



Sacramento Legal Secretaries Association

The Legal Eagle

Book 2013, Issue 7

July 2013

Sacramento County Superior Court Delivers Updates For 2013



Christina Volkers, Executive Officer, SLSA President Lynne Koroush, The Honorable Laurie Earl, Presiding Judge of the Sacramento County Superior Court (See Story on page 6)

In this issue

[SLSA NIGHT AT RALEY FIELD](#)

[MEET SLSA'S NEW VICE PRESIDENT](#)

[OPERATION BACKPACK](#)



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July Meeting Information

Come and join us to hear "The Ins and Outs of Personal Injury Law" by David Zarka, Esq. of Stone and Graves, July 18, 2013, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. 5:30 p.m. Meet and Greet, 6:15 p.m. dinner meeting.

President

Lynne Koroush

Bulletin Editor

Corene E. Rodder

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1201 K Street, Suite 1100
Sacramento, CA, 95814
(916) 442-1111



NON-MEMBERS ARE WELCOME!

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

“Gardening 101: Pay Attention To What It Needs”



Lynne Koroush, President

Gardening can be intimidating. Where to plant? What to plant? How much time will I have to devote to it? Do I have a green thumb? What if my efforts result in failure?

I know I used to feel this way. My first attempt was basically an experiment in survival – the garden's, that is! I literally just put the sprouts and seeds in the ground

and figured that if I watered them once in a while and made sure they had sunlight, they would grow. Amazingly, some of them did, but most of them struggled or didn't survive at all. I'm happy to say that my gardening efforts are usually more successful and rewarding these days, mainly because I've learned that the most important thing is to just pay attention to what it needs.

I've been thinking a lot about that first garden, the lessons it taught me, and how those lessons relate to various areas of life. For example, when I first entered the legal field I had no legal training or experience at all. I was a very green 21-year-old with some basic office skills when I found myself planted in the Inyo County District Attorney's Office as the receptionist. It didn't take long for me to see that the legal field was huge, and I was definitely a little sprout surrounded by mature, well-established professionals! Thankfully, I also had a couple of very skilled gardeners who paid attention and knew just what to do to nurture my growth and coax this little sprout into establishing permanent roots in the field.

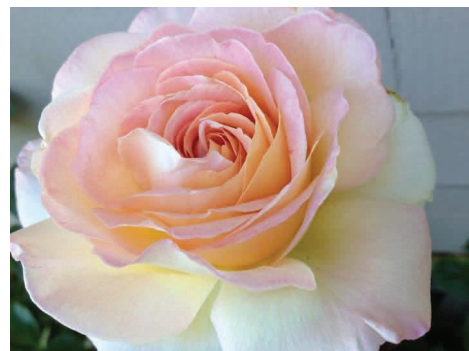
I've spent the last 30 years in that same field, and along the way there has always been someone who inspired me, who took the time to water my thirst for knowledge, who nudged me into the sunlight when I was lingering in the shade, who enthusiastically encouraged my strengths, and gently pruned my weak spots. They were more than just great role models. They were great gardeners, planners, and cultivators who understood the importance of ensuring the survival of the species – the legal professional.

What if the coworker who introduced me to my first legal secretaries association had never said anything? What if those who influenced my career had, instead, been too busy, apathetic, or intimidated by the prospect of tending to a fledging sprout like me? Without those nurturing influences and all the ones that followed, I wonder if I, like the seeds in my first garden, would still have grown and flourished, or would I have struggled and eventually given up? How would my success as a legal professional have been affected?

In last month's *Legal Eagle*, I shared with you the story of the recovery of a 60-year-old SLSA history book. One of the things that impressed me most about the history book is that we are still doing the same things today that SLSA was doing 60 years ago – educating legal professionals, paying attention to the needs of our members, and working to ensure the survival of the legal professional. Where would SLSA be today without the great mentors, planners, and cultivators of 1953? Where will SLSA be 60 years from now without the same? Chances are, it won't be you or I doing the work or continuing the legacy in 2073, but it will be the ones we have taken the time and opportunity to nurture today, and those that will follow them.

It's up to us. You and I are now the ones responsible for ensuring the survival of the species. And you know what? We ARE doing it! SLSA received 32 membership applications between March and June, 2013. Of those 32 applicants, 75% of them stated that they heard about SLSA through word of mouth – either a friend, a coworker, or their employer. **Thank you, and keep up the good work!** Be proud of and promote your profession. Share your experience and knowledge, give of yourself and your time, and encourage training and education. Introduce someone to SLSA, bring them to a meeting, and show them the value of membership.

And remember, you don't have to have a green thumb to help a sprout grow – you just have to pay attention to what it needs.





Sacramento Legal Secretaries Association

Dinner Meeting - July 18, 2013



David Zarka, Esq.
Stone & Graves

“The Ins and Outs of Personal Injury Law”

Vendor of the Month:
DeMichelle-Huseby Global Litigation Support

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting

Courtyard Marriott - Midtown Sacramento
4422 Y Street, Sacramento
\$25 SLSA Members / \$30 Non-Members

RSVP by Monday, July 15. Make **checks payable to SLSA**, and mail to:
Paula Lockard, CCLS, Registration/Reception Chair 2013-2014, c/o Sacramento City Attorney's Office,
915 "I" Street, 4th Floor, Sacramento, CA 95814. You may also register via e-mail at reservations@slsa.org, or
through our website at www.slsa.org under Upcoming Events.

Cancellations must be received **48 hours** in advance for a refund. **No-Shows will be billed.** Walk-ins and registrations received after the RSVP deadline are subject to a \$5 late fee.

MCLE & CCLS Credit: SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of **0.5 hours**.

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

Dinner Buffet: The Round-Up

Includes the following:

- Mixed Salad Greens with Ranch Style Dressing & Tomato Basil Vinaigrette
- Spicy Apple Coleslaw
- House-made Potato Salad
- Grilled Breast of Chicken
- BBQ Angus Tri-Tip Steak
- Vegetable Skewers
- Baked Beans with Applewood-Smoked Bacon
- Baked Potatoes
- Corn on the Cob
- Warm Biscuits with Sweet Butter
- Baked Peach Cobbler

Do you require a MCLE or CCLS certificate?

Are you an SLSA member? YES NO

If "No," are you interested in membership? YES NO

Are you interested in volunteering with SLSA? YES NO



Debbie Frias, CCLS, and Paula Lockard, CCLS, at the registration table



SLSA President Lynne Koroush and Vice President Whitney Squire



Crystal Rivera, Alexis Watterson, and Astrid Watterson, CCLS



SLSA Members Enjoying Dinner



Delegates Reporting
Maryanna Rickner, Anne French, and
Debbie Frias, CCLS



Teri McClory, CCLS, and
Launa Atkinson, CCLS



Michelle Chavez, CCLS, and
Elizabeth (Bomke) Madden, CCLS



SLSA Members Smiling for the Camera!



SLSA Vice President Whitney Squire in-
ducting new members Dana Reeder,
Sandra Angeli, and Sean Higgins

Speaker Spotlight: Sacramento County Superior Court Delivers Updates For 2013



Submitted by Lynne Koroush

SLSA was very pleased to have The Honorable Laurie Earl, Presiding Judge, and Christina Volkers, Executive Officer, from the Sacramento County Superior Court as our distinguished speakers for the June 20, 2013 dinner meeting. Judge Earl and

Ms. Volkers did an excellent job of providing us with an update of what's happening with our courts, both in terms of the legal process and the budget process.

Since 2008, the Judicial Branch budget has been reduced by nearly \$1 billion. For Sacramento Superior Court, its revenue has been reduced by \$29 million in ongoing, and another \$16 million in reductions, in FY 2012-13. Due to these huge revenue decreases, and after significant expense decreases, Sacramento Superior Court is operating at a \$10 million structural deficit. The Legislature just passed a \$60 million restoration to the trial courts, of which Sacramento Superior Court will net approximately \$2 million. Judge Earl and Ms. Volkers stated that the court's budget must be in balance by July 1, 2014, either through funding restoration by the Legislature or massive cuts in personnel. Since 2008, there has been a 27% overall reduction in court staff. Ms. Volkers stated that they are hoping to use a portion of the \$2 million restoration funds to re-hire some of the staff who were laid off as a result of the budget cuts.

Some of the reductions in service the Court has been forced to implement due to the fiscal crisis are: closure of 25 front-counter windows across the court; reduced front-counter hours of operation; reduced telephone hours of operation; and, reduced services in the Family Law Facilitator's Office and Self-Help Centers. The impacts of these cuts include: backlogs and delays in document processing; increased wait times for people in lines; help with forms, telephone response, assistance via email, and referrals for services are nearly gone; and, in some instances, court orders previously produced immediately with self-help assistance now take 12 weeks.

CIVIL DEPARTMENT

The Court provided the following information regarding civil document filings.

Documents Accepted at the Civil Front Counter (Room 102 – Main Courthouse)

Application for Discovery Subpoena – Out of State

Application and Order for Appearance and Examination

Claim Opposing Forfeiture

Ex Parte Applications with a Hearing Date

First Amended Complaints with a Scheduled Demurrer Hearing (Effective – March 25, 2013)

Labor Commissioner Appeals

Law and Motion Applications and Stipulations (Effective – March 25, 2013)

Law and Motion Documents (Dept. 53/Dept. 54)

Law and Motion Documents – Presiding Judge

New Complaints with Notice of Pendency of Action

New Complaints with TRO

New Complaint for Unlawful Detainer (Unlimited Civil Unlawful Detainer)

Petition To Allow Late Claim, for Relief from GC 945 or 946.6

Petition for Approval for Transfer of Structured Settlement Payment Rights

Petition for Assignment of Case Number (Claim for Uninsured Motorist)

Petition for Assignment of Lottery Payments (Effective – March 25, 2013)

Petition for Change of Name or Gender Change (Wednesdays Only at the Specified Window)

Petition to Confirm, Correct, Vacate or Compel Arbitration

Petition for Voter Registration and Any Related Subsequent Documents

Unlawful Detainer – Request To Set Case for Trial (UD-150)

Writs of Election and Any Related Subsequent Documents

Writs of Mandate and Any Related Subsequent Documents

Court Reporter/Jury Fees

Civil Case Related Fees Without Accompanying Documents

Documents to be Filed Directly in the Assigned Department

Complex Cases - Civil Case Management Statements

Civil Trial and Post-Trial Motions - All motions, oppositions and replies for the following:

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(Continued from page 6)

Motions in Limine

Motion for Judgment Not Withstanding the Verdict

Notice of Intent to Move for New Trial

Motion for New Trial

Any other documents as ordered by the Judge

These documents are NOT to be placed in any of the CIVIL Drop Boxes!

