

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

THE LEGAL EAGLE

VOLUME 6 BOOK 9 JUNE 2009



**Sacramento Legal
Secretaries Association**

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WWW.SLSA.ORG**

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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!**

JUNE DINNER MEETING

Date: June 11, 2009

Time: 5:30 p.m. - 6:15 p.m. Meet & Greet
6:15 p.m. - 8:00 p.m. Dinner Meeting & Speaker

Place: Casa Garden Restaurant
2760 Sutterville Road, Sacramento
Tel: (916) 452-2809

Speaker: Jay-Allen Eisen
Jay-Allen Eisen Law Corporation

Topic: Appealing Suggestions: How to Survive a Civil Appeal

Cost: \$25* - SLSA Members
\$29* - Non-Members

Vendor of the Month: Crucial Times Courier Inc.

*** Please add \$3 for reservations received after June 5, 2009.**

***** Cancellations must be made 48 hours in advance for refunds.
No shows will be billed. *****

RSVP: Janice Ainsworth
5901 Oxford Glen Place
Elk Grove, CA 95758
E-mail: janainsworth@surewest.net

(See Page 34 of this bulletin for Reservation Form and menu selections.)

Sacramento Legal Secretaries Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.5 hours.

TABLE OF CONTENTS

Advertisers 3

Birthdays 10

Chapter Achievement Reporting Form 21

CCLS Application 37

CCLS Quiz 27

CCLS Quiz Answers 28

Dates to Remember 8

Delegates Report 22

Dinner Meeting Reservation Form 34

Employment Report and Positions Available 15

Governor’s Report (Outgoing) 19

Governor’s Report (Incoming) 20

Law Office Products/Management 40

Legal Procedures 29

LSI Benefits 39

LSI First Quarterly Conference 24

LSI Order Form 13

LSI Specialization Sections Application/Annual Renewal 18

LSI Specialization Sections Information 17

Name/Address Change Reporting Form 43

Of Note 40

Pictures 11

President’s Message 3

Sacramento Legal Secretaries Association Membership Application 35

Sacramento Legal Secretaries Association Executive Board and Committee Chairs 47

Speaker Spotlight 5

Stars of the Month 12

Vendor Spotlight 5

Vocabulary List 28

EDITOR’S NOTE by Cassandra Baines

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Cassandra Baines, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814 or cbaines@downeybrand.com.

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

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

“CHANGE WILL NOT COME
IF WE WAIT FOR SOME
OTHER PERSON OR SOME
OTHER TIME. WE ARE THE
ONES WE’VE BEEN WAITING
FOR. WE ARE THE
CHANGE WE SEEK.”
~BARACK OBAMA

PRESIDENT'S MESSAGE by Jennifer Rotz

As your budget committee works hard to put together a budget for the 2009-2010 year, I cannot stress enough the importance of member volunteerism. SLSA is seeing its expenses rise in this tough economy. The increase in the California sales tax has caused price increases everywhere. As a result, we each must do our part to keep this association strong. Member volunteerism and attendance at SLSA events are both absolutely vital to the survival of this association.

We have had requests for advanced, educational one-day seminars covering topics such as e-discovery and calendaring. This year, we will continue to work hard to honor member requests; but we need your help. These seminars can happen. The Reno Bus Trip and Crab Feed can also once again happen. However, it takes volunteers to make these events happen.

Interclub Relations – For several years, we joined with Placer County Legal Professionals Association to host a Reno Bus Trip. This was always a successful and highly enjoyable Interclub event. It can happen again! If you are interested in helping us out by organizing this event, please let me know. No experience is necessary and I promise you will receive guidance from previous coordinators.

Ways and Means – For years, we joined with the Sacramento Law Foundation to host an annual crab feed. This too was a successful and highly enjoyable event. Advanced, educational one-day seminars are a definite possibility and can also be done. An active Ways and Means committee can make both of these events and possibly more happen. Experience is not required; only a desire to help.

