



The Legal Eagle

Sacramento Legal Secretaries Association

Book 2014, Issue 7
July 2014



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SLSA Event Registrations Going Paperless!

Important! SLSA's registration process for dinner meetings, lunch lessons, and other SLSA events is going paperless! You have two ways to register – online (preferred method) or via e-mail. There will no longer be a “tear-off-and-mail” form for most of our events. Simply register online (or via e-mail), then follow-up with payment.

Remember – REGISTER ONLINE, THEN FOLLOW-UP WITH PAYMENT!

Thanks for helping us streamline our registration process!

July Meeting Information

Don't miss out on our next regular dinner meeting! Danielle Gsoell of Veritex Legal Solutions will speak on “Techno Ethics: What You Need to Know About Ethics and Technology.” July 17, 2014, at Claim Jumper Restaurant & Saloon, 1111 J Street, Sacramento, CA. Seating is very limited! Meet and Greet at 5:30 p.m. Dinner Meeting at 6:15 p.m.

President

Lynne Koroush, CCLS
Carroll, Burdick & McDonough LLP
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President's Message: "Happy Summer!"



Submitted by Lynne Koroush, CCLS

Happy Summer, everyone! It's hard to believe that we're already halfway through 2014! While we may be through half of the calendar year, it's just the beginning of SLSA's new

term. Our Executive Board and committee chairs are very enthusiastic and have some great ideas for educational programs, community and charitable outreach, professional and career promotion, as well as some fun events. I am so impressed with their level of commitment and I think you will be pleased with what's being planned for the coming year.

This month's dinner meeting topic is a great example of the kind of forward-thinking, leading-edge information we want to bring you this year. "Techno Ethics: What You Need to Know About Ethics and Technology" will be presented by Danielle Gsoell of Veritext Legal Solutions on July 17, 2014, at 6:15 p.m., at Claim Jumper Restaurant & Saloon, 1111 J Street, downtown Sacramento (note the change in location is for this meeting only). This presentation is approved for one hour of MCLE/CCLS credit, plus the entire hour can be applied towards ethics credit. Seating is limited for this meeting, and we expect this to be a sell-out, so be sure to get your reservation made as soon as possible.

Next month, SLSA will host LSI's 1st Quarterly Conference, August 15-17, 2014, at the Embassy Suites Riverfront Promenade, right across from Old Sacramento. It's not very often you get the opportunity to take advantage of so many educational workshops, all in one place, all in one weekend, right here in your own backyard! There will be six different seminars presented by the Legal Specialization sections (see flyer in this bulletin), as well as a workshop presented by LSI's Continuing Education Council. That's seven opportunities for you to take advantage of!

The August Quarterly Conference Committee is doing a wonderful job putting together this Mardi Gras-themed weekend. I urge you to come to this conference. Ask anyone who has been to an LSI Conference, especially any of the three first-time attendees that were at Annual Conference in May, and they will tell you that it is not only one of the best ways to spend a weekend, it is one of the most memorable, eye-opening experiences you can have as a legal professional.

The week following the LSI Quarterly Conference, we will be back at the Courtyard Marriott for our August 21 dinner meeting. Our guest speaker will be B.J. Susich, President of the Sacramento County Bar Association. SCBA's Executive Director, Mary Burroughs, will also be joining us for this meeting. Mr. Susich is an instructor at U.C. Davis School of Law and McGeorge School of Law, and will be including an educational presentation during his visit with us that evening. It's been a great year for SLSA and SCBA collaboration, and I'm so pleased that our two associations continue to move forward as "partners in the same profession."

As you can see, SLSA remains committed to, and focused on, providing you with opportunities for continuing legal education and professional development. Please help us get the word out about SLSA and the tremendous benefits of being a part of this Association. I am always surprised when I hear an attorney or a legal professional from the Sacramento area say that they weren't aware of our existence, especially since SLSA has been around for 75 years! Where are these legal professionals going for their continuing education? How are they receiving the most up-to-date information from the courts? What professional networks are they taking advantage of? What legal publications are they relying on as resources? Our legal community needs to know that SLSA provides all of these important benefits and more!

There's a lot for you to take advantage of in the next couple of months. I hope you will do so and share that information with your co-workers, bosses, friends, and extended professional network. After all, you are the reason SLSA is 75 years strong (and counting)!

Have a wonderful summer!

Lynne



Sacramento Legal Secretaries Association



Dinner Meeting - July 17, 2014

Claim Jumper Restaurant & Saloon
1111 J Street - Sacramento

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



Techno Ethics: What You Need to Know About Ethics and Technology

Presented by

VERITEXT
LEGAL SOLUTIONS

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 in the amount of 1.0 hour (of which 1.0 hour is in Ethics) by the State Bar of California.

RSVP by Noon on Friday, July 11*
Seating is limited.

Two Ways to Register:

- Online at www.slsa.org under **Upcoming Events (Preferred)**
- Via e-mail at reservations@slsa.org (please include menu choice)

\$25 SLSA Members / \$30 Non-Members
Add \$5 after deadline

Make checks payable to SLSA and mail to:

Paula Lockard, CCLS
Registration/Reception Chair 2014-2015
c/o Sacramento City Attorney's Office
915 "I" Street, 4th Floor
Sacramento, CA 95814

Dinner Menu – Choice of:

- **Hickory Chicken:** Marinated and grilled boneless chicken breast brushed with smoky BBQ sauce, then topped with sautéed mushrooms and melted jack cheese. Served with mashed potatoes and green beans.
- **Top Sirloin:** 7-oz Certified Angus Beef® top sirloin. Paired with a side of red wine demi-glace and served with mashed potatoes.
- **Chicken Tenderloin Dinner:** Hand-breaded tenders served with smoky mesquite BBQ sauce and a side of salt-and-pepper shoestring fries.
- **Vegetarian Cheeseburger:** Made with a Boca Patty, double-thick cheddar and Thousand Island dressing. Served with seasoned fries.

All meals served with green salad and choice of soft drink, iced tea or coffee.

*Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.



Speaker Spotlight: Gloria Oates, “Loan Problems: It’s Not My (De)Fault!”

Submitted Dawn Forgeur, CCLS, and Crystal Rivera

SLSA was pleased to have Gloria M. Oates, partner at Dutra & Oates, speak to us at our June dinner meeting. She has been in practice since 1985 and primarily handles litigation for banks.

Some of the best advice that she imparted was:

- Be a reader of contracts. Know what is in the contract you are signing and do not just take the word of the person presenting it to you to sign as to what is in it.
- Have an awareness of co-signing, guaranteeing a loan, or going into business. If you do not understand something, get legal advice.
- It is more expensive to fix the problem after the creditor has started litigation than it is in the beginning of any loan repayment problem.
- The best opportunity to negotiate a loan modification is within the first 60 days of having problems making your payment. Contact your loan officer as soon as possible. Honesty and sincerity work.
- Look for a business resolution to a business problem. Paying back loans, whether credit card, auto, or mortgage, is a business problem, not an emotional problem. Call the bank at the beginning of any repayment issues!

When reviewing a loan application and deciding whether to approve the loan, a bank looks at the three “Cs”: character, credit, and collateral. It’s not always about your credit rating or how much money you have. The bank makes an overall assessment of the risk associated with issuing a loan.

Within the first 60 days of non-payment of your loan, you will have a delinquent report at the bank. Loan officers are required to submit special reporting, and this delinquent report affects the loan

officer’s performance ranking. If your loan is delinquent over 90 days, the loan is transferred to the Special Assets Department (SAD). SAD are collection specialists and specialists at liquidation. SAD initiates foreclosures and litigation. A bank’s assets are its loans; cash in the bank is a liability. This is the opposite of how we think; therefore, it is in the bank’s best interest to try to get the loan back on track, or at least out of collection status.

Believe it or not, the bank does not give the same weight to loan interest rates as we do; it just wants to get the loan back on a positive track. This can be to your advantage, and you may be able to negotiate a significantly lower interest rate, or in some cases, the loan officer may even be willing to waive interest for a specific period of time.

If you are delinquent on a credit card debt, contact the bank early (before it hires a lawyer). You could negotiate a compromise of 50% or better. The bank can also convert the credit card loan to an installment note with a lower interest rate. Also, when you negotiate your credit card debt, it may adversely affect your credit report. When you negotiate the credit card debt, you can also negotiate with the bank that it correct the negative report.

Ms. Oates advised that when you call the bank to discuss your delinquent loan and possible options, you may be dealing with a call center. You can request a “personal meeting” with the loan officer, and in most cases the lender must honor that request within 30 days.

