

July 2011

Volume 7 Book 11



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WWW.SLSA.ORG

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Sacramento Legal Secretaries Association



July Event(s)

- **General Dinner Meeting – July –21.** This event will be held at the Courtyard Marriott Midtown Sacramento, 4422 Y Street. You can register online through our website or contact Maimie Chyinski at reservations@slsa.org. *See page 21.*

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



It's July and the Summer weather has finally arrived!

Our speaker this month is Luke Patterson of Capitol Legal Investigations, Inc. and he will be speaking on how to assist your private investigator in conducting a successful surveillance operation and how covertly obtained video-documented evidence can be powerful case making or breaking testimony. This is useful information for those in the litigation, workers' compensation, employment law, and personal injury fields.

In this issue, you will find some flyers for events that our sister associations have planned for July and August. Alameda County LSA has planned a summer social at an A's game against the Minnesota Twins on July 31. The cost is only \$26 and the deadline to R.S.V.P. is July 14. Additionally, Santa Clara LPA is hosting a BBQ and fundraiser at Almaden Lake Park on August 6. They are asking for a donation of \$20 for adults and \$10 for



children. San Mateo County LSA is hosting a Day at the Races at Golden Gate Fields on October 2, 2011. The cost for their event is \$35 per person, which includes valet parking, turf club seating, and a prime rib buffet lunch.

Finally, Lynne Gomes and Johnny Bateman have set a date for our Reno Bus Trip! Mark

your calendars for September 10, 2011, and the destination is the new Grand Sierra Hotel Casino! The Grand Sierra has setup a great deal and this day trip should be quite affordable for everyone.

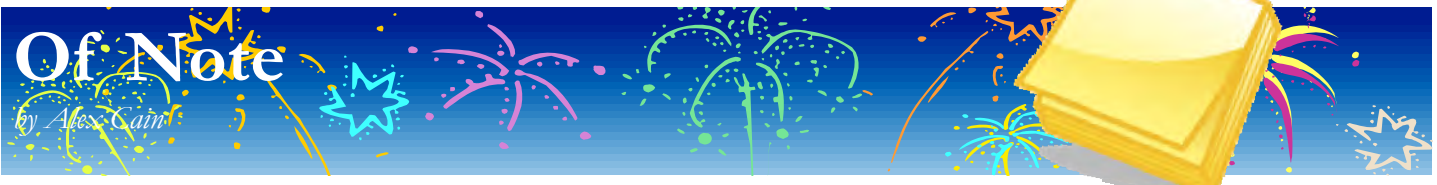
I hope everyone had a great Fourth of July holiday weekend and I will see you at the regular dinner meeting on July 21.



Chapter Achievement Points

- Did you know that SLSA can earn 50 points for each member who attends an LSI conference for the first time?
- Did you know that SLSA can earn 100 points per each member who belong to an LSI sponsored credit union?

If you have attended an LSI conference for the first time (beginning with the May annual conference) or if you are a member of an LSI sponsored credit union, please let our Governor know so we can capture points. E-mail Andrea Stoll and let her know that you earned SLSA points! Andrea's email is: andrea@haydulaw.com.



Filing by fax:

There are currently 15 counties that accept direct fax filing of documents through Official Payments Corp. The main benefit with filing in this manner is that most of these counties will accept filings for processing even after the physical court closes, which gives you more time in the office to prepare and create your documents. When filing documents this way, you must fax each document separately with a completed Judicial Council form MC-005. The average time for pages to be received by Official Payments this way is approximately one page per minute, and all pages must be received by the listed deadline. Also keep an eye out for how many pages you've sent compared to pages received by the court and call Official Payments Corp. if there are any discrepancies. Filed face pages will generally be faxed back to your office within one to three days. Documents that must be entered or issued by clerks of the court such as your Summons, Dismissals, Defaults, and Writs cannot be filed in this manner. Necessary forms, list of cooperating courts, and further information can be found on the Official Payments Corp.'s website at <https://www.officialpayments.com/faxfile.jsp>.

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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.



Membership Chair Report

by Lynne Gomes

Welcome, and congratulations to the following new SLSA members, who were inducted at the June 16, 2011, General Membership meeting.

ACTIVE MEMBERSHIP



Winnie Blankenship -- Winnie is the records management coordinator at the Arnold Law Firm. She has been a legal professional since 2006, and specializes in litigation and plaintiff's personal injury law. Winnie celebrates her birthday on January 30.

Cindy Breninger -- Cindy is a legal secretary with the law office of Charles H. Wright. She has been a legal professional since 2008, and specializes in family law. Cindy celebrates her birthday on December 20. She enjoys skiing, horseback riding, and hiking.

Alisha Dalton -- Alisha is a legal secretary with Green & Hall. She has been a legal professional since 2003, and specializes in construction defect law. Alisha celebrates her birthday on December 14, and enjoys baking.

Tina Gravel -- Tina is a legal secretary with Downey Brand, LLP. She has been a legal professional since 1989, and specializes in litigation. Tina celebrates her birthday on October 22, and enjoys sports, kids, and singing.

Amy Kauba -- Amy is a legal secretary with Downey Brand, LLP. She has been a legal professional since 1989, and specializes in bankruptcy and litigation.

Joy Morgan - Joy is a paralegal/legal secretary at The United Law Center. She has been a legal professional since 2003, and specializes in family law, litigation, and real estate law. Joy celebrates her birthday on September 9, and enjoys singing and science fiction.

Reyna Santana -- Reyna is a legal secretary with Cal Trans. She has been a legal professional since 2003. Reyna celebrates her birthday on November 20.

Mary Taylor-Higgins -- Mary is a legal secretary with Downey Brand, LLP. She has been a legal professional since 1980, and specializes in appellate law and litigation. Mary celebrates her birthday on August 22.

Judith White -- Judith is a legal secretary with Green & Hall, APC. She has been a legal professional since 2006, and specializes in appellate law and litigation, including complex litigation. Judith celebrates her birthday on February 5, and enjoys sports, cooking, and event planning.

Angela Kolak -- Angela is a legal secretary with the City of Sacramento City Attorney's Office. She has been a legal professional since 2001, and specializes in litigation and criminal law. Angela celebrates her birthday on July 13th.

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

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.



First Annual Marilyn Ott BBQ and Fundraiser

August 6, 2011, 1:00 p.m. to 6:30 p.m.

Hosted by:

o Santa Clara Legal Professionals Association

www.sccolpa.org



Bring your family and friends for a day of food, fun,
games, and prizes

See you there!!!

Donation \$20.00 adults, \$10.00 children 5 -15 (4 and under free)

Proceeds fund SCcolPA scholarships and other charities. See our website for details.

Please R.S.V.P. by July 23 to:

Janeth Torrasi at janethtorrasi@gmail.com or (650)
440-0888

**Location: Almaden Lake Park
(Cinnabar I & II)**

Almaden Expressway and Coleman, San
Jose, California

Employment Report/Positions Available

by Jaymie Moralez

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

Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney/employer is requested to e-mail the Employment Chair 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.

- **(6/21/11) Legal Executive Administrative Assistant** The McClatchy Company is seeking an experienced Legal Executive Administrative Assistant to support its Vice President, General Counsel, and Corporate Secretary. This position will assist with corporate Board activities, including preparation for Board meetings, maintaining minute books, coordination of annual proxy voting process, and drafting and distributing materials to Board members, senior executives and managers. The Executive Assistant will also assist with required state qualification and SEC filings, including stock trading reports, and will maintain details of share sales, purchases, and transfers for directors and executive officers. Qualified applicants will have a minimum five years corporate paralegal experience, with a strong background as an executive assistant, preferably in a legal and/or corporate environment. Applicants should also have previous exposure to public SEC reporting requirements and must be proficient in Microsoft Office Suite. Preferred candidates will be detail oriented and possess excellent communication, organizational and prioritization skills. CLA preferred.

All offers of employment are contingent upon the successful completion of a post-offer physical and drug screen. EOE. We offer a competitive salary and benefits package. To apply, please send resume and salary history to hr@mcclatchy.com.