Other committee chair positions available include:

Law Office Products/Management – This committee is responsible for providing an article to the bulletin editor each month that highlights a law office product or provides law office management tips. That is all! Once again, no experience necessary.

Legal Procedure – This committee is responsible for providing an article to the bulletin editor each month that highlights a legal procedure or a change in procedure. The committee also selects a handout relating to legal procedure and provides copies of the handout at each dinner meeting to all attendees. Experience not required; only willingness to assist your fellow members.

Publicity – This committee is responsible for getting the word out to local media outlets about SLSA and its events. As with all committee chair positions, there is room for creativity and growth in this committee and experience is not required. [Continued on Page 4]

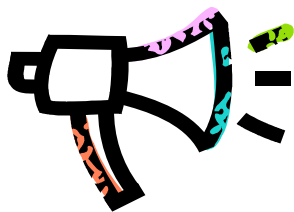


“IF YOU ARE
WALKING DOWN
THE RIGHT PATH
AND YOU’RE
WILLING TO KEEP
WALKING,
EVENTUALLY
YOU’LL MAKE
PROGRESS.”

~ BARACK
OBAMA

Support our Advertisers!

Sacramento Legal Secretaries Association would like to give special thanks to Mirror Imaging for its complimentary services in printing The Legal Eagle. To support Sacramento Legal Secretaries Association and Mirror Imaging, please call Ron Bodenmann at (916) 447-2000.



ADVERTISERS

- Page 4 - Lightspeed Messenger
- Page 9 - Capitol Digital Document Solutions
- Page 18 - Judicial Process
- Page 41 - Crucial Times Courier Inc.
- Page 48 - Mirror Imaging

PRESIDENT'S MESSAGE CONTINUED

I urge you to consider helping out this year. We need your fresh ideas and energy and we look forward to welcoming you to the volunteer team.

This month we welcome Jay-Allen Eisen of Jay-Allen Eisen Law Corporation to our dinner meeting. His topic will be: Appealing Suggestions: How to Survive a Civil Appeal. This month we also participate in our first charitable project of the year. Please join us as we help Sacramento Food Bank and Family Services distribute much needed food to homeless and low income families on Saturday, June 13 (see www.slsa.org for details).

With your help, we hope to bring you many other great events this year. As always, we welcome your ideas and suggestions. Please do not hesitate to contact any of the board members with feedback.



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SPEAKER SPOTLIGHT by Rhonda Harrigan



In May, the speakers were Mr. Jack Diepenbrock and David A. Diepenbrock who happen to be father and son. Jack Diepenbrock a shareholder with Diepenbrock Harrison specializes in real estate transactions, business and real estate litigation, including environmental and eminent domain matters. He has been listed in The Best Lawyers of America every year since 1989 in the areas of Eminent Domain, Land Use & Zoning Law and Real Estate. During his career, Jack's business sense has been recognized by his election to the Board of Directors of both California-based and non-California based companies including Bank of San Francisco; System Integrators, Inc.; Catholic Healthcare West; Knudsen Corporation; Michigan-California Lumber Co. and a corporate member of Blue Shield of California.

With over 50 years of practice, he has long been recognized for his leadership not only in the legal field but also in the civic and charitable arenas. He has given tirelessly to numerous organizations including the California Chamber of Commerce (Chairman, 1987), Sacramento Symphony Association, Crocker Art Museum, Mercy Foundation Sacramento Host Committee and the Sacramento Charter Commission. In 1997, Jack's commitment to the betterment of the city in which he was born and raised was recognized by the Sacramento Metropolitan Chamber of Commerce when it awarded him its prestigious "Sacramentan of the Year" award.