Realize that a guarantor of a loan is the same as a co-signer. If you are a co-signer of a loan, you are

responsible for repayment of the loan. This includes any attorneys’ fees, repossession (repo) fees, etc. If the loan is delinquent, the bank can go after the borrowers in any order. It will go after who is most likely to pay—which in some cases is the co-signer. (A parent who co-signed for their kid’s car is more likely to pay the debt than their kid is.) If you are behind on your vehicle payments and cooperate with the bank, you can save the repo costs, which would be added to the amount you owe on the vehicle.

Unsuccessful (or non-existent) communications with the bank can result in a Notice of Default (NOD). The NOD has to be posted on the property and an attempt has to be made to serve the owners. After the NOD is recorded and served, then a notice of trustee sale is posted and served. After the notice of trustee sale is posted/served, the only way to stop the sale is to pay the entire amount owed in CASH; you cannot make a partial payment. This is likely the time that the borrower will file bankruptcy. Bankruptcy buys the borrower time.

Ms. Oates informed the attendees that the best time to try and modify any loan or fix defaults is at the end of the quarter (not month) and at the end of the year. That is when you will get the best concessions from the bank. Once litigation has started, the bank generally will not work with you anymore and it is more cost-effective for it to see the litigation through to the end. However, if it has gone into litigation, it is still not too late to contact the bank’s lawyer to attempt an early resolution.

SLSA is very appreciative that Ms. Oates took time out of her evening to come speak to us. This was an excellent presentation with great information, and we hope that we hear more from Ms. Oates in the future!



Laissez Les Bons Temps Rouler! Let The Good Times Roll!

Sacramento LSA
Invites You to Join Our Mardi Gras Celebration
August 14-17, 2014
Embassy Suites, Sacramento

HOTEL REGISTRATION INFORMATION

Embassy Suites Sacramento – Riverfront Promenade

100 Capitol Mall
Sacramento, CA 95814
Tel: 916-326-5000; Fax: 916-326-5001

Accommodations (plus applicable taxes and fees):

ROOM RATES: Single/Double: \$144
 Triple: \$164

PARKING:

Valet (LSI Discount): \$18
Public Parking: \$24

RESERVATIONS:

- Personalized Online Group Webpage
<http://embassysuites.hilton.com/en/es/groups/personalized/S/SACESES-LSI-20140814/index.jhtml>
- Telephone: 1-800-498-5237
Ask for the LSI/Legal Secretaries, Inc. discount rate



Hotel Registration Due by July 25, 2014

FREE!

**Hotel Offers
Complimentary
Breakfast
7 am – 10:30 am**

Laissez Les Bons Temps Rouler!

Let The Good Times Roll!



Sacramento LSA
 Invites You to Join Our Mardi Gras Celebration
 August 15-17, 2014
 Embassy Suites, Sacramento

CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____
 Association Name: _____
 Mailing Address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 Email Address: _____

Please check if applicable and include title:

LSI Officer _____
 LSI Chairperson _____

Please check if you are:

Governor CCLS PLS

SCRIP TICKET (price includes: registration, reception, banquet, and brunch):

POSTMARKED ON OR BEFORE July 15, 2014 @ \$116.00 \$ _____
 POSTMARKED ON OR AFTER July 16, 2014 @ \$126.00 \$ _____

INDIVIDUAL TICKETS:

Registration by July 15, 2014: _____ @ \$15.00 \$ _____
 Registration on or after July 16, 2014: _____ @ \$25.00 \$ _____
 Officer/Chairmen Luncheon (Friday) _____ @ \$38.00 \$ _____
 Lunch Choice: _____ **Grilled Chicken Wrap** or _____ **Turkey Smoke Stack**
 Officer Chairmen Luncheon for State LSI Officers and Chairmen Only
 Welcome Reception (Friday) _____ @ \$20.00 \$ _____
 Presidents' Luncheon (Saturday) _____ @ \$38.00 \$ _____
 Governors' Luncheon (Saturday) _____ @ \$38.00 \$ _____
 Luncheon Open to Everyone (Saturday) _____ @ \$38.00 \$ _____
 Banquet (Saturday) _____ @ \$54.00 \$ _____
 Dinner Choice: _____ **Tri-Tip Beef** _____ **Chicken** _____ **Vegetarian Grilled Portabella**
 Brunch (Sunday) _____ @ \$27.00 \$ _____
TOTAL AMOUNT \$ _____

SPECIAL DIETARY REQUESTS: _____

PLEASE MAKE CHECKS PAYABLE TO: **SLSA 2014 CONFERENCE FUND**

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

REGISTRATION CHAIR: Heather M. Rodriguez, CCLS
 c/o Carroll Burdick & McDonough LLP
 980 9th Street, Suite 380
 Sacramento, CA 95814
 Tel: (916) 446-5297; Fax: (916) 448-5047
 hrodriguez@cbmlaw.com



NO REFUNDS AFTER AUGUST 1, 2014

SLSA Dinner Meeting – June 19, 2014



Jan Ainsworth and Coty Lutz



Jennifer Estabrook, CCLS, Deseree Gamayo,
and Jeanette Osman-Bravard



Ann Edwards



Robert Carter and Crystal Rivera



Anne French and Dawn Forgeur,
CCLS



Elizabeth Madden, CCLS, and
Gloria Oates, Esq.

SLSA Dinner Meeting – June 19, 2014



Elizabeth Madden, CCLS



Sharree Flakes, David Graulich, Esq., Christie Kaelber, Karen Leonard, and Robert Carter



Delegates Cyrene Farrell, CCLS, and Anne French giving their reports on LSI's Annual Conference



Suzanne MacDonald



Karen Leonard and Karla Dougherty



Vice President Crystal Rivera administering the oath to new members of SLSA

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Submitted by Crystal Rivera

Welcome, and congratulations to the following new SLSA members who were inducted at the June 19, 2014, meeting.

ACTIVE MEMBERSHIP

Alice Baber – Alice is a legal secretary at Greenberg Traurig, and has been employed as a legal professional since 1990. She specializes in litigation. She celebrates her birthday on November 18.

Jenny Beck – Jenny is a legal secretary with the Sacramento City Attorneys Office, and has been employed as a legal professional since 1999. She celebrates her birthday on February 22.

Tammara Cheung – Tammara is a legal secretary with the City of Sacramento, and has been employed as a legal professional since 1997. She specializes in criminal law. She celebrates her birthday on February 25, and enjoys gardening and camping.

David Graulich – David is an attorney, and has been solo practitioner since 2008. He celebrates his birthday on December 23, and enjoys playing the piano, tennis, and chess.

Cleopatra Morris – Cleo is a legal secretary with the Sacramento City Attorneys Office, and has been employed as a legal professional since 2000. She specializes in administrative and criminal law. She celebrates her birthday on March 13, and enjoys dirt bike riding, karaoke, traveling, and event planning.

Donna Skarloken – Donna is a legal secretary with Hanson Bridgett LLP, and has been employed as a legal professional since 1986. She specializes in litigation, real estate, and business/corporate law. She celebrates her birthday on February 3, and enjoys horseback riding and motorcycle riding.

Noreen F. Witt – Noreen is a legal secretary with Jackson Lewis P.C., and has been employed as a legal professional since 1984. She specializes in litigation, labor and employment law. She celebrates her birthday on August 8, and enjoys gardening, exercise, and health.

Phyllis Zakrajsek – Phyllis is a legal secretary at the Sacramento City Attorneys Office, and has been employed as a legal professional since 1987. She specializes in criminal law and litigation. She celebrates her birthday on May 24.

STUDENT MEMBERSHIP

Robert Carter – Robert is a student; he graduated on May 2 and is enrolled to start classes in June for his bachelors in business with a minor in paralegal. He celebrates his birthday on April 4.

Sharree Flakes – Sharree is a student at MTI College and is a member of the United States Air Force. She celebrates her birthday on May 20, and enjoys reading, swimming, and working out.

Christie Kaelber – Christie is a records clerk at Downey Brand LLP. She has a four-year bachelor's degree and is currently enrolled in a paralegal program. She celebrates her birthday on July 28, and enjoys scrapbooking, paper crafts, and camping.

ASSOCIATE MEMBERSHIP

Karen Leonard – Karen is a legal professional who is currently unemployed. She heard of SLSA through MTI College. Her past specializations were in business/corporate law, family law, litigation, real estate law, environment, banking and refinancing, and life sciences. She celebrates her birthday on March 8, and enjoys reading, ancient history, animals, watching television, and the internet.

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

On The Mend

Legal Procedures Chair Debbie Frias, CCLS, had foot surgery. She returned to work on June 23 after being off work for a month and she is feeling better – day by day. We wish her a speedy recovery and hope to see her at our July dinner meeting.



On the Move

Jennifer Estabrook, CCLS, SLSA's Secretary 2013-2015, has moved to Rediger McHugh & Owensby. Her new e-mail address is jestabrook@rmlaw.net.



Congratulations!

