

June 2011

Volume 6 Book 11



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WWW.SLSA.ORG

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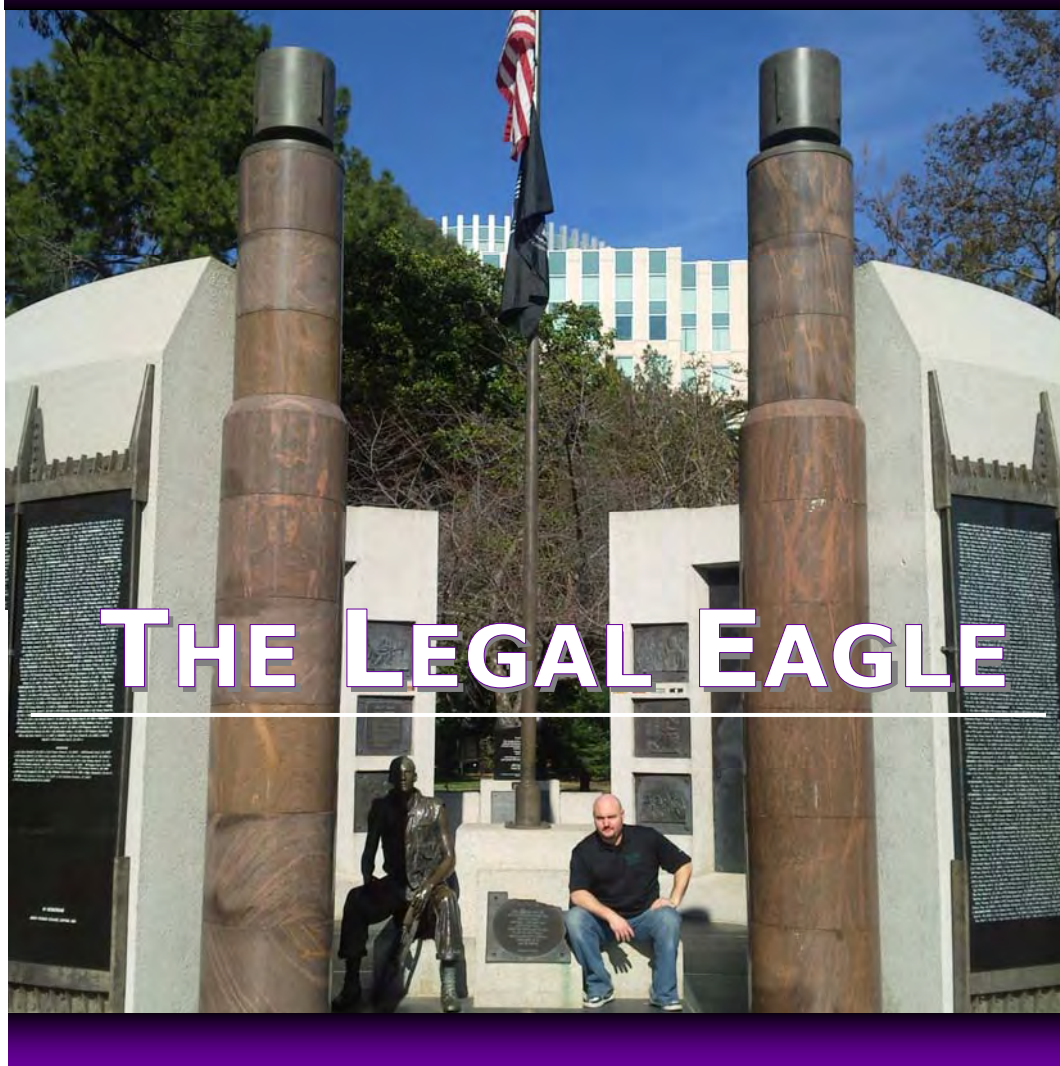
President

Dawn R. Forgeur, CCLS
Greenberg Traurig, LLP
1201 K Street, Suite 1100
Sacramento, CA 95814
(916) 868-0647
president@slsa.org

Bulletin Editor

Liz Gideon
Weintraub Genshlea Chediak
400 Capitol Mall, 11th Floor
Sacramento, California 95814
(916) 558-6086
lgideon@weintraub.com

Sacramento Legal Secretaries Association



June Event(s)

- **General Dinner Meeting – June 16.** This event will be held at the Courtyard Marriott Midtown Sacramento, 4422 Y Street. You can register online through our website or contact Maimie Chyinski at reservations@slsa.org. *See page 21.*

Mission Statement

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

NON-MEMBERS ARE WELCOME!



President's Report

by Dawn Forgeur, CCLS



Happy June! I have my first month under my belt as president, and while it is a lot of work, it's very satisfying to see projects completed, such as this bulletin. Many, many thanks to the Bulletin Editor, Liz Gideon, for always putting together great looking issues.

I attended LSI's Annual Conference as your outgoing Governor and your incoming President. My article as your outgoing Governor is in this issue. I also attended the President's Roundtable and Luncheon, and LSI's general business meetings. The President's Roundtable and Luncheon were hosted by Mary S. Rocca, CCLS, who was our installing marshal in April. This was a very informative and helpful meeting for presidents and I brought quite a bit of good information back with me.

Your three delegates who attended conference representing the interests of SLSA were: Astrid Watterson, CCLS, Anne French, and Sherri Lee Caplette, CCLS, and you can find their articles in this edition of your bulletin.

Our speakers this month will be Deena Fawcett, Clerk/Administrator, and Colette Bruggman, Assistant Clerk/Administrator, for the Court

of Appeal, Third Appellate District. Deena and Colette will be talking about the nuts and bolts of appellate law from the Court's perspective and going over the dos and don'ts for filing with the Third Appellate District. If you have any questions for Deena and Colette that you would like them to answer, feel free to email me your questions and I will pass them along before the meet-

organization to donate your money. You can always donate to the Red Cross on their website www.redcross.org and your donations will be put towards where the help is needed most. If you find that you can't donate money, you may be able to donate blood. BloodSource is a community-based, not-for-profit blood center that provides blood and services throughout Northern and Central California and beyond - wherever and whenever there is a need. You can also go to www.bloodsource.org or call (866) 822.5663 to find the most convenient blood donation center or mobile drive for you.

“...be smart when choosing an organization to donate your money to.”

~Dawn Forgeur, CCLS

Our dinner meeting this month is on June 16, at the Courtyard Marriott, please be sure to register with Maimie at reservations@slsa.org or you can register on our website at www.slsa.org.

Finally, with the recent tornados devastating the Midwest, I wanted to remind our members to be smart when choosing an



Of Note

by Alex Cain



There might be a time where you will need to file articles and their subsequent documents, obtain records (plain or certified), or authenticate documents for presentation to a foreign consulate from the Secretary of State on behalf of your clients. There are select services with this office that are often misread or misinterpreted for it's different divisions, and deadlines may be missed because of this. The common guidelines are listed below for a few of the main divisions:

Corporate Division:

Here you can file your Articles, Amendments, Dissolutions and Cancellations for Corporations, LLPs, and LLCs here. The average turnaround time to process these documents over the counter is currently 3-10 business days if submitted with the \$15 service fee along with it's required document fee (refer to the Secretary of State website for a full list of fees). There is a 24-hour expedite fee, which is \$350 per document, and special forms must be completed as well. If a filing is rejected, however, the Secretary of State will keep that expedited fee.

UCC/Notary Division:

You can file UCC documents, Statements of Information, obtain UCC records and have the Secretary of State authenticate notarized documents for submission to foreign consulates here. The average time to obtain completed assignments here is 3-10 business days, but is usually preformed on a quicker level than the other divisions. If you need to, this division also offers expedite service for filing Statements of Information with an accompanied \$350 fee.

Records Division:

Nearly all documents that entities register with the Secretary of State may be obtained here. Although it is possible to mail requests to this division, please expect up to two months to receive the records requested. As listed on their website, there is an over the counter fee of \$10, but this is only a fee, per entity, to drop the requests "over the counter".

The turnaround time is approximately 3-10 business days to expect completed assignments with this division, and at times more depending on the workload. There is no expedited service with this counter whatsoever, so please plan accordingly.

For a list of forms, fees, and instructions, you can refer to the Secretary of State's website at <http://www.sos.ca.gov/business/>.

For more helpful suggestions that you may need, feel free to call your local vendor for help.

Chapter Achievement Points

Members who belong to an LSI sponsored credit union can earn SLSA 100 Chapter Achievement Points!

Did you know that members who use the LSI Hertz discount can earn SLSA 200 Chapter Achievement Points each time they rent a car?

Please review the Chapter Achievement Reporting Form found towards the end of this bulletin and let your governor know if you have anything to report. You can e-mail her at andrea@haydulaw.com.