Civil Appeals (Room 101 – Courthouse)

All documents related to a Civil Appeal must be filed at the Civil Appeals counter in Room 101 of the main courthouse.

Law and Motion Lobby (800 Ninth Street, 3rd Floor)

The below-listed documents shall be filed directly in the Law and Motion Lobby when there is a pending law and motion matter on calendar:

Request for Continuance Letter/Motion to Continue

Request for Dismissal

Notice of Dropping any Pending Matter

Drop Box (Room 102 – Main Court House)

All Civil documents except those specified to be filed directly in the Assigned Department, the Civil Appeals counter, or the Law and Motion Lobby may be placed in the Civil Drop Boxes located in the Room 102 lobby.

It is imperative that the Civil Document Drop-Off Sheet be attached!

Civil – Document Processing

Civil filings are prioritized and processed by document category. Documents submitted via mail will be processed with the same priority as documents submitted via a drop box.

The backlog status for the documents listed below are posted and updated every Friday on the Civil homepage of the Court's website. <http://www.saccourt.ca.gov/civil/civil.aspx>:

New Civil Cases

Request for Dismissal

Issuance of Writ

Please refer to the Civil Section of the Court's website for updates to the Civil Document Filing Guidelines.

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Sacramento Superior Court – Civil Document Drop-Off Sheet

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.

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 *Please do not place cash in the drop box.

Number of Documents	Document Name	Number of Documents	Document Name
	Amended Complaints		Motions (Except – In Limine filed in the trial department)
	Amendments to Complaint		New Case Packet (Civil Case Cover Sheet, Complaint, Summons and Declarations - if applicable)
	Answers / Cross Complaints/Summons/ Amended (Keep together if - applicable)		New Case – Unlimited Unlawful Detainer
	Arbitration and Mediation Documents		Notices
	Case Management Processing Documents (CMP)		Orders of Examination
	Defaults Only		Proofs of Service and Non-Service
	Defaults with Judgment Packet - Clerk		Satisfactions of Judgment
	Defaults with Judgment Packet - Court		Stipulations
	Dismissals, Request for		Substitutions of Attorney
	Ex Parte Applications		Writ of Mandate Documents
	Fees – Court Reporter		Writs/Abstracts
	Fees – Jury		Other:
Total Number of Documents		Total Number of Documents	

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

Revised December 03, 2012

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FAMILY LAW DEPARTMENT

In discussing the Family Law Department, our speakers related that not much remains of the self-help center. Procedural assistance and answers to questions about specific cases is no longer provided in the courthouse, but only through the Court's online E-correspondence program.

All self-help workshops eliminated (except for domestic violence and income and expense);

Reduced domestic violence workshops offered from five to three days per week;

Closed the computer room where litigants would run child and spousal support calculations, prepare legal forms and obtain legal information; and

Decreased services in the Resource Room from four days per week to two half-days per week.

The Court is hopeful that services will increase soon.

Family Law Clerk's Office Reduction

Service tickets are not handed out after 3:00 p.m.

Close all public counters at 4:00 p.m. and litigants and attorneys are asked to return another day;

Telephones are not answered after 12:00 p.m.;

No longer make copies or certify documents/files by mail. Anyone needing copies of documents or files must come to the courthouse or hire a service;

No longer provide same-day copies and certification. Litigants and attorneys must wait 7-10 days.

Limited the number of documents that may be filed at the same time from 10 to 3;

Eliminated document review assistance at filing counters;

No longer pull related files for court hearings and trials;

No longer accept requests for continuances of court hearings over the telephone;

No longer assist with referrals for court ordered services such as supervised visitation, anger management, drug testing or treatment, counseling, etc.; and

Eliminated child custody evaluations performed by the court.

Recent funding increases should allow the court to provide in person self-help services and to expand general assistance to the community.

QUESTIONS & ANSWERS

Our speakers asked that questions be submitted in advance of the meeting so that they could provide the most accurate answers and to respect everyone's time. We only had two questions submitted. One of the questions, and the Court's answer, follows:

Question:

I have recently been unable to telephone three different court departments. The departments I've been unable to reach or leave a message for are: The Court Reporter number at the Schaber Courthouse; the UD Department (875-7746) at the Carol Miller Branch; and the department that handles civil harassment restraining orders (875-2532) at the Ridgeway branch. They now have a recording that says they can't take my call/are helping others/etc., and there is no way to leave a voicemail message for a call-back. It just hangs up on you...what is the workaround for this problem? How do we communicate with the clerks?

Answer

Court Reporters Office

Each Court Reporter must be contacted directly for questions regarding transcripts. If you do not know the telephone number of the Court Reporter you wish to contact, you may call 874-5781 and press "1" for a directory.

Civil Harassment Restraining Orders

Office hours for questions related to a hearing for a civil harassment restraining order are Monday through Friday from 8:30 a.m. to 4:00 p.m. If the clerk is unavailable, you may leave a voicemail message.

Unlawful Detainers

Telephones for UD matters are available from 8:30-12:00 and 1:30-4:00, Monday - Friday. Most all UD case-specific information is located on the court's website at www.saccourt.ca.gov and click the "Landlord/Tenant" link. If you cannot find the answer you are looking on our website, you may also send an email to udefile@saccourt.ca.gov.

As expected, a number of other questions came up during the presentation, which we asked attendees to write down

(Continued on page 9)

(Continued from page 8)

on index cards and submit for answering. Judge Earl and Ms. Volkert answered many of the questions, but also asked if they could look further into some of the other questions that were presented. We will share those questions and answers when we receive them back from the Court.

We were very fortunate to have the Presiding Judge and the Court's Executive Officer spend the evening with us, as this is typically a very hectic time for them. The summer months are particularly busy and demanding with budget and fiscal planning issues, in addition to awaiting decisions by the Governor and the Legislature that could possibly affect the Court's funding. SLSA is especially thankful to our speakers and appreciate them taking the time to meet with us, update us, and answer questions about the how to best interact with and support the Court under the present circumstances.



Chapter Achievement

Submitted by Governor, Dawn Forgeur, CCLS

This past May, Thomson West began sending out the 2013 Revision #1 updates for the Law Office Procedures Manual. Please let me know if you have received this update so I can count it toward SLSA's Chapter Achievement Points.

If you have done any of the following, email me and let me know at governor@slsa.org:

- Signed up for the online CCLS classes.
- You have attended another association's educational seminar or dinner meeting.
- Joined one or more Legal Specialization Sections.
- Rented a car from Hertz using LSI's discount code.
- Forwarded any court updates or information to one of the Legal Specialization Section Leaders.

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

July Birthdays



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

Katelyn Poulos	July 2
Marlene Celis	July 11
Barbara Haviland	July 11
Rosanne Araujo	July 13
Angela Kolak	July 13
Heather Rodriguez	July 15
Sandra Angeli	July 16
Pamela Lee, CCLS	July 22
Maryanna Rickner	July 22
Noreen Patrignani	July 24
Michael Patterson	July 25
Wendy Jones	July 26
Paula Lockard, CCLS	July 27
Beverly McBride	July 31



Submitted by Launa Atkinson, CCLS

This month's CCLS Quiz and Vocabulary was previously Submitted by Jennifer Estabrook, CCLS in the November 2010 issue of *The Legal Eagle*.

CCLS Quiz

Bankruptcy - True or False:

1. Once stapled, the pages of an original Will should not be unstapled for any purpose.
 - True
 - False
2. Once stapled, the pages of an original Will should not be unstapled for any purpose.
 - True
 - False
3. Any person interested in an estate may file a request to receive copies of all inventories, reports or other documents filed in the estate.
 - True
 - False
4. The Probate Code names classes of relatives who have priority over other classes to determine who is entitled to administer the estate when a decedent has left no Will.
 - True
 - False
5. Sixty days' notice is required prior to hearings in connection with the administration of trusts.
 - True
 - False
6. A copy of the original Will is filed with the court along with the Petition for Probate.
 - True
 - False
7. A will is "self-proving" if the witnesses' attestation clause was signed under penalty of perjury.
 - True
 - False
8. Under certain conditions the Probate Code allows certain property to be passed to beneficiaries without a formal probate proceeding.
 - True
 - False
9. Letters testamentary are issued by the court to empower someone to act as administrator of an estate when there is no Will.
 - True
 - False
10. An executor is appointed by the court when no one has been named in the will to administer the estate.
 - True
 - False



CCLS Vocabulary

PROBATE

Administrator - The person appointed by the court to act as a probate estate's representative when the decedent leaves no Will.

Attestation Clause - The clause at the end of a formal Will or codicil where the witnesses "witness" or "attest to" the signing of the Will or codicil by the maker or testator.

Beneficiary - One who receives property from an estate, whether an heir or not.

Bequest - A gift of personal property by Will.

Codicil - 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.

Decedent - Person who has died.

Executor - The person named in a Will to carry out the directions in the Will and to act as the representative of a decedent's estate.

Holographic Will - A Will in which the material provisions and signature are in the handwriting of the testator.

Intestate - One who dies without a valid Will.

Letters of Administration - A document issued by a 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.

Pretermitted - In a Will, to let pass without mention or notice, or to omit.

Testator - The person who makes a Will.

Will - Document signed by a testator by which, among other things, the testator disposes of his/her estate.

EXTRA! – EXTRA!

LSI OFFERS ONLINE CCLS STUDY COURSE!

Breaking news! Just announced at LSI's 79th Annual Conference in San Jose!

LSI is offering its very first online study course for those wishing to prepare for and take the California Certified Legal Secretary® examination. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- *California Legal Procedure (civil, family, probate, real estate, corporate)
- *Legal Terminology (citations, terminology)
- *Legal Computations (calendaring, math)
- *Skills (proofreading, following directions)
- *Ability to Communicate Effectively (grammar, punctuation, word usage)
- *Law Office Administration (computers, filing)
- *Reasoning & Ethics (ability to act reasonably and ethically)

Classes begin Thursday, August 15, 2013, and will take place once a week via Webex videoconference on Thursday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through October 17, 2013. Login information will be provided upon enrollment in the classes. The deadline to register is August 1, 2013. See flyer with registration form included in this bulletin.

Students will be provided with homework and handouts, and are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* and worksheets (10th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*. Check the CCLS Information Kit on the LSI website for a full list of recommended materials. Students are also encouraged to have the CCLS Study Guide.

For those of you who have been asking for a CCLS study group, HERE'S YOUR OPPORTUNITY! Questions about the online study course should be directed to LSI's CCLS Chair, Terrie Quinton, CCLS, at Quinton@dsmw.com.