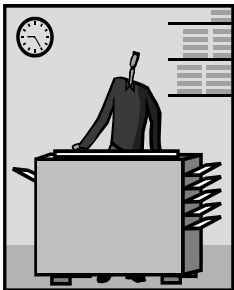
Jack has served on numerous legal committees including the American Judicature Society. He is a Fellow of the American College of Trial Lawyers and the American Bar Foundation. He is a former Member and Chairman of the State Bar Committee on Rules of Court Procedure.

He graduated Magna Cum Laude in 1949 from the University of Santa Clara, where he served as Student Body President. He received his J.D. from the University of California, Boalt Hall in 1952.

* * * *

David A. Diepenbrock also a shareholder in Diepenbrock Harrison's Environmental, Construction, and Business Litigation Departments. His practice areas include environmental law, water law, land use, NEPA/CEQA, construction law, and general commercial litigation. Prior to joining Diepenbrock Harrison in September 2007, Mr. Diepenbrock was an attorney in the San Francisco office of Sonnenschein Nath & Rosenthal LLP, where he represented clients in a broad range of commercial litigation disputes, including those involving unfair competition, false advertising, misappropriation of [Continued on Page 6].

VENDOR SPOTLIGHT by Alissa Mackrill



Crucial Times Courier was our May Dinner Meeting Vendor. Crucial Times Courier is a Sacramento based service oriented, 100% worker-owned and operated messenger/legal service company. Patrick Piccolo, Jeremy Pearson, and Aaron Schurer all have a combined experience of over 10 years in the industry. Crucial Times Courier is the only company in the area that offers 100% biodiesel and pedal powered services, thus showing how much they really care about the environment. They always try to work hard to please all of their customers and take much pride in their work. Crucial Times Courier is very active in the community, volunteering their time to the Sacramento Bicycle Kitchen and they have, also, participated in corporate underwriting for Capitol Public Radio. As you can see, Crucial Times Courier has made it their goal to place their emphasis on service quality, the community, and the environment.

Crucial Times Courier's hours of operation are Monday-Friday / 8:00 a.m. until 6:00 p.m. They can be reached at 916.443.2614 or 916.952.1984.

SPEAKER SPOTLIGHT CONTINUED

trade secrets, eminent domain, government contracts, franchising agreements, and complex real estate transactions. Mr. Diepenbrock received his law degree from the University of California Davis in 2001, a Bachelor of Arts degree from Oberlin College in 1988, and a Master of Arts degree from San Francisco State University in 1995.

We were fortunate to have a father – son team speaking on eminent domain and utilizing the tag-team approach. They discussed with us what interests may be taken, the idea of just compensation, highest and best use, approaches to calculating fair market value, among other things. They also distributed a helpful and very comprehensive handout.

SLSA really appreciates Mr. David Diepenbrock and Mr. Jack Diepenbrock taking the time out of their busy schedules to speak to our association.



SLSA CHARITABLE PROJECT

Would you like to help hand out food donations to the low-income and homeless families in our area??

Join us Saturday, June 13, 2009

7:30 a.m. to 11:00 a.m.

Parking lot of Cavalry Lutheran Church

515 L Street, Rio Linda



MEMBERSHIP RENEWALS

To: Members of the Sacramento Legal Secretaries Association

This is a friendly reminder that we have entered the fiscal year May 2009 through April 2010. Our annual membership dues were due on May 1, 2009. A \$5 late fee will be charged after June 1, 2009. Your bulletin subscription and membership benefits will not be interrupted until June 1. If you plan on renewing your membership, and we hope you do, please fill out a membership renewal form, which can be found in this bulletin and on our website at www.slsa.org, and mail it to our 2009-2010 Treasurer, Debbie Frias, CCLS.

Debbie Frias, CCLS
c/o The Crow Law Firm
700 E Street
Sacramento CA 95814
e-mail: dfrias@crowlaw.com

SLSA thanks you for your continued support!

