer (or on a regular basis if not daily)?

The Secretary position does not necessarily require a daily schedule, but is more "as needed/required" to prepare the minutes and handle documents, and to assist the President with other tasks as they come up.

How much time do you spend daily/weekly fulfilling your duties?

Generally about three to four hours a week, plus attendance at meetings twice a month.

What do you (or someone thinking about running for your office) need to know in order to do the job?

The tasks can be learned on the job; it's important to be able to be present at all the meetings in order to maintain the minutes.

What do you enjoy most about serving in your position?

Working with the other team members on the board and keeping the "history" of the Association's business.

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Mock Trial: Father Time (aka Baby-Face New Year) v. Fountain of Youth, Ltd.

Submitted by Lynne Koroush, CCLS



SLSA's annual mock trial was held on December 12, 2013, at the downtown Courtyard Marriott. Honorary Member John Baldwin did a great job on writing this year's mock trial script. The characters were hilarious and well-played by the cast members (who had a hard time keeping a straight face), and the subject of the case was interesting and well-presented.

The case revolved around Plaintiff Father Time, who referred to himself as "Baby-Face New Year" (Dawg!), and his claim against Defendant Fountain of Youth, Ltd., for injuries he suffered as a result of using Defendant's anti-aging cream. Plaintiff, a magical creature who ages from an infant (Baby New Year) to an old man (Father Time) each year, purchased Defendant's anti-aging cream, made from the waters of the Fountain of Youth, after seeing it advertised on television. Plaintiff hoped to enjoy more of the best part of his year by slowing down the aging process. Instead, his aging was considerably accelerated and he suffered serious side effects and injuries as a result of using Defendant's product.

Defense argued that Plaintiff should have known of the potential adverse effects of the anti-aging cream, as a "clear and concise" warning is included on the product's container. A magnifying glass was used to locate said clear and concise warning, which stated, "This product should probably not be used by magical creatures, as the possibility might exist of there being

adverse effects, maybe." Defense also argued that Plaintiff suffered no long-term effects from the use of Defendant's product since he automatically reverts to an infant at the beginning of each year.

Witnesses for the Plaintiff included longtime, live-in companion Mother Nature (aka Mama Nay-Nay), and Magicologist Rumpelstiltskin, an expert on the adverse effects on magical creatures using products where magic is the prime active ingredient.

Witnesses for the Defense included Captain Jack Sparrow, CEO of Fountain of Youth, Ltd., and Alana Thompson (aka "Honey Boo-Boo"), longtime user of Defendant's anti-aging cream.

It took the jury less than ten minutes to render a verdict in favor of Plaintiff, awarding him actual damages for medical costs in the amount of \$100,000, and an award for special damages of \$1.5 million.

The Cast

Judge Donna F. Whitmey – Jennifer Estabrook, CCLS

Court Clerk – Karla Simmons

Bailiff – Crystal Rivera

Father Time (aka "Baby-Face" New Year) – Steve Estabrook

Plaintiff's Counsel – Elizabeth Madden, CCLS

Mother Nature – Jan Ainsworth

Rumpelstiltskin – Deseree Gamayo

Counsel for Defense – Alex Cain

Captain Jack Sparrow – Luke Patterson

Honey Boo-Boo – Lynne Koroush, CCLS

The Jury – Maryanna Rickner, Debbie Frias, CCLS, Sonja Hernandez, Jaymie Moralez, Lucia Ruiz, and Ann Edwards



Captian Jack Sparrow
Luke Patterson



Mother Nature
Jan Ainsworth



Honey Boo-Boo
Lynne Koroush, CCLS



Judge Donna F. Whitmey
Jennifer Estabrook, CCLS



Bailiff
Crystal Rivera



Counsel and Jury



Sonja Hernandez and
Debbie Frias, CCLS



Karla Simmons and Luke
Patterson



Mary Taylor and Dawn Willis



Counsel for Plaintiff - Elizabeth Madden, CCLS,
and Counsel for Defense - Alex Cain



Judge Donna F. Whitmey - Jennifer Estabrook, CCLS and Father Time (aka "Baby-Face" New Year) - Steve Estabrook



Sherri Lee Caplette, CCLS



The Jury - Jaymie Moralez, Maryanna Rickner, Lucia Ruiz, Ann Edwards, Coty Lutz, Sonja Hernandez, and Debbie Frias, CCLS



Judge Donna F. Whitmey - Jennifer Estabrook, CCLS, and Mother Nature - Jan Ainsworth



Honey Boo-Boo - Lynne Koroush, CCLS



Court Clerk - Karla Simmons and Rumpelstiltskin - Deseree Gamayo

Submitted by Launa Atkinson, CCLS

CCLS Quiz

Choose the correctly spelled word

- | | | | |
|--------------|--------------|----------------|----------------|
| 1. _____ | | 6. _____ | |
| a. Parallel | b. Paralel | a. Nineth | b. Ninth |
| 2. _____ | | 7. _____ | |
| a. Eliminate | b. Eleminate | a. Bargins | b. Bargains |
| 3. _____ | | 8. _____ | |
| a. Mispell | b. Misspell | a. Alleged | b. Alledged |
| 4. _____ | | 9. _____ | |
| a. Mortgage | b. Morgage | a. Temperature | b. Tempereture |
| 5. _____ | | 10. _____ | |
| a. Dillemma | b. Dilemma | a. Momento | b. Memento |

CCLS Vocabulary

- Defunct corporation: a corporation which has ceased to function, but has not gone through a formal process to wind up and dissolve.
- Dividends: the funds set apart by a corporation out of its profits to be apportioned among the shareholders.
- Members: the owners of a limited liability company.
- Officers: the persons in a corporation responsible for running day-to-day operations; usually consists of a president, vice president, secretary, and chief financial officer or treasurer.
- Stock: the capital or principal fund of a corporation acquired from the sale of shares.
- Bylaws: regulations, ordinances, rules or laws adopted by a corporation for its government.
- Incorporation: the act or process of forming or creating a corporation
- Minute book: the book containing the minutes of the meetings of a corporation.
- Proprietor: one who has the legal rights of exclusive title to anything. In most instances, it is synonymous with "owner."
- Share: a specific portion of the capital (stock) of a corporation.