To Mr. and Mrs. Joe Piazza. The former Cynthia Biscarra was wed to Joe on September 22, 2013. (Cynthia is just now finalizing her name change.) They honeymooned in Italy, and have settled down in Midtown. We wish Cynthia and Joe a very long and happy life together!

Membership Upgrades

Congratulations! The following members have been upgraded from Associate Member to Active Member:

Jacquelyn Castillo, who is now employed as a legal secretary at Sutter Health.

Maribal Garza Duran, who is now employed as a legal assistant at The Friel Law Firm.

Birthdays

<u>Happy Birthday to all of SLSA's July babies!!</u>			
Nicole McCarty	July 6	Pamela Lee, CCLS	July 22
Angela Kolak	July 13	Maryanna Rickner	July 22
Heather Rodriguez, CCLS	July 15	Noreen Patrignani	July 24
Sandra Angeli	July 16	Michael Patterson	July 25
Tanya Gomes	July 21	Paula Lockard, CCLS	July 27
Morgan Albanese	July 22	Christie Kaelber	July 28
		Beverly Albright	July 31

Correction

In the June edition of The Legal Eagle under "On the Move" section of Member News, Elizabeth Madden, CCLS was erroneously named as SLSA's Secretary. Elizabeth Madden, CCLS is SLSA's Treasurer.



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

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

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

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

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

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

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

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

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

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

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

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

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

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES

CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS

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

E-MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

REGULAR MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

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

How did you hear about SLSA? _____

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

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



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

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

Due Date: May 1, 2014

Make check payable to:
Sacramento Legal Secretaries Association

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

Return the completed invoice and full payment to:

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

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

ARE YOU A CCLS? _____

BIRTHDAY: _____

JOB TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

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

Where do you want e-mail delivered? Business Residence

INVOLVEMENT:

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

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

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

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



SLSA'S SPRING CHARITABLE PROJECT

Donation deadline extended to July 17

SLSA's is collecting items to donate to the local animal shelters – Sacramento SPCA, and the City and County Animal Shelters.

Some of the items we are looking for:

- Dog & cat food (dry, canned, puppy/kitten food, formula, etc.)
- Dog & cat treats
- Nursing bottles (4 or 8 oz.)
- Dog & cat toys (Kongs, squeaky toys, rope toys, balls, fuzzy mice, etc.)
- Cat scratching posts
- Washable** beds / bedding
- Towels, blankets, bedspreads/comforters (no sheets or clothing)
- Puppy potty-training pads
- Shoe boxes
- Rescue Remedy
- Feliway Diffuser refills
- Heating pads
- 5 gallon buckets w/ lids
- New** dog leashes, collars, harnesses
- New** cat collars (safety/break-away type)
- New** litter boxes and litter-box scoopers
- Cat litter (clay or clumping-type)
- 1 to 5 gallon plastic Ziplock-type food storage bags



To help offset the costs of spay/neutering, medications, etc., we are also accepting monetary donations.



For rabbits: Timothy Hay; paper bags and smaller-sized cardboard boxes (for crawling inside, scratching, chewing); cardboard rolls from paper towels or toilet paper; unvarnished wicker baskets/boxes; cat toys that roll or can be tossed; nudge and roll toys (like large rubber balls, empty Quaker Oat boxes & small tins); "Busy Bunny" toys (edible toy treats); plastic rainbow slinkies; etc.

Items can be brought to SLSA's monthly Dinner Meetings through July 17, 2014. If you are unable to attend any of these meetings and have items to donate, please contact Crystal Rivera to make other arrangements.

SLSA will be delivering the donated items to the shelters after July 17th

Rebecca Lerma, Chair rmlerma@stoel.com; (916) 319-4790
Crystal Rivera, Co-Chair crivera@somachlaw.com; (916) 469-3813
Connie Kelley, Co-Chair kellyco@gtlaw.com; (916) 442-1111



July 2014

July 4 – Independence Day. All courts closed. No mail service.

July 7 – SLSA Executive Board Meeting, 6:00 PM, Carroll, Burdick & McDonough, 980 9th Street, Suite 380, Sacramento, CA. All members welcome.

July 11 – Deadline to RSVP for July 17 Dinner Meeting.

July 17 – SLSA Monthly Membership Meeting, 5:30 p.m. Meet & Greet, 6:15 p.m. Dinner Meeting. Claim Jumper Restaurant, 1111 J Street, Sacramento.

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

August 2014

August 1 – Last day to receive a refund for the August 2014 Quarterly Conference.

August 5 – Last day to receive a refund for the CCLS On-Line Study Group.

August 5 – Last day to register for a Legal Specialization Section Seminar without a late fee.

August 12 – SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9th Street, Suite 380, Sacramento, CA 92514. All members welcome.

August 12 – CCLS On-Line Study Group begins.

August 15 - Deadline to RSVP for August Dinner Meeting.

August 15-17 – LSI 1st Quarterly Conference hosted by SLSA

August 21 – SLSA Monthly Membership Meeting, 5:30 p.m. Meet & Greet, 6:15 p.m. Dinner Meeting. Courtyard Marriott, 4422 Y Street, Sacramento, CA 95817.

August 25 – Deadline to submit bulletin articles to the Editor for the September issue of *The Legal Eagle*.

State Bar to Audit 5,500 Attorneys for MCLE Compliance **June 26, 2014**

The State Bar of California announced today that audit letters will go out to 5,500 attorneys on July 7 to ensure compliance with Minimum Continuing Legal Education (MCLE) requirements.

This is the fourth year that the State Bar has conducted audits that could potentially result in disciplinary action. It's also the largest audit group to date. The sample represents about 8.5 percent of attorneys whose last names begin with the letters N through Z, whose MCLE compliance was due Feb. 1.

Attorneys will be asked to provide certificates of course completion or prove they are statutorily exempt by Aug. 21. The State Bar requires active attorneys to take 25 hours of continuing education courses every three years. Lawyers must keep documentation for at least a year after their compliance is due.

The audit will include lawyers who had to make up missing hours as a result of being audited in 2011. In addition, it will include a higher proportion of those with other risk factors for doing poorly on the audit, such as a history of administrative actions or late filing of MCLE compliance. The remaining 3,200 or so will be chosen at random from attorneys whose last names begin with the letters N through Z.

"We're using the data we have from previous audits to focus our regulatory efforts on lawyers who are at higher risk of noncompliance," State Bar President Luis J. Rodriguez said. "By doing so we can fulfill our public protection mission without burdening the vast majority of lawyers who are honest and doing the right thing."

There are two components to the audit, administrative and disciplinary. Those who do not respond to the audit or do not bring themselves into compliance by Oct. 31 will be administratively suspended on Nov. 1. In addition, those who appear to have falsely declared they were compliant will be referred to the Office of Chief Trial Counsel for possible disciplinary action.

California's minimum wage rises to \$9 an hour starting Tuesday, July 2, 2014

AND

The Sacramento Bee reports: According to a U.S. Securities and Exchange Commission filing, Corinthian Colleges has announced plans to sell its Heald College campuses, including 10 in California.

Chief Justice Announces Intent to Shed AOC Name **June 27, 2014**

Citing confusion caused by having a staff with its own name, Chief Justice Tani G. Cantil-Sakauye urged the Judicial Council to divest itself of the name "Administrative Office of the Courts."

"When I and others advocate for the public on behalf of the judicial branch we often encounter confusion among those who think that the Judicial Council and the Administrative Office of the Courts are two separate entities. They're not. Quite simply, the administrative staff exists to support the Judicial Council and provide services to the courts, the public, and sister branches of government. Unifying the council and its staff under one name, Judicial Council, will create more clarity and transparency about the role and governance responsibilities of the Judicial Council. It also mirrors the standard practice of other government bodies who do not provide separate names for their staffs."

Council members and Judge Steven Jahr, Administrative Director of the Courts, greeted the proposal with approval. Justice Douglas P. Miller, chair of the council's Executive and Planning Committee, said, "This identity change reflects the significant and substantive changes that we as the governing body have made in policy and responsibilities over the last three years, and eliminates confusion so many of us have confronted."

Judge Charles D. Wachob, co-chair of the Chief Justice's Strategic Evaluation Committee, whose report in 2012 resulted in more than 100 Judicial Council directives for restructuring and reform of the administrative staff, also supported the move, calling it "A necessary step to resolve a perception crisis" that the committee was aware of but did not directly seek to resolve because it wasn't in its charge.

Judge Jahr said, "This retirement at once changes everything, and changes nothing. There's only one entity, and that's the Judicial Council of California. Neither in the Constitution, in statute, in rules, or in other formal methods, was a separate entity ever created. The change is more than superficial. It changes nothing in our organizational structure, but it does emphasize that the Judicial Council is the governing body with a staff that supports it, and it reflects a culture change that is already under way."