LEGAL SECRETARIES, INCORPORATED



CCLS ON-LINE STUDY GROUP

August 15, 2013 – October 17, 2013

If you are interested in studying for the California Certified Legal Secretary (“CCLS”) Exam, join LSI’s On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- California Legal Procedure (civil, family, probate, real estate, corporate)
- Legal Terminology (citations, terminology)
- Legal Computations (calendaring, math)
- Skills (proofreading, following directions)
- Ability to Communicate Effectively (grammar, punctuation, word usage)
- Law Office Administration (computers, filing)
- Reasoning & Ethics (ability to act reasonably and ethically)

CLASSES BEGIN THURSDAY, AUGUST 15, 2013

Classes will take place once a week via Webex videoconference on Thursday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through October 17, 2013. Login information will be provided upon enrollment in the classes.

The cost of the Study Group (all classes) is \$100 for LSI members, and \$125 for non-LSI members. This introductory price is for this session only. Each individual must register separately.

NEXT CCLS EXAM SATURDAY, OCTOBER 19, 2013

Students will be provided with homework and handouts. Students are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* and worksheets (10th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*. Check the CCLS Information Kit on the LSI website for a full list of recommended materials. Students are also encouraged to have the CCLS Study Guide.

CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: _____ Association: _____ LSA/LPA

Address: _____

Daytime Phone: _____ Evening Phone (during class time): _____

Email (during class time): _____

Payment: Check # _____ Credit Card # _____

Exp. Date: _____ Sec. Code: _____

Send registration form by NO LATER THAN August 1, 2013, to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 3043 4th Avenue, San Diego, CA 92103, email Quinton@dsmw.com. **NO REFUNDS AFTER AUGUST 8, 2013.**

STRIVE FOR SUCCESS – BE A CCLS!

California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

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

<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 _____

Submitted by Vice President Whitney Squire



New Members

Congratulations to the following new members, who were inducted at the June 20, 2013 General Membership meeting!

Melanie Fitzpatrick – Melanie is a legal secretary at the Law Office of Angelo, Kilday & Kilduff, and has been employed as a legal professional since 1998. She specializes in litigation. Melanie celebrates her birthday on May 20.

Jessica Hughey – Jessica is a litigation secretary at Greenberg Traurig, LLP. She has been a legal professional since 2010, and specializes in litigation. Jessica celebrates her birthday on August 21, and enjoys painting, cooking, arts and crafts, decorating, and dirt bike riding.

Michael Patterson – Michael is employed as a document technician with Murphy, Austin, Adams & Schoenfeld, and has been a legal professional since 2007. He specializes in litigation, construction, healthcare, and workers compensation law. Michael celebrates his birthday on July 25.

Sandra Angeli – Sandra is a legal secretary with Boutin Jones, Inc., and has been employed as a legal professional since 1980. She specializes in litigation and business/corporate law. Sandra celebrates her birthday on July 16, and enjoys photography and nature.

Sean Higgins – Sean is a paralegal/legal secretary with Dreyer Babich Buccola Wood Campora, LLP. He has been a legal professional since 1998, and specializes in litigation. Sean celebrates his birthday on August 23, and enjoys travel, gardening, home improvement, and English Bulldogs.

Benjamin Harrell – Benjamin is the office manager/bookkeeper at Rothschild Wishek and Sands, LLP, and has been a legal professional since 1998. He specializes in criminal law. Benjamin celebrates his birthday on December 28.

Dana Reeder – Dana is a legal secretary with Downey Brand, and has been a legal professional since 1999. Her legal specialties are administrative law, business/corporate law, family law, law office management, litigation, and probate/estate planning. Dana celebrates her birthday on June 17, and enjoys reading.

Sandy Andrade – Sandy is a legal assistant with Diepenbrock Elkin, LLP, and is a former member of SLSA. She specializes in litigation and real estate law. Sandy celebrates her birthday on June 3.

Linda Gardenhire – Linda is the Department Chair for Paralegal Studies at MTI College, and is a former member of SLSA.

Lifetime Membership Awards

Congratulations to Debbie Frias, CCLS, and Terry Olson, both of whom were awarded lifetime membership in SLSA at the June 20, 2013 General Membership meeting. Debbie Frias, CCLS, has been a member of SLSA for 20 years, and served as its President from 1998 – 2000. Terry Olson has been a member of SLSA for over 20 years.



SLSA Vice President Whitney Squire with new lifetime members Debbie Frias, CCLS, and Terry Olson



Mr. and Mrs. Milton Madden

Congratulations!

To Mr. and Mrs. Milton and Elizabeth Madden. The former Elizabeth Bomke, CCLS, was wed to Milton Madden on Sunday, June 30, 2013, at Foothill Community Center. The couple will make their home in the Sacramento area, and will be honeymooning in Hawaii. We wish Elizabeth and Milton a very long and happy life together!

**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:

**Whitney Squire, Vice President
Squire Business Solutions
4144 Winding Way, Suite 115
Sacramento, CA 95841**

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.

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SLSA MEMBERSHIP APPLICATION (continued)

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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)

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

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Squire Business Solutions
4144 Winding Way, Suite 115
Sacramento, CA 95841



**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: _____

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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: _____ |

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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? _____

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Guest Article: The Six Ws of Patenting Under the America Invents Act

By Gene W. Arant, Esq. *



There are many different aspects to patenting an invention, marketing a patented product or idea, and then after a patent has been issued, enforcing the

associated legal rights the patent confers. The Leahy-Smith America Invents Act of 2011, Public Law No. 112-29, the only comprehensive revision of patent law since 1952, made significant changes in both patent law and procedure. The present discussion reviews and describes only the initial process of applying for patent protection under this new law.

The Six Ws are taken from a traditional and well-known journalistic approach to telling a news story -- the Who, What, When, Where, Why and How. Of course, the word "how" does not start with a W, but it is nevertheless considered one of the Six Ws and an extremely vital part of an overall story. The discussion here commences with "why," and then takes up the others in what appears to be a logical sequence.

1. WHY

There are many different reasons that inspire an individual or business to apply for patent on an idea or product. Most of the reasons have some kind of business thinking behind them -- sometimes very sound business thinking, sometimes dubious and questionable business thinking, and sometimes business thinking that is extremely bad. Usually there is business thinking and motivation of some kind. But there may be other motivations as well.

Often there is the individual inventor who would like to see her or his name on an issued patent. Patenting then becomes the exercise of a basic constitutional right -- the right of freedom of speech. No doubt many individuals have thus achieved some public recognition through an issued patent. Their urge for self-expression may also be accompanied by a business motive, but the individual may not then realize that the chance of their project achieving commercial success may be less than one in a hundred.

At the other end of the spectrum is what might be referred to as "business overkill." A large corporation that

dominates a particular market and already has hundreds, or perhaps thousands, of patents may have a seemingly unquenchable thirst for even more patents. One could question the soundness of that kind of business thinking, but since predicting the future importance of a new idea is a very speculative endeavor, the thought that more patents will be better may be quite rational.

2. WHO

In American patent law, the right to obtain a patent emanates from an individual inventor or inventors, under a unique provision of the Constitution of the United States.

Therefore, prior to the adoption of the America Invents Act in 2011, all applications for patent in the United States were required to be in the names of the individual inventors. Under the AIA, however, it is now possible for a corporation to directly apply for patent, if it can demonstrate ownership of the invention. The individual inventors must still be identified in the application, and before the patent is officially granted they will need to sign a "declaration" stating that the application was filed with their approval. Patents in the United States can be granted to non-citizens and even to individuals who do not have legal citizenship in any country of the world.

3. WHAT

Patenting activity is dominated by electronic, bio-science, and mechanical technologies. The right to obtain a patent is determined exclusively by the federal government, and no state or territory is allowed to either grant or take away patent rights. But the United States patent law -- found in Title 35 of the United States Code -- is not very restrictive, and the decisions of the U. S. Supreme Court leave open many possible options. The clear intention of the Court's decisions is not to inhibit or restrict the inventive activities or abilities of mankind (although one may not patent "laws of nature," "natural phenomena," or "abstract ideas").

There is no clearly defined rule for determining whether a particular idea or product should be deemed patentable. Past efforts to formulate such a rule or standard have

(Continued on page 22)



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consistently fallen short.

"Novelty" is an absolute requirement -- if a product or idea in its entirety was previously

known, it cannot later be patented. During the examination process a search for "prior art" will often disclose information that destroys the assumed novelty, which will then preclude the patenting of what the applicant believes to be novel. An invention also must not be "obvious" over what is known (i.e., an "obvious" variation of known products, such as making a doorknob from metal instead of wood unless it provides some additional and previously unknown benefit).

Another requirement of the patent law is that an invention, to be patented, must be "useful." For example, one cannot patent a perpetual motion machine or other presumably useless machine that violates basic laws of science or which serves no identifiable purpose. Another effect of that provision of the law is to prevent anything that is TOTALLY destructive or injurious from being blessed with a government-approved monopoly. Dynamite was patentable because it was useful in construction work.

Experts in patent law can agree that there is at least a minimum quantum of novelty or inventiveness that must be present in order to qualify for a patent. They have not precisely defined what that quantum is, however, because they can't. Experts would also agree that when the new and useful product or idea surpasses a certain level of novelty or inventiveness, it is clearly entitled to a patent. Again, they have not precisely defined that, either, because it is inherently impossible to do so. Patent lawsuits, which are tried exclusively in federal courts, often ensue because the experts cannot agree as to whether or not a particular issued patent ought to have been granted.

An issued patent provides a right to exclude others from using the patented idea or product. But it does not guarantee that use of the patented product or idea by the patent owner himself will necessarily be free of infringing upon one or more other patents that were earlier in point

of time and have not yet expired.

4. WHERE

A patent in the United States is obtained by submitting a written application to the federal government, through the United States Patent and Trademark Office. A patent thus granted is fully effective in all the states and territories of the United States, but in and of itself will have very limited effect elsewhere.

An inventor may obtain patents on the very same invention in one or a large number of other countries by filing the same application as a national or an international application, within a year after the filing in the United States. Such foreign applications are then entitled to a time priority in their countries based upon the U. S. filing date. In a reciprocal arrangement, many patents issued in the United States have had their origin in another country, and during the examination process in the United States were accorded a time priority based upon their original filing date in the country of origin. In 1985, China was the last major country to establish a patent law system. The European Union is now in the process of upgrading its centralized system for granting patents that are effective in all member countries of the EU.

5. HOW

There is no legal requirement that there be a working model of an invention. However, prudence often dictates that the inventor should make and test a working model before applying for patent. At the very least, this may avoid having to file more patents to cover the modifications and improvements that seem to inevitably occur during even rudimentary testing.

The written application for patent is far more than just a polite letter requesting a government-granted monopoly. There must be full disclosure of the idea or product, how it is made, and how it is to be used. Drawings, data tables, or the like, must be included wherever they are relevant.