- **(06/22/11) Legal Secretary** Downtown Sacramento law firm has an opening for a part time/full time legal secretary. This position is temporary, providing back-up secretarial support and vacation relief; may lead to permanent position for the right candidate. Software used is WordPerfect, Microsoft Word, Outlook Express, Timeslips, Adobe Acrobat and Legal Solutions. Previous experience with complex civil litigation and intellectual property law is a plus. The ideal candidate will be professional, flexible, a team player and able to work under tight deadlines. Position is available immediately. Please e-mail cover letter and resume, including three references and work history, to hr@mgsllaw.com.
- **(6/10/11) Legal Secretary/Assistant** for solo attorney practice dealing with estate planning, probate, tax, and business transactions. Seeking full time assistant with experience with Word Perfect, Excel, and general computer knowledge, detail oriented, have essential proofreading skills, understanding of court filing procedures, and able to assist in drafting trust, probate, and complex pleadings. Notary Public commission will be required. Salary commensurate with experience. Paid vacation and medical insurance. Send resume by regular mail or by fax to Seaman & Seaman, a Law Corporation, 2377 Gold Meadow Way, Suite 240, Gold River, CA 95670; Fax (916) 484 7095.
- **(5/19/11) Part Time Litigation Legal Secretary with Experience** Five attorney firm in South Natomas seeks a part time litigation legal secretary with a minimum 5 years experience. This is a 2:1 assignment for a partner and one associate. Duties also include filing, ordering supplies, and providing back up on phones. Software used: Word, Excel, Amicus, and Timeslips. We are looking for someone who has experience preparing and filing pleadings in state and federal courts, managing cases with multiple files, calendaring, excellent proof reading skills, can multi-task, is flexible, self-directed, with excellent attention to detail and excellent communication skills. Part time: five days per week, 9:45 a.m. to 3:45 p.m. Salary: DOE. Benefits: Medical and dental insurance, parking. Email resume to Carolyn@cblattys.com. Cover letter not necessary. No phone calls please. Position available immediately.

Employment Report/Positions Available Cont...



- (5/12/11) Litigation Secretary** Murphy Pearson Bradley Feeney (MPBF) currently has an opening for a Litigation Secretary in our Sacramento office. Ideal candidates should have a Bachelor's degree and at least five years experience as a litigation secretary, preferably supporting multiple attorneys at a time. This position requires experience in all phases of complex litigation from beginning phases of discovery through trial and appeals, including the ability to calculate and calendar legal deadlines in accordance with statutory local, state, federal, and administrative rules. Candidates should be proficient using legal technologies including Word, Outlook, and Excel, and be comfortable creating Table of Contents, Table of Authorities, and initial drafts of pleadings in a proactive manner. Experience with Pro Law a plus. Strong candidates will have excellent communication, organization, grammar, and proofing skills. Candidates should be dependable, have a positive attitude, a team player approach, and the ability to interact professionally with clients. MPBF is an equal opportunity employer and offers a professional work environment with a competitive salary and benefit package. Please email your resume and cover letter to recruiting@mpbf.com.
- (5/12/11) Records Clerk** Murphy Pearson Bradley Feeney (MPBF) currently has an opening for a Records Clerk in our Sacramento office. Candidates should have at least three years experience in file and records management within a litigation law firm environment. The Records Clerk position requires strong organizational skills, high attention to detail, excellent communication skills, and the ability to multitask. Ideal candidates will also be proactive and able to work independently within a deadline driven environment while interacting with attorneys, staff, and clients in a professional manner. Previous litigation filing and ProLaw software experience preferred. MPBF is an equal opportunity employer and offers a professional work environment with a competitive salary and benefit package. Please email your resume and cover letter to recruiting@mpbf.com.
- (5/5/11) Legal Secretary/Receptionist** Solo practitioner personal injury/litigation seeking part time/full time person, bilingual (Spanish) preferred but not required. Flexible hours. Software used is WordPerfect, Word, Legal Solutions. Duties include client contact by telephone and in person, court calendaring, pleadings, and transcription. Salary negotiable. Please email resume to aorico@aol.com.
- (4/27/11) Bilingual (Spanish) Legal Secretary** Workers' Compensation, Employment, and Labor Law firm seeking a bilingual Legal Secretary to join their busy practice. Company located in Sacramento off of Highway 50. Position is full-time, and will require a minimum of 3-5 years experience as a Legal Secretary. Candidates should be used to working under tight deadlines juggling multiple tasks. Experience with Word and Excel. Please email resume to ihamilton@appleone.com Position available immediately.
- (04/26/11) Paralegal** Paralegal needed ASAP for Sacramento law firm. Required background includes: Heavy Civil Litigation, Trial Preparation, and knowledge of: World Docs and Mac Pac. Short Term Contract position (approximately 2-4 weeks). Please email resume to Ihamilton@appleone.com.
- (4/14/11) Project Coordinator/Office Manager** NewFields Agricultural & Environmental Resources is seeking a responsible and enthusiastic Project Coordinator/Office Manager for its Sacramento, California office. NewFields AER is a private consulting firm providing solutions to challenging agricultural and environmental problems throughout the world. The successful Project Coordinator/Office Manager candidate will be responsible for working with our technical team comprised of a range of agronomic, environmental, remote sensing, GIS and engineering disciplines in offices in Sacramento, Los Angeles, Chico, Atlanta, GA and Albany, OR. This candidate must be highly professional and have proficient knowledge of general office administration. This position is intended to be part time; 24-32 hours (5 days per week) and includes benefits. Primary Responsibilities include managing consulting business office; office operations, communications, and marketing. This includes maintaining office services and administrative records and providing project specific support and coordination including data management, expense reporting, budget management, contracting, and reporting. The successful candidate will need to interface with our head office (Atlanta) to receive and manage accounts payable and accounts receivable. The position requires a BA/BS in related field, 3-8 years of experience (legal industry a plus), proficiency in computers and software including, but not limited to Microsoft Excel, Word, PowerPoint and Outlook. Preferred qualifications include proficiency or desire to learn data management and technical editing/formatting skills.

**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 ~ ~

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

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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

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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



Working Advantage Spotlight

Check out all that Working Advantage has to offer LSI/SLSA members. From discounted theme park admissions to online shopping discounts. Take “advantage” of these offers and save! Please email me at chastain.j@gmail.com to get LSI’s member number. These are valuable discounts, and there are so many more!

Raging Waters, Sacramento (CA): General Admission Ticket
Member Price: \$23.99 (Regular price*: \$29.99)

Six Flags Hurricane Harbor Los Angeles (CA): Adult Ticket
Member Price: \$20.49 per ticket (Regular price*: \$34.99 Adult)

Six Flags Hurricane Harbor Los Angeles (CA): Child Ticket
Member Price: \$15.00 per ticket (Regular price*: \$24.99 Adult)

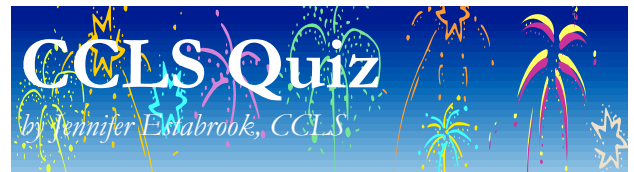
Six Flags Discovery Kingdom (Vallejo, CA) Save up to \$15.00 per ticket

Target.com \$5 off \$50+, \$7 off \$70+, 20% off apparel \$75+, Free shipping on \$50+

Gardener’s Supply 15% off \$50+

Amazon.com Book Deals Free Super Saver shipping on \$25+

Disney Store Up to 75% off in the Outlet



1. An estate cannot be distributed before the time expires for creditors’ claims
A. True B. False
2. The hearing on a petition for probate cannot be held less than 30 days after the date of filing the petition
A. True B. False
3. Once an estate is closed and the executor discharged, it cannot be opened again.
A. True B. False
4. If the decedent received healthcare under the Medi-Cal Act, a notice of death and copy of the death certificate must be mailed to the Director of Health Services.
A. True B. False
5. The percentage of the first \$100,000 of the estate an acting administrator or executor receives as compensation for services rendered is 4 %.
A. True B. False
6. The executor does not have authority to sell assets of the estate
A. True B. False
7. A Will may specify that the requirement that an executor file a bond be waived.
A. True B. False
8. A decedent’s safe deposit box may not be opened before letters testamentary have been issued.
A. True B. False
9. By April 15 of the year following the date of death, final individual income tax returns for the decedent’s last calendar year must be filed and any taxes paid.
A. True B. False
10. The executor may not utilize the decedent’s accountant to prepare and file the estates’ tax returns.
A. True B. False

SAVE THE DATE!!!! SAVE THE DATE!!!! SAVE THE DATE!!!!



RENO BUS TRIP!!!!

Saturday, September 10, 2011

**Destination: The New Grand Sierra
Hotel Casino**



Look for more information in next month's bulletin!!!

SAVE THE DATE!!!! SAVE THE DATE!!!! SAVE THE DATE!!!!

Questions?

Contact Lynne Gomes (gomesl@gtlaw.com)

or

Johnny Bateman (jbateman@capitol-digital.com)

Parliamentarian

W
O
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K
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H
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P



Parliamentarian's Corner

By Astrid Watterson, CCLS

Did you know that there are rules for debating a motion? According to Robert's Rules of Order, there are only a few motions which you can debate on.