The Chief directed the chairs of the council's internal committees to prepare an amendment to the rules of court implementing the change for the council to take up at its next meeting, July 29. Judge Jahr was asked to address implementation issues within the same time frame.

SCBA Golfing Fundraiser



Jan Ainsworth and Terry Olson



Terry Olson, SCBA Executive Director Mary Burroughs and Jan Ainsworth

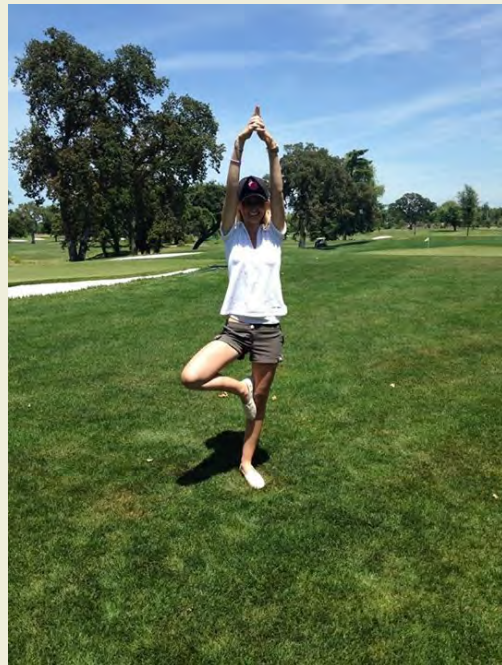
SCBA Golfing Fundraiser



Jan Ainsworth



Jan Ainsworth helping put the lunch together



Morgan Albanese enjoying some time on the golf course



Submitted by Liz Gideon, CCLS

Please indicate whether the following statements are true or false:

1. The only ground for dissolution of marriage in California is irreconcilable differences.
True
False
2. Bifurcation is usually requested when one party wants to terminate marital status before other issues are disposed of by settlement or trial.
True
False
3. Parties are required to have resided in California for a minimum of 12 months and in the county where proceedings are to be filed for a minimum of 6 months immediately before a petition for dissolution is filed.
True
False
4. Both parties are required to serve preliminary declarations of disclosure and to file the declarations with the court.
True
False
5. In order to qualify for arbitration, the total property in controversy may not exceed \$50,000.
True
False
6. A petition for an order to show cause requires a memorandum of points and authorities.
True
False
7. When calculating annual gross income for the purpose of determining child support amounts, support received from public assistance programs is not taken into consideration.
True
False
8. A void marriage can never become valid.
True
False
9. A voidable marriage can be declared a nullity at any time.
True
False
10. Orders for modification of child support can include attorneys' fees and court costs to the prevailing party.
True
False



Definitions:

Bifurcate:	To divide into two parts.
Community Property:	Property acquired by husband and wife, or either, during marriage and while domiciled in California or another community state, when not acquired as separate property of either.
Declaration of Disclosure:	A form to provide the court and the other party with current information regarding assets, liabilities, and current earnings of the parties, as well as investment opportunities and the operation or management of any business in which the parties may have an interest.
Dissolution:	In family law, the severing of a marital relation between two people; formerly called divorce.
Family Conciliation:	A service available in some California counties which provides counseling for reconciliation of spouses or an amicable settlement of domestic and family controversies such as visitation or custody issues.
Income and Expense Declaration:	A form to provide the court and the other party with current information as to the financial standing of the declarant.
Injunctive Order:	A judicial remedy awarded for the purpose of requiring a party to refrain from doing a particular activity.
Marital Settlement Agreement:	An agreement reached by the parties for division of community property, payment of support and debts, custody, and visitation.
Modification:	A change in the terms and conditions of a court order.
Nullity:	A proceeding to declare a marriage null from its inception.
Order to Show Cause:	In family law proceedings, an order requiring the husband and wife to appear and testify on the granting of temporary support, custody of children, restraining orders, attorneys' fees, and court costs.
Property Declaration:	A list of all community and separate assets and obligations of the parties.
Temporary Restraining Order:	An order granted without a hearing, demanding the preservation of the status quo until a hearing can be held to determine whether the injunctive relief requested is appropriate.
Voidable:	Capable of being later annulled.
Wage Assignment Order:	A court order which directs a person's wages to be paid directly to a creditor.



LEGAL SECRETARIES, INCORPORATED

CCLS ON-LINE STUDY GROUP

August 12, 2014 – October 14, 2014



If you are interested in studying for the California Certified Legal Secretary (“CCLS”) Exam,** join LSI’s CCLS 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 TUESDAY, AUGUST 12, 2014

Classes will take place once a week via WebEx videoconference on Tuesday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through October 14, 2014. Login information will be provided upon enrollment in the classes. System requirements are available at www.webex.com.

The introductory price has been extended! The cost of the Study Group (all classes) is \$100 for LSI members and \$125 for non-LSI members taking classes for first time; and \$50 for LSI members and \$75 for non-LSI members repeating. Each individual must register separately.

NEXT CCLS EXAM SATURDAY, OCTOBER 18, 2014

Students will be provided with homework and handouts. Students are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* (11th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*. Students are also encouraged to have the CCLS Study Guide.

***All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LSI’s website.*

CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: _____ Association: _____

Address: _____

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

Email (during class time): _____

Payment: Check # _____ Credit Card # (Visa/MC only) _____

Exp. Date: _____ Sec. Code: _____

Send registration form by NO LATER THAN July 31, 2014, to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 3043 4th Avenue, San Diego, CA 92103, email lsiccls@outlook.com. You may also pay via PayPal at www.lsi.org. **NO REFUNDS AFTER AUGUST 5, 2014.**

STRIVE FOR SUCCESS – BE A CCLS!



Important: Parking at the Courtyard Marriott

Please be advised that the Courtyard Marriott at 4422 Y Street, where SLSA holds its regular monthly meetings, has installed an electronic ticket system for parking **YOU WILL NOT HAVE TO PAY FOR PARKING**. However, you **WILL** need to do the following:

1. Pull a ticket form the automated dispenser upon entering the Courtyard Marriott parking lot.
2. **BRING THE TICKET WITH YOU TO THE MEETING.**
3. Validate your ticket with the machine located inside the meeting room.



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Answers to CCLS Quiz

1. False
(Fam. Code, § 2310)
2. True
(Fam. Code, § 2337)
3. False
(Fam. Code, § 2320)
4. False
(Fam. Code, § 2104(b))
5. True
(Fam. Code, § 2554)
6. False
(CRC 5.118(a))
7. True
(Fam. Code, § 4058(c))
8. True
(Fam. Code, § 2200)
9. False
(Fam. Code, § 2211)
10. True
(Fam. Code, § 3652)

CHANGES?? UPDATES??

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



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

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

BUSINESS E-MAIL: _____

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

HOME E-MAIL: _____

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

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

Please submit to:

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



Submitted by Debbie Frias, CCLS

Thank you to Brooke Greene of One Legal for permission to use part of her recent article for our Legal Procedures article for this month. Thank you as well to those of you who helped

with the June Procedures article and the handout from the June meeting, as I was home recuperating from surgery.

I am asking our bulletin editor, Corene Rodder, to include Alameda Superior Court's recent announcement regarding fees associated with the filing of Motions in Limine. You may know that Motions in Limine ("MILs") that are filed in preparation for trial and courts require that they be filed within a certain amount of time before trial; the motions usually address certain portions of the case and I have seen many filed over the years. You now must pay \$60 for each one of the MILs that your attorney files in Alameda.

In One Legal's recent publication, a few other updates were noted:

1. San Diego Superior Court. Effective June 1, 2014, this court requires that parties eFile all Construction Defect and JCCP cases through One Legal. I would contact One Legal directly for questions regarding this particular procedure.
2. I understand that our California courts are continuing to update court closures and reductions in hours. Please check with One Legal's CA Court Updates pages for more information. If I were you, and I don't see the information present on these pages, call the court directly or check them online for clarification.
3. Effective June 16, 2014, San Diego Superior Court's Family Court now requires the filing of a new mandatory local form SDSC D-274: Joint Readiness Declaration Mandatory Settlement Conference (Family Law).
4. Effective immediately, San Diego Superior Court Rule 5.9.6 is suspended. This is Rule 5.9.7 of the Family Law Rules, Division V of the 2014 San Diego County Superior Court Rules; the rule is suspended in its entirety.

Unless otherwise ordered by a judicial officer for specific case reasons, parties may now request domestic violence restraining orders using the Family Support Division, "DF" case number.

5. Alameda Superior Court is now charging \$1 for each page of a legal document downloaded online.
6. Merced Superior Court announces a reduction of court hours on Fridays, effective June 13, 2014; apparently, all Merced Superior Court Clerk's Offices now close from 12 p.m. to 5 p.m.
7. Orange County Superior Court released an announcement regarding current and upcoming changes to motions, courtesy copies, Probate Forms, eService Proposed Orders and Stipulations. Please check with One Legal for further information or download this information from the court's website.