The patent process leans heavily on wordage. This is true in the United States as well as in the approximately two hundred other countries that have patenting systems. If

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UNITED STATES PATENT
AND
TRADEMARK OFFICE

(Continued from page 22)

those systems had all been established by scientists, perhaps everything could have been done by mathematical formula or the like, but the systems were and are all based

upon a legal model that relies very much upon wordage. As a consequence, translating the technical information about an invention into the appropriate and best legal wordage for expression in a patent is often very challenging, both in obtaining patent rights in the first instance, and in subsequent enforcement of those rights.

In United States patent law, therefore, adequate written description of the invention is a major requirement. The application must also include one or more claims of invention. The purpose of the claims is to identify the significant features of the invention, and to differentiate or distinguish the instant invention from other possibly similar things that have gone before it.

A Patent Examiner will examine the application for form and content, and will also make or obtain a search of relevant "prior art," primarily from patents previously issued in the United States or another country. Examiner reports may result in preliminary or final rejection of the claims of invention. If and when a Notice of Allowance is issued, the applicant may then pay an issuance fee and the patent will be issued.

Wordage of the claims of invention will often need to be revised -- sometimes, greatly modified -- during the processing of the application. It is, therefore, important that the word descriptions in the application as originally filed should include alternate wordage approaches to explaining the idea or product, as well as how it is made and how it is used. When any changes in wordage of the claims of invention need to be made during the examination process, the new claim wordage can still be supported by the originally submitted description, which, if not absolutely required, is very desirable.

A patent issued in the United States will normally expire 20 years after the application filing date, a term which is

compatible with the laws in other countries. The number of patents issued in the United States every year is in the order of 200,000, a significant percentage of which have originated in other countries. In certain special circumstances, a limited extension of the term of a U. S. patent may be authorized at the time the patent is issued; e.g., because of Patent Office delay in examining the application.

6. WHEN -- THE RACE AGAINST TIME

Patenting activity has always been a race against time. There have been many instances where two or more inventors have come up with almost exactly the same idea at about the very same time. Therefore, establishing the starting point of the race for each applicant is one of the most important features of the patenting system.

For many years all major industrial countries except the United States have had the same basic rule -- the first to file a patent application is considered the first to invent. This was not previously the rule in the United States, where an inventor who was not the first to file a patent application could nevertheless have access to another procedure for proving that he was the first to invent. That procedure was eliminated by the AIA of 2011, effective March 15, 2013. Thus, now in the United States, as elsewhere, the basic general principle is that THE FIRST TO FILE IS THE FIRST TO INVENT.

"Prior art" that might prevent a patent from being granted in the first instance or from being enforced after its issuance, may include not only the previous patents and other literature published in any country of the world, but also commercial or even non-commercial activities that took place before the priority date. Prior publication, public use or sale of an idea or product in the United States by the inventor more than one year before a patent application is filed will preclude obtaining a valid United States patent from that application. The same activity by a non-inventor before the filing date of the application by the inventor will invalidate the inventor's patent application, as such activity by another party will be "prior art."

Thus, U. S. patent law still allows an inventor a one-year "grace period" before filing of a patent application, for

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(Continued from page 23)

activities regarding the invention, which might even include publishing it. But it is very important for an inventor to hold his or her invention in secrecy until a patent application filing date has been obtained, particularly if the inventor wishes to preserve the right to patent the invention in foreign countries, which typically do not honor the one-year grace period in the United States.

The United States patent law allows for temporary or stop-gap protection through a procedure known as a Provisional Application. That procedure allows an applicant to delay the filing of a full-blown application for up to one year. A provisional application does not require all the formalities of a regular application, and can usually be accomplished with much less expense, but the priority right it confers is good only to the extent of the thoroughness of the information it contains. A priority date obtained in the U. S. by filing a Provisional Application will also establish a priority date for filing in foreign countries. The period between filing of a Provisional Application and the regular application will not count against the 20-year term of the patent granted from the application.

This article provides an outline of the process for obtaining a patent in the United States. It is not intended to constitute legal advice.

Gene W. Arant served as a radar officer during World War II. He received his JD degree from USC in 1949, and became a contracting officer in the U. S. Space Program, assisting Dr. Werner van Braun with the initial contract for the first U. S. rocket to fly in space. From 1985 through 1995, he was senior partner of the patent law firm of Arant, Kleinberg, and Lerner in Century City, CA. He and his wife Nita, who is a musician and former president of California Lawyers Wives, have been married for 60 years, and have lived in the Sacramento area the past three years.

Of Note

Airline change fees:

Delta, United, US Air, and American Airlines have all changed their exchange/change fees to \$200.

October 19, 2013, CCLS Examination Reminder

Your application for this exam must be received 60 days prior to the examination date, which is August 20, 2013. A late application may be accepted up to 30 days prior to the exam if submitted with an additional \$30 late fee, if space is available.

Answers to the CCLS Quiz

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



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 whitney@squirebusinesssolutions.com.



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

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

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

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- | | | |
|-------------------------------------------------|----------------------------------------|--------------------------------------------------|
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| <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 |
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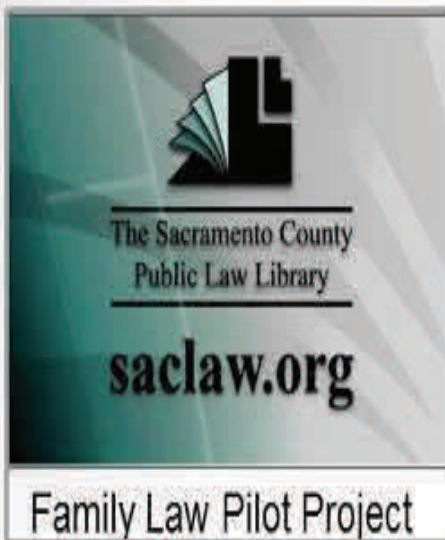
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| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
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Attn: Whitney Squire
SLSA Vice President 2013-2014
4144 Winding Way, Suite 115
Sacramento, CA 95841
E-mail: vicepresident@slsa.org

Dissolution/Legal Separation/ Nullity Workshop



For Self-represented Litigants who reside in Sacramento County and who intend to start a Dissolution (divorce), Legal Separation, or Nullity of Marriage/Domestic Partnership case.

You will prepare the forms necessary to begin your case in Sacramento Superior Court, including, if eligible, a Request to Waive Court Fees.

You will leave this workshop with complete written instructions and information on what to do next.

Tuesday, July 9th; 5:00 p.m. to 7:00 p.m.

Saturday, July 13th; 1:00 p.m. to 3:00 p.m.

Tuesday, July 16th; 5:00 p.m. to 7:00 p.m.

Saturday, July 20th; 1:00 p.m. to 3:00 p.m.

Free!

To register for July 9 Workshop, go to www.dissolution.eventbrite.com

To register for July 13 Workshop, go to www.dissolution3.eventbrite.com

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To register for July 20 Workshop, go to www.dissolution4.eventbrite.com

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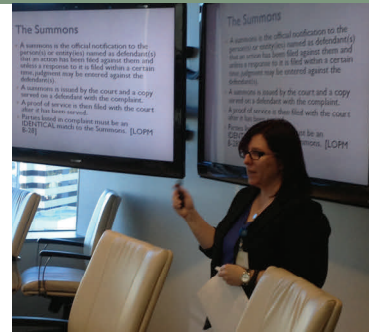
Update on the 2013 BLS Summer Class

Submitted by Dawn R. Forgeur, CCLS, and Astrid B. Watterson, CCLS

As the BLS students enter week four of the course (introduction to civil litigation), they are beginning to realize just how serious and in-depth this course can be, even at the beginning level! They have covered such topics as court structure, alphabetization, word usage, spelling, abbreviations, legal terminology, the proper formatting of a complaint, preparing a summons, service of process, submitting documents to the court, citations, table of authorities, and more.

The students have weekly reading assignments from their texts – Law Office Procedures Manual, Gregg Reference Manual, and California Style Manual – in addition to homework, quizzes, classroom lecture, and in-class exercises. It's a lot of information to try and absorb in nine weeks, but the students are working hard and do a great job of participating in class.

Keep up the good work, everyone!!



Benefits

Submitted by Kimberly Ann Smith

Discounts through Continuing Education of the Bar

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With your membership you will be provided access to free quarterly newsletters containing up-to-date information, including changes in the law and forms. Joining any one of the Legal Specialization Sections provides access to continuing education workshops and seminars.

The cost for LSI® members to join all six sections is \$75, or \$20 per section. Dues for non-LSI® members is \$150 to join all six sections, or \$40 per section.

Additionally, if an SLSA member joins one of the legal specialization sections, , our association can earn Chapter Achievement Points.



LEGAL SPECIALIZATION SECTION SEMINARS
LSI 1st Quarterly Conference – August 9-11, 2013 – Crowne Plaza San Diego
Hosting Association: San Diego LSA



REGISTRATION FORM - DEADLINE is Tuesday, July 30, 2013

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

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

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
Friday, August 9, 2013 – 7:30 p.m. to 9:00 p.m.		
<u>PROBATE/ESTATE PLANNING:</u> Topic: "Trust Litigation - Prevention & Prosecution" Speaker: Susan Stricklin Wilson, 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>LAW OFFICE ADMINISTRATION:</u> Topic: "Performance Evaluations and Discipline – Avoiding Wrongful Termination Lawsuits" Speaker: Tammy L. Hunt, CCLS <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, August 10, 2013 – 10:30 a.m. to 12:00 p.m.		
<u>FAMILY LAW:</u> Topic: "Family Law Basics" Speaker: Mary Lou Floyd, CCLS, Paralegal <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>CIVIL LAW:</u> Topic: "Military Law versus Civil Law" Speaker: Paul J. Leeds, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, August 10, 2013 – 4:00 p.m. to 5:30 p.m.		
<u>CRIMINAL LAW:</u> ***1.25 hours of Elimination of Bias MCLE*** Topic: "Race, Ethnicity and the Criminal Justice System" Speaker: Liz Missakian, 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: "Patent Prosecution" Speaker: Scott Menghini, 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
 925-623-3086 (fax) ~ clkccls@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 loaleader@tlhunt.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. Loufoux7@yahoo.com	Transactional Law: Lisa De La O ldelao@ftcheven.com

LEGAL SPECIALIZATION SECTIONS

Of LEGAL SECRETARIES, INCORPORATED

2012-2013 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

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

Mail to: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**
P. O. Box 12082, Pleasanton, CA 94588

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

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

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

Name on Credit Card: _____ Card Verification Number _____

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	NEW	RENEWAL	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Civil Litigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Criminal Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Law Office Administration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Probate/Estate Planning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.