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DATES TO REMEMBER

- **June 11 - SLSA June Dinner Meeting** (Location: Casa Garden Restaurant - Time: 6:15 p.m.)
- **June 23 - SLSA June Lunch Lesson** (Location: McDonough Holland and Allen. Time: 12 p.m. Speaker Mary Pinard, SCPLL. Topic: "Getting More From Google: Tips for the Legal Professional." See flyer on Page 31 for details.)
- **June 26 - Last Day to Submit Articles** for the July issue of *The Legal Eagle*.
- **July 8 - SLSA Board Meeting**
- **July 16 - SLSA Dinner Meeting**
- **July 21 - SLSA Lunch Lesson**

Code of Ethics

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.

Dedicated to Joan Moore, PLS

PARLIAMENTARIAN REPORT by Rhonda Harrigan

Robert's Rules of Order - Summary Version For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

- The assembly rules - they have the final say on everything!
- Silence means consent!
- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone.
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

HAPPY "JUNE" BIRTHDAY!



- Stephanie Espinoza - June 1
- Sandra J. Andrade - June 3
- Cynthia E. Palmer - June 3
- Anne French - June 6
- Ria Z. Sarreal - June 6
- Lelia Jackson - June 7
- Sandy Nguyen - June 7
- Betty A. Hamilton - June 8
- Sarah Johnston - June 10
- Ron Rader - June 13
- Pamela K. Jansz - June 17
- Susan Bentley - June 22
- Yolanda De La Cruz - June 22
- Pam J. Fanucchi - June 23
- Crystal Rivers - June 27
- Deborah R. Scott, CCLS - June 28
- Serena Morrow - June 29
- Debbie Frias, CCLS - June 30



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LSI 2009 ANNUAL CONFERENCE LONG BEACH, CA



STARS OF THE MONTH

Susan Heaton is a legal secretary with Downey Brand, where she specializes in bankruptcy. She lives with her husband of 12 years, Ron, and their cat, Rosie. In her spare time, Susan enjoys cooking, gardening, and hiking. Susan hopes to learn more about bankruptcy rules through her membership in SLSA. She celebrates her birthday on December 31.



Jennifer Shelton has been a member of SLSA for 8 years and serves as the Reception Chair. After 7 years as a long-haul truck driver, Jennifer retired from the road and began a new career with Murphy Austin Adams Schoenfeld. She fell in love with the Firm and has been a dedicated employee for 8 years. Her main job is Accounts Payable but she also helps out when needed in other areas of the office. She moved to California from Wyoming and has lived in Sacramento for 22 years. She lives with her husband, Jerry, his kids Sabrina and Doug and their furry felines Ceaser and Socks. Jenn and her husband spend their weekends and spare time exploring the United States on their motorcycles. They recently made a 4,000 mile trip to Arizona and are looking forward to a road trip to Colorado next year. When she isn't riding, Jenn enjoys spending time with her family, especially her niece Alexa and baby nephew Tanner. She joined SLSA to expand her horizons and learn more about legal procedures. She would like to get more involved with the Association and aspires to serve on the Executive Board.

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	\$ 5 00		\$
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev 2/08)	N/C		
LSI MEMBERSHIP PIN* A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3 00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information (Rev. 5/08). Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7 00		
PRESIDENT'S PIN* Same as pendant (see above), but with pin on back.	7 00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
CALIFORNIA SALES TAX (7.25% OF TOTAL ORDER) +			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
TOTAL AMOUNT =			\$

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. COMPLETE PAYMENT INFORMATION BELOW AND MAIL COMPLETED ORDER FORM TO LEGAL SECRETARIES, INCORPORATED, CORPORATE OFFICE, P O BOX 660, FORTUNA, CA 95540-0660; OR, FAX TO (707) 725-1344. CHECK OR CREDIT CARD INFORMATION MUST BE INCLUDED. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY.

DELIVER TO: NAME _____ ASSOCIATION _____

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

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

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*Item available to LSI members only

(Prices effective 0508)

EMPLOYMENT REPORT/POSITIONS AVAILABLE by Cyrene Farrell

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 and Webmaster with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Ads are usually posted within 24 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 and/or Webmaster.