Pursuant to Local Rule 3.35(e), effective July 1, 2014, unless otherwise ordered by the trial judge, all motions in limine (except for those in unlawful detainer, probate, family, and juvenile cases) must be:

- in writing;
- numbered consecutively;
- filed in the Clerk's Office at least three court days before the pretrial conference, unless otherwise ordered by the trial judge. If there is no pretrial conference, motions in limine must be filed at least three court days before trial, unless otherwise ordered by the trial judge.

For each motion in limine a motion fee of \$60 will be required at the time of filing.

Motions in limine addressing separate evidence or issues shall not be aggregated into one motion.

Any party filing a joinder to a motion in limine will be required to pay a motion fee of \$60. Each joinder must be submitted as a separate motion.

Unless otherwise ordered by the trial judge, courtesy copies of motions in limine, as well as any opposition and reply papers, shall be delivered to the trial department on the date of filing.

Please note that reservation numbers are not required for motions in limine.

Questions? Contact Ms. Arlene Junior, Civil Division Director, at ajunior@alameda.courts.ca.gov.

**PUBLISHERS LIST
JUDICIAL COUNCIL FORMS
New and revised
[Effective on July 1, 2014]**

Appellate

APP-004* Rev. 3 sides Civil Case Information Statement (Appellate)

Civil Harassment

CH-100* Rev. 6 sides Request for Civil Harassment Restraining Orders

CH-100-INFO Rev. 3 sides Can a Civil Harassment Restraining Order Help Me?

CH-109* Rev. 3 sides Notice of Court Hearing

CH-110* Rev. 5 sides Temporary Restraining Order (CLETS-TCH)

CH-120* Rev. 3 sides Response to Request for Civil Harassment Restraining Orders

CH-120-INFO Rev. 2 sides How Can I Respond to a Request for Civil Harassment Restraining Orders?

CH-130* Rev. 5 sides Civil Harassment Restraining Order After Hearing (CLETS-CHO)

CH-200 Rev. 1 side Proof of Personal Service

CH-800 Rev. 2 sides Proof of Firearms Turned In, Sold, or Stored

CH-800-INFO Rev. 1 side How Do I Turn In, Sell, or Store My Firearms?

Criminal

CR-160* Rev. 2 sides Criminal Protective Order—Domestic Violence (CLETS - CPO)

CR-161* Rev. 2 sides Criminal Protective Order—Other Than Domestic Violence (CLETS - CPO)

CR-162* Rev. 1 side Order to Surrender Firearms in Domestic Violence Case (CLETS-CPO)

CR-165* Rev. 1 side Notice of Termination of Protective Order in Criminal Proceeding (CLETS)

Domestic Violence

DV-100* Rev. 5 sides Request for Domestic Violence Restraining Order

DV-110* Rev. 6 sides Temporary Restraining Order (CLETS—TRO)

DV-120* Rev. 4 sides Response to Request for Domestic Violence Restraining Order

DV-120-INFO Rev. 3 sides How Can I Respond to a Request for Domestic Violence Restraining Order?

DV-130* Rev. 6 sides Restraining Order After Hearing (CLETS—OAH) (Order of Protection)

DV-180* Rev. 3 sides Agreement and Judgment of Parentage

DV-710* Rev. 2 sides Notice of Hearing to Renew Restraining Order

* Adopted for Mandatory Use.

**PUBLISHERS LIST
JUDICIAL COUNCIL FORMS
New and revised
[Effective on July 1, 2014]**

DV-800/JV-252	Rev.	2 sides	Proof of Firearms Turned In, Sold, or Stored
DV-800-INFO/JV-252-INFO	Rev.	1 side	How Do I Turn In, Sell, or Store My Firearms?

Elder or Dependent Adult Abuse

EA-100*	Rev.	7 sides	Request for Elder or Dependent Adult Abuse Restraining Orders
EA-110*	Rev.	6 sides	Temporary Restraining Order (CLETS-TEA or TEF)
EA-120*	Rev.	3 sides	Response to Request for Elder or Dependent Adult Abuse Restraining Orders
EA-120-INFO	Rev.	2 sides	How Can I Respond to a Request for Elder or Dependent Adult Abuse Restraining Orders?
EA-130*	Rev.	6 sides	Elder or Dependent Adult Abuse Restraining Order After Hearing (CLETS-EAR or EAF)
EA-200	Rev.	1 side	Proof of Personal Service
EA-800	Rev.	2 sides	Proof of Firearms Turned In, Sold, or Stored
EA-800-INFO	Rev.	1 side	How Do I Turn In, Sell, or Store My Firearms?

Enforcement of Judgment

EJ-001*	Rev.	2 sides	Abstract of Judgment—Civil and Small Claims
EJ-100	Rev.	1 side	Acknowledgment of Satisfaction of Judgment
EJ-150	Rev.	2 sides	Notice of Levy
EJ-190	Rev.	2 sides	Application for and Renewal of Judgment

Juvenile Law

JV-200*	Rev.	3 sides	Custody Order—Juvenile—Final Judgment
JV-205*	Rev.	2 sides	Visitation Order—Juvenile
JV-247*	Rev.	1 side	Answer to Request for Restraining Order—Juvenile
JV-250*	Rev.	4 sides	Notice of Hearing and Temporary Restraining Order—Juvenile
JV-255*	Rev.	4 sides	Restraining Order—Juvenile

Name Change

NC-100*	Rev.	2 sides	Petition for Change of Name
NC-110*	Rev.	1 side	Attachment to Petition for Change of Name
NC-200*	Rev.	2 sides	Petition for Change of Name and Gender

* Adopted for Mandatory Use.

**PUBLISHERS LIST
JUDICIAL COUNCIL FORMS
New and revised
[Effective on July 1, 2014]**

NC-220*	Rev.	1 side	Order to Show Cause for Change of Name
NC-300	Rev.	2 sides	Petition for Change of Gender and Issuance of New Birth Certificate

School Violence Prevention

SV-100*	Rev.	6 sides	Petition for Private Postsecondary School Violence Restraining Orders
SV-110*	Rev.	6 sides	Temporary Restraining Order (CLETS-TSV)
SV-120*	Rev.	3 sides	Response to Petition for Private Postsecondary School Violence Restraining Orders
SV-120-INFO	Rev.	2 sides	How Can I Respond to a Petition for Private Postsecondary School Violence Restraining Orders?
SV-130*	Rev.	6 sides	Private Postsecondary School Violence Restraining Order After Hearing (CLETS-SVO)
SV-200	Rev.	1 side	Proof of Personal Service
SV-800	Rev.	2 sides	Proof of Firearms Turned In, Sold, or Stored
SV-800-INFO	Rev.	1 side	How Do I Turn In, Sell, or Store My Firearms?

Wage Garnishment

WG-002*	Rev.	2 sides	Earnings Withholding Order
WG-030*	Rev.	2 sides	Earnings Withholding Order for Elder and Dependent Adult Financial Abuse

Workplace Violence Prevention

WV-100*	Rev.	6 sides	Petition for Workplace Violence Restraining Orders
WV-110*	Rev.	6 sides	Temporary Restraining Order (CLETS-TWH)
WV-120*	Rev.	3 sides	Response to Petition for Workplace Violence Restraining Orders
WV-120-INFO	Rev.	2 sides	How Can I Respond to a Petition for Workplace Violence Restraining Orders?
WV-130*	Rev.	6 sides	Workplace Violence Restraining Order After Hearing (CLETS-WHO)
WV-200	Rev.	1 side	Proof of Personal Service
WV-800	Rev.	2 sides	Proof of Firearms Turned In, Sold, or Stored
WV-800-INFO	Rev.	1 side	How Do I Turn In, Sell, or Store My Firearms?

* Adopted for Mandatory Use.

Submitted by Lynne Koroush, CCLS

Ray Morgan Company was the Vendor of the Month at our June dinner meeting. Tom Jops, Account Executive and Customer Representative Extraordinaire, shared with us that the Ray Morgan Company, founded in 1956, has grown to be the largest independent Canon dealer in the western United States, the second largest in the nation. Headquartered in Chico, California, RMC has two regional headquarters, one in Roseville and Fresno, and has 18 branch offices strategically located in central and northern California and western Nevada.

The Ray Morgan Company's success can be attributed to one primary factor: commitment to personalized customer service. RMC's customers repeatedly state that this is the reason they choose to do business with RMC.