Congratulations to SLSA's newest members!

Gwen Ornelas – Gwen is employed as an executive secretary with the Sacramento County Superior Court, and has been a legal professional since 1992. She celebrates her birthday on April 30, and enjoys gardening .



Lucia Ruiz is a legal secretary with Murphy Austin, and has been a legal professional since 1984. She is a former member of SLSA, and specializes in litigation. Lucia enjoys gardening, cooking, bird-watching, camping, and hiking.

Please Keep In Your Thoughts

Our heartfelt sympathies to SLSA Secretary Jennifer Estabrook, CCLS, on the passing of her Aunt Darlene Kearns. Please keep Jennifer and her family in your thoughts and prayers.

Nominations and Elections Committee Report: Nominations for 2014-2015

SLSA Members,

On behalf of the Nominations and Elections Committee, I would like to remind you that SLSA will soon begin taking nominations for the 2014-2015 fiscal year. In March, which will be here sooner than you think, we will elect the new board members. Now is the time to consider serving the association through volunteer leadership on the Executive Board. If you are interested in becoming involved, be sure to let us know so that we can add you to the ballot. Nominations will be accepted for the offices of: President; Vice President; Secretary; Treasurer; Governor; and Delegates (3). Delegates will be required to attend Annual Conference in May 2014 in Concord.

Please keep in mind that a nominee for the office of President must have served at least one year as an elected officer of this association. All other positions are open to any member in good standing. In January, letters will be sent to all SLSA members requesting nominations and will include detailed job descriptions for each office. In the meantime, should you wish to add your name to the list, please let us know.

Thank you.

Jaymie Moralez, Nominations & Elections Chair (jmoralez@somachlaw.com)

Crystal Rivera, Nominations & Elections Committee Member (crivera@somachlaw.com)

Astrid Watterson, CCLS, Nominations & Elections Committee Member (awatterson@somachlaw.com)

California Certified Legal Secretary

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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**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, October 19, 2013
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, March 15, 2014

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*.

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: _____

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 _____

**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:

**Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
P. O. Box 269003, Sacramento, CA 95826-9003**

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:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

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

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

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

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:

Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
P. O. Box 269003
Sacramento, CA 95826-9003



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2013 – April 30, 2014
Due Date: May 1, 2013**

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: **\$40**
Renewals are due May 1, 2013.
There will be a late fee of \$5 after June 1, 2013.

Return the completed invoice and full payment to:
**Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
PO Box 269003
Sacramento, CA 95826-9003**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____ Are you a CCLS? Yes / No

BIRTHDAY: _____

TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> 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

Which address should be listed in the membership roster? Business Residence

If you do NOT want to be listed in the membership roster, check here: No roster listing

INVOLVEMENT:

Have you been awarded lifetime membership in SLSA? (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: _____

IRS 2014 Standard Mileage Rates

Beginning on January 1, 2014, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 56 cents per mile for business miles driven
- 23.5 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

New single-piece First-Class Mail pricing, effective January 26, 2014:

- Letters (1 oz.) — 3-cent increase to 49 cents
- Letters additional ounces — 1-cent increase to 21 cents
- Letters to all international destinations (1 oz.) — \$1.15
- Postcards — 1-cent increase to 34 cents

**Note the following court date closures for January and February, 2014:**

January 20, 2014: Martin Luther King, Jr. Day observed. All state and federal courts closed. No mail service.

February 17, 2014: Presidents' Day observed. All state and federal courts closed. No mail service.

Note some of the new California laws in effect as of January 1, 2014:

Hands-free doesn't mean scot-free. SB 194 prohibits drivers under the age of 18 from using their cellphones to compose or read text messages, even if the teens are using a voice-activated feature.

Low-emission and zero-emission car owners, rejoice! You can drive in the HOV lane, even if you're the only one in the car, through 2019, thanks to AB 266 and SB 286.

AB 1266 allows transgender students to use the school facilities and join school teams aligned with their gender. A referendum challenge could stall or ultimately repeal the law; county registrars are in the process of verifying signatures.

SB 4 seeks to regulate hydraulic fracturing, or "fracking," a gas-harvesting practice that involves blasting a mix of pressurized water and chemicals underground. Rules taking effect at the start of 2014 mandate groundwater monitoring, require neighbors to be notified of new wells, and have energy companies publicly disclose the fracking chemicals they use.

AB 60 accomplishes something immigrant advocates have sought for years – driver's licenses for immigrants who are in the country illegally. The California Department of Motor Vehicles will spend this year designing the licenses, which will become available by January 1, 2015.

Playing off of the legal case of Sergio Garcia, who was brought to California illegally as a child and later passed the state's bar exam on his first try, AB 1024 allows undocumented immigrants who pass the California bar to practice law.

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 treasurer@slsa.org



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?

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:

Attn: Maryanna Rickner
SLSA Treasurer 2013-2014
c/o Sacramento County Office of Education
PO Box 269003
Sacramento, CA 95826-9003
E-mail: treasurer@slsa.org

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

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Editor-Corene E. Rodder

Editor's Note

The Legal Eagle always welcomes letters and article suggestions from readers. Please send them to: Corene E. Rodder, c/o Greenberg Traurig, LLP, 1201 K Street, Suite 1100, Sacramento, CA 95814 or rodderc@gtlaw.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.