Membership Chair Report

by Lynne Gomes

Congratulations to the following new SLSA members, who were inducted at the May 26, 2011, General Membership meeting.

ACTIVE MEMBERSHIP



Lisa Haddix -- Lisa is a legal secretary with the law office of Abbott & Kinderman, LLP. She has been a legal professional since 1993, and specializes in litigation. Lisa celebrates her birthday on October 13. She enjoys live theater, traveling, and dog training.

Corene Rodder -- Corene is a legal secretary with Greenberg Traurig, LLP. She has been a legal professional since 2002, and specializes in arbitration, business/corporate, litigation, and healthcare law. Corene celebrates her birthday on September 28, and enjoys knitting, crocheting, stained glass, and gardening.

Kelli Devereux -- Kelli is a legal secretary, she has been a legal professional for over 25 years, and specializes in litigation.

Joanne Griffin -- Joanne is a Legal Support Supervisor with the State of California Water Boards. She has been a legal professional since 1977, and specializes in family law and environmental law. She enjoys reading, dancing, scuba diving, traveling, and teaching the English language.

Audrey Hammond -- Audrey is an administrative assistant with the law office of Vitale & Lowe. She has been a legal professional since 1999, and specializes in litigation. She celebrates her birthday on November 6, and enjoys painting, making jewelry, sculpting, and all things artistic.

Stephanie Hosey -- Stephanie is a legal secretary with Carroll, Buridick & McDonough. She has been a legal professional since 2002, and specializes in litigation. She celebrates her birthday on January 3, and enjoys reading, bike riding, baking, cooking and traveling.

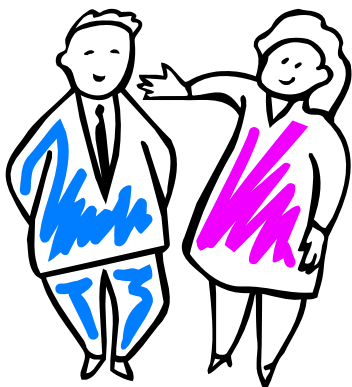
Lorrie Lele -- Lorrie is a legal assistant with Kingsley Bogard Thompson. She has been a legal professional since 1991, and specializes in workers compensation. Lorrie celebrates her birthday on September 21.

Lacy Monserrat -- Lacy is a legal assistant with Carroll, Buridick & McDonough. She has been a legal professional since 2001, and specializes in litigation. Lacy celebrates her birthday on September 25. She enjoys spending time with her two-year-old son, and spending time outdoors.

Kellyann Petty -- Kellyann is employed by the law office of Trainor Fairbrook and has been a legal professional since 2008. She specializes in litigation and celebrates her birthday on May 19.

Tiffani Redo -- Tiffani is an office technician with the State of California, Department of Transportation. She has been a legal professional for one year. Tiffani celebrates her birthday on June 4.

Teresa Rodarte -- Teresa is a lead office assistant at the Arnold Law Firm. She has been a legal professional since 2009, and specializes in personal injury and civil litigation. Teresa celebrates her birthday on July 20, and enjoys scrapbooking, walking, pets, and spending time with her family.



Membership Chair Report Cont....

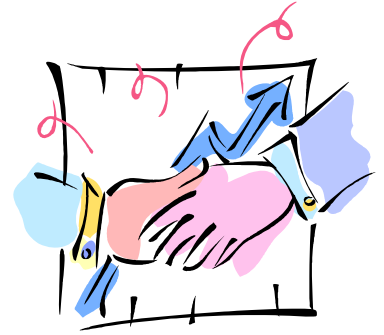
Heather Rodriguez -- Heather is the office manager at Carroll, Buridick & McDonough. She has been a legal professional since 1995, and specializes in appellate law, law office management, litigation, and labor and employment law. Heather celebrates her birthday on July 15, and enjoys sewing, swimming, decorating, and party planning.

Jinni Stallberg -- Jinni is an office/legal assistant with the Caldwell Law Firm. She has been a legal professional for one year. Jinni celebrates her birthday on March 9.

Jaymee Thorne -- Jaymee is a file clerk with Weintraub Genshlea Chediak and has been a legal professional since 2009. She specializes in litigation and real estate law. Jaymee celebrates her birthday on March 21 and enjoys going on walks with her dogs and running along the bike trails.

Leticia Valdez -- Leticia is a legal assistant with Moss & Locke. She has been a legal professional since 2007 and specializes in probate/estate planning. Leticia celebrates her birthday on October 7.

Ileah Waltman -- Ileah is a legal secretary with Spinelli, Donald & Nott. She has been a legal professional since 2008. Ileah celebrates her birthday on November 20th.



STUDENT MEMBERSHIP

Tess Benzel -- Tess is a receptionist at the Law Office of Mullen & Filippi, LLC. She has been a legal professional since July 2010. Tess celebrates her birthday on June 23.

Michelle Carpenter -- Michelle is a file clerk at Weintraub Genshlea Chediak. She has been a legal professional since November 2010, and specializes in litigation and employment law. Michelle celebrates her birthday on April 10.

Amy Dare -- Amy is a case assistant with Gordon & Reese, LLP. She has been a legal professional since October 2010. Amy celebrates her birthday on May 29.

Diane Gee -- Diane is an office assistant in the Law Office of Heather A. Tattershall. She has been a legal professional since September 2010 and specializes in family law. Diane celebrates her birthday on May 11 and enjoys photography.

Candy Glass -- Candy is a legal technician with the City of Folsom. She has been a legal professional since November 2010. Candy celebrates her birthday on July 19 and enjoys gardening, golf, and music.

Shaine Kennedy -- Shaine is a legal assistant with the Law Office of Moseley Collins. Shaine has been a legal professional since January 2011.

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

CHANGES?? UPDATES??

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

Employment Report/Positions Available

by Jaymie Moralez

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

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

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

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

- 5/19/11) Part Time Litigation Legal Secretary with Experience** Five attorney firm in South Natomas seeks a part time litigation legal secretary with a minimum 5 years experience. This is a 2:1 assignment for a partner and one associate. Duties also include filing, ordering supplies, and providing back up on phones. Software used: Word, Excel, Amicus, and Timeslips. We are looking for someone who has experience preparing and filing pleadings in state and federal courts, managing cases with multiple files, calendaring, excellent proof reading skills, can multi-task, is flexible, self-directed, with excellent attention to detail and excellent communication skills. Part time: five days per week, 9:45 a.m. to 3:45 p.m. Salary: DOE. Benefits: Medical and dental insurance, parking. Email resume to Carolyn@cblattys.com. Cover letter not necessary. No phone calls please. Position available immediately.
- (5/12/11) Litigation Secretary** Murphy Pearson Bradley Feeny (MPBF) currently has an opening for a Litigation Secretary in our Sacramento office. Ideal candidates should have a Bachelor's degree and at least five years experience as a litigation secretary, preferably supporting multiple attorneys at a time. This position requires experience in all phases of complex litigation from beginning phases of discovery through trial and appeals, including the ability to calculate and calendar legal deadlines in accordance with statutory local, state, federal, and administrative rules. Candidates should be proficient using legal technologies including Word, Outlook, and Excel, and be comfortable creating Table of Contents, Table of Authorities, and initial drafts of pleadings in a proactive manner. Experience with Pro Law a plus. Strong candidates will have excellent communication, organization, grammar, and proofing skills. Candidates should be dependable, have a positive attitude, a team player approach, and the ability to interact professionally with clients. MPBF is an equal opportunity employer and offers a professional work environment with a competitive salary and benefit package. Please email your resume and cover letter to recruiting@mpbf.com.
- (5/12/11) Records Clerk** Murphy Pearson Bradley Feeny (MPBF) currently has an opening for a Records Clerk in our Sacramento office. Candidates should have at least three years experience in file and records management within a litigation law firm environment. The Records Clerk position requires strong organizational skills, high attention to detail, excellent communication skills, and the ability to multitask. Ideal candidates will also be proactive and able to work independently within a deadline driven environment while interacting with attorneys, staff, and clients in a professional manner. Previous litigation filing and ProLaw software experience preferred. MPBF is an equal opportunity employer and offers a professional work environment with a competitive salary and benefit package. Please email your resume and cover letter to recruiting@mpbf.com.
- (5/5/11) Legal Secretary/Receptionist** Solo practitioner personal injury/litigation seeking part time/full time person, bilingual (Spanish) preferred but not required. Flexible hours. Software used is WordPerfect, Word, Legal Solutions. Duties include client contact by telephone and in person, court calendaring, pleadings, and transcription. Salary negotiable. Please email resume to aorico@aol.com.
- (4/27/11) Bilingual (Spanish) Legal Secretary** Workers' Compensation, Employment, and Labor Law firm seeking a bilingual Legal Secretary to join their busy practice. Company located in Sacramento off of Highway 50. Position is full-time, and will require a minimum of 3-5 years experience as a Legal Secretary. Candidates should be used to working under tight deadlines juggling multiple tasks. Experience with Word and Excel. Please email resume to ihamilton@appleone.com Position available immediately.