They are:

- Main motion
- Motion to postpone indefinitely
- Motion to amend
- Motion to refer to a committee
- Motion to postpone to a certain time
- Motion to appeal from the decision of the chair
- Motion to rescind
- Motion to amend something previously adopted
- Motion to reconsider
- Motion for a recess
- Motion to fix the time to which to adjourn

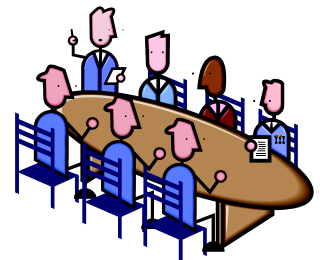
Should members wish to debate a motion, there are a few things to keep in mind. First, the member must obtain the floor and be recognized by the presiding officer before begin-

ning to speak. You are not supposed to simply start talking. Stand and get the attention and be recognized.

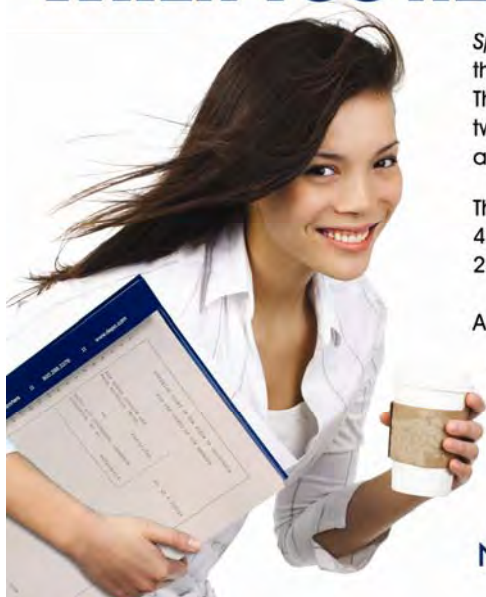
The member who made the motion has the first right to speak to the motion and they do that by rising and obtaining the floor. A member can speak twice to the motion on the same day, but they can take their second turn only AFTER all others have spoken first. Each member can speak for ten minutes on each turn, unless previous time limits were included. The debate must be germane, meaning it has to be relevant to the motion. When debating a motion, the speakers must address their remarks to the chair, not to other members. Speakers should also be clear when debating whether they are speaking for or against the motion. Finally, the big item, be courteous. Don't make it a personal attack. If you keep to the subject of the motion, you should be fine. If you get stuck and would like to find out more about parliamentary procedure, send me an e-mail and we can discuss it. In the meantime, I hope this information helps those who are interested.

“ When debating a motion, the speakers must address their remarks to the chair, not to other members. ”

~Astrid Watterson, CCLS



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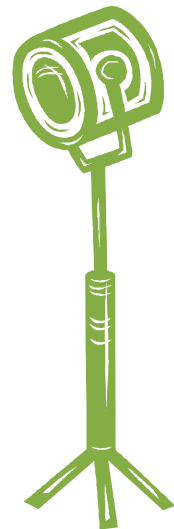
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LEGAL SECRETARIES, INCORPORATED

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
- Miscellaneous General Information

ORDER FORM

Please send me **LEGAL PROFESSIONAL'S HANDBOOK**. If I decide not to keep the book, I will return it within 45 days at my expense.

Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 1,074-pg. 2009 Update was \$115.)

My payment is enclosed

Please bill me

<p style="text-align: center;"><i>Legal Secretaries, Incorporated</i> LEGAL PROFESSIONAL'S HANDBOOK 2 Volumes • Over 2550 Pages LSI Members-Only Price \$233.75 Nonmembers Price \$275 (includes shipping)</p>	NAME _____ PHONE (____) _____ E-MAIL ADDRESS _____ STATE BAR NO. _____ FIRM _____ ADDRESS _____ SUITE _____ CITY _____ STATE _____ ZIP _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-right: 1px solid black;">Subtotal</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black;">Add applicable sales tax</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black;">TOTAL</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> </table>	Subtotal	\$ _____	Add applicable sales tax	\$ _____	TOTAL	\$ _____	<input type="checkbox"/> Enclosed is my check for \$ _____ payable to THE RUTTER GROUP <input type="checkbox"/> Charge \$ _____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS Credit Card Number _____ Exp. Date _____ Signature _____
Subtotal	\$ _____						
Add applicable sales tax	\$ _____						
TOTAL	\$ _____						

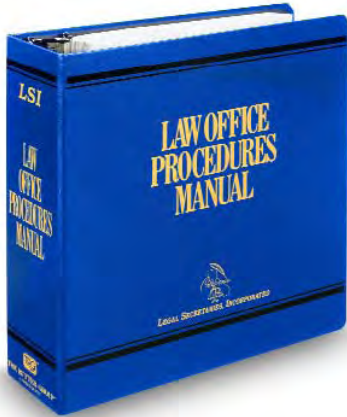


40272000

LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

... THE *IDEAL TRAINING MANUAL* FOR NEW STAFF!



The Problem Training new law office staff members is time consuming and expensive. The adequacy of the training is often dependent on the ability of the existing staff. Loss of key personnel may make it impossible to train and supervise less experienced staff.

The Solution A system for training new staff and a reference source for all existing office personnel. The *Law Office Procedures Manual*, created by Legal Secretaries, Incorporated, provides everything you need to know about the forms, rules and procedures required in a law office.

STEP-BY-STEP GUIDANCE: The Manual covers each major area of law practice.

FORMS: The Manual includes the major Judicial Council forms, plus typical attorney-drafted forms. *Sample forms are filled out* to illustrate common applications.

UP-TO-DATE: The Manual is updated twice a year to include revised Judicial Council forms and other changes in applicable rules and procedures.

CONTENTS

- Court Structure
- Civil Procedure
- Local Rules
- Discovery
- Unlawful Detainer
- Real Estate
- Criminal
- Family Law
- Adoptions
- Probate
- Conservatorships and Guardianships
- Corporations and Limited Liability Companies
- Workers' Compensation
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel; Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
- Glossary

ORDER FORM

Please send me LAW OFFICE PROCEDURES MANUAL. If I decide not to keep the book, I will return it within 45 days at my expense.

Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 522-pg. 2009 Update #2 was \$40.)

My payment is enclosed

Please bill me

<p style="text-align: center;">Legal Secretaries, Incorporated</p> <p style="text-align: center;">LAW OFFICE PROCEDURES MANUAL</p> <p style="text-align: center;">Over 1200 Pages</p> <p>LSI Members-Only Price \$126.65</p> <p>Nonmembers Price \$149</p> <p style="text-align: center;">(Includes shipping)</p>	<p>NAME _____ PHONE (____) _____</p> <p>E-MAIL ADDRESS _____ STATE BAR NO. _____</p> <p>FIRM _____</p> <p>ADDRESS _____ SUITE _____</p> <p>CITY _____ STATE _____ ZIP _____</p>
<p>Subtotal \$ _____</p> <p>Add applicable sales tax \$ _____</p> <p>TOTAL \$ _____</p>	<p><input type="checkbox"/> Enclosed is my check for \$ _____ payable to THE RUTTER GROUP</p> <p><input type="checkbox"/> Charge \$ _____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS</p> <p>Credit Card Number _____ Exp. Date _____</p> <p>Signature _____</p>



40530574

Governor's Report

by Andrea Stoll



Hello again, fellow SLSA members! LSI's first quarterly conference is approaching fast. Stockton/San Joaquin County Legal Professionals Association invites you to "Celebrate the Seasons in Stockton" beginning August 19-21, 2011. The conference will be held at the Stockton Hilton Hotel in Stockton, California. The best part is there is still time to register! A scrip ticket can be purchased for \$100 if you register on or before July 19 and \$110 if you register on or after July 19. Contact Debbie Burgoine at (209) 472-9676 or by email at db_humming@yahoo.com (The Conference/Hotel Registration

rules (a sure fire way to impress your boss).

Reason No.2: Quarterly and Annual Conferences offer a host of continuing legal education for all members. Legal Specialization Workshops are a great way to expand your knowledge as a legal professional and most workshops offer MCLE and CCLS credit for attendance.

Reason No.3: And last, but not least...My personal favorite reason to attend a conference is SLSA receives Chapter Achievement Points for every member who attends a conference. SLSA will earn 50, yes 50, points for every member that

receive points. Help Sacramento Legal Secretaries Association win the award this year!

Finally, I hope everyone is having a great summer. SLSA is always in need of new volunteers. So if you have some free time this summer contact our amazing President, Dawn Forgeur, at: president@slsa.org and ask her what you can do for this association. Remember, you can only get out of SLSA as much as you put into it. We are an association run on volunteers and we cannot do it without your help. Until next time...