Submitted by Kimberly Ann Smith

Benefits

Did you know that membership in SLSA and LSI saves you money? *(Prices are from the 2013-2014 term and are subject to change.)*

SLSA members save money on:

Monthly Dinner Meetings (Members \$25; Non-Members \$30)

Lunch Lessons (Members \$20; Non-Members \$25)

Mock Trial (Members \$20; Non-Members \$25)

Annual Day in Court Events (Members \$40; Non-Members \$45)

Beginning Legal Secretarial Training Course (Members \$275; Non-Members \$325)

LSI members save money on:

CCLS Examination (Members \$125, Non-Members \$175)

The Legal Professional's Handbook, 2-volume set (Members \$236, Non-Members \$295)

Law Office Procedures Manual (Members \$140, Non-Members \$175)

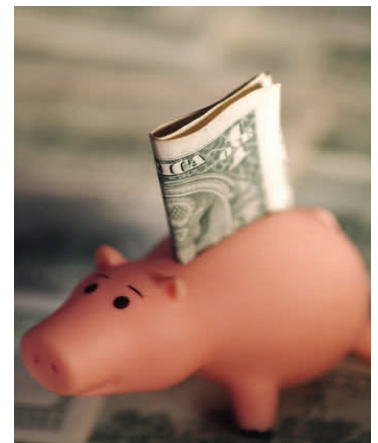
Legal Specialization Section Membership for All 6 Sections (Members \$75, Non-Members \$150)

Hertz Car Rental

Working Advantage Discounts

Credit Union Memberships

Financial & Retirement Planning Services





LEGAL SPECIALIZATION SECTION SEMINARS
 LSI 3rd Quarterly Conference – February 21-23, 2014 – Doubletree Hotel Modesto
 Hosting Associations: Merced County LPA and Stanislaus County LPA
REGISTRATION FORM - DEADLINE IS Tuesday, February 11, 2014



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

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

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
Friday, February 21, 2014 – 7:30 p.m. to 9:00 p.m.		
<u>LAW OFFICE ADMINISTRATION:</u> Topic: <i>Health & Safety and Risk Management</i> Speaker: Charles Craig <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>CRIMINAL LAW:</u> Topic: <i>Gang Suppression</i> Speaker: Sgt. Rodney Rego, Stockton P.D. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, February 22, 2014 – 10:30 a.m. to 12:00 p.m.		
<u>PROBATE/ESTATE PLANNING:</u> Topic: <i>Protecting Assets from Medi-Cal Recovery</i> Speaker: Randy Rosa, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>TRANSACTIONAL LAW:</u> Topic: <i>Bankruptcy Basics & Chapter 9 - Cities Bailing Out Through Bankruptcy</i> Speaker: Diane Mecca <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, February 22, 2014 – 4:00 p.m. to 5:30 p.m.		
<u>FAMILY LAW:</u> Topic: <i>Pre- v. Post- Nuptial Agreements -- Which is Better?</i> Speaker: Stacy Speiller, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>CIVIL LITIGATION:</u> Topic: <i>Advanced Discovery - Withholding Documents & Privileges</i> Speaker: Weldon J. Mattos, Jr., Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	

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 _____ Card Verification No: _____

Mail, Fax, or Email completed form to:

Cheryl L. Kent, PLS, CCLS, LSS Coordinator
 P.O. Box 12082, Pleasanton, CA 94588
 925-523-3086 (fax) ~ clkcls@comcast.net

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

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

Speakers and Topics are Subject to Change

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.

2013-2014 Legal Specialization Section Leaders:

Civil Litigation: Dawn R. Forgeur, CCLS dforgeur@stoel.com	Law Office Administration: Tammy L. Hunt, CCLS loleader@thunt.org
Criminal Law: Jill Gardella jgardella@nablaw.com	Probate/Estate Planning: Kristi L. Edwards, CCLS kledwards@justice.com
Family Law: Mary Lou Floyd, CCLS, M.S. Louloux7@yahoo.com	Transactional Law: Lisa De La O ldelao@fitcheven.com

LEGAL SPECIALIZATION SECTIONS

Of LEGAL SECRETARIES, INCORPORATED

2013-2014 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**
P. O. Box 12082, Pleasanton, CA 94588

Enclosed is payment of my dues for the fiscal year **8/1/13** through **7/31/14** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

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

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

NEW	RENEWAL
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

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

I prefer communication via USPS (indicate preferred address: home work)

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

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 style="text-align: center;">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 style="text-align: center;">WORKING ADVANTAGE</p> <p>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 style="text-align: center;">HERTZ CORPORATION</p> <p>Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
<p>INSURANCE AND FINANCIAL PROVIDERS</p>	
<p style="text-align: center;">AFLAC AND WORKER'S COMPENSATION QUOTES</p> <p>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 style="text-align: center;">CAPITAL INVESTMENT ADVISERS</p> <p>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.ciadvicers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
<p style="text-align: center;">DWORKIN INSURANCE SERVICES</p> <p>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 style="text-align: center;">LEGACY WEALTH MANAGEMENT</p> <p>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 style="text-align: center;">DAVID WHITE & ASSOCIATES</p> <p>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 style="text-align: center;">MWG FINANCIAL AND INSURANCE SERVICES</p> <p>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 style="text-align: center;">LA FINANCIAL FEDERAL CREDIT UNION</p> <p>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 style="text-align: center;">PROVIDENT CREDIT UNION</p> <p>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:
 Mary J. Beaudrow, CCLS, LSI Vice President
 LSI Marketing Committee Coordinator
 939 Hough Avenue, #22, Lafayette, CA 94549
 Cell - (415) 717-5675
marybeau@comcast.net



Submitted by Jaymie Moralez

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

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

It is the responsibility of the applicants to contact the employers, schedule interviews, exchange résumés, and to discuss benefits and salary, etc. All information is listed until notification to drop the name/position is given to the Employment Chair. Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at jmoralez@somachlaw.com. A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