Employment Report/Positions Available Cont...



- (04/26/11) Paralegal** Paralegal needed ASAP for Sacramento law firm. Required background includes: Heavy Civil Litigation, Trial Preparation, and knowledge of: World Docs and Mac Pac. Short Term Contract position (approximately 2-4 weeks). Please email resume to Ihamilton@appleone.com.
- (4/14/11) Project Coordinator/Office Manager** NewFields Agricultural & Environmental Resources is seeking a responsible and enthusiastic Project Coordinator/Office Manager for its Sacramento, California office. NewFields AER is a private consulting firm providing solutions to challenging agricultural and environmental problems throughout the world. The successful Project Coordinator/Office Manager candidate will be responsible for working with our technical team comprised of a range of agronomic, environmental, remote sensing, GIS and engineering disciplines in offices in Sacramento, Los Angeles, Chico, Atlanta, GA and Albany, OR. This candidate must be highly professional and have proficient knowledge of general office administration. This position is intended to be part time; 24-32 hours (5 days per week) and includes benefits. Primary Responsibilities include managing consulting business office; office operations, communications, and marketing. This includes maintaining office services and administrative records and providing project specific support and coordination including data management, expense reporting, budget management, contracting, and reporting. The successful candidate will need to interface with our head office (Atlanta) to receive and manage accounts payable and accounts receivable. The position requires a BA/BS in related field, 3-8 years of experience (legal industry a plus), proficiency in computers and software including, but not limited to Microsoft Excel, Work, PowerPoint and Outlook. Preferred qualifications include proficiency or desire to learn data management and technical editing/formatting skills.

Happy June Birthdays!!

Susan Ramsey	June 1	Julia Diles	June 19
Sandra Andrade	June 3	Yolanda De La Cruz	June 22
Cynthia Palmer	June 3	Tess Benzel	June 23
Audra Bergeron	June 4	Maimie Chyinski	June 23
Tiffani Redo	June 4	Shelly Davis	June 27
Anne French	June 6	Crystal Rivera	June 27
Andrea Stoll	June 6	Deborah Scott, CCLS	June 28
Lelia Jackson	June 7	Jamie Gifford	June 29
Betty Hamilton	June 8	Debbie Frias, CCLS	June 30
Pamela Jansz	June 17		

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

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

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

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

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

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

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

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

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

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

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

How did you hear about SLSA? _____

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

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

Benefit Highlights

by Jennifer Chastain

Working Advantage Spotlight

Summer is upon us -- time to get out and enjoy all California has to offer! Check out these *great* deals available to LSI/SLSA members! You can email me at chastain.j@gmail.com to get LSI's member number to take advantage of these discounts. This is just a sampling of what is offered!

California Academy of Science (San Francisco, CA):

Adult Voucher Member Price: \$25.95 (Regular price*: \$29.95)

Youth Voucher Member Price: \$21.95 (Regular price*: \$24.95)

Monterey Bay Aquarium (Monterey, CA):

Adult Ticket Member Price: \$26.95 (Regular price*: \$29.95, including tax)

Youth Ticket Member Price: \$16.95 (Regular price*: \$19.95, including tax)

LEGOLAND® California:

Adult/Child Ticket Member Price: \$58.00 (Regular price*: \$69.00 Adult; \$59.00 Child)

Six Flags Magic Mountain (Valencia, CA):

Adult Ticket Member Price: \$27.00 (Regular price*: \$59.99)

Child Ticket Member Price: \$17.50 (Regular price*: \$34.99)



CCLS Quiz

by Jennifer Estabrook, CCLS

Which word means:

- Within one state?
 - Interstate
 - Intrastate
 - Intestate
- A proposal?
 - Presentment
 - Presentiment
- In a determined manner?
 - Willfully
 - Willingly
- A corridor?
 - Haul
 - Hall
- A preface?
 - Foreword
 - Forward

Which italicized compound word is correct?

- the *highest ranking* official
 - the *highest-ranking* official
- the *break-even* point
 - the *breakeven* point
- the *self-same* document
 - the *selfsame* document
- a. to *co-sign* the loan
 - to *cosign* the loan
- a *broadminded* person
 - a *broad-minded* person

Answers on page 27

Parliamentarian's Corner

By Astrid Watterson, CCLS

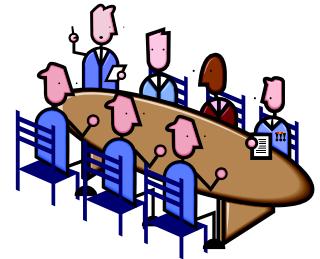
Ex *Officio* – what does it mean? According to our Bylaws, the President shall be an *ex officio* member of all committees except the Nominations and Elections committee. According to Robert's Rules of order, *Ex officio* is defined as “by virtue of office.” Being an *ex officio* means that the President is a member of all committees except that of the Nominations and Elections committee. The President may attend and be a part of any of the committees. If a certain committee is required to have quorum within its own group, the President would not be counted towards the quorum, but may attend the meeting and still have a

right to discuss motions and participate. It is generally known that all chairmen must report to the President. This helps the President keep track of what the association's committees are doing, how to track the progress, and generally be aware of what is going on within SLSA. Our own Bylaws specifically state that no chair shall

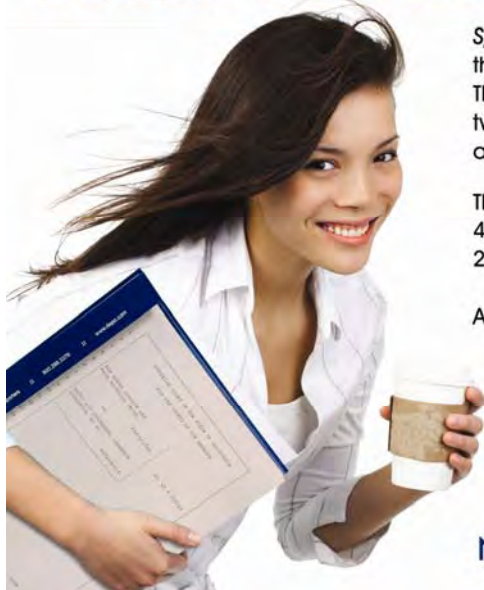
“ Being an *ex officio* means that the President is a member of all committees except that of the Nominations and Elections committee.”

~Astrid Watterson, CCLS

take final action until a report has been made to the President. That also applies to signing contracts on behalf of our association. This association is run by volunteers, but ultimately, it is up to the President to make sure that things are being run well and stays on track. Sometimes, it can be a daunting task, but with a great team and a lot of support, anything is possible.



WHEN YOU NEED IT **FAST!**



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

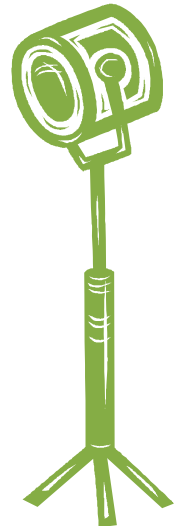
They are the reason we have delivered over 460,000 deposition transcripts in 50 states and 25 foreign countries.

And we do it all at great rates.

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

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DEPO.COM

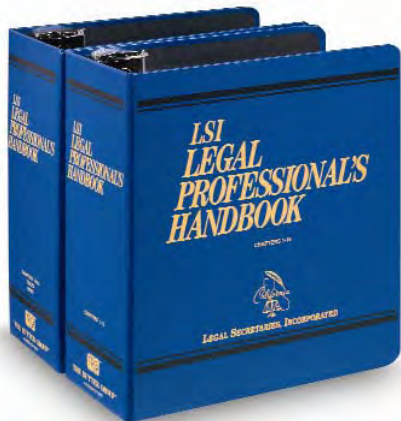
NATIONWIDE COURT REPORTERS



LEGAL SECRETARIES, INCORPORATED

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

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

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- Postjudgment Proceedings
- Civil Appeals and Writs
- ADR
- Foreclosures: Mortgages and Trust Deeds; Mechanic's Lien
- Unlawful Detainer
- Federal Civil Procedure and Appeals
- Bankruptcy
- Family Law
- Adoptions
- Criminal Law and Procedure
- Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
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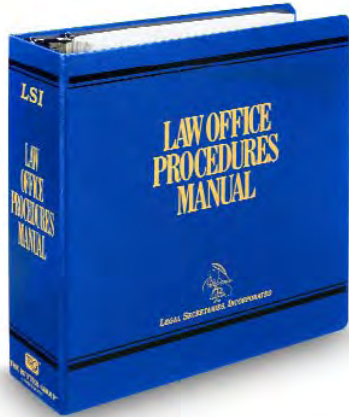


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Governor's Report

by Andrea Stoll



May was quite a busy month. Legal Secretaries, Inc.'s 2011 Annual Conference was hosted by Los Angeles LSA and was held at the JW Marriot @ L.A. Live in Los Angeles, CA. The theme was "Staying Alive @ L.A. Live". I was lucky enough to attend. If you have not had the opportunity to attend a conference I highly recommend you check one out soon. I had a great time! I attended the Governors' Workshop, "Motions for Dummies," Governors' Luncheon, Pre-Annual Conference Board of Governors' Meeting, Annual Conference,

Meeting the LSI Executive Committee recommended that the position of the LSI Administrator be categorized as an employee. This recommendation passed. The LSI Executive Committee then recommended that said employee is to be hired through a reputable employment agency.

vote. The conference will be held in San Jose at the San Jose Marriott with a projected Scripticket of \$131-\$141 and a projected room rate of \$109/night for a single/double.