“Attending a conference is the perfect opportunity to network with other legal professionals outside of your local chapter.”

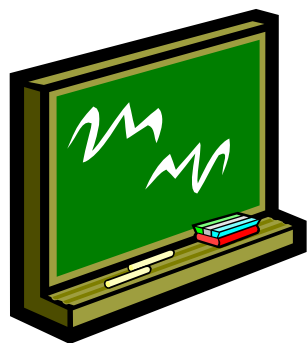
~Andrea Stoll

Forms are included in the bulletin).

There are plenty of great reasons to attend a LSI conference, but I'll keep this short and sweet and name only 3 of my top reasons to attend a conference:

Reason No.1: Attending a conference is the perfect opportunity to network with other legal professionals outside of your local chapter. Networking can be a huge life saver if you are ever caught in a jam and need a document filed ASAP but are unfamiliar with local

attends a LSI Quarterly or Annual Conference and an additional 50 points for every member that attends a Legal Specialization Section Seminar at Quarterly or Annual Conference. Why are Chapter Achievement Points so important? Keep in mind that LSI will award \$250 to the highest scoring association. As Governor, it is my duty to keep track of the Chapter Achievement Points accumulated throughout the year. So, please, don't forget to email me at: andrea@haydulaw.com when you accumulate points or if you want a complete list of ways to



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 Andrea Stoll, Governor, at andrea@haydulaw.com, otherwise you can mail this form to:

Andrea Stoll
SLSA Governor 2011-2012
Law Office of Eugene Haydu, Esq.
965 University Ave., Ste. 222
Sacramento, CA 95825

SAVE THE DATE!

PLEASE JOIN US FOR ACLSA'S SUMMER SOCIAL
AND FUNDRAISER!

*Take Me Out to
the Ball Game*



Oakland A's v. Minnesota Twins

Oakland Coliseum
Sunday July 31, 2011

Ticket cost is \$26

Tailgate Party at 11:00 a.m.
(bring your own meat to grill
and a side dish to share)

Game Time is 1:30 p.m.

Please RSVP to
Bryana Schroder by 7/14
(see below)



See RSVP Form and Directions Below
TAKE ME OUT TO THE BALLGAME

RESERVATION FORM

(Please submit this completed form along with your check, made payable to Alameda County Legal Secretaries Association, by **July 14, 2011**)

Alameda County Legal Secretaries Association
2011 Summer Social
Oakland A's Game and Tailgate Potluck

Please be sure to print very clearly, as your tickets will be mailed to you prior to the game, along with a group seating chart and sign-up sheet for the potluck dishes.

Name: _____

Address: _____

Telephone: _____

Cell: _____

E-mail – PRINT CLEARLY: _____

No. of Tickets x \$26 per ticket: _____

No. of Pre-paid Parking Passes x \$14 per vehicle: _____
(Otherwise, parking is \$17 at the gate.)

Total Enclosed: _____
(check made payable to Alameda County Legal Secretaries Association or ACLSA)

DEADLINE TO SUBMIT RESERVATION AND PAYMENT
On or Before July 14, 2011

Send Completed Reservation Form and Payment to:

Bryana Schroder, CCLS
President, ACLSA
P. O. Box 27476
Oakland, CA 94602
Telephone: (415) 536-6312
E-mail: bryana.schroder@juno.com

Thank you and look forward to seeing you at the ball park!

**STOCKTON-SAN JOAQUIN COUNTY
LEGAL PROFESSIONALS ASSOCIATION**
invites you to
“CELEBRATE THE SEASONS IN STOCKTON”
August 19-21, 2011
LSI Quarterly Conference
Stockton Hilton Hotel
Stockton, California

**** CONFERENCE REGISTRATION FORM ****

Name (to be used on badge): _____
 Mailing address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 E-mail Address: _____ Fax Telephone: _____
 Local Association: _____ LSA/LPA
 (Do not abbreviate)

INDICATE IF YOU ARE:	Title	INDICATE IF YOU ARE:	Title
_____ State Officer	_____	_____ Governor	_____
_____ State Chairman	_____	_____ PLS/CCLS	_____

SCRIP (includes Registration, Welcome Reception, Banquet & Brunch):
 POSTMARKED on or before July 19, 2011 \$100.00 \$ _____
 POSTMARKED after July 19, 2011 (no exceptions) \$110.00 \$ _____

SINGLE TICKETS:

_____ Registration PRIOR to July 19, 2011	\$15.00	\$ _____
_____ Registration AFTER July 19, 2011	\$25.00	\$ _____
_____ Welcome Reception (Friday evening)	\$20.00	\$ _____

SATURDAY NIGHT BANQUET:
 Circle one:
 _____ New York Steak Salmon Vegetarian \$49.00 \$ _____

LUNCHEONS:
 Circle One:
 _____ California Cobb Salad Grilled Chicken Wrap Vegetarian Wrap
 _____ Presidents Luncheon (Saturday) \$24.00 \$ _____
 _____ Governors Luncheon (Saturday) \$24.00 \$ _____
 _____ Membership Luncheon (Saturday) \$24.00 \$ _____

_____ **SUNDAY BRUNCH:** \$22.00 \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

SPECIAL DIETARY CONSIDERATIONS: (please list, if any, including VEGETARIAN):

NO REFUNDS AFTER AUGUST 5, 2011

MAKE CHECKS PAYABLE TO: **SSJCLPA CONFERENCE FUND**
 MAIL TO: Debbie Burgoine, Registration Co-Chair, 222 E. El Campo Ave, Stockton, CA 95207
 Home: (209) 472-9676 Email: db_humming@yahoo.com

**STOCKTON-SAN JOAQUIN COUNTY
LEGAL PROFESSIONALS ASSOCIATION**
invites you to
“CELEBRATE THE SEASONS IN STOCKTON”
August 19-21, 2011
LSI Quarterly Conference
Stockton Hilton Hotel
Stockton, California

****HOTEL REGISTRATION FORM ****

Name (to be used on badge): _____
Mailing address: _____
City/State/Zip: _____
Home Telephone: _____ Work Telephone: _____
E-mail Address: _____ Fax Telephone: _____
Local Association: _____ LSA/LPA
(Do not abbreviate)
Arrival Date _____ Departure Date _____

Accommodations: (Plus applicable taxes and fees)

- SINGLE/DOUBLE (Standard) \$129.00 per night, plus 12% tax
 - KING STANDARD WITH SOFA BED \$129.00 per night, plus 12% tax
- *Charge of \$10.00 additional per room for triple or quadruple occupancy. No Rollaways available
Please use “group convention: legal” when making reservations
To receive group price, rooms must be booked prior to **JULY 12, 2011**
ROOM PRICE INCLUDES ALL AMERICAN BREAKFAST

Check In/Out: (Late arrivals or departures **MUST** be arranged with hotel)

Check in Time: 3:00 p.m.
Check out Time: 11:00 a.m.

Parking: FREE to hotel guests

Airports: Sacramento International Airport (SMF) – approximately 45 miles from hotel

Please call hotel directly to book rooms: (800)-HILTONS or log on to www.stockton.hilton.com PLEASE USE GROUP NAME (ABOVE) WHEN MAKING RESERVATIONS

GENERAL INFORMATION, CONTACT:
Jan Kuykendall, CCLS, Conference Chair
Cell: (209) 747-4781
Email: ks24fanatic@aol.com

Vendor Spotlight

June General Dinner: Veritext National Deposition & Litigation Services

by Lynn Gomes



Our featured vendor for the June 16 General Membership Meeting was Veritext National Deposition and Litigation Services. Janet Pawlak, Regional Sales Manager for Veritext, gave us a presentation on Veritext's services, with special emphasis on its Mobile Deposition service, which allows you to depose witnesses remotely, in a cost-effective and convenient manner. Mobile Depo allows multi-party, two-way communication via laptops from anywhere at anytime. Video streaming on the Internet allows

you to participate with your colleagues at the proceedings from anywhere in the world. Using video streaming technology, Veritext offers a whole suite of services which place you in the room, no matter where you are.

Veritext offers the full spectrum of deposition and court reporting services, including VIP 21, a complimentary transcript repository. Additional services include comprehensive real-time services, EZ Transcripts, Exhibit Management Solution (XMS), videography,

video conferencing, deposition/meeting conference rooms, interpreting, e-discovery, discovery document hosting, and trial preparation.

Thank you so much to Janet and the team at Veritext for their fantastic support of SLSA and being our featured vendor!

For more information on Veritext's services, you can locate them at www.veritext.com.