RMC offers technologically advanced solutions which can dramatically increase productivity and reduce costs in the areas of document management, output, and reproduction. These solutions include:

Managed print services

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Document imaging, storage, management, and retrieval

Integrated digital copiers and intelligent document platforms

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Printing solutions for b/w, color, large format, and production print

Black/white and color copiers

Enterprise and departmental scanning solutions

Enterprise and departmental fax solutions

Office supplies to meet every need

It was a pleasure to have Tom with us at the June meeting as our Vendor of the Month! Tom Jops can be reached at:

T 916-577-1684

C 530-867-0080

F 530-781-1526

E tjops@raymorgan.com



Tom Jops of
Ray Morgan Company

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**JOIN SAN DIEGO AND IMPERIAL
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EVENT IN**

LAS VEGAS!!!!

Friday, September 19, 2014



**3:30 p.m. - Tour of the Regional Justice Center
and Presentation by the Court**

6:00 p.m. - One Hour Educational Seminar

Make it a day trip, a turn-around trip, or a mini vacation and stay for the weekend!
Exact times, topics, and speaker information will be provided closer to the event.

Please contact Kim Parke at kimbr6@cox.net or (619) 504-4316 with any
questions or suggestions and to RSVP no later than Friday, August 22.

****Travel, hotel, food and additional vacation-related expenses are at the cost of the attendee.****

Law Office Products and Management: Calendaring



Submitted by Elizabeth Madden, CCLS

We all have days when we are overloaded, overwhelmed, and just too tired or frazzled to think. On those days we inevitably receive in the mail multiple items to calendar. Looking at the documents with a blank stare for a few minutes does not magically cause the documents to calendar themselves. Don't panic! Below you will find a few helpful tips gleaned from Brenda Thomas Wilson's handout on calendaring presented at the May 2014 LSI Annual Conference.

When counting, exclude the first day and include the last day, whether you are counting backward or forward.

A **court day** excludes Saturdays, Sundays, and judicial holidays.

A **calendar day** is any day on the calendar (yes, this includes holidays) and is assumed unless "court day" is specified.

Calendar entries should be done as though you will never see the document or information about the event again.

Make lots of reminder entries, i.e., the day before a deposition to confirm with the parties and the reporter (if the noticing party); tentative rulings; etc.

Continue to calendar even when a case is settling and without regard to whether something will be done.

Always calendar the last day to do something, even if you know it will be done early.

Code of Civil Procedure section 1013 provides that service is complete at the time of deposit, but any period of notice and any right or duty to do any act or make any response within any period or on a date certain after service is extended by the number of days provided in each type of service.

By mail (1) if place of address and place of mailing is within California, extend 5 **calendar days**; (2) if place of address and place of mailing is outside California but within the United States, extend 10 **calendar days**; or (3) if place of address and place of mailing is outside the United States, extend 20 **calendar days**.

By express mail or overnight delivery extend by 2 **court days**, unless for general civil motions, then extend by 2 **calendar days**.

By facsimile extend by 2 **court days**.

If served by any of the above methods, you may also serve by electronic mail, IF agreed to by the parties.

By personal delivery, no extension of time.

General civil motion calendaring is its own animal, because **court days** and **calendar days** are mixed. Notice must be given at least 16 **court days** before the hearing. If serving by mail, an additional 5 **calendar days** are added. So, in order to determine what day the hearing on the general civil motion will be, you start from the day you wish to serve the document and count 16 **court days** and then 5 **calendar days**. However, for the opposition (9 **court days** before the hearing) and the reply (5 **court days** before the hearing) service must be **no later than the close of business the next day**.





Submitted by Lynne Koroush, CCLS

Are you aware of the benefits you receive as a member of SLSA?

•**Continuing Education** - SLSA offers quality educational programs presented by experienced attorneys and other legal professionals at a discount to members. We'll help you meet your CCLS and MCLE requirements without breaking your budget.

•**Networking** - Through educational meetings, seminars, conferences, and other events throughout the year, you'll meet legal professionals just like you, all looking to sharpen and hone their skills.

•**Savings** - Members have access to discounts on the following:

- Financial Planning, Asset Allocation and Investment Management
- Long Term Care Insurance and Planning
- Retirement Plans
- Discounts Through CEB
- Discounts on Event Tickets through Working Advantage
- Workers' Compensation
- Hertz Car Rental Discounts

•**Other Benefits** - Members may choose to join:

- LSI's Legal Specialization Sections
- LA Financial Federal Credit Union
- Provident Central Credit Union

•**Publications**

Members receive the following publications:

- SLSA's monthly bulletin, *The Legal Eagle*; and
- LSI's quarterly magazine, *The Legal Secretary*.

Members qualify for discounts on the following Rutter Group publications:

- Legal Professionals Handbook*; and
- Law Office Procedures Manual*.



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



Submitted by Lacy Monserrat

As we embark on the beginning of summer, along comes that memorable transition period in life we call graduation. Young

children congratulating themselves on completing their first year of school. Teenagers getting ready for that big leap into high school, and the Class of 2014 setting their sights towards college and a vast future. That magical time in life when you feel the world is full of endless possibilities. This is that time for LSI's Plan A High School Student Scholarship winner, Anoli Kothari. As SLSA's Governor, I had the pleasure to briefly interact with Anoli, and she is indeed a remarkable young lady.

Anoli attended Oakmont High School in Roseville maintaining a GPA of 4.6 while being ranked 5th in a class of 420 students. More than half of the classes Anoli took were college preparation honors courses. If you think this girl couldn't possibly have time for anything else - think again! In July, Anoli performed a dance recital of the Indian classical dance Bharatanatyam for an audience of 450 people. Bharatanatyam is a dance that required rigorous training and one year of specified, grueling exercise regiment and dance practice. Anoli's effort and willingness to learn also earned her a spot as Varsity Tennis Team Captain. Kevin Chorjel, Anoli's Tennis Coach, stated, "the younger members look to her as an example of what hard work and determination can do for a player." Remaining humble, Anoli writes "you are as good as your team."

Anoli also donated countless hours to various community outreach programs, including Shriners Children's Hospital, Placer County Youth Commission, Kumon learning center, and the University of California Davis, just to name a few. Whether Anoli is leading her dance troupe in fundraising dance shows or special aid kids in 4-H youth science experiences, her lesson is consistent, "lead with your soul, put in the fire and the energy and the momentum will pick up speed."

I believe this is exactly the type of individual that Eula Mae Jett would have had in mind as a recipient for a scholarship that was named in her honor. In 1929, Eula Mae Jett began a mission to educate. After all these years, education is still the very backbone of this Association. Eula Mae Jett was a pioneer in the legal secretary profession and as such, LSI awards up to \$1,500 in scholarship funds in three categories; High School Senior, College Student, and Career Change Student, for any student looking to further their education.

I encourage our members to reach out to *anyone* they may know who is interested in pursuing a career in the legal field and inform them of this wonderful opportunity. We all know higher education is not cheap and every little bit helps.

SLSA congratulates Anoli Kothari and believes she will "put in the fire" to all she does while attending the University of California, Berkeley in the Fall. Anoli will major in Business Administration with a minor in Law.



Anoli Kothari and
Lacy Monserrat



Chapter Achievement Points

Submitted by Lacy Monserrat

This past May, Thomson West began sending out the 2014 revision updates for the Law Office Procedures Manual (LOPM) and the Legal Professionals Handbook (LPH). A special thank you to my CAPS champs who have already sent me updates! For those of you that have not, give me a shout out and let me know you received them. If you do, I'll give you a prize! (Hint: It may or may not be CAPS points.)

And while we are on the subject of CAPS points, have you done any of the following lately?! If so, here's the email - governor@slsa.org.

Signed up for the CCLS On-Line Training Course starting in August?

Renewed your yearly membership with Sacramento Legal Secretaries Association?

Signed up for any of the amazing Legal Specialization Section Seminars coming up in August at LSI's Quarterly Conference?

Rented a car from Hertz using LSI's discount code?

Opened an account with an LSI sponsored credit union? Psst, I hear you receive your payroll direct deposit a day early with a credit union!

Caps, caps, and more CAPS!!!!



Editor's Note

Submitted by Corene Rodder

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

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

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

Parliamentarian's Report: “Dos and Don'ts of Taking Minutes”



Submitted by Astrid Watterson, CCLS

At every regular membership meeting of SLSA, you are provided a copy of the minutes from the previous month's meeting, as prepared by the association's Secretary. Have you ever wondered why we keep minutes, or why the minutes contain a record of certain things, while others don't get recorded? Minutes are a legal document and an important record of the decisions of an association.

Because meeting minutes play a key legal function in any organized association, it's important to take them correctly. Following are some basic guidelines, or “dos and don'ts,” that may help you understand the role minutes play, what the minutes should consist of, and why minutes are important.

--Do keep minutes at all general meetings and board meetings. If your group is incorporated, this is one way to maintain the legal protection the corporate shield gives to your officers.

--Do keep minutes at any meeting where people vote. At committee meetings where there is no voting, you might choose to keep minutes for your records, but minutes are not required for legal purposes.