Please contact Employment Chair Cyrene Farrell, CCLS, at (916) 551-2595, or e-mail her at cfarrell@mgsllaw.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.

Positions Available:

Public Finance Secretary. Stradling Yocca Carlson & Rauth has an open position to provide administrative/secretarial support to lawyers in the public finance department in its Sacramento office. The specific department focus is on complex public finance and project financing, with an emphasis on energy, water projects, water agency financing, and airport and transportation project financing. Duties include a wide variety of complex legal clerical and general clerical work, which includes composing and typing legal documents, inputting and revising correspondence and memorandum, processing of legal documents, and maintenance of legal case records. Strong knowledge of MS Office Suite, including Outlook Calendaring is a must. Individual should be proficient in typing, spelling, punctuation, grammar, and have strong oral and written communication skills. Administrative duties also include preparation of expense reports, time entry, coordination of meetings and travel, as well as maintaining client and administrative files; organize and maintain paper and electronic files. Excellent attention to detail and interpersonal communication skills, a team player with ability to learn and adapt quickly are required. Ability to manage multiple and sometimes competing priorities as well as exercise independent judgment and discretion. Minimum three years prior law firm [secretarial/administrative] experience and a four year college degree preferred. To be considered for this position forward your resume to Shawn Scott, Human Resources Manager at sscott@sycr.com. Please note that responses will be given to candidates who closely meet our qualifications.

Legal Secretary. Lozano Smith, a statewide law firm representing local public agencies (school districts, community colleges, cities, counties and special districts), has an opening in its Sacramento office for a legal secretary with litigation and transactional experience. Qualified candidates are team players with excellent organization, communication and people skills. Three to five years of legal secretarial experience. Must have advanced knowledge of MS Word, Legal Solutions, calendaring, a working understanding of court/filing procedures, be able to prepare complex pleadings and type 70+ wpm. Send resume and cover letter to Carlita Romero, 7404 North Spalding Avenue, Fresno, CA or via e-mail to hrjobs@lozanosmith.com.

Legal Secretaries, Incorporated

LEGAL SPECIALIZATION SECTIONS

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



ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?

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

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

*For more information, contact Jennifer L. Page, Legal Specialization Sections Coordinator.
Office: (415) 721-2040; Home: (415) 898-1010; Email: jlpage@ix.netcom.com*

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

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: **Jennifer L. Page, Legal Specialization Coordinator,**
1641 Hill Road, Novato, California 94947

Enclosed is payment of my dues for the fiscal year 8/1/07 through 7/31/08 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

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS _____

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

FAX: _____ E-MAIL ADDRESS: _____

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):

GOVERNOR'S REPORT by Debbie Frias, CCLS

I will report to you regarding the Pre-Annual Conference Board of Governors meeting and the Saturday evening banquet.

Elicia and I attended the Pre-Annual Conference Board of Governors meeting Saturday morning – bright, shiny, and early – at 8 a.m. The pre-annual meeting is usually very short – half an hour to 45 minutes. Most of the day's business is taken care of at the general assembly in the morning and afternoon.

After roll call and introductions, we heard the report of the LSI Treasurer for the reporting period 2/1/09 – 4/30/09. The actions of the LSI Treasurer, Mary Beaudrow, CCLS, were ratified for the reporting period.

The governors also adopted the recommendation of the LSI EC to amend the standing rule with regard to the deletion of the Director of Public Relations from the list of chairmen.

The pre-annual meeting adjourned about 8:40 a.m.

Our banquet began at about 7:30 p.m. with us all dressed up and ready to party! We were entertained by attorney Irma Rodriguez Moisa of Atkinson, Andelson, Loya, Ruud & Romo of Cerritos, California.