Pictured from L to R: Deena Favcett, Dawn Forgeur, CCLS, and Collette Bruggman



Pictured: New SLSA members

General



Pictured from L to R: Janet Pawlak and Dawn Forgeur, CCLS



Pictured from L to R: Sophia Albov, CCLS, Dawn Forgeur, CCLS, and Maimie Chyinski



Pictured from L to R: Lynne Gomes and Janet Pawlak



Pictured from L to R: Dawn Forgeur, CCLS, Astrid Watterson, CCLS, and Maimie Chyinski


Dinner

Legal Procedures Service of Filing Appellate Briefs

Submitted by Molly Mahoney and Stevie Garcia

OBTAINING COURT RECORDS, ONE COUNTY AT A TIME (PLACER, SACRAMENTO, SAN JOAQUIN & YOLO COUNTIES)

Placer County Superior Court:

LOCAL RULE 10.12 - COURT FILES

- A. No papers shall be removed from any Court file of actions or placed therein except by authorized Court personnel. The clerk shall not deliver any papers filed except for purposes of inspection in the office of the clerk, to the possession of any person other than an employee of the Court unless so ordered by the Court. [Effective date 7/1/01]
- B. Use of Picture Cell Phones: Picture cell phones are not to be used while in clerk's offices or courtrooms, or while viewing files or documents in Court. [Effective date 7/1/05]
- C. Release of Original Court Files by Clerk: Absent a court order, the clerk shall not release an original court file to any person not an employee of the court. The clerk may allow any person to view a non-confidential case file within the courthouse pursuant to public access rules. Assigned and temporary public judges, when taking matters under submission or for other good cause, may obtain copies of all or designated portions of the court file at no cost. Private judges, including private temporary judges, and counsel/parties in such privately adjudicated cases, may obtain copies of all or designated portions of the court file. Copy costs shall be borne by the requesting party or parties. [Effective date 1/1/11]

Source: Placer County Local Rule 10.12, http://www.placer.courts.ca.gov/forms/Local%20Rules-Effective_7-1-11.pdf

Sacramento County Superior Court

VIEWING OR COPYING COURT FILES

To obtain copies or certified copies of a civil file or document, you may hire a private agency to assist you, go to the Civil Records Unit in the Gordon D. Schaber Sacramento County Courthouse, or write a letter including appropriate fees to the Civil Correspondence Clerk. The Civil Records Unit retains case files on-site for approximately 3 years. All other files are kept at an off-site retention facility and take 3 to 5 business days to be delivered to the main courthouse. If you plan to retrieve a file yourself, it is strongly suggested that you call the Civil Records Unit at 916-874-7186 to find out if the file is in the building. Copy machines are available in the Records Unit and cost \$0.25 per copy. Copy cards cost \$1.00 and can be purchased at the dispensers located in Room 101. The dispensers accept only \$1.00 bills. The copy cards come pre-loaded with \$0.50, but customers can reload them for \$0.25 per copy at the copiers (not the dispensers), up to a limit of \$25.00. The money box at the copier accepts nickels, dimes, quarters, \$1.00 and \$5.00 bills. If customers have questions or wish to receive a refund on the balance of their copy card, they can contact Caltronics at 916-363-2611. Most civil court files are public records and may be viewed by anyone. To see a court file you must present a valid picture identification such as a current driver's license.

Source: <http://www.saccourt.ca.gov/civil/file-status.aspx>

San Joaquin County Superior Court:

If you are trying to obtain copies of records you may follow any of the instructions below:

- In Person
- By Mail
- Pro Per Clinic Records Request (Special Instructions)

In Person

Go to The Records Management Division located at 540 E Main Street, Stockton, CA 95202 and fill out an out card at the counter. If you do not have a case number a search fee of \$15.00 may be assessed to locate your case number. One of the staff will pull your file and make the copies that you need. Copies are .50 cents per page per side. Waiting time depends on the flow of traffic coming in, but it usually takes no more than 5-10 minutes to

Continues on Page 27

Legal Procedures Cont....

obtain your copies. We house records for all court locations in the county; however, they are the older records not current records. Please call the appropriate court location for more information or review the Records Management File Location Log to see what records are currently stored at Records Management.

By Mail

Civil, Small Claims, Family Law, Family Support and Probate Records:

You may submit all requests for copies in Civil, Small Claims, Family Law, Family Support and Probate to the Civil Records Division at 222 E. Weber Avenue, Room 303, Stockton, CA 95202. If you do not have a case number there may be a search fee of \$15.00 assessed in order to locate your record. Copies are .50 cents per page per side and will not be made until payment is rendered first. For more information you may call (209) 468-8133.

Criminal and Traffic Records:

You may submit all requests for copies in Criminal or Traffic to Criminal Records at 222 E. Weber Avenue, Room 101, Stockton, CA 95202. If you do not have a case number a search fee of \$15.00 may be assessed to locate your case number. Copies are .50 cents per page per side and will not be made unless payment is rendered first. For more information you may contact 209-468-2935.

Pro Per Clinic Records Request (Special Instructions) effective March 15, 2010

In order to receive assistance at the Pro Per Clinic, you MUST COME PREPARED by bringing your most recent court documents or order your file in advance from the Records Management Department. If you do not have your court documents or did not request your file in advance of coming to the Pro Per Clinic, you will be required to request your file from Records Management. Upon receipt of your request, the Records Management Department will pull your file for the following business day, so the Pro Per Clinic can assist you.

To order your file in advance, please follow the instructions below:

1. You may come to the Records Management Department located at 540 E. Main Street, Stockton, CA 95202 in person to complete the Pro Per Clinic Records Request Form. This form is also available at the Information Booth or Pro Per Clinic. **OR**
2. You may also submit your request on-line (<http://www.stocktoncourt.org/courts/filerequest.htm>) to avoid an extra visit to the courthouse. Your request will be automatically routed to Records Management Department.
3. Requests submitted during business hours will be ready for the Pro Per Clinic the following business day by 8:30 a.m. and held at the Pro Per Clinic until the end of the week. For example, if you submit a Pro Per Clinic Records Request Form on a Tuesday (during regular business hours - 8:00 a.m. to 3:00 p.m.), your file will be available at the Clinic on Wednesday morning and will be held at the Clinic until close of business on Friday. You will be able to receive assistance at the Clinic Wednesday thru Friday of the same week you made your records request.

Source: <http://www.saccourt.ca.gov/civil/file-status.aspx>

Yolo County Superior Court

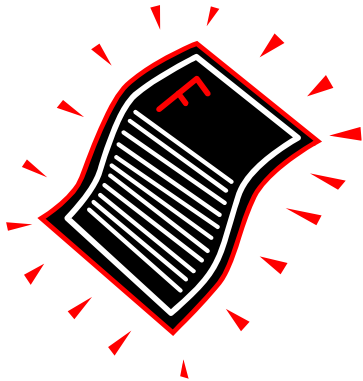
Most civil court files are public records and may be viewed and copied by anyone. To obtain a copy of a file or a document in a file, a person may:

1. Appear in person at the Civil Legal Process filing counter and make your request. Prior to appearing, it is suggested that the Civil Division be called to determine if the file is available. Not all files are retained on-site, and it may take up to two weeks to get the files delivered to the courthouse.
2. Hire a private agency to assist you.
3. Write a letter to the court including the required fees for copying and research, the case number if known, the names of the parties, the name of the document if copies of a specific document are being requested and as much other information as can be provided. Also, a self-addressed stamped envelope must be included for mailing the copies to the person requesting them. See the Uniform Fee Schedule for amount of fees. You may be able to determine the amount of the fees by checking the court's Uniform Fee Schedule.

Source: <http://www.stocktoncourt.org/courts/recordsmanagement.htm>

Speaker Spotlight

June General Dinner Meeting: Deena Fawcett and Colette Bruggman—Third District Court of Appeals



The Sacramento Legal Secretaries Association was delighted to have Deena Fawcett and Colette Bruggman from The Third District Court of Appeals. It is such an honor for SLSA to get an inside perspective on how to make our filings painless and successful. Our speakers reminded us that everything one would need to know about the Third District is contained within the California Rules of Court and they follow the rules to the “T”!

Our speakers enlightened us with some of the most common rejections they see. For example; an improper Proof of Service or a Stipulation that does not have “wet” (i.e. real signatures). However, a Stipulation for Extension of Time is only required to have one wet signature – the rest can be copies! On all other stipulations all signatures must be wet. Our speakers told us that if they unsure whether a signature is original, they will use the smear test. If it doesn’t smear when moistened, then they cannot accept the filing.