I received copies of the Annual Officer Reports and copies of the Officers and Chairmen Workshop handouts, which will be forwarded on the SLSA's officers and chairmen. These reports and workshop handouts are for your local chairmen's from your state level counterparts and will assist SLSA's chairmen with their chairmanship.

At the Post-Annual Conference Board of Governors' Meeting, I was instructed by SLSA to vote in favor of Desert Palm LPA for the November 15-18, 2012 LSI Quarterly Conference. Desert Palm won the vote.

"I had a wonderful experience at the 2011 annual conference and hope to see more of our SLSA members at the next quarterly or annual conference."
~Andrea Stoll

Brunch, and the Post-Annual Conference Board of Governors' Meeting.

LSI's officers have not changed from last year. The continuing officers for the 2011-2012 fiscal year are:

President
Brooke Atherton, CCLS

Vice President
Sandra T. Jimenez, CCLS

Executive Secretary
Mary J. Beadrow, CCLS

Treasurer
Jennifer L. Page, CCLS
At the Pre-Annual Conference Board of Governors'

The General Assembly began on Saturday. The Los Angeles High School Color Guard performed the presentation of colors, with LSI Past President, Linda Duarte, Long Beach LPA, leading the pledge of allegiance. The welcome/keynote speaker was Manny Medrano, an Emmy award-winning broadcast journalist and accomplished trial attorney with his Los Angeles law firm, Medrano & Carlton. Mr. Medrano gave an excellent motivational speech on professionalism.

I had a wonderful experience at the 2011 annual conference and hope to see more of our SLSA members at the next quarterly or annual conference.

Santa Clara County LPA won the bid to host the 2013 Annual Conference with a 53 to 38



CHAPTER ACHIEVEMENT REPORTING FORM

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

Date of Event

Event

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

Name: _____ Email: _____

If you have any questions or would like to email this form, you can reach Andrea Stoll, Governor, at andrea@haydulaw.com, otherwise you can mail this form to:

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

Delegate Reports Annual Conference 2011



by Delegate Astrid Watterson, CCLS

As an elected Delegate, I was honored to represent SLSA at the LSI Annual Conference this year, hosted by our sister association, Los Angeles LSA. During most of the fiscal year, it is the job of our elected Governor to represent the association at the state level. However, during annual conference, we are allowed to send three delegates to represent SLSA. I was elected as one of them along with Anne French and Sherri Lee Caplette, CCLS. As a delegate we were required to check in with the registrar and attend the business meetings, vote on items that may come up, attend the workshops, and overall represent the association.

We were fortunate to have been able to do that. While my colleagues attended other workshops, your current President, Dawn Forgeur, CCLS, and I attended the President's luncheon, which is for the outgoing and incoming Presidents. The roundtable was proctored by Mary S. Rocca, CCLS, and was by far one of the most informative and useful

workshops I have ever attended. Dawn is very fortunate to have this opportunity. I wish I could have had a similar one when I first became President in 2005. Better late than never! We were able to get to know our neighboring associations' Presidents and network with them all.

As the weekend moved on, we received an inspirational message from Caroline E. Van de Pol, PLS, CLA/CLS, CCLS, that had to do with a poem she read to us. The poem was about things that you intend to do in the future and the time you spend with people versus the time that never did get to spend with them because you ran out of time to do so. The friend you meant to spend time with may not always be there for your attempts. The object of the poem was simply not to wait, but act. It was actually very touching and appropriate as an inspirational message.

As delegates, we took notes as to who won all of the awards for the weekend as well as listen to the reports of the various officers and chairmen. Sherri Lee Caplette's report lists all of the winners for the 2011 fiscal year.

If you have never attended a conference, I would suggest that you think about attending the next one, which will be hosted by Stockton-San Joaquin County LPA in August. It's not a far drive, and you can learn so many things from the classes you attend, the meetings, the people you meet, and the experiences you have. Conference can make you feel like what we do as legal professionals is worth it. Our careers are worth it and our knowledge is worth enhancing. Overall, I think we did a great job representing SLSA and while we may not be the largest association, we still remain the second largest association in LSI and we are still able to meet our members' needs. We have a great group, and I was honored to have been a delegate this year.

by Delegate Anne French

This year's 77th Annual Conference was held in downtown Los Angeles at L.A. Live inside the J.W. Marriott Hotel.

On Friday, I was able to attend two workshops: one for legal secretarial training and the other regarding membership.

Many of the attending associations have had difficulty with attendance to their educational classes, mainly due to the economy. Many law firms and offices have cut back on paying for their employees to attend educational events and many in the legal field cannot afford to attend some or any of the educational classes. Discussions led to a few brain storming ideas on how to increase attendance at classes in these tough economic times.

In the membership workshop, the economy also played a role regarding the low count of continuing members or even new membership in association. Not only have employers cut back on paying for continuing educational classes but they have also cut back on paying for membership to legal associations. Many members are having a tough time finding the extra funds to pay for their continuing education in a field that is constantly changing.

The evening reception was filled with a 70s disco theme. Several of the attendees were dressed in their disco era garb and getting their groove on the dance floor. Those not so bold as to find their way to the dance floor found appetizers and spirits to enjoy instead.

Saturday started off with the presentation of colors by the Los Angeles High School Color Guard. The keynote speaker that morning was Emmy award-winning broadcast journalist & accomplished trial attorney, Manual A. Medrano. Mr. Medrano spoke about his poor Latin upbringing in a community where many didn't finish high

school, let alone go to college. With the inspiration of a former student who spoke at Medrano's school about his success in going to college and the old black and white television shows of Perry Mason, Medrano was successful into getting into Harvard Law School. After 13 years as a successful trial attorney, Medrano went into television reporting on legal cases. He was the first Latino correspondent in the history of the U.S. Supreme Court press corps.

The general business of LSI where all the delegates attend to vote on LSI general business began on Saturday. A total of 94 delegates were registered for this year's annual conference. The motions to adopt the 2011 Annual Conference Standing Rules and to adopt the 2011 Annual Conference Election Rules were carried and adopted. Annual reports were given from each LSI board member and then by the chairs. The following are a couple of the highlights of some of the chairs' reports. The advertising chairman, Michelle Tice, CCLS of San Diego LSA had a contest for the association that sent her the most advertisers. Long Beach won with a total of 30. The career promotion/scholarship chair for LSI, Diana Dempsy, CCLS of Mt. Diablo LPA gave eight scholarships worth \$1,000 each for the past fiscal year.

The delegates voted on the 2013 annual conference bid between Santa Clara LPA and Orange County LSA. Santa Clara LPA won the bid for the 2013 annual conference which will be held in San Jose at the San Jose Marriott.

The contest winners for the bulletin that each association puts together every month were announced. Each association is in a

special class based on the number of members of each of association. Sacramento is in the largest class, which is Class E, and we compete against San Diego. Both associations scored perfect scores on their bulletins; however, San Diego was the chosen winner of this year's contest. It takes a lot of work on the part of our editor to get the bulletin out each month and Liz Gideon did a fabulous job during our last fiscal year on the bulletin each month. Please congratulate her on a fabulous job.

The Sunday brunch included the installation of the 2011-2012 LSI officers. LSI has a minimum two year term for each of their officer positions. All of last year's board has returned to fulfill their second year term. The announcement of the history book members' choice winner was San Mateo County and the scrapbook members' choice winner was Merced County.

This year's annual conference was done at a great venue and I thoroughly enjoyed going as a delegate this year.