(1/8/14) Experienced Paralegal. The Folsom office of Rosette LLP, is seeking a full-time paralegal with at least five years experience in state and federal court litigation in the State of California. Ability to file with various federal and state courts required. In-depth knowledge and familiarity of court procedures, application of local rules, and docketing is a must. Familiarity with the preparation and formatting of litigation documents, including Tables of Contents and Tables of Authorities is absolutely required. Similarly, familiarity with filing papers with state and federal courts (both electronically and manually) is required. A strong candidate is extremely well organized, able to work with minimal supervision, and able to work well in a team environment. The successful candidate will be highly motivated, and possess a professional demeanor, superior oral and written communication skills and strong client service skills. Proficiency in Microsoft Word, Outlook, and Excel is mandatory. Experience with Amicus is preferred. We offer competitive salary and benefits, including health care, 401k, and vacation. Please respond to this job posting with your resume, writing sample and cover letter via e-mail to Mrs. Christian Cienfuegos at: ccienfuegos@rosettela.com.

(12/31/13) Legal Secretary - City of Stockton. The City of Stockton is seeking a qualified Legal Secretary to perform a variety of confidential, complex, and specialized clerical, secretarial, and paraprofessional duties in the City Attorney's Office. Please [click here](#) for full job description and how to apply.

(12/2/13) Litigation Secretary. Kershaw, Cutter & Ratinoff is looking for a highly qualified litigation secretary. Applicants should have at least 5 years of litigation and trial experience. This position requires a strong attention to detail and the ability to multitask in a fast paced environment. Duties will include but are not limited to: drafting and proof reading documents; complaints, demands, discovery, motions and briefs; filing in Federal and State courts; service; calendaring; scheduling; and heavy client contact. Please send resumes by email to nziegler@kcrlegal.com. Competitive salary and benefits offered.

(Continued on page 27)

(Continued from page 26)

(11/26/13) Court Manager. Court Manager position available within an Attorney Support Office. An Attorney Service in the Downtown Sacramento area is currently seeking a motivated and knowledgeable person to fill the position of Court Department Manager. Duties include receiving and monitoring filings, legal research, and general field work for California and the US. We pride ourselves with accurate and swift service for our clients, as maintaining relationships are very important to us. Knowledge of local courts and the court system is definitely a plus. You may email any resumes to hr4nowsc2@gmail.com.

(11/21/13) Litigation Legal Secretary. The Sacramento office of Greenberg Traurig has an opening for a litigation legal secretary with 7+ years of experience. Qualified candidates must have a thorough understanding of the processes of state (California) and federal litigation. Must be experienced in, and knowledgeable of, e-filing, trial procedures, discovery, document production, document management, calendaring, and case management. The position requires a team player with a service attitude and a superior ability to maintain effective relationships with attorneys, staff, and the general public. The candidate should be outgoing, creative, intelligent, professional, and polished; must have superior verbal, written and organization skills, and the ability to manage competing priorities. Must also be proficient in MS Word, Excel, PowerPoint, and Outlook. Experience in a fast-paced, large law firm environment highly desired. M-F, 9-6; Candidate should be flexible to work overtime. We offer a competitive salary, outstanding benefits package, and a team-oriented environment. Greenberg Traurig is an Equal Opportunity Employer.

Greenberg Traurig, LLP is an international, full-service law firm with approximately 1750 attorneys serving clients from 35 offices in the United States, Latin America, Europe, the Middle East, and Asia. In the U.S., the firm has more offices than any other among the Top 10 on The National Law Journal's 2012 NLJ 250. For additional information, please visit www.gtlaw.com.





Submitted by Debbie Frias, CCLS

Happy New Year!
 We have some changes in Sacramento Superior Court with regard to civil case processing. Word went out from our court's Director of Operations, Civil Division, Meredith Bostian, in the way of an email blast. Thank you,

Meredith, for this information!

They have revised some of the judicial assignments. You should probably check the court's website for the details. You may know that the Honorable Robert C. Hight is our Presiding Judge starting in January 2014 and is in Department 47, and the Honorable Kevin R. Culhane is now the Assistant Presiding Judge/Supervising Civil Judge; he is in Department 13.

Effective January 1, 2014, pursuant to Local Rule 2.21, limited civil cases are excluded from the Court's Civil Case Management program. Pursuant to California Rule of Court 3.720(b), all Limited Civil Cases are exempt from the Case Management Program. Alternative procedures for processing limited civil actions, including requests for trial setting, arbitration and mediation, can be found on the Court's website at www.sacourt.ca.gov/civil. This new program applies to all active limited civil cases that are pending on or after January 1, 2014.

Also in the works: Changes resulting from new legislation. AB 648 - Court Reporter Fees for civil matters lasting one hour or less:

The Court will be charging one \$30 fee for each CASE on calendar wherein all matters are concluded in one hour or less

Fees will continue to be due after a request for hearing has been made and prior to the hearing occurring. Fees are to be paid in the Civil Lobby, Room 102, of the Gordon D. Schaber Courthouse.

In addition, Government Code section 70632/ California Rule of Court 8.130(b)(1) - effective January 1, 2014, the Court will charge a \$50 fee to cover trial court costs associated with administering a

trust account for payment of a reporter's transcript in a civil appeal.

I would suggest that you go online and read the court rules as they pertain to limited civil actions. I have quite a few pages that pertain to the new rules. Check them out and be prepared.

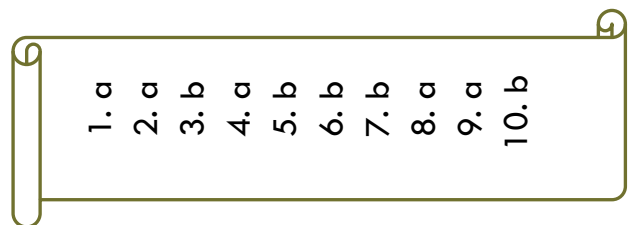
Our local Court has also published Civil Document Filing Guidelines. They have instructions for the Civil Front Filing Counter, the Civil Drop Box, Documents to be Filed Directly in the Department, and "other." Again, check it out. I have the notice that Meredith sent if you are unable to access the information.