Preferred email address: HOME OFFICE *I prefer communication via USPS*

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 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 Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
<p style="text-align: center;">DWORKIN INSURANCE SERVICES Earl Dworkin 467 Hamilton Avenue, Suite 1 Palo Alto, CA 94301 Office: (650) 329-1330 or (800) 332-4313 Fax: (650) 329-9957 www.dworkininsurance.com Offering Individual and Family Medical Insurance, Travel Medical, Medicare Supplements, Dental Plans, and Part D Prescription Drug Plans</p>	<p style="text-align: center;">LEGACY WEALTH MANAGEMENT Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K.</p>
<p style="text-align: center;">DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwassociates.com, or Matt Kay (ext. 2628), mkay@dwassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance.</p>	<p style="text-align: center;">MWG FINANCIAL AND INSURANCE SERVICES Jory Wolf, President/Founder 6333 Greenwich Drive, Suite 210 San Diego, CA 92122 Office: (858)888-7300 Cell: (510)919-9062 jory@mwgfinancial.com California Insurance License: 0E88330 Individual disability insurance solutions</p>
<p>CREDIT UNIONS</p>	
<p style="text-align: center;">LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p style="text-align: center;">PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
 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

Sacramento Legal Secretaries Association

LUNCH LESSON

August 1, 2013

12:00 Noon to 1:00 PM

“Identity Theft: Would You Know What To Do If Someone Else Were You?”

Presented by Sgt. Scott French, Elk Grove Police Department

Location: Downey Brand LLP, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814

Cost: \$15 LSI Members, \$20 Non-LSI Members (NO REFUNDS)

Reservations due by July 29, 2013

Lunch will be provided. Public parking is available in the building for a fee.

RSVP to: Anne French
c/o Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814
Tel: (916) 520-5268 / Fax: (916) 520-5668
E-mail: afrench@downeybrand.com

Make checks payable to: SLSA



*****Registration begins at 11:45 AM, and the Speaker will begin promptly at Noon*****

Name: _____

Firm: _____

Mailing Address: _____

Daytime Phone No.: _____ E-mail: _____

Are You A Member of SLSA? Yes No

Are You A Member of Another LSI Association? Yes No

If Yes, Which Association? _____

Check Here If You Would Like SLSA Membership Information: _____

Do You Require an MCLE or CCLS Certificate?

MCLE & CCLS Credit: SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of **0.75 hours**.



Submitted by Jaymie Moralez

(6/24/13) Paralegal / Legal Assistant. Legal Assistant, Estate Administration / Probate for North Natomas law firm. Team player must have at least two (2) years experience in Probate, Conservatorships, Trust Administration with excellent people skills. Highly competitive compensation, health/dental/optical, 401(k) and profit sharing plan. Please send resume to msd@drobnylaw.com.

(6/17/13) Experience Litigation Legal Secretary/Paralegal Needed. Sacramento, California. Evers Law Group, a small litigation law firm, has an immediate opening for an experienced Legal Secretary/Paralegal with a minimum workweek of 35 hours.

Candidates must have at least 5 years of heavy litigation experience. We are looking for a self-motivated individual that works independently and enjoys being part of a team. Candidates must be proficient in Abacus, WordPerfect, electronic court filings, drafting discovery responses, drafting routine correspondence, scheduling, transcribing, and all other aspects of litigation. Candidate must also have a thorough knowledge of the California Rules of Court and Code of Civil Procedure. Position is for 35 hours per week, includes PTO, numerous paid holidays and a contribution to health care plan after probationary period. Salary DOE. Please send your resume, references and hourly rate requirement in PDF format only to k.evers@everslaw.com.

(6/6/2013) Experienced Legal Secretary. Certified Family Law specialist seeking full-time experienced legal secretary. At least two (2) years of legal experience preferred. Motivated and ability to multi-task in a fast-paced environment. We are located on University Avenue, Sacramento. Professional and friendly work atmosphere, salary DOE. Email cover letter describing your experience and career goals with your resume to rbs@cwo.com.

(6/4/13) Experienced Paralegal. Roseville, California. Duncan Law seeks an ABA Certified Paralegal with 2-3 years estate planning/business formation experience. The chosen candidate will have verifiable experience in Estate Planning, Business Formation and Probate. Bankruptcy experience is a plus. State Department and Court filing experience is vital. Proficiency in Microsoft Word, Excel, Adobe Professional and document management systems. Time management, excellent drafting skills, organization and research is required. Attention to detail is a must. The right candidate will be friendly, dedicated and a team player. In return you will have the opportunity to work with a great, hard-working team where you will expand your skills and knowledge in the industry. Qualified candidates should apply to Jessica at jessica@duncanlawcorp.com. No telephone calls please.

(5/28/13) Experienced Legal Assistant. Churchwell White has an immediate opening for an experienced litigation legal assistant with at least 5 years of litigation experience. Candidate must be proficient in California Rules of Court and Code of Civil Procedure, Type 60 WPM, excellent Microsoft Word, Excel, PowerPoint, Adobe Professional, Outlook, calendaring and document managements systems are a must. Candidate must be detailed oriented, possess strong communication skills, be able to handle a heavy workload in a fast paced environment, including filings, scheduling, calendaring, and all other aspects of litigation assistance. Send cover letter, wage requirements, resume, and professional references to holli@churchwellwhite.com. No telephone calls please.

(5/28/13) Legal Assistant. Wanting to locate to a quiet, serene, foothills community? Our expanding law firm located in Sonora is seeking a legal assistant (PT or FT position). We are looking for someone with probate/trust/estate planning skills and experience. Organizational skills and attention to detail a must. Salary DOE, med benefits, and 401k. Send resumes to Dambacher, Trujillo & Wright, 32 N. Washington Street, Sonora, California, 95370, or email to ssalnick@dtwlawyers.com.

Employment Report (continued)

(5/20/13) Legal Secretary. Sacramento, California. Position for Legal Secretary available immediately. Candidates must have a minimum of 3+ years of experience in Workers' Compensation. Experience in applicant's work is a plus. We are seeking candidates with the following skills: highly motivated; multi-tasking; able to handle high volume case load; work quickly and accurately; able to meet deadlines; excellent interpersonal skills; excellent communication skills; excellent typing and grammatical skills; and excellent computer skills, including word processing. Duties include client interaction, transcription, typing, scheduling appointments and depositions, calendar, diary, and filing. Proficient knowledge of EAMS, including forms, procedures and e-filing is required. Please submit your cover letter and resume in PDF format to attorney2@wmlarochelaw.com.

(5/8/13) Litigation Legal Assistant. Kershaw, Cutter & Ratinoff is seeking an experienced litigation legal assistant. Candidates should have at least 3 years of litigation experience and be able to handle an extremely heavy workload in a fast paced environment. Skills should include state and federal court filings and e-filing, service, trial preparation, scheduling, calendaring, and all other aspects of litigation assistance. Competitive salary and benefits offered. Qualified candidates should apply to Nichole Ziegler at nziegler@kcrlegal.com.





Submitted by Debbie Frias, CCLS

I want to remind our members that there is an easy way to check to see if a court has an update with a rule, a fee, an hour change, etc. You can access the LSI website and go to the Members Only

section and click on "procedures;" you will find my state counterpart's "Blog." Jeff, the LSI Procedures Chair, is working hard to keep up with all of the changes that are taking place. I would be curious as to your feedback - what are your thoughts? Is this helpful? I know it has been for me. You should always check with the court's website, too, to make sure you have everything you need before proceeding with your filing.

I am giving you an update on courts that provide court reporters for trials, and those that don't. Thank you to Wendy Lannoye of Atkinson Baker for this useful information!

Courts that currently provide reporters for trial include: Calaveras (check for availability), Del Norte, El Dorado (check for availability), Humboldt, Kern, Kings, Lake, Madera, Mariposa (only on Mondays), Merced, Mono (fee after one hour), Orange (only on unlimited

civil cases), Riverside, Sacramento (for Family Court matters, please contact the court), San Bernardino, San Mateo, Santa Barbara, Santa Clara, Solano, Sonoma, Tehama, and Tulare.

There is a note for Ventura County that they do not provide a court reporter for trials, but also is subject to availability. When in doubt, call the court!

I am providing you with a copy of a notice to attorneys that I received relative to Los Angeles Superior Court - an on-line court reservation system will be piloted in the personal injury courtroom at the Stanley Mosk Courthouse at its North Hill address in L.A.

Also included is a public notice for Kern County regarding upcoming service changes and a notice for Riverside County with civil calendar changes effective July 1.

I extend thanks to President Lynne, Corene Rodder (our bulletin editor), and Dawn Forgeur, CCLS, for providing me with these helpful updates.

Check out LSI's New Legal Procedures Blog!
www.lsi.org





NOTICE TO ATTORNEYS

Los Angeles Superior Court
Public Information Office
Website: www.lasuperiorcourt.org

June 7, 2013

ON-LINE COURT RESERVATION SYSTEM TO BE PILOTED IN THE PERSONAL INJURY COURTROOMS AT THE STANLEY MOSK COURTHOUSE

Effective June 10, 2013, the Los Angeles Superior Court will launch a pilot of its new real-time online Court Reservation System (CRS) in the three personal injury (PI) courtrooms (Departments 91, 92, and 93) at the Stanley Mosk Courthouse, 111 N. Hill St., Los Angeles 90012. Parties with a case assigned to a PI courtroom may reserve a date for law and motion hearings, via CRS, on the Court's website at www.lasuperiorcourt.org, under Civil.

A reservation for a Motion to Compel Further Discovery Responses cannot be made using CRS as certain conditions must be met (i.e., the reservation can only be made after an Informal Discovery Conference has taken place and the motion must be heard by the judge who conducted the conference). Parties who wish to make a reservation for a Motion to Compel Further Discovery Responses may do so by contacting the courtroom directly.

CRS will be available 24-hours-a-day, seven days a week. Reservations can be made using CRS for available dates in the month of July 2013 and beyond. Parties who wish to make reservations for any date before then may do so by sending an email to pismc@lasuperiorcourt.org or by calling 213-974-1394 between 1:30 and 4:30 p.m. Parties who prefer to make reservations by telephone for dates in the month of July 2013 and beyond may call 213-974-1394 between 1:30 and 4:30 p.m.

Parties with cases assigned to other courtrooms should continue to follow existing procedures of the respective courtrooms.

When using CRS, the reserving party will receive an email notification (and optional text message) when:

- a reservation is made,
- the Court has received and processed the motion document(s),
- a reservation is rescheduled by the Court, or
- a reservation is canceled.

Once the pilot program is completed, it is anticipated other courtrooms throughout the Court will utilize this new online program. Use of CRS or its content does not supersede any statutes, rules, and/or policies/procedures related to motions and/or giving notice.

This information is also available on the Los Angeles Superior Court website at www.lasuperiorcourt.org.