From L to R: Dawn Forgeur, CCLS, Crystal Rivera, and Anne French



Dawn Forgeur, CCLS & Astrid Watterson, CCLS



Incoming and Outgoing President's



Debbie Frias, CCLS and Crystal Rivera

Andrea Stoll & Dawn Forgeur, CCLS



Incoming and Outgoing Governor's

Astrid Watterson, CCLS, Crystal Rivera, and Anne French



Crystal Rivera, Astrid Watterson, CCLS



Dawn Forgeur, CCLS, Anne French, Andrea Stoll



Crystal Rivera, Astrid Watterson, CCLS, and Andrea Stoll



by Delegate Sherri Lee Caplette, CCLS

On Friday night, May 20 (right after work), I struck out for the JW Marriott to attend the 77th Annual LSI Conference hosted by Los Angeles LSA. After a quick plane and shuttle trip, I arrived at the hotel in time to drop off my “stuff” and drop right into bed.

On Saturday morning, I met up with the rest of the SLSA cast, Dawn R. Forgeur, CCLS, SLSA President; Andrea Stoll, SLSA Governor; Astrid Waterson, CCLS, Parliamentarian and SLSA Delegate; Anne French, SLSA Delegate; Crystal Rivera; and Debbie Frias, CCLS, LSI CCLS Certifying Board member. Astrid and Anne attended as Delegates of SLSA and I was the Alternate Delegate.

As an Alternate Delegate of SLSA, it is my responsibility to attend the LSI general business meeting. The general business assembly opens on Saturday morning at 9:00 a.m. and usually lasts until approximately 3:30 p.m. (with breaks of course!), depending on the amount of business that needs to be resolved, and, if business is not concluded on Saturday, the general assembly will meet again on Sunday morning, then adjourn around noon.

Throughout Saturday, LSI officers, committee chairs, and special committees gave numerous reports. Assembly broke around 3:30 p.m. to allow people to attend either the law office administration seminar on workplace investigations or the family law seminar on community property issues. I attended the law office administration seminar—my handout is so detailed and thorough that I will be able to conduct an investigation with little worry!

At the annual conference, there are five items of particular interest to everyone: (1) the nomination and election of LSI officers; (2) the winners of the bulletin contest; (3) the winners of the history book or scrapbook contest; (4) the

winners of the scholarship contest; and (5) the chapter achievement contest. The election of officers and the winners of the bulletin contest, the history book/scrapbook, and scholarship are announced in Saturday’s general assembly, and the winner of the chapter achievement is announced at the Saturday Night Banquet.

The 2013 Annual Conference bid was voted upon by the Delegates, with Santa Clara LPA and Orange County LSA being the two associations wanting to host this meeting. The winning bid was Santa Clara LPA for the May 16-19, 2013, LSI annual conference.

Nominations and Elections

This year’s nominations of LSI officers brought in the same as last year. There was no opposition to the positions, so the officers were elected by acclamation.

President
Brooke Atherton, CCLS
Butte County LPA

First Vice President
Sandra T. Jimenez, CCLS
Imperial County LPA

Treasurer
Jennifer L. Page, CCLS
Marin County LPA

Bulletin Contest

Deborah Rickert, CCLS, Editor of *The Legal Secretary*, announced the results of the bulletin contest. There were 19 associations that participated in the contest.

Class E (over 95 members)
First Place: San Diego
Second Place: Sacramento

Class D (76 to 95 members)
First Place: Orange
County
Second Place: San Mateo

Class C (51 to 75 members)
First Place: Mt. Diablo
Second Place: Santa Clara
Third Place: Long Beach

Class B (31 to 50 members)
First Place: San Gabriel Valley
Second Place: Alameda
Third Place: Imperial

Class A (5 to 30 members)
First Place: Stockton San Joaquin
Second Place: Conejo Valley

History Book and Scrapbook

Carrie Hughes, CCLS, LSI Historian, announced the winners of the history books and scrapbooks. There were three history book entries and ten scrapbook entries. History books are judged by category, whereas the scrapbook is not. The judges are chosen by the LSI Historian. There is also a winner’s choice for the history book and scrapbook; the winners are determined by LSI members who viewed the books.

History Book

Class E (over 95 members)
First Place: San Diego
Second Place: Sacramento

Class D (76 to 95 members)
First Place: San Mateo

Class C (51 to 75 members)
no entries

Class B (31 to 50 members)
First Place: Fresno

Class A (5 to 30 members)
no entries



by Delegate Sherri Lee Caplette, CCLS (Cont.)

History Book Winner's Choice:
San Mateo

Scrapbook

First Place: Mt. Diablo
Second Place: Imperial
Third Place: Santa Clara
Fourth Place: Ventura
Scrapbook Winner's Choice: Merced

Scholarship

Every year LSI awards eight scholarships of \$1000 each; there are three plans. The winners of LSI's Eula Mae Jett Scholarship program were announced, however, there were not a lot of entries this year.

Plan B (high school)

First Place: Los Angeles
Second Place: Mt. Diablo

Plan C (re-entry to the work force)

First Place: Orange County
Second Place: Mt. Diablo
Third Place: Los Angeles

Plan A (college)

First Place: San Diego
Second Place: Mt. Diablo
Third Place: Los Angeles
First alternate: Santa Clara
Second alternate: Long Beach
Third alternate: Alameda

After all of our hours of sitting in the meetings, it was wonderful being able to relax at the banquet later. We were treated to dancing from The Left Footers and comedy by Carey Tobaben. I have some great video footage of the disco dancing that took place! That evening it was announced that the LSI President's Award was given to Deborah Rickert, CCLS for all her hard work, dedication, and sacrifices over the year. The chapter achievement winners were announced as follows:

Chapter Achievement

Class E (over 95 members)
San Diego

Class D (76 to 95 members)
Orange County

Class C (51 to 75 members)
Long Beach

Class B (31 to 50 members)
San Gabriel Valley

Class A (5 to 30 members)
San Gabriel Valley

Sunday morning found us up early, preparing for the morning brunch and the last leg of the general assembly. Following brunch, LSI had its installation of officers. There was no further business to come before the general assembly, so the meeting was adjourned. However, immediately after, there was a post-governor's meeting; your Governor will inform you of the events that occurred there.

Congratulations to all of the winners! A very special thank you goes to our own Historian and Bulletin Editor for their hard



work on their respective positions. I know they made it a personal, full-time commitment to see that the bulletin and history book looked their best at all times over the year.

For anyone who has never attended a conference, these are great conferences. They are organized, structured, and educational. Yet, they are not so large that you feel as if you are just a number. You do not walk away feeling as if you wasted your

time. It is even a great networking opportunity—you get to meet people from across the state. Speaking from someone who deals with litigation in every county in the state, knowing a contact in other counties is priceless. Never underestimate the importance of knowing your counterparts.

Thank you for sending me as your Alternate Delegate. Margaret Tovar, CCLS, Conference Chair, and Los Angeles LSA did a great job in its DISCO NIGHTS-themed conference. I truly learned a lot and enjoyed myself, and I know my fellow attendees did as well.

“Never underestimate the importance of knowing your counterparts.”

~Sherri Lee
Caplette, CCLS

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

**** CONFERENCE REGISTRATION FORM ****

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

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

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

SINGLE TICKETS:

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

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

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

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

TOTAL AMOUNT ENCLOSED \$ _____

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

NO REFUNDS AFTER AUGUST 5, 2011

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

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

****HOTEL REGISTRATION FORM ****

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

Accommodations: (Plus applicable taxes and fees)

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

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

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

Parking: FREE to hotel guests

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

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

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

Vendor Spotlight

May General Dinner: Mary Bardellini & Associates

by *Lynne Gomes*



Our featured vendor for the May General Membership Meeting was Mary Bardellini & Associates, a small, full-service court reporting firm with locations in Sacramento and Auburn. Mary has over 27 years of court reporting experience and her firm specializes in wireless real-time court reporting. We were treated to a visual and hands-on demonstration of the wireless real-time features and services. Mary emphasizes professional, accurate, and speedy turn-around on all services, as well as the latest technology to complement any size assignment.

Mary has delivered training in real-time technology to hundreds of attorneys at both Rutter Group seminars and C.E.B. courses throughout the state. She is actively involved in Legal Secretaries Incorporated, and is a past President of the Deposi-

tion Reporters Association, which advances and promotes court reporting.

Many thanks to Mary for supporting Sacramento Legal Secretaries Association and being our featured vendor! Mary's fun-filled, goodie-filled beach bag was won by Melanie Herman.