Finally, President Lynne sent me a notice that the *federal* witness fee rate is currently \$50 + 56-1/2 cents per mile in both directions. This fee must be tendered at the time of service (federal subpoenas only) for the service to be valid.

Beginning January 1, 2014, the mileage rate has decreased from 56-1/2 cents per mile both ways to 56 cents per mile both ways. That means the 2014 Federal witness fee will be \$50 + 56 cents per mile in both directions.

We're told that there has been no change to the *state* witness fee which remains at \$35 + 20 cents per mile in both directions for 2014.

Answers to the CCLS Quiz





SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

WWW.SACCOURT.CA.GOV

Limited Civil Pretrial Calendar
Effective January 01, 2014

Effective Wednesday, January 01, 2014, the Limited Civil Pretrial Calendar will be assigned to the Honorable Kevin R. Culhane presiding in Department 13. The clerk of Department 13 may be reached at (916) 874-7786.

The calendar will be heard every Friday at 10:00 a.m., except on court holidays.

For additional information regarding the Limited Civil Program, please review the following link http://www.saccourt.ca.gov/civil/limited-civil-program.aspx.

Packet reviewed by: _____ for court use only Date: _____

Sacramento Superior Court – Civil Document Drop-Off Sheet

Contact Name: _____ Contact Phone #: _____

Check this box if the attached document(s) pertain to a case with a scheduled Law and Motion Hearing date and indicate the hearing date here: _____

One box must be checked:

Return Documents by Mail Place Documents in Attorney Box Under: _____ (attorneys/law offices only)

Method of Fee(s) Payment: Check Credit Card Fee Waiver(s) Attached *Do not place cash in the drop box.

Table with 4 columns: Number of Documents, Document Name, Number of Documents, Document Name. Lists various document types like Amended Complaints, Motions, New Case Packet, etc.

Appeals Documents – MUST be filed at the Appeals front counter in Room 101 – NOT ACCEPTED VIA DROP BOX

A SEPARATE SHEET MUST BE COMPLETED AND ATTACHED TO EACH SORTED BUNDLE.

For example, a submittal of 3 new cases and 2 answers should be submitted as two separate bundles: one bundle of 3 new cases with a Sheet attached on top indicating 3 New Cases and a bundle of 2 answers, with a Sheet attached on top indicating 2 Answers.

The back page of the original filing must be time/date stamped. It is not necessary to time/date stamp any copies submitted with the original.

For a list documents file-able at the Front Counter, review the Civil Document Filing Guidelines at www.saccourt.ca.gov

Revised 01-01-2014



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As an attorney service, we understand the pressure and deadlines legal support professionals face everyday. Timely and accurate court filing, eFiling and process serving are critical to preventing costly delays and jeopardized cases. That's why, at Rapid Legal, our job is to ensure we make legal support professionals look good by executing their orders on time and without error—every time.

What's more, Rapid Legal is an online attorney service that's on the cutting edge of electronic filing and serving. Our secure portal allows customers to quickly and easily manage cases, place orders, upload documents, view job statuses, and retrieve conformed copies, proofs of service and more. So what are you waiting for? Try us for your court filing, electronic filing and process serving needs. You'll be happy you did!

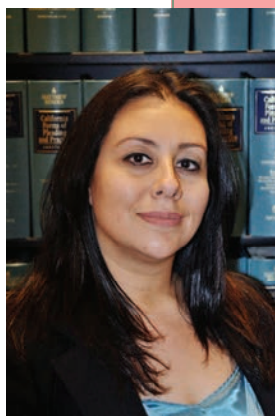


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Parliamentarian's Corner: Nominations & Elections

Submitted by Astrid Watterson, CCLS



As nominations and elections approach, it is time again to consider what you, as a member, can do for SLSA. As you are aware, SLSA is a non-profit organization focusing on networking and continuing education for the legal

professional. As a past officer of SLSA, I can attest to the wonderful and beneficial learning opportunities this organization has provided to the Sacramento area legal community. But, why do YOU attend the meetings, the lunch lessons, the various functions? Why are YOU a member?

In order to keep this organization running, we need to keep in mind that it is a non-profit corporation. As a corporation, there are certain items you need to keep it going. You need to have minutes, which are the official records of the corporation – a Secretary. Then, you need to have someone keep track of the money – a Treasurer. Those are the two most important items you must have. However, you also need a leader, someone who can answer questions, help keep things running smoothly, be the person who can steer the ship. So, what happens when members have a question or want to make a change or suggestion? Typically, the Parliamentarian would be able to assist with rules and how they apply, but it is the President who is the "go to" person. The Vice President typically assists with the processing of the membership applications and performs any other duties that may be assigned to them.

A corporation is run by its officers who implement the rules that are given to them by the members. SLSA's rules are its Bylaws and Standing Rules, which were approved by its members and can be amended by its members. However, at this time, we are lacking in volunteers to help continue this organization.

SLSA needs YOU to step up and help. Are you good with keeping track of records? Can you take notes? Can you prepare a written report? Can you

work well as a team member? Then perhaps you can volunteer to be the Secretary.

SLSA needs YOU to help. Are you good with numbers? Can you work with QuickBooks? Do you have any accounting experience? Are you knowledgeable with Excel? Can you add, subtract, multiply, and divide? Are you good with organization and keeping documents filed neatly? Can you work well as a team member? Then perhaps you can volunteer to be the Treasurer.