###

DRAFT 05/23/13

Effective June 14, 2013

The Los Angeles Superior Court will no longer provide court reporters for general jurisdiction civil matters, except in the writs departments--82, 85 and 86 located in the Stanley Mosk Courthouse. The writs departments will continue to use the established matrix for court reporter assignments.

Public Notice

SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN

April 2, 2013.

WMAAdmin@kern.courts.ca.gov

Upcoming Service Changes -- Notice per Government Code 68106

The Superior Court, County of Kern, has realized significant, permanent budget reductions of \$9.7 Million or 27% of base funding since 2008. While the Court has implemented a number of cost savings measures—reductions in staff, increased pass through of pension and health care benefits to court employees, reduction of controllable expenses in excess of \$3 Million—the court will have a structural deficit of \$3.7 Million in the upcoming 2013-2014 budget year. In the past, the Court has been able to utilize savings from local cost cutting measures to balance the annual budget deficits to date. However, these savings are required by the Governor's budget to be depleted by the end of the upcoming budget year. Therefore, permanent service reductions, as described below, are required to balance the Court's budget.

You may submit a comment on these planned closures using the email address, WMAAdmin@kern.courts.ca.gov on these planned closures.

- 1) **Reduction of Clerks' Office Hours:** The Court's last service hour reduction occurred in 2009. At that time, the Court instituted the following clerk's office hours: service counters, 8:00 AM to 4:00 PM; and telephone hours, 8:00 AM to 3:00 PM. Given current court employee vacancy rates of 24% and the requirement to further reduce staffing by 20 to 25 additional positions in July 2013—the Court can no longer maintain current service levels.

- **Effective June 10, 2013: Clerks' office hours will be reduced.** All court service counters will be open and telephone services will be available from 8:00 AM to 3:00 Monday through Thursday, and 8:00 AM to Noon on Fridays. Courtrooms are not impacted by this change and will remain open from 8:00 to 5:00.

Note: the court has installed drop boxes at all court locations, except Kern River. Documents placed in the drop box by 5:00 PM will be deemed filed on that date.

- 2) **Kern River Court Branch, Located in Lake Isabella (East Division), Closure:** Located at 7046 Lake Isabella Blvd, Lake Isabella, this branch has one courtroom and a clerk's office. Currently the location is open Monday through Friday, from 8:00 AM to 4:00 PM . Budget reductions do not allow the court to maintain this level of operation at this location.

- **Effective June 10, 2013: The Kern River Branch in Lake Isabella will be closed.** All in-custody Felony calendars will be transferred from the Kern River Branch, Lake Isabella, to the Metro Division in Bakersfield. All in-custody and out-of-custody Misdemeanor cases and all civil cases—Small Claims, and Limited Civil Matters up to \$25,000—will be heard at the Ridgecrest Branch of the Superior Court (East Division), located at 132 E. Coso Ave, Ridgecrest, CA

Note: A drop box will NOT be available in Lake Isabella.

- 3) **Taft/Maricopa Branch Court (South Division), Reduced Services:** Located at 311 Lincoln Street, in Taft, this branch has one courtroom and a clerk's office. Currently this location is open from 8:00 AM to 4:00 PM, Monday through Friday.

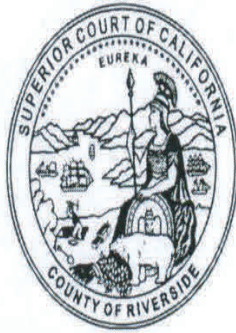
Effective September 9, 2013: The Taft/Maricopa branch will only be open one day per week, Thursday, from 8:00 AM to 3:00 PM. The Branch will only hear Small Claims, Limited Civil up to \$25,000, and local traffic infractions. The Branch will only accept filings for matters to be heard at that location.

1. All CHP traffic infraction matters will be filed and heard at the Arvin/Lamont Branch (South Division), located at 12022 Main Street, Lamont California;
2. All Felony matters will be filed and heard at the Arvin/Lamont Branch;
3. All Misdemeanor matters will be filed and heard at the Arvin/Lamont Branch;
4. Court users may file civil and local traffic documents at the Taft/Maricopa Branch facility on Thursdays, when the court will be in operation or at any other court location in Kern County during normal business hours.

Note: A drop box will be available on Thursdays at the Taft Regional Court Facility for submitting local civil and traffic filings.

- 4) **Court Reporters. Metropolitan & Regional Divisions:** Currently, when court reporter services are available, the Court provides court reporters in Family Law and Unlimited Civil Matters.

- **Effective June 10, 2013:** Court reporter services provided by the Court for family law matters and unlimited civil matters will be discontinued with the exception of contempt, domestic violence, and abandonment proceedings. Per the Government Code, parties may provide their own court reporters for hearings in which no court provided services are available. A protocol for the use of contract reporters is under development and will be posted by June 1, 2013.



Superior Court of California
County of Riverside

June 24, 2013

CIVIL CALENDAR CHANGES EFFECTIVE JULY 1, 2013

Effective July 1, 2013, the Civil Department will be making the following calendar changes:

All General Limited Civil Cases (Excluding UD's & Collection Cases):

The court will be eliminating fast track rules on all limited civil cases. When new cases are filed, a Trial Setting Conference will be scheduled 12 months from the case filing date. Case management Statements will no longer be required.

Temecula Collection Cases:

When a responsive pleading is filed the case will be scheduled for a Mandatory Settlement Conference and a Court Trial 6 months from the date of filing the responsive pleading. These cases will be scheduled on Fridays in Department S303 at the Southwest Justice Center).

Meet SLSA's New Vice President



Whitney Squire

The Executive Board is very pleased to announce the appointment of Whitney Squire to fill the Vice President vacancy for the remainder of the 2013-2014 term.

Whitney is a legal secretary/virtual assistant, specializing in workers' compensation, both applicant and defense work, as well as Social Security disability. She has been in the legal profession since 2006, working as a legal assistant, case administrator, and hearing representative. Currently, she is employed with a workers' compensation defense firm in the Sacramento area, and owns her own legal/business support service. Whitney has been a member of, and served on, numerous boards throughout Northern

California. She has been a member of Sacramento Legal Secretaries Association since 2010. As the current Membership & Marketing Chair, she looks forward to growing SLSA's membership while she serves on the Executive Board.

Please join us in congratulating Whitney, and welcoming her as SLSA's Vice President!

Contact Info:

Whitney Squire

4144 Winding Way, Suite 115

Sacramento, CA 95841

Tel: (916) 483-4897

whitney@squirebusinesssolutions.com



Rebecca Lerma

Submitted by Rebecca Lerma

SLSA has been challenged to supply 30 filled backpacks for children from low-income and homeless families in the Sacramento region through Volunteers of America's® "Operation Backpack."

Here's how you do it:

E-mail your commitment to purchase and fill a backpack to Rebecca Lerma at rmlerma@stoel.com (so we can track where we are in our challenge).

Pick a school supply list (attached) from the various grade levels K – 12.

Purchase a new backpack (age appropriate) and fill with school supplies according to the grade level of your choice.



Charitable Projects: Operation Backpack

Securely tag the backpack with the school supply list and bring to the July 18 SLSA meeting —OR— drop off by July 25 to the following locations: Stoel Rives LLP, 500 Capitol Mall, Suite 1600 (Attention: Rebecca Lerma), or Greenberg Traurig LLP, 1201 K Street, Suite 1100 (Attention: Lynne Koroush).

I KNOW WE CAN FILL 30 BACKPACKS!! And I bet your offices would like to get in on the fun and help, too! Attached is a flyer for you to share/pass on to your coworkers, post in your break room, etc. Thank you in advance for your support and generosity!!

Let's Give Back. Give a Pack.

Backpack Label

Pre-K & K

Place this label inside
the backpack

Please drop off between July 8 and July 26 at a drop-off location (find one near you at OperationBackpackSac.org) or at our administration office at 1900 Point West Way, Suite 270, Sacramento, CA 95815 9 a.m. - 3 p.m. M-F | 916-442-3691.

Your Name _____

Email Address _____

Street Address _____

City/State/Zip _____

Phone Number () _____

Cell Number () _____

Yes! I would like to receive occasional updates from Volunteers of America via text! (Standard text and data rates may apply)

Yes! Please forward a note from a student!

Volunteers of America invites the Greater Sacramento community to donate new backpacks and school supplies for low-income and homeless children.

OperationBackpackSac.org

Pre-Kindergarten & Kindergarten

SCHOOL SUPPLY LIST

- Backpack | 1
- Pencil Box | 1
- Pencil Sharpener | 1
- No. 2 Pencils | 12-pack
- Large Pink Eraser | 1
- Pocket Folders | 2
- Loose Leaf Paper - Wide Rule | 1 pack
- Glue Stick | 1
- Crayons | 24 pack
- Watercolor Paints | 1 set
- Children's Markers | 10-pack
- Colored Pencils | 24-pack
- Safety Scissors | 1
- Box of Tissues | 1
- Antibacterial Hand Sanitizer | 1



Backpack Label

1st - 4th

Place this label inside
the backpack

Please drop off between July 8 and July 26 at a drop-off location (find one near you at OperationBackpackSac.org) or at our administration office at 1900 Point West Way, Suite 270, Sacramento, CA 95815 9 a.m. - 3 p.m. M-F | 916-442-3691.

Your Name _____

Email Address _____

Street Address _____

City/State/Zip _____

Phone Number () _____

Cell Number () _____

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Yes! Please forward a note from a student!

Volunteers of America invites the Greater Sacramento community to donate new backpacks and school supplies for low-income and homeless children.

OperationBackpackSac.org

First Grade

through Fourth Grade

SCHOOL SUPPLY LIST

- Backpack | 1
- 3-Ring Binder (1") | 1
- Pencil Box | 1
- Pencil Sharpener | 1
- No. 2 Pencils | 12-pack
- Large Pink Erasers | 2
- Pens (Blue or Black ink) | 12-pack
- Highlighters | 2
- Loose Leaf Paper - Wide Rule | 1 pack
- Composition Notebook | 1
- Pocket Folder |
- 12" Ruler | 1
- 3" x 5" Index Cards | 1 pack
- Dry-Erase Markers | 4-pack
- 1-Subject Spiral Notebook | 1
- Glue Stick | 2
- Crayons | 24 pack
- Washable Markers | 10-pack
- Colored Pencils | 24-pack
- Safety Scissors | 1
- Box of Tissues | 1
- Antibacterial Hand Sanitizer | 1



Backpack Label

5th & 6th

Place this label inside
the backpack

Please drop off between July 8 and July 26 at a drop-off location (find one near you at OperationBackpackSac.org) or at our administration office at 1900 Point West Way, Suite 270, Sacramento, CA 95815 9 a.m. - 3 p.m. M-F | 916-442-3691.