They also provided us with a few useful tips and a quick reference for formatting documents that are going to be filed with any California Court of

Appeal.

red

Document Cover Colors – A Quick Glance Guide

- appellant's opening brief - green
- appellant's appendix - green
- respondent's brief - yellow
- respondent's appendix - yellow
- appellant's reply brief - tan
- petitions for rehearing - orange
- answers to petitions for rehearing - blue
- petition for transfer of appellate div. case - white
- answer to petition for transfer - blue

Some additional and important formatting pointers.

“Our speakers reminded us that everything one would need to know about the Third District is contained within the rules and they follow the rules to the “T”!”

The type font style must be in times new roman. Type size must be no smaller than 13 point, and both sides of the paper may be used.

~Sophia Albov, CCLS

- The brief covers must state the name, address, telephone number, and California State Bar number of each attorney filing or joining in the brief.
- Computer-generated briefs need not be signed.
- A party filing a brief may attach copies of exhibits and other materials in the appellate record, not exceeding a total of 10 pages.
- appellant's reply appendix - tan
- joint appendix - white
- amicus curiae brief - gray
- answer to amicus - blue
- filings for original proceedings -



July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 <i>Independence Day</i>	5	6	7	8	9
10	11 <i>Board Meeting</i>	12 <i>Deadline to make hotel reservations for August Conference</i>	13	14	15	16
17	18	19 <i>Deadline for discounted scrip ticket for Conference</i>	20	21 <i>Regular Dinner Meeting</i>	22	23
24	25 <i>Last Day to Submit Articles for Bulletin</i>	26	27	28	29	30
31						

Dates to Remember

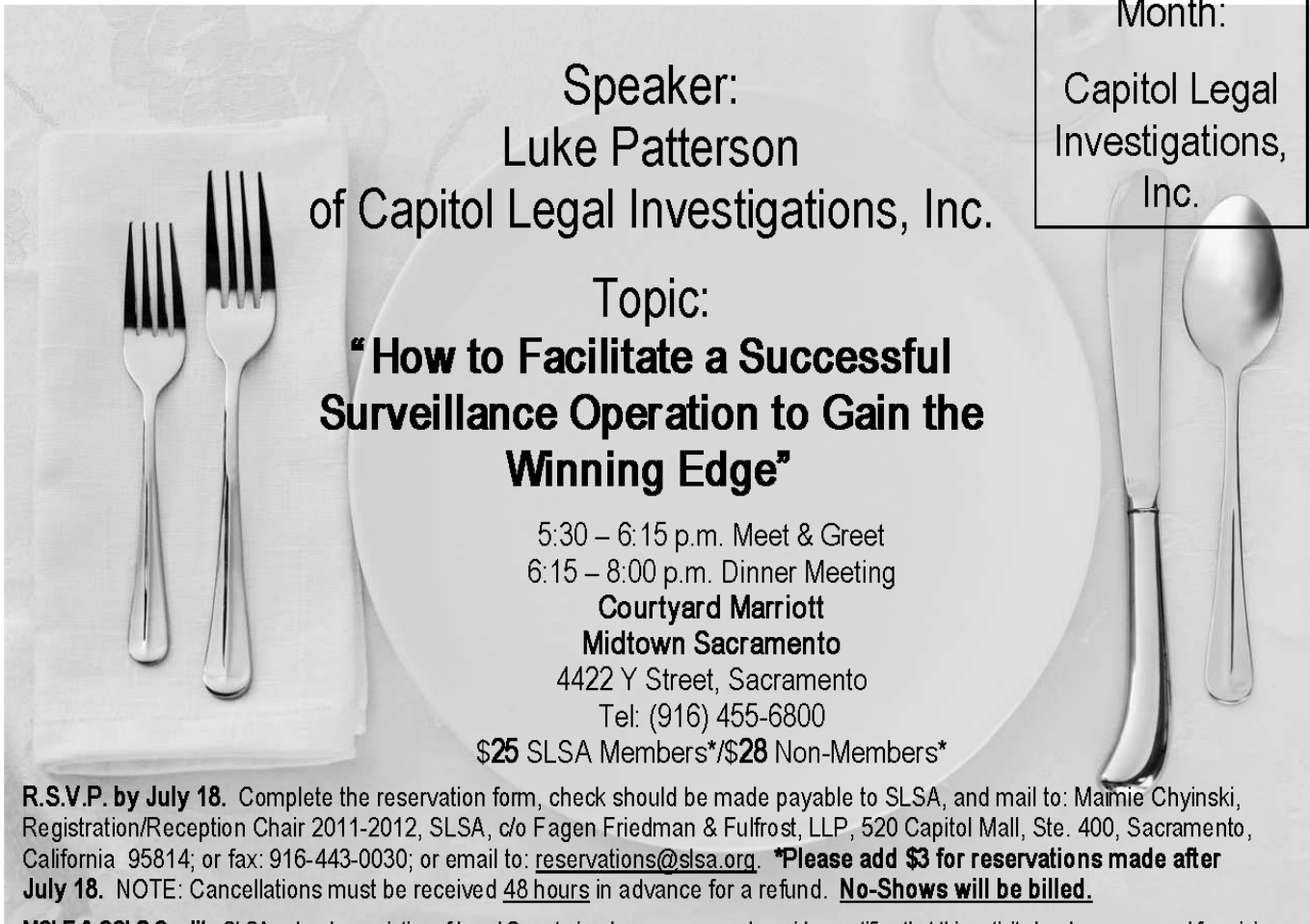
- **July 11 - SLSA Board Meeting** (Location: Greenberg Traurig, LLP - Time: 6:00 p.m.)
- **July 12 - Deadline to make hotel reservations for August Conference**
- **July 19 - Deadline for discounted scrip ticket for conference**
- **July 21 - Regular Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **July 25 - Last Day to Submit Articles for the July issue of The Legal Eagle**
- **August 16 - Deadline to submit CCLS Exam Application**
- **August 19-21 - LSI First Quarterly Conference**





Sacramento Legal Secretaries Association

Dinner Meeting • July 21, 2011



Vendor of the Month:

Capitol Legal Investigations, Inc.

Speaker:
Luke Patterson
of Capitol Legal Investigations, Inc.

Topic:
"How to Facilitate a Successful Surveillance Operation to Gain the Winning Edge"

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting
Courtyard Marriott
Midtown Sacramento
4422 Y Street, Sacramento
Tel: (916) 455-6800

\$25 SLSA Members*/\$28 Non-Members*

R.S.V.P. by July 18. Complete the reservation form, check should be made payable to SLSA, and mail to: Maimie Chyinski, Registration/Reception Chair 2011-2012, SLSA, c/o Fagen Friedman & Fulfroost, LLP, 520 Capitol Mall, Ste. 400, Sacramento, California 95814; or fax: 916-443-0030; or email to: reservations@slsa.org. ***Please add \$3 for reservations made after July 18.** NOTE: Cancellations must be received 48 hours in advance for a refund. **No-Shows will be billed.**

MCLE & CCLS Credit: SLSA, a local association of Legal Secretaries, Inc., an approved provider, certifies that this activity has been approved for minimum Continuing Legal Education credit by the State Bar of California and California Certified Legal Secretary credit in the amount of **0.5 hours**.

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____
TEL: _____ FAX: _____

Entrée Selection:

- Lemon Chicken**
Meyer lemon glazed chicken with basmati rice and sage polenta.
- Eggplant Parmesan**
Eggplant slices, lightly sautéed and baked with a rich tomato sauce, fresh basil, mozzarella and parmesan with pasta

All dinners include a house salad and Tiramisu with praline crunch.



Do you require an MCLE or CCLS certificate?

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

CCLS Quiz Answers

by Jennifer Estabrook, CCLS

CCLS QUIZ ANSWERS (from page 10):

- | | |
|-------------------------------------|---------------------------------|
| 1. True [LOPM J(II)(D)(2)] | 6. False [LOPM J(II)(E)(D)(5)] |
| 2. False [15 days LOPM J(II)(A)(6)] | 7. True [LOPM J(II)(B)(6)] |
| 3. False [LOPM J(II)(E)(6)] | 8. False [LOPM J(II)(A)(3)] |
| 4. True [LOPM J(II)(D)(8)] | 9. True [LOPM J(II)(D)(3)(b)] |
| 5. True [LOPM J(II)(E)(1)(d)] | 10. False [LOPM J(II)(D)(3)(b)] |



Vocabulary List

by Jennifer Estabrook, CCLS

Administrator	The person appointed by the court to act as a probate estate’s representative when the decedent leaves no will.
Beneficiary	One who receives property from an estate, whether an heir or not.
Coidicil	A supplement to a will which may explain, modify, add to, subtract from, qualify, alter, restrain or revoke provisions of the original will.
Devise	A gift of real property by will.
Executor	The person named in a will to carry out the directions in the will and to act as the representative of the decedent’s estate.
Intestate	One who dies without a valid will.
Letters of Administration	A document issued by the court empowering one to act as administrator of a decedent’s estate.
Letters Testamentary	Document issued by a court empowering one designated in a decedent’s will to act as executor of the decedent’s estate.
Pretermitt	In a will, to let pass without mention or notice; to omit.
Testator	A person who makes a will.