SLSA needs YOU to help. Are you good with people? Can you review applications and apply the SLSA rules as to membership applications? Are you able to follow up with people and work as a team? Can you prepare a written report? Then perhaps you can volunteer to be the Vice President.

SLSA needs YOU to help. Are you comfortable with public speaking? Can you follow directions? Are you able to travel four times a year? Would you be able to stand up and speak on behalf of SLSA when necessary? Can you take notes and prepare a written report summarizing your notes and experiences? Can you work as a part of a team? Then perhaps you can volunteer to be the Governor.

SLSA needs YOU to help. Are you organized? Can you multi-task? Are you comfortable with public speaking? Are you a listener? Are you a problem solver? Can you think outside of the box? Can you follow instructions? Do you have critical thinking skills? Can you lead? Can you prepare written reports and review reports? Can you work as part of a team? If so, then perhaps you can volunteer to be the next SLSA President.

The stronger your team is, the easier any one of the volunteer positions are. Maybe this year is your year to help SLSA continue to provide a strong networking systems as well as continuing legal education for our members.



Submitted by Dawn Forgeur, CCLS

February Quarterly Conference is Modesto – only about one hour away! This is a great opportunity for you to take advantage of the educational seminars LSI has available on Friday

and Saturday. Full conference registration is only \$99 [before January 20], and hotel rooms are \$109 per night [single and double]. Carpool with friends and stay for banquet on Saturday night after all the business and classes are completed! Below are the educational seminars that are scheduled to be held.

Friday – February 21, 7:30 p.m. to 9:00 p.m.

(Welcome Reception beforehand at 6:00 p.m. [\$20])

Health & Safety and Risk Management
Gang Suppression

Saturday – February 22, 10:30 a.m. to 12:00 p.m.

Protecting Assets from Medi-Cal Recovery
Bankruptcy Basics & Chapter 9 – Cities Bailing Out Through Bankruptcy

Saturday – February 22, 4:00 p.m. to 5:30 p.m.

Pre- v. Post-Nuptial Agreements – Which is Better?

Advanced Discovery – Withholding Documents & Privileges

[Classes are subject to change due to speaker availability.]

There are flyers to register for conference, the hotel, and each of these seminars throughout this issue. If you can't attend, contact the organizers to purchase any handouts that will be distributed at each seminar!



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



WEEKEND IN EUROPE
MERCED COUNTY LEGAL PROFESSIONALS
ASSOCIATION and
STANISLAUS COUNTY LEGAL PROFESSIONALS
ASSOCIATION

FEB 21-23, 2014
 LSI 3rd QUARTERLY CONFERENCE
 DOUBLE TREE HOTEL - MODESTO, CALIFORNIA
CONFERENCE REGISTRATION FORM

NAME (ON BADGE): _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____
 E-MAIL ADDRESS: _____
 LOCAL ASSOCIATION: _____ I, SA/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)
 POSTMARKED ON OR BEFORE JAN 20, 2014 \$ 99.00 \$ _____
 POSTMARKED JAN 21, 2014 OR LATER \$109.00 \$ _____

INDIVIDUAL TICKETS

REGISTRATION BY JAN 20, 2014	_____ @	\$15.00	\$ _____
REGISTRATION JAN 21, 2104 OR LATER	_____ @	\$25.00	\$ _____
WELCOME RECEPTION (FRIDAY)	_____ @	\$20.00	\$ _____
LUNCHEONS <input type="checkbox"/> VEGETARIAN			
GOVERNOR'S (SATURDAY)	_____ @	\$24.00	\$ _____
PRESIDENT'S (SATURDAY)	_____ @	\$24.00	\$ _____
MEMBERSHIP (SATURDAY)	_____ @	\$24.00	\$ _____
SATURDAY NIGHT BANQUET	_____ @	\$44.00	\$ _____
<input type="checkbox"/> CHICKEN <input type="checkbox"/> PORK TENDERLOIN			
SUNDAY BRUNCH	_____ @	\$26.00	\$ _____
TOTAL AMOUNT ENCLOSED			\$ _____

SPECIAL DIETARY NEEDS: _____

PLEASE MAKE CHECKS PAYABLE TO: FEB 2014 CONFERENCE FUND
 MAIL TO: *LORRAINE BETTENCOURT, 3361 SHORE LINE DRIVE, ATWATER, CA 95301*



FOR GENERAL INFORMATION CONTACT:
 REGISTRATION CHAIR – LORRAINE BETTENCOURT - (209) 356-0815 – plsccls325@att.net
 OR CONFERENCE CO-CHAIR – STEPHANIE HARRISON - (209) 723-4479
stephmjb@sbcglobal.net
 DIANE MECCA (209) 918-0796 – dianemecca@hotmail.com

NO REFUNDS AFTER FEB 1, 2014



WEEKEND IN EUROPE
MERCED COUNTY LEGAL PROFESSIONALS
ASSOCIATION and
STANISLAUS COUNTY LEGAL PROFESSIONALS
ASSOCIATION

FEB 21-23, 2014
 LSI 3rd QUARTERLY CONFERENCE
 DOUBLE TREE HOTEL
 1150 NINTH STREET
 MODESTO, CA 95354
 PH: (209) 526-6000

HOTEL REGISTRATION FORM

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

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)

- SINGLE/DOUBLE - **\$109.00**
 TRIPLE - **\$109.00**

COMPLIMENTARY SELF PARKING
 VALET PARKING IS \$12.00 PER DAY

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, 209-526-6000. Use code "**LSI**" TO IDENTIFY YOURSELF AS BEING A PART OF LSI IN ORDER TO GET THE GROUP RATE.