--Do list where the meeting takes place, along with the date and time it starts.

--Do list the number of attendees (approximate if the group is large) and whether a quorum is present.

--Do format your minutes to follow the agenda. If you don't normally create an agenda, you should. It makes the meeting more orderly, lets attendees know what to expect at the meeting, and makes taking minutes significantly easier.

--Do record all motions and the outcome of votes.

--Do be concise. It's not necessary to go on at length in the minutes. Just record specific motions and votes, and key business.

--Don't list the names of people who make and second motions. You might put individuals on the spot in case of a lawsuit. (And yes, it does happen.)

--Don't detail the debate over an issue. In your formal notes, you just need the facts. Minutes should record what is done at meetings, not what is said.

--Don't list the vote count. Outcome is enough.

--Don't be shy about asking for clarification during the meeting to get a point straight in your notes.

--Don't wait to type up the minutes from your notes. Do it the same day or the next day, while you still remember what occurred.

As on all matters of meeting procedure, *Robert's Rules of Order* offers information on taking proper minutes.

CHAPTER ACHIEVEMENT REPORTING FORM 2014-2015

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

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

Date of Event

Event

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

Name: _____ Email: _____

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



LSI - LEGAL SPECIALIZATION SECTIONS

2014-2015 MEMBERSHIP APPLICATION AND ANNUAL RENEWAL FORM

August 1, 2014 – July 31, 2015

Membership includes access to free quarterly workshops at LSI conferences for those sections you are a member of; quarterly newsletters that include changes to the law and forms; discounted LSS webinars; statewide roster of all LSS members in each section for easy access to local procedural information in other counties; and networking opportunities.

	✓	LSI New Member	LSI Renewal	Non-LSI New Member	Non-LSI Renewal
I would like to join all six sections!		\$75	\$75	\$150	\$150
Civil Litigation		\$20	\$20	\$40	\$40
Criminal Law		\$20	\$20	\$40	\$40
Family Law		\$20	\$20	\$40	\$40
Law Office Administration		\$20	\$20	\$40	\$40
Probate/Estate Planning		\$20	\$20	\$40	\$40
Transactional Law		\$20	\$20	\$40	\$40
Total:					

Name: Mr./Mrs./Ms. _____ CCLS/PLS/CLA/Paralegal

E-Mail Address: _____
[Please note that newsletters, rosters, and other communications will be sent via email unless regular mail is requested.]

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Name on Credit Card: _____ Card Verification Number _____

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Mail to: Dawn R. Forgeur, CCLS, Legal Specialization Sections Coordinator
500 Capitol Mall, Ste. 1600, Sacramento, CA 95814

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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



LEGAL SPECIALIZATION SECTIONS SEMINARS
LSI 1st Quarterly Conference – August 15-17, 2014 – Embassy Suites Sacramento
 Hosting Association: Sacramento LSA

The deadline to register without a late fee is Tuesday, August 5, 2014.

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 15, 2014 – 7:30 p.m. to 9:00 p.m.		
<u>PROBATE/ESTATE PLANNING</u> Topic: <i>Trust and Estate Accountings</i> Speaker: Jennifer Rouse, 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: <i>People Development: Managing Multiple Tasks</i> Speaker: Dennis Wade <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 16, 2014 – 10:30 a.m. to 12:00 p.m.		
<u>CIVIL LITIGATION</u> Topic: <i>Nuts and Bolts of Filing in the Court of Appeal, Third Appellate District</i> Speakers: Colette M. Bruggman, Assistant Clerk/Administrator Anne Maas, Supervising Deputy Clerk <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>FAMILY LAW</u> Topic: <i>Same-Sex Family Law Issues</i> Speaker: Victoria S. Linder, 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 16, 2014 – 4:00 p.m. to 5:30 p.m.		
<u>CRIMINAL LAW</u> Topic: <i>Sexual Assault: The Evolution of a Case From Beginning to Trial</i> Speaker: Quirina Orozco, Deputy District Attorney Sacramento County District Attorney's Office <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>TRANSACTIONAL LAW</u> Topic: <i>Commercial Leasing: Nuts & Bolts and Pitfalls</i> Speaker: Kristina Reed, 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	

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 916-447-4781 (fax) ~ drforgeur@stoel.com
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.

2014-2015 Legal Specialization Section Leaders:

Civil Litigation: Barbara Barregar lsscivillit@gmail.com Criminal Law: Jill Gardella, CCLS jgardella@nablaw.com Family Law: Maria C. Morales Hernandez mhernandez@arcr.com	Law Office Administration: Tammy L. Hunt, CCLS loaleader@thunt.org Probate/Estate Planning: Kristi L. Edwards, CCLS kledwards@justice.com Transactional Law: Annie Parrish, CCLS aparrish@health-law.com
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**BENEFITS
LEGAL SECRETARIES INCORPORATED (LSI)**

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

<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorg@suddenlinkmail.com, or LSI Vice President</p>	<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>
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QUESTIONS AND CONCERNS, CONTACT:

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

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 03/31/14**

Total Members (Fiscal Year-end 4/30/13)	Association		New Members	Transfer Members	Continuing Members	Total Members
41	Alameda County	LSA	7		35	42
0	Antelope Valley	LSA	1		5	6
47	Beverly Hills/Century City	LSA	2	-1	39	40
12	Butte County	LPA	1		14	15
15	Conejo Valley	LPA	3		14	17
25	Desert Palm	LPA	2		13	15
13	El Dorado County	LPA	9		8	17
61	Fresno County	LPA	28		43	71
36	Humboldt County	LPA	6		31	37
32	Imperial County	LPA	16		20	36
38	Livermore-Amador Valley	LPA	3	-1	31	33
66	Long Beach	LPA	10		45	55
56	Los Angeles	LSA	13	1	44	58
24	Marin County	LPA	14		19	33
46	Merced County	LPA	3		35	38
0	Monterey County	LSA	0		0	0
64	Mt. Diablo	LPA	12		48	60
12	Napa County	LSA	2		12	14
87	Orange County	LSA	26		56	82
0	Palo Alto	LSA	0		0	0
23	Placer County	LPA	6		18	24
4	Redding	LPA	0		1	1
16	Rio Hondo District	LPA	5		13	18
26	Riverside	LPA	3		16	19
162	Sacramento	LSA	59		109	168
234	San Diego	LSA	59		158	217
52	San Fernando Valley	LSA	7		48	55
61	San Francisco	LPA	38	1	45	84
45	San Gabriel Valley	LSA	16		25	41
78	San Mateo County	LSA	13		59	72
24	Santa Barbara	LPA	6		18	24
108	Santa Clara County	LSA	25		59	84
8	Santa Cruz County	LPA	0		6	6
16	Santa Maria	LPA	10		10	20
40	Sonoma County	LSA	4		26	30
11	Southern Butte	LSA	0		7	7
39	Stanislaus County	LPA	1		35	36
38	Stockton-San Joaquin	LPA	2		25	27
4	Trinity County	LSA	0		4	4
22	Ventura County	LPA	7		16	23
47	Members at Large					46
1733	YTD TOTALS					1675

MEMBERSHIP LIST 4th Quarter 03-31-14

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!

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

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

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2 Volumes

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- Unlawful Detainer
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LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL FOR CALIFORNIA LAW PRACTICE

compiled by Legal Secretaries, Incorporated
published by The Rutter Group



**THE IDEAL TRAINING MANUAL FOR NEW STAFF!
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The Problem: Training new law office staff members is time-consuming and expensive. The adequacy of the training is often dependent on the ability of the existing staff. Loss of key personnel may make it impossible to train and supervise less experienced staff.

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

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- Bankruptcy [to be added in 2013]
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel;

- Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
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Law Office Procedures Manual	\$215 (Nonmembers Price)				

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Submitted by Jaymie Moralez

This free benefit offered by SLSA provides the legal community with a place to post job openings for all categories of job positions.

SLSA assists in every possible manner to procure employment for members of this association and cooperates with attorneys in filling positions in law offices, but in no event does this committee act as an employment agency.

Employers desiring/needing to place an advertisement for employment on SLSA's website may view the "Employment Opportunities" page on this website and format the advertisement like those already posted. Employers will also need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, and years of experience required. The attorney/employer is requested to e-mail the Employment Chair with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Advertisements for employment are usually posted as soon as possible.

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

(7/7/14) Litigation Secretary (Sacramento). Litigation defense firm is seeking a full-time qualified legal secretary with five or more of years experience. Essential duties: Perform a full range of legal secretarial duties in support of assigned attorneys. Produce legal documents such as correspondence, pleadings, briefs, complaints, orders, dictation, proofread and correct prepared materials for correct grammar, spelling, punctuation and format. Maintain calendar of activities for assigned attorneys. Knowledge/Skills/Abilities: MS Word, Excel, Word Perfect, Abacus, Legal Solutions Federal, State and local rules, court filing procedures, e-filing, calendaring, strong spelling and grammar skills. Send resume to cbrazil@jonesdyer.com.