Contact Mary at:
www.bardellini.com
 (916) 341-0969 (Sacramento)
 (530) 823-2950 (Auburn)
depos@bardellini.com



Dawn Forgeur, CCLS, Mary Bardellini, and Lynne Gomes




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o **Santa Clara Legal Professionals Association**

www.sccolpa.org



**Bring your family and friends for a day of food, fun
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**Janeth Torrasi at janethtorrisi@gmail.com or (650)
440-0888**

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

**Almaden Expressway and Coleman, San
Jose, California**

Legal Procedures

Service of Filing Appellate Briefs

Submitted by Molly Mahoney and Stevie Garcia



2011 California Rules of Court

Rule 8.212. Service and filing of briefs

(a) Time to file

- (1) An appellant must serve and file its opening brief within:
 - (A) 40 days after the record-or the reporter's transcript, after a rule 8.124 election-is filed in the reviewing court; or
 - (B) 70 days after the filing of a rule 8.124 election, if the appeal proceeds without a reporter's transcript.
- (2) A respondent must serve and file its brief within 30 days after the appellant files its opening brief.
- (3) An appellant must serve and file its reply brief, if any, within 20 days after the respondent files its brief.

(Subd (a) amended effective January 1, 2010; previously amended effective January 1, 2007.)

(b) Extensions of time

- (1) The parties may extend each period under (a) by up to 60 days by filing one or more stipulations in the reviewing court before the brief is due. Stipulations must be signed by and served on all parties. The original signature of at least one party must appear on the stipulation filed in the reviewing court; the signatures of the other parties may be in the form of copies of the signed signature page of the stipulation.
- (2) A stipulation under (1) is effective on filing. The reviewing court may not shorten a stipulated extension.
- (3) Before the brief is due, a party may apply to the presiding justice for an extension of each period under (a), or under rule 8.200(c)(6) or (7), on a showing that there is good cause and that:
 - (A) The applicant was unable to obtain-or it would have been futile to seek-the extension by stipulation; or
 - (B) The parties have stipulated to the maximum extension permitted under (1) and the applicant seeks a further extension.
- (4) A party need not apply for an extension or relief from default if it can file its brief within the time prescribed by rule 8.220. The clerk must file a brief submitted within that time if it otherwise complies with these rules.

(Subd (b) amended effective January 1, 2011; previously amended effective January 1, 2003, July 1, 2005, January 1, 2007, and January 1, 2010.)

(c) Service

- (1) One copy of each brief must be served on the superior court clerk for delivery to the trial judge.

Legal Procedures Cont....

- (2) One electronic copy or four paper copies of each brief must be served on the Supreme Court as provided in either (A) or (B).
- (A) One copy of each brief may be served on the Supreme Court electronically by sending the copy to the Supreme Court's electronic notification address.
- (i) The copy must be a single computer file in text-searchable Portable Document Format (PDF), and it must exactly duplicate the appearance of the paper copy, including the order and pagination of all of the brief's components. By electronically serving the copy, the filer certifies that the copy complies with these requirements and that all reasonable steps have been taken to ensure that the copy does not contain computer code, including viruses, that might be harmful to the court's electronic filing system and to other users of that system.
- (ii) If the Court of Appeal has ordered the brief sealed, the party serving the brief must include as the first page in the PDF document a cover sheet that contains the information required by rule 8.204(b)(10) and labels the contents as "CONDITIONALLY UNDER SEAL." The Court of Appeal clerk must promptly notify the Supreme Court of any court order unsealing the brief. In the absence of such notice, the Supreme Court clerk must keep all copies of the brief under seal.
- (B) Instead of serving an electronic copy, four paper copies of each brief may be served on the Supreme Court. If the Court of Appeal has ordered the brief sealed, the party serving the brief must place all four copies of the brief in a sealed envelope and attach a cover sheet that contains the information required by rule 8.204(b)(10) and labels the contents as "CONDITIONALLY UNDER SEAL." The Court of Appeal clerk must promptly notify the Supreme Court of any court order unsealing the brief. In the absence of such notice the Supreme Court clerk must keep all copies of the brief under seal.
- (3) One copy of each brief must be served on a public officer or agency when required by rule 8.29.

(Subd (c) amended effective January 1, 2008; previously amended effective January 1, 2004, January 1, 2005, and January 1, 2007.)

Rule 8.212 amended effective January 1, 2011; repealed and adopted as rule 15 effective January 1, 2002; previously amended and renumbered effective January 1, 2007; previously amended effective January 1, 2003, January 1, 2004, January 1, 2005, July 1, 2005, January 1, 2008, and January 1, 2010.

Advisory Committee Comment

Subdivision (b). In criminal cases, stipulated extensions of time to file briefs are prohibited by rule. (See rule 8.360(c)(4).) Subdivision (b)(2) clarifies that a party seeking an extension of time from the presiding justice must proceed by application under rule 8.50 rather than by motion under rule 8.54.

Subdivision (c). In subdivision (c)(2) the word "brief" means only (1) an appellant's opening brief, (2) a respondent's brief, (3) an appellant's reply brief, (4) a petition for rehearing, (5) an answer thereto, or (6) an amicus curiae brief. It follows that no other documents or papers filed in the Court of Appeal, whatever their nature, should be served on the Supreme Court. Further, only briefs filed in the Court of Appeal "in a civil appeal" must be served on the Supreme Court. It follows that no briefs filed in the Court of Appeal in criminal appeals or in original proceedings should be served on the Supreme Court.

Subdivision (c). "Electronic notification address" is defined in rule 2.250. The Supreme Court's electronic filing address can be found on the California Courts Web site at www.courtinfo.ca.gov/courts/supreme.

Speaker Spotlight

May General Dinner Meeting: Marcia L. Augsburger, Esq.

by Sophia Albov, CCLS



The Sacramento Legal Secretaries Association (SLSA) was recently joined by the very knowledgeable and extremely entertaining Marcia L. Augsburger, Esq. of DLA Piper. The topic at hand was HIPAA, specifically, strategies for handling Protected Health Information during the process of e-discovery. HIPAA stands for the Health Insurance Portability and Accountability Act of 1996. This Act was enacted to protect the privacy of individually identifiable health information. This means not only names and social security numbers, but any piece of information that could conceivably link an individual to their health information. The HIPAA Security Rule sets national standards for the security of electronic protected health information. The advent of e-discovery brings many complicated issues to the table when dealing with protected consumer and health information. The

abundance of information and the ease with which it can be transferred brings a new level of difficulty to the process of protecting sensitive information during the discovery

working with large productions she used to have a room full of boxes and now it is just her and her laptop. The other point she made about the metadata is that one must be just as careful that

“ The abundance of information and the ease with which it can be transferred brings a new level of difficulty to the process of protecting sensitive information during the discovery phases of litigation. ”

~Sophia Albov, CCLS

phases of litigation.

When dealing with the aforementioned e-discovery we discussed the plethora of information, but also the existence and importance of metadata. Not only do you have to account for all the data you have, but sometimes discovery requests call for the production of the metadata which is connected to the actual data. To put it in laymen’s terms, metadata is the data about the data (i.e. who has opened the document, when it was opened, if anything has been changed). She indicated that the drive to obtain data and metadata has lead to extremely voluminous discovery requests. She informed us that now on a single disk you can fit as much information as would be in 30 banker’s boxes! She said that sometimes people do not realize how busy she is, because previously when she was

it does not get released to the wrong people as the Protected Health Information that it is attached to. This makes for a very sensitive discovery process. In short, law firms must be very careful when they are dealing with protected consumer health information. This extends not only to the lawyer, staff, and employees of the firm, but also to any vendors that come in contact with the information.

Ms. Augsburger received her undergraduate degree from Eastern Mennonite College, and her J.D. from UC Davis. Her practice has spanned over 21 years in both litigation and transactional work. Her main focus has been in healthcare law affecting providers, health plans, insurers, products manufacturers, pharmacies, third party administrators, and other key players in the healthcare field. She is also an experienced presenter and been a guest lecturer for UC Davis.



Dawn Forgeur, CCLS, Marcia Augsburger, Esq., and Corene Rodder

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 <i>Board Meeting</i>	7	8	9	10	11 <i>Parliamentarian Workshop</i>
12	13	14	15	16 <i>General Dinner Meeting</i>	17	18
19	20 <i>Last Day to Submit Articles</i>	21	22	23	24	25
26	27	28	29	30		

Dates to Remember

- **June 6 - SLSA Board Meeting** (Location: Greenberg Traurig, LLP - Time: 5:30 p.m.)
- **June 11 - Parliamentarian Workshop**
- **June 16 - General Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **June 20 - Last Day to Submit Articles for the July issue of The Legal Eagle**
- **July 12 - Deadline to make hotel reservations for August Conference**
- **July 19 - Deadline for discounted scrip ticket for conference**
- **August 16 - Deadline to submit CCLS Exam Application**
- **August 19-21 - LSI First Quarterly Conference**





Sacramento Legal Secretaries Association

Dinner Meeting • June 16, 2011

Speakers:

Deena Fawcett, Clerk/Administrator
 Colette Bruggman,
 Assistant Clerk/ Administrator
 Court of Appeal, Third Appellate District

Topic:

**The Nuts and Bolts of Appellate Law
 from the Court's Perspective**

5:30 – 6:15 p.m. Meet and Greet

6:15 – 8:00 p.m. Dinner Meeting

Courtyard Marriott

Midtown Sacramento

4422 Y Street, Sacramento

Tel: (916) 455-6800

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

R.S.V.P. by June 13. Complete the reservation form, check should be made payable to SLSA, and mail to: Maimie Chyinski, Registration/Reception Chair 2011-2012, SLSA, c/o Fagen Friedman & Fulfroost, LLP, 520 Capitol Mall, Ste. 400, Sacramento, California 95814; or fax: 916-443-0030; or email to: reservations@slsa.org. ***Please add \$3 for reservations made after June 13.** NOTE: Cancellations must be received 48 hours in advance for a refund. **No-Shows will be billed.**

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Entrée Selection:

Italian Chicken
 with prosciutto, artichoke,
 mushrooms, and chardonnay garlic
 sauce, mashed potatoes, seasonal
 vegetables.