FOR GENERAL INFORMATION CONTACT:
 REGISTRATION CHAIR – LORRAINE BETTENCOURT - (209) 356-0815 – plsccls325@att.net
 OR CONFERENCE CO-CHAIR – STEPHANIE HARRISON - (209) 723-4479 – stephmjb@sbcglobal.net
 DIANE MECCA (209) 918-0796 – dianemecca@hotmail.com



The Legal Specialization Sections
of
Legal Secretaries, Incorporated
Presents:



Affordable Care Act/Covered California

A One Hour Webinar

Speaker: Colleen Callahan, CLU, CASL, LUTCFL
Colleen Callahan Insurance Services

Facilitator: Mary Lou Floyd, CCLS, M.S.
LSS Family Law Leader

WEDNESDAY, MARCH 26, 2014 ~ 12:30 – 1:30 p.m.

Registration Deadline: Wednesday, March 19, 2014

Cost: \$15 for members of any LSS section; \$25 for non-section members; \$35 for non-LSI members

Attendees will have an opportunity to email questions to Ms. Callahan prior to the webinar. Her email address will be provided with confirmation of registration.

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

Mailing Address/City/State: _____

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

Amount and Method of Payment: \$ _____ Check Credit Card Number _____

Name on Credit Card: _____ Card Expiration: _____

Type of Card: Visa _____ M/C _____ Card Verification No: _____

Mail, Fax, or Email completed form to:
Cheryl L. Kent, PLS, CCLS, LSS Coordinator
P.O. Box 12082, Pleasanton, CA 94588
925-523-3086 (fax) ~ clkcls@comcast.net

You will receive confirmation of registration and instructions regarding login to the webinar via email.
PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

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 this webinar has been approved for minimum MCLE/CLE credit of 1.0 hours by the State Bar of California.

2013-2014 Legal Specialization Section Leaders:

Civil Litigation: Dawn R. Forgeur, CCLS
dforgeur@stoel.com

Criminal Law: Jill Gardella
jgardella@nablaw.com

Family Law: Mary Lou Floyd, CCLS, M.S.
Louloux7@yahoo.com

Law Office Administration: Tammy L. Hunt, CCLS
loaleader@tlhunt.org

Probate/Estate Planning: Kristi L. Edwards, CCLS
kledwards@justice.com

Transactional Law: Lisa De La O
ldelao@fitcheven.com

Chapter Achievement Points (CAPs)

Submitted by Dawn Forgeur, CCLS

If you are a CCLS that renewed your certification in March or October, let me know so I may count this towards SLSA's Chapter Achievement Points.

If you rent a car through Hertz to drive to conference in Modesto, use the LSI discount and then let me know because that's worth CAPs.

I would like to thank those members who always send their court updates to the Legal Specialization Section Leaders and copy me on those emails to capture our CAPs, it's truly appreciated!

Please note that the RSVP deadline for all regular monthly meetings is now Noon on the Friday before the meeting. We have had to move our RSVP cut-off date in order to meet food ordering deadlines from the Courtyard Marriott. Please make note of it, as this is now SLSA's standard reservation deadline for regular dinner meetings.

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CHAPTER ACHIEVEMENT REPORTING FORM 2013-2014

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, 2013, through March 31, 2014.

Please complete this form and mail or email it to SLSA's Governor, Dawn Forgeur, CCLS. 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 2013-2014 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, 2014. (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: Dawn R. Forgeur, CCLS, Governor
Stoel Rives LLP
500 Capitol Mall, Ste. 1600
Sacramento, CA 95814

Submitted by Lynne Koroush, CCLS



As legal support professionals, we are generally aware of what happens in a courtroom proceeding, but I would venture to say that many of us don't get to venture out of the office and actually see the wheels of justice in motion. Should you have the opportunity to observe a courtroom in session, the Sacramento County Superior Court has provided the following guidelines.

COURTROOM OBSERVATION PROCESS

Thank you for your interest in observing a court proceeding at the Superior Court of California, County of Sacramento. Court proceedings are generally open to the public. We encourage students and classes to observe our courts in action as a valuable lesson in government and citizenship. A Daily Trial Calendar is also available to print out on the courts website at: <http://www.saccourt.ca.gov/>. Our Master Calendar Office is no longer open to obtain copies of the Daily Trial Calendar.

Please make every effort to observe proceedings at the times scheduled so that you are not walking in the courtroom after the proceedings have begun. If possible, inform the courtroom attendant or security personnel that you are a member of the public or a student observing the proceedings. There are times when the courtroom capacity may limit observation by members of the public.

The cases before the court are very important to the parties involved and our community. Victims of crime, defendants facing charges, their families and friends,

witnesses, jurors and the attorneys are all following the proceedings very closely. Everything said in the proceeding is recorded by a court reporter. Therefore, there are rules of courtroom etiquette that must be followed while you are in the courthouse.

1. Enter the courtroom quickly and take a seat quietly.
2. While in the courtroom, please observe the following rules:
 - a. No talking;
 - b. No rustling of papers;
 - c. Hats must not be worn;
 - d. Cell phones and/or pagers are to be turned off;
 - e. Please remain seated with no excessive movements in your seats;
 - f. If the judge requires it, you must remain in the courtroom until a recess is called for;
 - g. No food or drink is permitted in the courtroom.
3. Jurors are not allowed to discuss the case. Do not approach them, ask them questions regarding the case, or discuss any other matter related to the trial.
4. If asked to leave the courtroom by the judge, bailiff, courtroom clerk, or court attendant, you must leave immediately and without argument. When you leave a courtroom, please hold your conversations until your entire group has left the room and the doors closed. Please keep your conversations in the hallways quiet to avoid disrupting the proceedings.
5. Please show respect to all court staff and everyone you meet in the courthouse.
6. Please also be respectful to all property within the courthouse. This includes bathrooms, water fountains, elevators, and the cafeteria.

We hope your visit to the courthouse and observation of court proceedings is interesting and educational.