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
5726 Lorelei Avenue
Lakewood, CA 90712**

<input type="checkbox"/> Northern California <input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, October 15, 2011 <input type="checkbox"/> Saturday, March 17, 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 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 _____

Eating with Sophia:

Thai'd in Knots

by Sophia Albor, CCLS



Thai food, or as I like to think of it, one of the final frontiers in culinary adventure.

Yes, it's true...I held out from eating Thai food until I was well into my twenties. Why, you ask? Well, having not grown up eating it (or anything like it), I was not familiar with the flavor profiles, ingredients, or cooking methods. This made it scary and it took not wanting to look stupid in front of a group of friends to initiate me into the wonder and joy that Thai food has to offer. While I did not eat it until fairly recently, I have eaten enough of it in the last five years that I now consider myself an authority on several of Sacramento's fine Thai establishments. So please join me on this Thai jaunt and I will walk you through some of my favorite places and dishes.



Best Curry - Avocado Curry – Chada Thai Cuisine
 1624 Broadway
 Sacramento, CA 95818
 (916) 444-8909

Creamy and spicy, these two words come to mind when I think about Chada Thai's avocado curry. This is one of their house specials. It is a green curry that is interlaced with big chunks of cool and refreshing avocado. I do not know if this is a traditional

Thai dish, but it sure is delicious! When I order it I like to get all vegetables, but it can come with chicken, pork, seafood, or tofu. They are also very accommodating about special requests. For example, if you don't like something that comes in it then ask for it to be left out! They always do this with a smile. They have explained to me that since each curry dish is made fresh it is never a problem to take something away or add something in. They have a spacious dining room and offer take out. The portion at dinner is perfect to eat a serving at the restaurant and then take a serving home for later. The most surprising part for me is how well avocado curry lasts in the fridge. I always thought it would get gross very quickly because of the avocado, but it has always been great for heating up the next day.

Soup Tom Kha Soup – PGR Noodle House
 3672 J St
 Sacramento, CA 95816
 (916) 739-0694

PGR is where I really fell in love with Thai food. The Tom Kha (coconut milk soup) is absolutely divine. It is delicate and tangy. They use bamboo shoots, button mushrooms, and straw mushrooms to make this awesome soup come alive. There is also

a generous float of chili oil which adds kick, but isn't too terribly spicy. It is also always piping hot and truly does soothe the soul. For those unfamiliar with this soup, it is very heavy on the lemongrass. I could see where this could turn some people off, but it made me just want more. PGR has a very humble interior, but the service tends to be fast and polite. I like to get takeout from this place.

Best Interior – Taste of Thai
 1628 Broadway
 Sacramento, CA 95818
 (916) 444-5598

Now for all you eagle eyes out there, I am sure you noticed that this address is very similar to the address for Chada Thai Cuisine. No, I did not make a mistake. They are on the same small block of Broadway. It would seem that a single block would be too close of quarters to host two fine Thai restaurants, but this is not true. Chada has better food and Taste of Thai has much better décor. The ambience in Taste of Thai is charming. There are dark woods and sequined, embroidered wall hangings. As mentioned, the actual food in the neighbor restaurant is better, but the food at Taste is not bad at all – just not as good as their interior decorating!

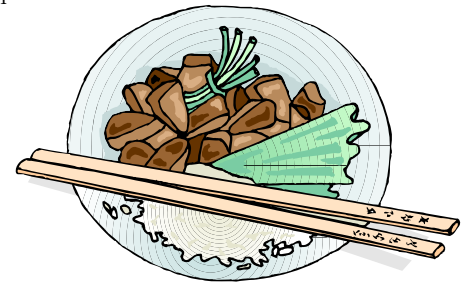
Eating with Sophia Cont....

**Best Rice Dish –
Pineapple Fried Rice –
Bangkok at 12**
900 12th St
Sacramento, CA 95814
(916) 443-5588

Before this place was Bangkok it was Amarmin Thai. Now that it has a new name the food is even better! The pineapple rice here is one of the most scrumptious Thai

dishes I have ever tasted. The ingredients when listed (rice, pineapple, yellow curry, raisins, onion, etc.) seem an unlikely combination. However, it works – it works so well!! Their other dishes have been very good as well. I have been here more for dinner than for lunch, but when I did come for lunch I was able to get in and out within my allotted hour. Service has always been

very friendly and on occasion the servers have even taken the time to educate my table about the different regions of Thai cuisine. This restaurant is also very vegetarian friendly.



Speaker Spotlight Cont....

The Third District is a branch of California's Appellate court system. There are a total of six appellate district courts in California, but the Third District is the largest with its jurisdiction stretching over 23 counties. (Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo and Yuba).

Deena Fawcett is a Clerk and Administrator for the Court Appeal's Third Appellate Dis-

trict. She has lived primarily in Sacramento and attended Sacramento State University. She holds her Bachelor of Science degree in Business Administration, Strategic Management. After working in the banking industry, Ms. Fawcett went to work for the Court of Appeal in 1986 as an Administrative Assistant. She has since been promoted and took her current position in 2001.

Colette Bruggman grew up in Mandan, North Dakota. She holds a Bachelor's of Business Administration and a Juris

Doctor from University of North Dakota. She moved to Sacramento in 2009 when she was named Assistant Clerk/Administrator for the Court of Appeal, Third Appellate District. Prior to coming to California she was the Chief Deputy Clerk for the North Dakota Supreme Court.





1st Annual Inter-Association Legal Trivia Shoot-Out at the OK Corral!

Saturday, July 9, 2011

6:30 p.m. - 8:30 p.m.

Cordova Shooting Center

11551 Douglas Road, Rancho Cordova, CA 95742

(916) 351-0538

\$30.00 per person

(Includes entry fee, eye and ear protection only)

(Extras: gun rental (\$15)/ammo must be purchased at range with gun rental; \$8 per shot on 50 caliber sniper rifle) / **NO OPEN-TOED SHOES ALLOWED**

Minimum age for rifle/shotgun shooters is 10 years. Minimum age for pistol shooters is 14. Shooters under the age of 18 must be supervised by an adult at all times.

Dinner & Awards Ceremony to Follow

Hotel Accommodations Available

Sacramento Marriott Rancho Cordova - (916) 638-1100

\$94.00/night • *Reservations* for single (king) room, use Group Code *lgsigsx*
for double (queen) room, use Group Code *lgsigsb*

Hosted by Butte Co. LPA, Marin Co. LPA & Santa Clara Co. LPA

Please RSVP by July 5, 2011 to

Sara "Shot Gun" Mull, CCLS (Butte Co. LPA Sara@mcvalleylaw.com)

Jennifer "Bang Bang" Page, CCLS (Marin Co. LPA jpage@ix.netcom.com)

or Lisa "Dead Eye" Masley (Santa Clara LPA lmas@colpa@aol.com)



Legal trivia questions based on the CCLS mock exam



Happy JULY Birthdays!

Kelly Sloan	July 2	Alison Horak	July 17
Katelyn Zuppan	July 3	Candy Glass	July 19
Jackie Flores	July 8	Teresa Rodarte	July 20
Michelle Davis	July 10	Pamela Lee, CCLS	July 22
Marlene Celis	July 11	Janice Williams	July 23
Barbara Haviland	July 11	Noreen Patrignani	July 24
Angela Kolak	July 13	Paula Lockard, CCLS	July 27
Adriana Quevedo	July 15	Tina Nickle	July 30
Heather Rodriguez	July 15	Beverly McBride	July 31

Law Office Products / Management

by Corene Rodder

Urgent Court Filing

The Sacramento Legal Secretaries Association does not promote specific vendors. The following is for informational purposes only.

One Legal - Introducing Urgent Court Filing

It has never been more challenging to file in California's courts and it's about to get even more challenging. Just last week, the California Legislature attempted to strike another \$150 million from the California Judiciary's budget. The result of these cuts is even more empty desks in many courts' clerks' offices, shorter hours at some courts and longer lines at the filing windows.