Mushroom Ravioli
 stuffed with mushrooms and cheese
 with a Marsala wine cream sauce.

All dinners include a Caesar salad
 and NY style cheesecake with berry
 sauce.

Do you require an MCLE or CCLS certificate?

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

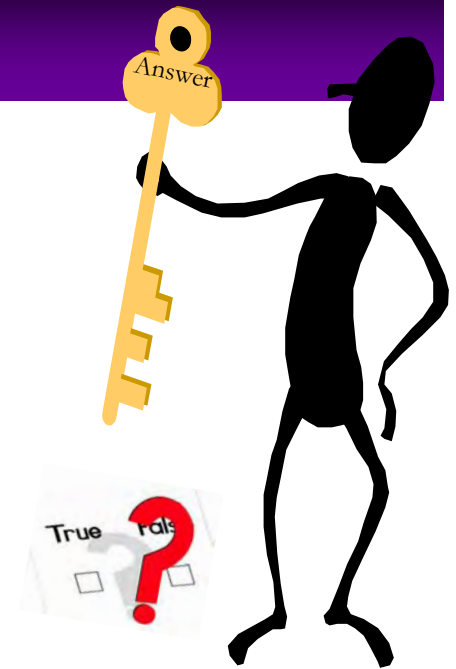
Are you interested in hearing about SLSA volunteer opportunities? YES NO

CCLS Quiz Answers

by Jennifer Estabrook, CCLS

CCLS QUIZ ANSWERS (from page 10):

- | | |
|------|-------|
| 1. B | 6. B |
| 2. A | 7. A |
| 3. A | 8. A |
| 4. B | 9. B |
| 5. A | 10. B |



Vocabulary List

by Jennifer Estabrook, CCLS

Appellant	One who has filed an appeal
Appellate court	Court with the power to review the proceedings of another court or administrative body
Appellee	One against whom an appeal has been taken (i.e. the respondent)
Remittitur	Order of an appellate court sending a case back to the lower court and signaling the end of the appellate process.
Supersedeas	A judge's order that temporarily holds up another court's proceedings or temporarily stays a lower court's judgment.
Writ	Order of the court directing the one to whom it is addressed to do or refrain from doing a specified act.
Writ of certiorari	An official order calling up the record of a lower court for review by a higher court.
Writ of execution	Court order by which the court attempts to enforce a judgment that has been granted a plaintiff by authorizing a sheriff to levy on the property belonging to the judgment debtor.
Writ of mandamus	An order requiring the performance of an official duty.



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APPLICATION

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

**CCLS Certifying Board
5726 Lorelei Avenue
Lakewood, CA 90712**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, October 15, 2011
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, March 17, 2012

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

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

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

* Fees subject to change without notice.

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

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

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

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

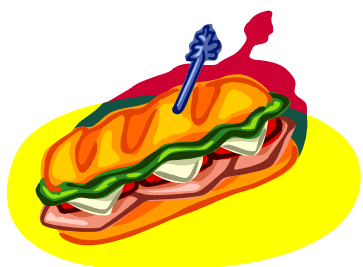
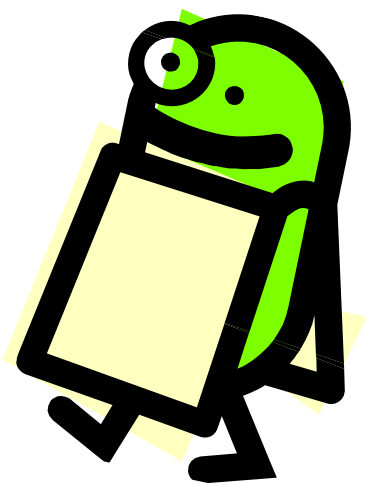
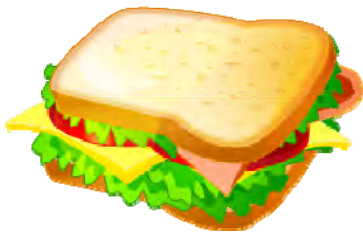
Summary of Duties _____

I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Signature of Applicant _____ Date _____

Eating with Sophia: In Search of Sandwich

by *Sophia Albon, CCLS*



The sandwich - the foundation of good eating. You had them in your lunch pail as a kid and now you crave them as an adult. However, a sandwich is not just a sandwich. There is a new level of sophistication being brought to sandwich eaters all over the county. No longer is it yellow mustard, mayonnaise, and bologna on wonder bread. These days one can find Dijon, aioli, and prosciutto on a warmed baguette. Or a fig and quince compote with pulled pork on cibatta. The sandwich has come into its own in the last few years and Sacramento has a host of options depending on your mood, palate, and finances.

Best Capitol Mall Sandwich
Ambrosia at 621
621 Capitol Mall
Sacramento, CA 95814
(916) 492-2528

This place does host the best sandwich when they are on. However, full disclaimer; there have been days when things have been off. Yet, the on days are worth risking the off days. My personal favorite is the eggplant paninni. It comes with thick, awe inspiring cuts of eggplant and awesome roasted tomatoes. The bread is also herby and delicious. The only downside to this place...no prices on the menu...I don't get it and it leaves me disquieted. I always worry that someday I will accidentally order a \$100 sandwich!

Best Meat and Cheese
Sampino's Towne Foods
1607 F St
Sacramento, CA 95814
(916) 441-2372

Not only a truly fine sandwich shop, but also a great meat counter. Sampino's wins hands down for great meat and cheese. Everything they do here they do with care and they do it right! Located in a small strip mall at the edge of downtown, Sampino's has been serving up great sandwiches for quite a long time. While it is gaining traction and popularity, I would still classify this place as a hidden gem. You can take out or eat in. They also have some nice hot options in addition to the nine deli sandwiches they offer.

Best Branded Sandwich Place

Mr. Pickle's Sandwich Shop
1050 20th St
Sacramento, CA 95811
(916) 706-0898

We know them, we love them. Mr. Pickle's you are close to my heart! I call this a "branded" sandwich shop instead of a "chain" because many of the Mr. Pickles are independently owned and operated. As such, there is sometimes a variation between the quality of the shops. This is where Mr. Pickle's midtown rocks out. It is all the familiar Mr. Pickles favorites with absolutely astonishing quality all the time. In fact, most days you can catch the owner Jim working behind the counter. My favorite sandwiches here are the Veri Veggie and the The Club - both classic, but they are a home run every time. In fact, Mr. Pickle's Midtown recently received a write up in one of last year's columns, because in addition to great sandwiches all the

time, they offer a Happy Hour on week day nights. How could you go wrong?!?

Most Creative Sandwich Names

Dad's Sandwich Shop
1310 S St
Sacramento, CA 95811
(916) 448-3237

How would you like to have a Hot Blonde at lunch? Or the Day Off? Maybe a Bad Breath Special is more your style? Yes, really! These are names of actual sandwiches at Dad's Sandwich Shop. Hey, a little humor with your lunch isn't a bad thing right? In addition to some funny names, Dad's also serves up some super tasty sandwiches. A small hipster joint on S Street, Dad's is a great place to grab a little lunch. I highly suggest coming early or late, because it gets pretty busy at the height of the lunch rush. There is limited indoor seating and just a little more outdoor seating. They have hot and cold sandwiches (even some great salads!).



General Dinner Meeting



From L to R: Dawn Forgeur, CCLS, Coreen Rodder, Lacy Monserrat, Kellie Devereux, Stephanie Hosey, Lisa Haddix, Joanne Griffith, Heather Rodriguez, and Lynne Games

Outgoing Governor's Report

by Dawn Forgeur, CCLS

I attended LSI's Annual Conference from May 19-22, 2011, in Los Angeles, as your outgoing Governor. The conference was held at the J.W. Marriott at L.A. Live, and it was an excellent venue. The entire conference had a disco theme and the outfits to go with that!