Awards given at banquet include: Chapter Achievement, the honoring of the new CCLSs by the CCLS Certifying Board, and the LSI President's special presentation of her President's Award.

Sacramento LSA took second place this year in the annual chapter achievement contest, being beat out by San Diego LSA. While disappointed we did not prevail for a third year in a row, San Diego worked very, very hard and earned some 57,000+ points in their efforts. Our points total was 50,400. Thank you to our association's members for your very hard work and effort, too. Earning over 50K points is a huge endeavor. Everyone can help this next fiscal year by updating our governor, Elicia, with points you earn.

The CCLS Certifying Board honored LSI's newest CCLSs, congratulating amongst other new CCLSs, our own Desiree Delonia, CCLS; Karen Gould, CCLS; Micky Kelly, CCLS; Pamela Anne Lee, CCLS; and Pamela Loftis, CCLS. Congratulations!! It was a pleasure standing in the front of the room as our honorees came forward. I am a brand new member of the certifying board, and it gave me huge pride in helping to present the certificates and personally congratulate each of these ladies.

Finally, President Christa Davis took the podium. Each year, she announces the winner of a very coveted prize: that being the President's Award. I am very, very proud to announce that our own Astrid Watterson, CCLS, was honored for her hard work and dedication this past year as the CCLS Chairman. Congratulations, Astrid!

At the end of the agenda, some activity was taking place in the back of the ball room where our banquet was being held. 'Lo and behold, members of the Publications Revision Committee, were stirring up a bit of fun by honoring Dorothea Nesbitt, CCLS, who had just completed some ten years on the PRC and of late, was the Editor-in-Chief, presiding over the Legal Professionals' Handbook and the Law Office Procedures Manual. Doro took the jibing good-naturedly and was quite surprised by her committee's plans! Doro is no longer the editor-in-chief; our new editor is Lugene Borba, CCLS, of Stanislaus County Legal Professionals' Association...and, I might add, the ringleader of the coup!

Thank you for sending me to Long Beach as your outgoing governor.

GOVERNOR’S REPORT by Elicia Allen, CCLS



LSI celebrated its 75th anniversary in style, hosted by Long Beach LSA, who selected the theme, Diamonds on the Shore really made the weekend sparkling. As SLSA’s representative governor at the governor’s meeting on Saturday afternoon, all respective governor’s met and enjoyed lunch together to not only get to know one another, exchange phone numbers and new ideas to take back to each association, but we also received some great handouts for reference, including Duties and Responsibilities of Governor’s and a CAPS tracking form. However it was brought to our attention that as of the 2009-2010 fiscal year, LSI would be updating the CAPS reporting form to include new categories for each association to obtain points. Although the budget was also brought to our attention, we were unable to obtain a copy at that time. Governors were instructed that we would vote at the Post Governor’s Meeting on Sunday and to be prepared.

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“IT IS THE MIND
THAT MAKES
THE BODY.”
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SOJOURNER
TRUTH
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At the post governor’s meeting on Sunday the roll was called and there were 32 governors present. The proposed budget for 2009-2010 was reviewed once again and with a few small changes, being increasing of the proposed expense of the CCLS certifying board’s postage from \$250 to \$300 and telephone/fax from \$100 to \$125, the budget was adopted as amended, LSI’s income over expenses projected for the 2009-2010 fiscal year is \$7,325.

Next on the agenda was voting on the two bids that were received for LSI November 2010 Quarterly Conference. San Fernando won by a landslide, therefore the LSI November 2010 Quarterly Conference will take place November 12-14, 2010 at Beverly Garland’s Holiday Inn. Proposed script is \$78.00 and the closest airport is five miles away in Burbank. There are no bids for February 2011 Quarterly conference; therefore, LSI President Christa Davis extended the deadline for bids to August 1, 2009.