Your Name _____

Email Address _____

Street Address _____

City/State/Zip _____

Phone Number () _____

Cell Number () _____

Yes! I would like to receive occasional updates from Volunteers of America via text! (Standard text and data rates may apply)

Yes! Please forward a note from a student!

Volunteers of America invites the Greater Sacramento community to donate new backpacks and school supplies for low-income and homeless children.

OperationBackpackSac.org

Fifth Grade & Sixth Grade

SCHOOL SUPPLY LIST

- Backpack | 1
- 3-Ring Binder (2"-3") | 1
- Tabbed Dividers
- Pencil Sharpener | 1
- No. 2 Pencils | 12-pack
- Large Pink Erasers | 2
- Pens (Blue or Black ink) | 12-pack
- Highlighters | 2
- Loose Leaf Paper - College Rule | 1 pack
- Composition Notebook | 1
- 5-Subject Spiral Notebook (College Rule) | 1
- Pocket Folder | 5
- 12" Ruler | 1
- 3" x 5" Index Cards | 1 pack
- Dry-Erase Markers | 4-pack
- Glue Stick | 2
- Colored Pencils | 24-pack
- Scissors | 1



Backpack Label

7th - 12th

Place this label inside
the backpack

Please drop off between July 8 and July 26 at a drop-off location (find one near you at OperationBackpackSac.org) or at our administration office at 1900 Point West Way, Suite 270, Sacramento, CA 95815 9 a.m. - 3 p.m. M-F | 916-442-3691.

Your Name _____

Email Address _____

Street Address _____

City/State/Zip _____

Phone Number () _____

Cell Number () _____

Yes! I would like to receive occasional updates from Volunteers of America via text! (Standard text and data rates may apply)

Yes! Please forward a note from a student!

Volunteers of America invites the Greater Sacramento community to donate new backpacks and school supplies for low-income and homeless children.

OperationBackpackSac.org

Seventh Grade through Twelfth Grade

SCHOOL SUPPLY LIST

- Backpack | 1
- 3-Ring Binder (2"-3") | 1
- Tabbed Dividers
- Pencil Sharpener | 1
- No. 2 Pencils | 12-pack
- Pens (Blue or Black ink) | 12-pack
- Highlighters | 2
- Loose Leaf Paper - College Rule | 1 pack
- 5-Subject Spiral Notebook (College Rule) | 1
- Pocket Folder | 5
- 3" x 5" Index Cards | 1 pack
- Protractor | 1
- Compass | 1
- Colored Pencils | 24-pack
- Scientific Calculator | 1
- Graph Paper | 1 pack
- 2 GB Flash Drive | 1



CHALLENGE!



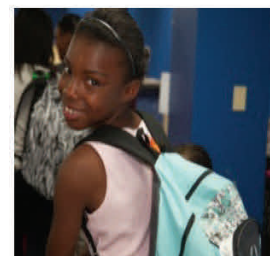
Volunteers
of America®

NORTHERN CALIFORNIA
& NORTHERN NEVADA

OPERATION BACKPACK®

Helping kids in need succeed

Sacramento Legal Secretaries Association has been **CHALLENGED** to supply 30 Filled Backpacks for children from low-income and homeless families in the Sacramento region.



Give Back. Give a Pack. Here's how you do it:

1. E-mail your commitment to fill a backpack to Rebecca Lerma: rmlerma@stoel.com.
2. Pick a **school supply list** from the various grade levels K – 12.
3. Purchase a new backpack (age appropriate) and fill with school supplies according to the **grade level** of your choice.

4. Securely tag the backpack with the school supply list and **bring to the July 18 SLSA meeting, or drop off by July 25 to the following locations:** Stoel Rives LLP, 500 Capitol Mall, Ste. 1600 (Attn: Rebecca Lerma), or Greenberg Traurig LLP, 1201 K St., Ste. 1100 (Attn: Lynne Koroush).

Dear volunteers of America, ☆
☆
THANK YOU, for my wonderful ☆
backpack and all my wonderful
stuff inside. I really needed it
and i really liked it. THANK YOU!
☆
-H

LET'S GIVE BACK!! - - GIVE A PACK!!



OUR JOB IS TO MAKE YOU LOOK GOOD.

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.

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Calendar/Dates to Remember

July

July 4 -Independence Day – State and Federal Courts Closed, No U.S. Mail Service.

July 8 -SLSA Executive Board Meeting, 6 PM, at Greenberg Traurig, 1201 K Street, Suite 1100, Sacramento. (All members welcome.)

July 10 -Deadline to register for LSI 2013 First Quarterly Conference in San Diego (must be postmarked by this date to avoid late fee).

July 18 -SLSA Regular Membership Meeting, 5:30 PM Meet & Greet, 6:15 PM Dinner Meeting. "The Ins & Outs of Personal Injury Law," by David Zarka, Esq., of Stone & Graves. Downtown Courtyard Marriott, 4422 Y Street, Sacramento.

July 19 -Deadline to respond to LSI 2013 First Quarter Directives.

July 22 -BULLETIN ARTICLES DUE TO EDITOR.

July 29 -Deadline to register for August 1 Lunch Lesson (Note:

Space is limited and registration is on a first-come, first-served basis. Please be advised this class may fill up before the registration deadline.)

July 30 -Deadline to register for Legal Specialization Section Workshops at LSI 2013 First Quarterly Conference in San Diego (must be received by LSS Coordinator on or before this date).

August

Aug. 1 -Lunch Lesson, "Identity Theft: Do You Know What To Do?" by Officer Scott French of the Elk Grove Police Department. 12 Noon to 1 PM, at Downey Brand, 621 Capitol Mall, 18th Floor, Sacramento.

Aug. 1 -Deadline to register for LSI Online CCLS Study Course.

Aug. 2 -SLSA Night at Raley Field -- River Cats vs. Isotopes. 7:05 PM. Breast Cancer Awareness Night.

Fireworks Friday presented by Toyota immediately following the game. Open to members and non-members. Fundraiser for SLSA's August 2014 Conference Fund.

Aug. 9-11 -LSI 2013 First Quarterly Conference hosted by San Diego LSA, Crowne Plaza Hotel, San Diego, CA.

Aug. 12 -SLSA Executive Board Meeting, 6 PM, at Greenberg Traurig, 1201 K Street, Suite 1100, Sacramento. (All members welcome.)

Aug. 15 -SLSA Regular Membership Meeting, 5:30 PM Meet & Greet, 6:15

PM Dinner Meeting. Guest Speaker: Bruce Timm, Esq., President, Sacramento County Bar Association. Downtown Courtyard Marriott, 4422 Y Street, Sacramento.

Aug. 15 -LSI Online CCLS Study Course begins.

Aug. 19 -BULLETIN ARTICLES DUE TO EDITOR.

Aug. 20 -Deadline for CCLS exam applications to be received for October 19, 2013 exam (without incurring late fee)



Parliamentarian's Corner: Standing Committees vs. Special Committees

Submitted by Astrid Watterson, CCLS



According to Robert's Rules of Order, there are two types of committees: Standing Committees and Special Committees. Robert's says that the method of selecting the chairmen and members of standing committees is usually established in the organization's bylaws. Standing committees

are ones that have a continuing existence and function, such as the Legal Procedures Committee or the Scholarship Committee. They have responsibility over a particular subject matter, such as our scholarships. In our association, the Scholarship Committee is in charge of raising funds for the scholarship fund, promoting the scholarships to local community colleges and schools, reviewing the applications submitted, providing the Executive Board with a report of the qualified applicants, and coordinating the delivery of the scholarship award. The Scholarship Committee, therefore, is a standing committee.

A special committee is one that is created for a particular task, ceasing to exist when the task is completed. For example, at our Day in Court event, the President will create a special committee to review and approve the minutes. The special committee is created with the specific purpose of reviewing and approving the minutes. Once that task is completed, the special committee is done and no longer exists.

SLSA has various standing committees, each one being important to the association's success. In order to help carry out the business of our association, we need as many volunteers as possible. If you would like to volunteer for a standing committee, please contact President Lynne Koroush at koroushl@gtlaw.com.

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



2013

SACRAMENTO LEGAL SECRETARIES ASSOCIATION AT RALEY FIELD



Friday, August 2 vs. Albuquerque Isotopes

AAA Affiliate of the Los Angeles Dodgers
Game starts at 7:05 p.m. • Gates open at 6:05 p.m.



Enjoy these exciting benefits!

- ★ A portion of every ticket purchased through this link will benefit SLSA
- ★ No additional ticket service fees
- ★ Friday Postgame Fireworks
- ★ Swing for the Cure Night
- ★ Bid on player worn pink jerseys

PURCHASE TICKETS ONLINE

www.rivercats.com/fullcountdiscount

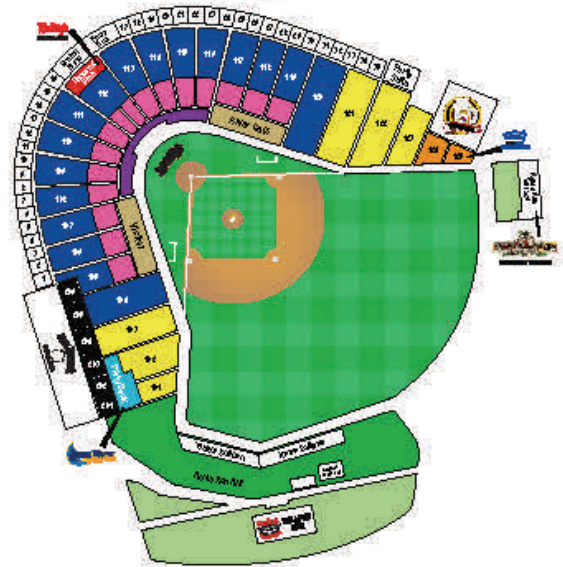


Select: Sacramento Legal Secretaries Association

Enter Offer Code: **SLSA**

Discounted Tickets | No Processing Fees | Print Tickets at Home





- ★ Easy at home tickets
- ★ No process fees
- ★ Seating map available at rivercats.com



PRICING:

Groups of 20-299*

Sun-Thurs

 Governors Club (row 1-14)	\$32
 Jack Daniel's Solon Club	\$30
 Senate	\$20
 Assembly	\$15



For more information, please contact Jordan Cannon at 916.376.4645 or jcannon@rivercats.com

Governor's Report



Submitted by Dawn Forgeur, CCLS

The California Court Association (CCA) is a non-profit organization that is dedicated to enhancing the quality of the California justice system through the personal and professional development of judicial support staff by providing education, training, and support to its members. It was formed in 1952 with an initial membership of 135, but today they have grown to well over 6,000 members statewide!

So, last month, when SLSA received an email from the CCA asking if SLSA was interested in donating any promotional items for its 61st Annual Convention/Training Day at McClellan, the Executive Board said yes!