At the Pre-Annual Conference Board of Governor's Meeting, the outgoing governor's reviewed LSI's Executive Board minutes, and reviewed the board recommendation. The recommendation read: The Executive Committee recommends that the position of the

LSI Administrator be categorized as an employee, and said employee to be hired through a reputable employment agency. After discussion, the recommendation was bifurcated into two separate recommendations

without any further discussion.

I did my best to mentor your incoming governor during the rest of the conference, explaining to her what was going on each day and where she needed to be and why she needed to be there. I believe that Andrea will do a great job representing the Association and the interests of our Association at the upcoming quarterly conferences.

“ Thank you for electing me as your governor last year. I took this job very seriously, I learned a lot about SLSA and LSI, had a great time, made new friends, and I hope to represent SLSA in the future. ”

~Dawn Forgeur, CCLS

and they each now read: The executive Committee recommends that the position of the LSI Administrator be categorized as an employee. Said employee to be hired through a reputable employment agency. Both recommendations passed

Thank you for electing me as your governor last year, I took this job very seriously, I learned a lot about SLSA and LSI, had a great time, made new friends, and I hope to represent SLSA in the future.



Law Office Products/ Management

by Corene Rodder

Telepresence is transforming how people do business.

Telepresence is transforming how people do business.

Imagine sending an attorney on a seven-city, three-week business trip across Europe and Asia. Imagine the hours support staff spend: coordinating with the other offices; arranging conference rooms; and hours of communication with a travel agent booking hotels and flights. Now envision this same attorney conducting all these meetings from the convenience of their office — and all in one day.

Today's high-end telepresence solutions offer a truly immersive experience that goes far beyond what even the best of video conferencing can deliver.

Telepresence features full-size images of participants, fluid motion, crystal-clear sound and the sensation of

actual eye contact: It's like having everyone in the same room even when they're spread throughout the country or all over the world. There's simply no better way

“ It's like having everyone in the same room even when they're spread throughout the country or all over the world. ”
~Corene Rodder

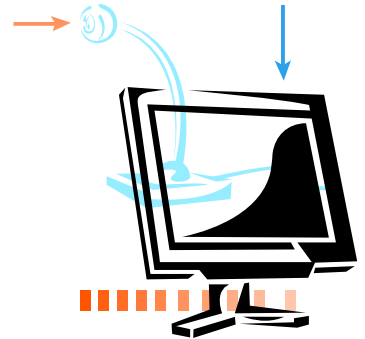
to optimize communication and collaboration among remote participants.

In designing and implementing an effective telepresence solution, an office should look at a number of factors, including: How many participants and loca-

tions are usually involved? What are your multipoint capabilities? Is the solution compatible with your existing video conferencing infrastructure? Can your existing network handle the increased bandwidth demands?

Telepresence solutions can help organizations by managing their executives' time more effectively, reducing travel costs, increasing productivity and improving time-to-market for products, or expediting decision making among many other benefits.

Quoted in part from the website: Providea Conferencing, LLC, www.provideallc.com



CHANGE OF ADDRESS:

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



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LEGAL SPECIALIZATION SECTIONS

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- Statewide roster of all members in all sections, for easy access to local procedural information in other counties.
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- Respect from employer when you pass on valuable information obtained at workshops and seminars.
- Professional and personal excellence.

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

LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

2010-2011 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

Mail to: **LESLIE AMES, CCLS, Legal Specialization Coordinator,**
4248 Crestview Place, Eureka, CA 95503

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

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

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

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
BRASS TACKS* A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 5/06)	\$ 5.00		\$
CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET A 26-page booklet designed to assist local associations in promoting the career of legal secretary. Includes handout materials and an outline for use at career and scholarship promotion events. (Rev. 2/98)	5.00		
CCLS BROCHURE Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 2/08)	N/C		
CCLS MOCK EXAM 2006 Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
CCLS PIN A 1/2" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
CCLS STUDY KIT Contains Mock Exam (see above), Gregg Reference Manual with Basic and Comprehensive Worksheets and Instructor's Resource Manual.	120.00		
GUIDELINES FOR HOSTING LSI CONFERENCES* An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 2/08)	N/C		
GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM A 34-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 8/03)	5.00		
HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES* A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/05)	5.00		
HISTORY OF LEGAL SECRETARIES, INCORPORATED A 50-page memory of people, places and events since 1929. (Rev. 2/06)	5.00		
LAW OFFICE PROCEDURES MANUAL FLYER An 8 1/2" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 9/07)	4.00		
ADOPTIONS CHAPTER (Rev. 9/07)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 9/07)	7.00		
CORPORATIONS CHAPTER (Rev. 9/07)	7.00		
COURT STRUCTURE CHAPTER (Rev. 9/07)	7.00		
CRIMINAL LAW CHAPTER (Rev. 9/07)	7.00		
DISCOVERY CHAPTER (Rev. 9/07)	7.00		
FAMILY LAW CHAPTER (Rev. 9/07)	7.00		
PROBATE CHAPTER (Rev. 9/07)	7.00		
REAL ESTATE CHAPTER (Rev. 9/07)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 9/07)	7.00		
WORKERS' COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 9/07)	7.00		
LEGAL SECRETARY'S REFERENCE GUIDE A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 4/07)	30.00		
TOTAL THIS PAGE			\$

*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	\$ 5.00		\$
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3.00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information (Rev. 5/08) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7.00		
PRESIDENT'S PIN* Same as pendant (see above), but with pin on back.	7.00		
TOTAL THIS PAGE			\$
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TOTAL ORDER =			\$
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Note: This list is maintained for use by members of Legal Secretaries, Inc. Agents for insurance and financial providers are available as resources when members inquire about benefits. Please use this as a starting point; ask for information, compare policy coverage and prices. LSI wants its members to find the BEST coverage for each member's individual needs and location. For information call these representatives directly.

<p style="text-align: center;">DISCOUNT THROUGH CEB</p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit http://ceb.com/LSI/</p>	<p style="text-align: center;">WORKING ADVANTAGE</p> <p>Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorq@suddenlink.com, or LSI Vice President</p>
<p style="text-align: center;">HERTZ CORPORATION</p> <p>Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
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 P.O. Box 58, Seeley, CA 92273
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sjimenez52@yahoo.com

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 4/30/11**

Total Members (Fiscal Year-end 4/30/10)	Association		New Members	Transfer Members	Continuing Members	Total Members
35	Alameda County	LSA	13	+2	27	42
21	Antelope Valley	LSA				0
49	Beverly Hills/Century City	LSA	13		37	50
22	Butte County	LPA	4		18	22
29	Capitol City	LPA	7		21	28
8	Conejo Valley	LPA	1		5	6
22	Desert Palm	LPA	2		15	17
24	El Dorado County	LPA	1		15	16
43	Fresno County	LPA	13		36	49
46	Humboldt County	LPA	9		39	48
30	Imperial County	LPA	13		24	37
35	Livermore-Amador Valley	LPA	4		23	27
55	Long Beach	LSA	9		55	64
34	Los Angeles	LSA	20		26	46
16	Marin County	LPA	4		13	17
35	Merced County	LPA	9		29	38
20	Monterey County	LSA	2		12	14
66	Mt. Diablo	LPA	11		51	62
16	Napa County	LSA			15	15
80	Orange County	LSA	21		57	78
22	Palo Alto	LSA	7		18	25
26	Placer County	LPA	5		34	39
13	Redding	LPA	8		11	19
23	Rio Hondo District	LPA	5		12	17
27	Riverside	LPA	4		16	20
158	Sacramento	LSA	63		118	181
205	San Diego	LSA	99		140	239
60	San Fernando Valley	LSA	6		28	34
46	San Francisco	LPA	12	-2	31	43
30	San Gabriel Valley	LSA	8		23	31
80	San Mateo County	LSA	14		63	77
28	Santa Barbara	LSA	6		20	26
52	Santa Clara County	LSA	15		44	59
20	Santa Cruz County	LPA	1		7	8
23	Santa Maria	LPA	4		12	16
38	Sonoma County	LSA	13		26	39
8	Southern Butte	LSA	3		9	12
37	Stanislaus County	LPA	3		33	36
46	Stockton-San Joaquin	LPA			29	29
4	Trinity County	LSA			4	4
25	Ventura County	LPA	5		17	22
28	Members at Large					36
1685	YTD TOTALS					1688

Membership list as of 4/30/11

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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: _____

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CITY: _____

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2011-2012

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2011-2012



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by *Liz Gideon*

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

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*"Do not follow where
the path may lead.
Go instead where there
is no path and leave a
trail."
~ Harold R. McAlindon*

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Legal Secretaries, Incorporated

It shall be the duty of each Member of the Legal Secretaries, Incorporated to observe all laws, rules, and regulations now and 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.

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