(6/24/14) Litigation Secretary. Olson, Hagel & Fishburn, LLP, specializing in Political Law Compliance and Reporting, seeks a legal secretary with a minimum of 8 years of experience. Must have knowledge of California and federal court rules. The successful candidate must be able to work independently in a fast-paced environment, have superior organizational skills, excellent grammar and proofreading skills, with excellent attention to detail. Must be computer literate and proficient in Word, Outlook, and Adobe. Working knowledge of Tabs and PracticeMaster preferred. The secretary will work closely with attorneys and clients, and must have excellent written and verbal communication skills. Olson, Hagel & Fishburn, LLP offers an excellent work environment with competitive salary and generous benefits package, including paid parking. Interested candidates should send their resume with cover letter, including salary requirements, to carole@olsonhagel.com or Olson, Hagel & Fishburn, LLP, Attn: Human Resources, 555 Capitol Mall, Suite 1425, Sacramento, CA 95814. Fax (916) 447-0362.

(6/23/14) Legal Receptionist. Busy Sacramento boutique law firm is seeking a motivated, hardworking, and reliable individual with a friendly personality to join our team as a full-time legal receptionist. The ideal candidate is a bright, outgoing and detail-oriented person with a professional appearance, strong verbal and written communication skills, and excellent grammar, typing and proofreading abilities. This position requires excellent organizational and multi-tasking skills and familiarity with Windows based systems including Outlook, Word, Excel. Duties include:

- Answering phones, screening and routing calls
- Greeting clients and guests
- Copying and scanning documents

- Assisting with client billings
- Ordering and managing supplies
- Maintaining reception, break room and conference areas
- Assisting with incoming and outgoing mail, filing, errands, data entry, and other clerical tasks
- Assisting attorneys and staff with various projects as needed

Punctuality and attendance are critical. Previous law office experience preferred, but not required. Work hours are Monday through Friday 8:30 am to 5:30 pm with a 60 minute unpaid lunch. Salary is negotiable based on experience. If you are interested, please email your resume, a list of professional references, and a short cover letter stating why this job appeals to you, when you could begin, and the hourly wage you desire. Send to dstephens@kwgattorneys.com. We are an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring and promotion practices are performed without regard to the above-listed items.

(6/20/14) Experienced Paralegal/Legal Secretary (Roseville/Sacramento Area). Compensation: Compensation to commensurate with experience, Medical, 401K, PTO. We are looking for a professional Litigation Paralegal/Legal Secretary with 5 plus years experience to join our fast paced labor and employment firm. To be considered for this position, candidates must possess a minimum of the following skills.

- Initiative and positive attitude
- Case Management
- Data Management
- Exceptional writing/communication skills
- Preparation of pleadings and routine correspondence
- Prepare, edit, and finalize discovery
- Electronic filing with State and Federal Courts
- Electronic calendaring

To be immediately considered for this position, please email cover letter and resume to hr@laborcounselors.com as interviews start soon!

(6/19/14) Paralegal. Somach Simmons & Dunn, a mid-size environmental law firm, seeks a paralegal with at least 5 years litigation experience that includes case management and trial preparation. This individual will work closely with attorneys and other paralegals handling cases in their day-to-day and pre-trial management. Essential functions include: Gather, organize, summarize and index documents from various sources. Draft correspondence, pleadings, discovery, motions, subpoenas, client reports and other related documents. Cite check and shepardize pleadings. Review and analyze discovery productions. Accurately maintain and update data to detailed client and case-specific databases. Assist attorneys in discovery preparation and implementation, and preparation for hearings and trials. Be able to analyze and accurately interpret court procedures and rules, and have knowledge of federal and state court deadlines. Requirements: A minimum 5 years of litigation/case management paralegal experience with either a four year degree or paralegal certificate. Ability to efficiently gather, maintain and organize information and voluminous documents. Ability to analyze, categorize and accurately summarize documents in an efficient manner. Organizational skills to work independently and meet deadlines. Time management skills to handle multiple tasks accurately. Must be computer literate and proficient on Word, Excel and Power Point; experience with Lexis and Concordance is a plus. Must be detail oriented and have ability to work in a fast-paced environment. Team player attitude is essential. We are looking for someone who can work independently and anticipate the needs of the client and the attorney who handles them. This is a great opportunity for a self-starter who likes to work closely with attorneys providing excellent client service. May consider less than full time employment for the right candidate. Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Insurance benefits are 100% employer paid for both the employee and their dependents. Interested candidates should send their resume with cover letter including salary requirements to info@somachlaw.com or Somach Simmons & Dunn, Attn: Human Resources, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please).

(6/11/14) Legal Secretary-Insurance Defense In-House Litigation Counsel. State Farm Insurance Company's in-house legal office, Tiza Serrano Thompson & Associates, is seeking an experienced legal secretary with 3-15 years of insurance defense experience for the Sacramento Corporate Litigation Counsel office. Applicants must have excellent customer service, organizational and prioritization skills, as well as an affinity for working in a team environment. Qualified candidates must possess attention to detail, be highly organized, able to work well under pressure, and demonstrate initiative and excellent communication skills. Accountability, dependability, punctuality, and a strong work ethic are job requirements. College graduate and prior civil trial support experience preferred.

Prior law firm experience and Bilingual Spanish skills are a plus.

Knowledge of MS Office software and ability to learn software applications required.

Only online applications will be considered and we encourage you to complete the application and the resume text section as well. Applicants must thoroughly complete all fields for your online application at statefarm.com/careers and refer to Job ID number 45289. You may also include your salary requirements. For the complete job posting and the link to apply, please [click here](#). Please do not telephone or contact the office about this position directly. We offer a competitive salary and comprehensive Health and Welfare Package including a company defined Pension Benefit Plan and 401K plan.

(6/4/14) Legal Secretary (Gold River). Looking for experienced paralegal/legal secretary with 5+ years of experience with family law litigation or civil litigation practice for a full-time position. Law firm specializes in labor, employment, administrative law, family law, personal injury, estate planning, and criminal defense, though position does not require exposure and/or significant experience in all of these practice areas. Primary attributes we are looking for are a strong work ethic, attention to details, self motivated, and a desire to be part of a dynamic, growing firm. Salary is competitive and varies based on experience. Full benefits package (medical, vision, dental, life, AD&D, 401k, vacation). Please reply via this posting and include resume and cover letter with salary requirements to Carissa Tilford at carissa@goyette-assoc.com.

(6/2/14) Docketing Specialist - Sacramento Office. The firm seeks an experienced docket/calendar clerk. The primary function of the position will be to provide docketing support to attorneys, paralegals and legal secretaries. Responsibilities include, but are not limited to: calendaring daily incoming mail; maintaining docket due dates and remarks in the docket system; researching state and federal court rules; preparation of daily and weekly calendar reports; performing conflict searches; reviewing client intake forms and communicating with attorneys to resolve potential conflicts of interest. Skills and experience required/desired: Must have three or more years of substantial experience computing calendar deadlines for state and federal courts using CompuLaw/Vision docketing software. Knowledge of court rules and procedures for both state and federal courts is a must; familiarity with legal terminology and documents involved in the court filing process is essential, as is a working knowledge of the litigation process. Attention to detail, excellent organizational skills, the ability to communicate effectively with all levels of personnel, adaptability to change, and balancing competing demands in a fast-paced environment are imperative. Qualified applicants may submit a cover letter and resume in confidence to Camilla Arnds, Director of Human Resources. No phone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer. https://lawcruit.micronapps.com/sup/v2/lc_supp_app_frm.aspx?lawfirm=169&id=31

Future LSI Quarterly and Annual Conferences

2014	
November 7–9, 2014	
LSI Second Quarterly Conference Palm Springs Hilton <i>Host Association: Desert Palm LPA</i>	
2015	
LSI Third Quarterly Conference February 20-22, 2015 Beverly Garland Holiday Inn <i>Host Association: San Fernando Valley LSA</i>	LSI 81st Annual Conference May 14-17, 2015 Bahia Resort <i>Host Association: San Diego LSA</i>
LSI First Quarterly Conference August 21-23, 2015 Stockton Hilton <i>Host Association: Stockton – San Joaquin County LPA</i>	LSI Second Quarterly Conference November 13-15, 2015 Marriott Hotel, Riverside <i>Host Association: Riverside LPA</i>
2016	
LSI Third Quarterly Conference February 26-28, 2016 Tenaya Lodge, Fish Camp <i>Host Association: Merced County LPA</i>	LSI 82nd Annual Conference May 19-22, 2016 Embassy Suites Hotel, San Rafael <i>Host Associations: Marin County, LPA/San Francisco LPA</i>



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