Charitable Projects: 2013 Loaves & Fishes Stocking Drive

Submitted by Rebecca M. Lerma

We have managed to do it again, and exceeded our donation goal for the third straight year. Last year, we pulled together to complete 55 stockings. This year, we filled 62 stockings with toiletries, shoelaces, warm socks, gloves, hats, and other goodies! The filled stockings were donated to Loaves & Fishes, where they were distributed to homeless men, women, and children just in time for the holidays.

Founded in 1983, Sacramento Loaves & Fishes is a private charity that relies solely on private donations to support its work of feeding the hungry and sheltering the homeless. For more information, see <http://www.sacloaves.org/>.



Glenda Osborne & Laura Welch, KLINEDINST, PC



Goodies in the stocking for Boy (age 7-11)

We had so many donations, that we ran out of stockings! That didn't stop us from filling plastic bags filled of goodies, which were later transferred to stockings purchased with generously donated funds.



From left to right, Crystal Rivera, Maryanna Rickner, Lynne Koroush, CCLS, Dawn Forgeur, CCLS, Alex Lerma, and Rebecca Lerma

**Charitable Projects: 2013 Loaves & Fishes Stocking Drive
(Continued)**



Submitted by Lynne Koroush, CCLS



Shannon Pederson of Simply CPR
and Lynne Koroush, CCLS

SLSA was pleased to have Shannon Pederson of Simply CPR as our December Vendor the Month. Simply CPR provides CPR and first aid training and educational courses developed by the American Heart Association. Whether it be community leaders, business owners, or local residents of the community, CPR is valuable to all. Simply CPR's motto is "Simply knowing CPR can save a life."

Shannon gave an excellent presentation on the importance and use of CPR and portable electronic defibrillator devices (known as "AEDs"). An AED is a portable electronic device that automatically diagnoses the potentially life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to

treat them by application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

While the use of CPR alone can be effective in rendering emergency first aid and life-saving assistance, the use of an AED can increase the chances of saving someone's life. AEDs are designed to be simple to use for the layman, and the use of AEDs is taught in many first aid, first responder and basic life support (BLS)-level CPR classes. Simply CPR can provide training for you and your staff, either at their facility or in the convenience of your own office. They also have AED machines available for purchase if you feel you would like to have one of your own or at your business.

Thank you, Shannon, for a truly valuable demonstration and for being our Vendor of the Month!

If you are interested in more information, please contact Shannon Pederson at (916) 765-2436, or visit Simply CPR's website at www.simplycpr.com.

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



Shannon Pederson of Simply CPR
demonstrating the AED device.



LEGAL SECRETARIES, INCORPORATED

BEGINNING LEGAL SECRETARIAL TRAINING CLASS

January 6 – February 17, 2014

LSI will be offering its Beginning Legal Secretarial Training Class online. The first session will be a six-week, work-at-your-own-pace online session commencing January 6 and ending on February 17, 2014. During the classes, the following topics will be covered:

Introduction to the Law Office	Transcription and Proofreading Techniques
Duties of the Legal Secretary	Court Structure
Effective Telephone Skills	Citations
Effective Oral Communication Skills	Service of Legal Documents
Effective Written Communication Skills	Preparation of Documents Filed with the Court
Calendaring and Timetables	Basics of Civil Litigation
Basic Grammar Skills	

CLASSES BEGIN MONDAY, JANUARY 6, 2014

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 cost of the training class, which includes the Legal Secretary's Reference Guide, is \$150 for LSI members and \$200 for non-LSI members. This introductory price is for this session only. Each individual must register separately. Upon completion of the class, students will receive a certificate from LSI.

BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION

(Please type or print clearly)

Name: _____ Association: _____ LSA/LPA

Address: _____

Daytime Phone: _____ Evening Phone: _____

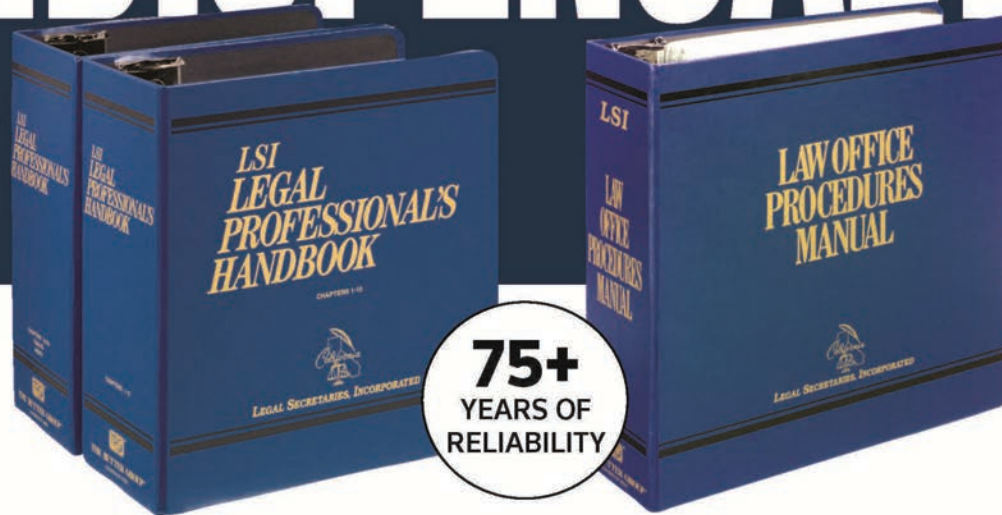
Email: _____

Payment: Check # _____
Credit Card # _____
Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____

Email registration form NO LATER THAN December 30, 2013, 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. For further information or inquiries, email training@lsi.org. We will be offering additional sessions commencing in March 2014. No refunds after January 6, 2014.

LSI – Educating California's Legal Professionals

INDISPENSABLE



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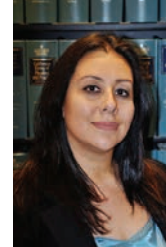
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