To respond to the reduced level of service at California courts and to guarantee our customers' continued satisfaction, starting June 27, 2011, One Legal will begin to offer an Urgent Service level for an additional charge.*

Selecting Urgent Service gives your documents the highest possible priority with our team. The hour before our submission deadline, Urgent Service will be the only way to guarantee that your documents will be submitted to the court the same day. However, if your filing isn't urgent and doesn't have to go to court during that last hour, you will have the option of opting out of Urgent Service and selecting our Standard Service, which will result in the filing going to court the following day.

Customers can also select Urgent Service at different times throughout the day to ask for premium service:

- **Early in the Day:** Select Urgent Service to tell our team to take the filing to the court as soon as possible.
- **Last Hour Before Deadline:** Select Urgent Service during that last "rush hour" before the deadline and we'll find a way to get your filing done the same day.*
- **After Deadline:** Select Urgent Service after deadline, but before 5:30 p.m., and we'll call you immediately to see if you'd like your filing placed in a drop box where available the same day or to go to court first thing the next morning.

Choosing One Legal's Urgent Service means you get our highest level of service. A One Legal team member will call you as soon as possible to let you know your options. We'll assemble your filing and verify that there are no missing pages or signatures, and that it meets the court's local rules.

One Legal team members are already at court waiting to take your Urgent filing to the clerk. As always, we'll advance any necessary court filing fees.* You'll receive prompt phone calls, even from inside courts where phones are permitted, to notify you of rejection or other issues associated with your Urgent filing.

Lastly, you'll receive prompt notification when your filing

is complete and your filed-endorsed copies will be sent to you as soon as they become available.

Check out our new deadlines! One Legal has extended many of its deadlines by an hour or more. We've been able to leverage our team to roll back deadlines in several courts in Riverside, Los Angeles and other California counties.*

If you are a long-time One Legal customer, then you may have used our On Demand service in the past and are wondering how the two fit together. Urgent Service will replace On Demand. For filings where you formerly selected On Demand, you will now want to select Urgent Service.

Please note: Urgent service does not apply to most Contra Costa nor Orange County courts, which accept documents instantaneously through our eFiling gateways. Urgent Service only applies at courts where we send team members to "physically file" paper documents at the Clerk's window.

*Additional information and/or pricing can be found at www.onelegal.com.

Quoted from 6/21/2011 e-mail update with permission of One Legal LLC.





SUPERIOR COURT OF CALIFORNIA, COUNTY OF CONTRA COSTA
Public Information Office

mediainfo@contracosta.courts.ca.gov
925-957-5663

NEWS RELEASE

Contact: Mimi Lyster, Public Information Officer
FOR IMMEDIATE RELEASE
06/15/2011

COURT INCREASES HOURS OF OPERATION

In April of 2010, as a result of severe and permanent cuts to the judicial branch budget, the Contra Costa Superior Court was placed in the unfortunate position of having to reduce the hours of operation in all clerk's offices by one hour each day. To restore some of these critical services, the Court has recently approved spending one-time court reserves to hire one-year limited term clerks. By adding these limited term positions, the Court will now be able, beginning July 5, 2011, to restore public access hours to our clerk's offices from 8:00 a.m. – 2:00 p.m. back to 8:00 a.m. – 3:00 p.m., Monday through Friday, except on weekends and holidays.

EFFECTIVE JULY 5, 2011:

1. All clerk's offices in all court locations will be open to the public between the hours of 8:00 am and 3:00 pm.
2. Telephones will be answered in clerk's offices between the hours of 8:00 am and 3:00 pm.
3. Ex Parte applications for civil harassment restraining orders will continue to be processed between the hours of 1:30 pm and 3:00 pm each week day in Dept. 60, Room 102 of the Wakefield Taylor Courthouse at 725 Court Street, Martinez.
4. Ex Parte applications for temporary guardianships and conservatorships will continue to be processed between the hours of 1:30 pm and 3:00 pm each week day in Room 210 of the Wakefield Taylor Courthouse at 725 Court Street, Martinez.
5. Ex Parte applications for domestic violence restraining orders will continue to be processed between the hours of 8:00 am and 3:00 pm each day in the Spinetta Family Law Center at 751 Pine Street, Martinez, and for East County Cases only, at the Arnason Justice Center, 1000 Center Avenue, Pittsburg.
6. The Jury Services Office in each court location will remain open to jurors between the hours of 8:00 am and 5:00 pm daily. Telephones in the Jury Office will be answered up to 3:00 p.m. daily. Website access is available 24 hours a day.

PUBLIC INFORMATION OFFICER
mediainfo@contracosta.courts.ca.gov
P.O. Box 911, Martinez, CA 94553

Legal Secretaries, Incorporated
LEGAL SPECIALIZATION SECTIONS

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



ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?

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

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

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

LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

2010-2011 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: **LESLIE AMES, CCLS, Legal Specialization Coordinator,**
4248 Crestview Place, Eureka, CA 95503

Enclosed is payment of my dues for the fiscal year **8/1/10** through **7/31/11** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

NEW	RENEWAL	
		Criminal Law
		Family Law
		Law Office Administration
		Litigation
		Probate/Estate Planning
		Transactional Law



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
BRASS TACKS* A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 5/06)	\$ 5.00		\$
CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET A 26-page booklet designed to assist local associations in promoting the career of legal secretary. Includes handout materials and an outline for use at career and scholarship promotion events. (Rev. 2/98)	5.00		
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 2006 Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
CCLS PIN A 1/2" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
CCLS STUDY KIT Contains Mock Exam (see above), Gregg Reference Manual with Basic and Comprehensive Worksheets and Instructor's Resource Manual.	120.00		
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. 2/08)	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. 11/05)	5.00		
HISTORY OF LEGAL SECRETARIES, INCORPORATED A 50-page memory of people, places and events since 1929. (Rev. 2/06)	5.00		
LAW OFFICE PROCEDURES MANUAL FLYER An 8 1/2" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/02)	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. 9/07)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 9/07)	7.00		
CORPORATIONS CHAPTER (Rev. 9/07)	7.00		
COURT STRUCTURE CHAPTER (Rev. 9/07)	7.00		
CRIMINAL LAW CHAPTER (Rev. 9/07)	7.00		
DISCOVERY CHAPTER (Rev. 9/07)	7.00		
FAMILY LAW CHAPTER (Rev. 9/07)	7.00		
PROBATE CHAPTER (Rev. 9/07)	7.00		
REAL ESTATE CHAPTER (Rev. 9/07)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 9/07)	7.00		
WORKERS' COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 9/07)	7.00		
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. 4/07)	30.00		
TOTAL THIS PAGE			\$

*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	\$ 5.00		\$
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	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* A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3.00		
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), but with pin on back.	7.00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
CALIFORNIA SALES TAX (7.25% OF TOTAL ORDER) +			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
TOTAL AMOUNT =			\$

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, P O BOX 660, FORTUNA, CA 95540-0660; OR, FAX TO (707) 725-1344. 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 0508)

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.

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49	Beverly Hills/Century City	LSA	13		37	50
22	Butte County	LPA	4		18	22
29	Capitol City	LPA	7		21	28
8	Conejo Valley	LPA	1		5	6
22	Desert Palm	LPA	2		15	17
24	El Dorado County	LPA	1		15	16
43	Fresno County	LPA	13		36	49
46	Humboldt County	LPA	9		39	48
30	Imperial County	LPA	13		24	37
35	Livermore-Amador Valley	LPA	4		23	27
55	Long Beach	LSA	9		55	64
34	Los Angeles	LSA	20		26	46
16	Marin County	LPA	4		13	17
35	Merced County	LPA	9		29	38
20	Monterey County	LSA	2		12	14
66	Mt. Diablo	LPA	11		51	62
16	Napa County	LSA			15	15
80	Orange County	LSA	21		57	78
22	Palo Alto	LSA	7		18	25
26	Placer County	LPA	5		34	39
13	Redding	LPA	8		11	19
23	Rio Hondo District	LPA	5		12	17
27	Riverside	LPA	4		16	20
158	Sacramento	LSA	63		118	181
205	San Diego	LSA	99		140	239
60	San Fernando Valley	LSA	6		28	34
46	San Francisco	LPA	12	-2	31	43
30	San Gabriel Valley	LSA	8		23	31
80	San Mateo County	LSA	14		63	77
28	Santa Barbara	LSA	6		20	26
52	Santa Clara County	LSA	15		44	59
20	Santa Cruz County	LPA	1		7	8
23	Santa Maria	LPA	4		12	16
38	Sonoma County	LSA	13		26	39
8	Southern Butte	LSA	3		9	12
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LEGAL SECRETARIES, INCORPORATED

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by Liz Gideon

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Liz Gideon, c/o Weintraub Genshlea Chediak, 400 Capitol Mall, 11th Floor Sacramento, CA 95814 or lgid-eon@weintraub.com.

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is no path and leave a
trail."
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