For so many reasons, this is a great opportunity to network with the courts; get SLSA and LSI's name and information to court staff statewide and locally; and support another legal non-profit organization that is dedicated to providing continuing legal education and training to its members. I believe that SLSA and LSI's mission for education directly complements the CCA's mission in believing that continuing legal education is necessary for each of our members to be able to navigate the courts system. At SLSA's June dinner meeting, the members agreed with the Executive Board and approved the motion to provide promotional items to the CCA for their annual convention. I'm very proud that our members see the benefits of fostering this type of support for the CCA, especially with the budget cuts that the court system has been facing these past couple of years.

For more information about the California Court Association, you may visit www.calcourt.org.

Editor's Note



Editor-Corene E. Rodder

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.



LSI[®]
Educating California's Legal Professionals



SAN DIEGO LEGAL SECRETARIES ASSOCIATION

Presents

"HAWAII FIVE-0 MYSTERY WEEKEND"

August 9-11, 2013
Crowne Plaza Hotel, 2270 Hotel Circle North, San Diego, CA 92108
www.cp-sandiego.com

Legal Secretaries, Incorporated
2013 First Quarterly Conference



CONFERENCE REGISTRATION FORM

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

PLEASE CHECK IF APPLICABLE (INCLUDE TITLE):

STATE OFFICER:
STATE CHAIRMAN:
GOVERNOR CCLS PLS

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

POSTMARKED ON OR BEFORE JULY 10, 2013 @ \$111.00
POSTMARKED ON OR AFTER JULY 11, 2013 @ \$121.00

INDIVIDUAL TICKETS:

REGISTRATION ON OR BEFORE JULY 10, 2013 @ \$15.00
REGISTRATION ON OR AFTER JULY 11, 2013 @ \$25.00
WELCOME RECEPTION (FRIDAY) @ \$20.00
GOVERNORS' LUNCHEON (SATURDAY) @ \$28.00
PRESIDENTS' LUNCHEON (SATURDAY) @ \$28.00
MEMBERSHIP LUNCHEON (SATURDAY) @ \$28.00
BANQUET (SATURDAY) @ \$58.00
BRUNCH (SUNDAY) @ \$24.00

TOTAL AMOUNT PAID: \$

SPECIAL DIETARY REQUEST (INCLUDING VEGETARIAN):

MAKE CHECKS PAYABLE TO:
SEND TO:

AUGUST 2013 CONFERENCE FUND
LEANNA PIERCE C/O STOKES ROBERTS & WAGNER
600 WEST BROADWAY, SUITE 1150, SAN DIEGO, CA 92101





SAN DIEGO LEGAL SECRETARIES ASSOCIATION

Presents



"HAWAII FIVE- MYSTERY WEEKEND"

August 9–11, 2013
Crowne Plaza Hotel, 2270 Hotel Circle North, San Diego, CA 92108
www.cp-sandiego.com

**Legal Secretaries, Incorporated
2013 First Quarterly Conference**

HOTEL REGISTRATION FORM

Name: _____
 Mailing Address: _____
 Home Telephone: _____ Work Telephone: _____
 Roommates: _____
 Arrival Date: _____ Departure Date: _____

ACCOMMODATIONS: (Plus applicable taxes and fees)

<input type="checkbox"/> Single	\$150.00 per night	These rates are good for 3 days pre- and post-conference
<input type="checkbox"/> Double	\$150.00 per night	
	Check in is 4 p.m.	Check out is 12 p.m.



RESERVATIONS: <http://resweb.passkey.com/go/sdlegalsecretaries>
or call **888-233-9527** and reference "San Diego Legal Secretaries"



Deadline to reserve your room is July 9, 2013—Book Early!
This is the high tourist season in San Diego

Parking:	Complimentary
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Crowne Plaza is located less than 15 minutes away from the world famous San Diego Zoo, SeaWorld, beautiful Mission Bay, historic Old Town San Diego, and Fashion Valley & Mission Valley shopping malls.

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For additional information contact:

QUARTERLY CONFERENCE CO-CHAIRS

Terrie Quinton, CCLS
(619) 209-3056
quinton@dsmw.com

Leanna Pierce
(619) 232-4261
lpierce23@yahoo.com





**Sunday,
August 18, 2013
1:05pm**

A's vs Indians

Alameda County Legal Secretaries Assn. Fundraiser

SUNDAY, AUGUST 18 • 1:05PM

Seating Location:

Plaza Infield
\$26 each

HIGHLIGHTS:

- A portion of each ticket purchased will go back to ACLSA
- Pregame tailgate party at 11 am. *Please bring a dish to share*
- Discounted Parking Passes available for \$14 (Reg. \$17)

Deadline to purchase tickets:

Tuesday, July 30

(Cash and checks accepted. Make checks payable to "ACLSA". Mail order form & payment to Bryana Schroder @ Alameda County Legal Secretaries Association, PO Box 27476, Oakland, CA 94602)

NAME: _____

PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

NUMBER OF TICKETS: _____ x \$26 = \$ _____

NUMBER OF PARKING PASSES: _____ x \$14 = \$ _____

For any question or more information, contact **Bryana Schroder** at (510) 325-6349 or email bryana.schroder@juno.com



INTERCLUB EVENT



SAN FRANCISCO LPA INVITATION TO SAN FRANCISCO AIDS WALK 2013

San Francisco LPA has registered again for the San Francisco AIDS Walk 2013. They are registered as team "The Bay Area Chapters of LSI" - Team Number 1744 – and invite you to please join their team of walkers and help raise money for this wonderful community event. You are welcome to register your spouse/partner, children, and dogs as walkers.

The walk is scheduled for Sunday, July 21, 2013, in Golden Gate Park.

How long is the AIDS WALK? It is 10 kilometers (6.2 miles) and takes roughly 2 to 3 hours to complete.

There will be festivities all day long, so you are more than welcome to help out and participate even if you don't believe you can walk the entire way.

If you are interested in joining San Francisco LPA's team, you can register through the following link <http://tinyurl.com/c5jrvur>. You can also email Sally Mendez Arevalo at smendez@altshulerberzon.com and she can add your name to the team. At least 20 walkers are needed to sign up. There is no commitment to raise an individual amount since the goal is to raise money as a team.

LET'S DO THIS!



Corene Rodder's article first appeared in the April 2001 issue of *The Legal Eagle*

Electronic Rooms: EROOMS

The legal office has become more electronic and global. The price of sending a large document or document production was taking its toll in more than the cost of getting it from point A to point B. Volumes of time were being spent in just the review, redaction, organization, printing, and packaging. This demand was answered by several software companies. They developed solutions to not only manage documents but allow them to be viewed in a "room" by several different entities with varying levels of access.

Electronic rooms are an excellent solution and an alternative to printing out reams of paper and sending to someone for review. Many courts require documents to be filed in an electronic format, document productions are being exchanged on a disk, and drafts are sent via e-mail to the clients. With an electronic room, documents are simply scanned and/or uploaded into the room. Anyone given access can view and make comments on the document in real-time within moments. Additional modules can be added that include instant messaging and/or net meeting. Collaboration and strategies can be done in real time in a way that is secure. This feature is especially helpful when coordinating with associated counsel in other offices.

The documents can be organized in a folder structure agreed on by the group and managed by a coordinator. Different levels of access can be given to different entities. For example: attorneys and staff (full access); clients (document review); experts (a single folder); and opposing counsel (a document production). All within the same electronic room. This also provides a means of transferring documents without generating a disk or sending via email. Most e-mail accounts have a limit to the size of the attachment(s) that may be sent and/or received. Additionally, most of the electronic room software requires passwords for all levels and can be HIPAA compliant.

Communities of electronic rooms can be created with varying levels of access within a firm. They can be organized by project, case, department, or geographic location. This type of software could allow a partner to observe work in progress of associates working on a project or facilitate an office in Boston to edit a brief generated by an office in San Francisco. All by simply logging in to the secure website.



Vendor Spotlight: U.S. Legal Support

Submitted by Lynne Koroush



Jenoa Derdowski

Thank you very much to Jenoa Derdowski of U.S. Legal Support for attending SLISA's June 20, 2013 dinner meeting, and being our Vendor of the Month. Jenoa, a former legal secretary herself, and a member of Mt. Diablo Legal Professionals Association, has been part of the U.S. Legal Support team for the past five years.

U.S. Legal Support specializes in court reporting, depositions, and litigation /legal services, and works closely with their clients to understand their unique requirements and develop effective solutions. U.S. Legal Support is mindful of the importance of having local expertise, immediate responsiveness, and local accountability. Their client base includes law firms, insurance companies, and corporations worldwide. U.S. Legal Support's technology-driven services and litigation support solutions help meet their clients' needs from discovery through trial.

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Thank you again to Jenoa and all the folks at U.S. Legal Support for being SLISA's Vendor of the Month!

Please visit U.S. Legal Support at uslegalsupport.com to learn more about their services.

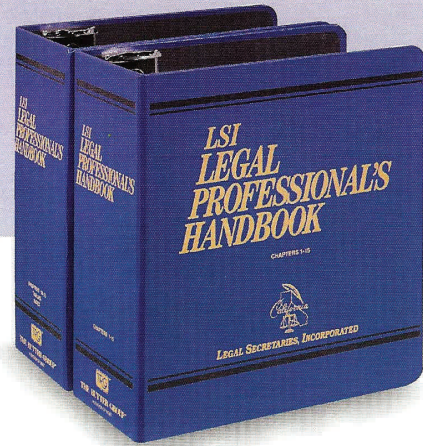
Jenoa can be reached at at (916) 248-5608, or via e-mail at jderdowski@uslegalsupport.com.

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

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK FOR CALIFORNIA LAW PRACTICE

compiled by Legal Secretaries, Incorporated
published by The Rutter Group



LEGAL STAFF'S ULTIMATE RESOURCE GUIDE FOR OVER 75 YEARS!

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!

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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.

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(Includes shipping)

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- 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

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Legal Professional's Handbook	\$236 (LSI Members-Only Price)				
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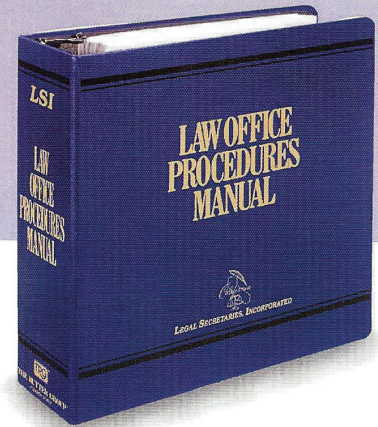
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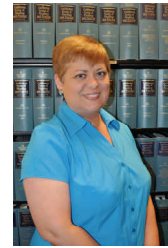
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