LSI Editor of The Legal Secretary Deborah Rickert, CCLS, reminded all governors that we each will need to submit an article to The Legal Secretary, in the respective month as designated by LSI. I will be submitting an article in December for February’s magazine on behalf of SLSA. I would like to remind you that we would love to see an article from SLSA members. If you are interested in seeing an article you have written appear in The Legal Secretary please contact me to discuss the guidelines for submission.

Thank you for allowing me to represent SLSA as your 2009-2010 governor.

CHAPTER ACHIEVEMENT REPORTING FORM

Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2009 through March 31, 2010. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete the form each time you attend a function and mail it to the person named below. 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. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.**

Month/Year	Function
_____	I submitted a potential advertiser to the Editor of <i>The Legal Secretary</i> magazine. (25 points per advertiser)
_____	I submitted an article to <i>The Legal Secretary</i> magazine. (50 points per article)
_____	I attended an LSI Quarterly Conference and/or Annual Conference. (50 points)
_____	I attended an Officer/Chairman Workshop at the LSI Annual Conference. How many? ____ (25 points)
_____	I attended the President's Roundtable at the LSI Annual Conference. (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 and received the LSI discount. (200 points per rental)
_____	I enrolled in an LSI-approved retirement planning program. (100 points)
_____	I sponsored a CCLS study group. (200 points)
_____	I participated in a CCLS study group. (25 points)
_____	I conducted a CCLS Mock exam. (150 points)
_____	I took the CCLS exam. (Test date: _____) (100 points)
_____	I passed the CCLS exam. (Test date: _____) (200 points)
_____	I submitted questions to the Continuing Education Council for use on the CCLS Mock exam. How many? ____ (25 points)
_____	I recertified as a CCLS during the 2009-2010 fiscal year. (50 points)
_____	I gave a presentation on legal secretarial careers at a local educational institution. (50 points per presentation)
_____	I attended another Association's monthly meeting, installation, or other function. (50 points per event)
_____	I taught an educational workshop or seminar. (75 points per event)
_____	I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points per event)
_____	I attended an educational workshop or seminar sponsored by a Forum, CEB or The Rutter Group. (25 points per event)
_____	I conducted a short session on legal procedures at an SLSA dinner meeting. (25 points per meeting)
_____	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, 2009. (100 points)
_____	I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? ____ (50 points per meeting)
_____	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 submitted an article to LSI Director of Public Relations for publication in the <i>Daily Journal</i> . (50 points per article)
_____	I gave a formal presentation on benefits of membership to a law office. (50 points per presentation)
_____	I gave a formal presentation on benefits of membership to the local bar association. (100 points per presentation)
_____	I purchased the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I purchased the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I am an SLSA officer or committee chair. I timely responded to my LSI counterpart's quarterly directive(s). Attached is (are) a copy (copies) of my response(s). (20 points per directive)

Name: _____ Phone: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

Please attach additional pages if necessary. Thank you for your assistance. If you have any questions, you can reach Elicia Allen, CCLS at (916) 488-1795; or e-mail at eallen@tamurraylaw.com. Otherwise mail to:

Elicia Allen, CCLS
 SLSA Governor 2009-2010
 Law Offices of Todd A. Murray
 1050 Fulton Avenue, Suite 218
 Sacramento, CA 95825

DELEGATES' REPORT by Elizabeth Bomke, CCLS; Dawn Forgeur, CCLS; Paula Lockard, CCLS

On May 15-17, 2009, we attended the 2009 LSI Annual Conference as a delegate in Long Beach. This was the 75th Anniversary of LSI, and Long Beach LSA, who was the very first Legal Secretaries Association, hosted the event. The theme was "Diamonds on the Shore."

- One Legal is offering to pay LSI dues, not to exceed \$35, for anyone who uses their service three times. Once you have submitted three orders and have your order numbers, you may submit your three order numbers to One Legal with your contact information for you association. Once One Legal verifies your orders, they will issue a check for \$35 to your association. The member pays the difference.
- The CCLS 2008 Mock Exam – Revised is available for purchase from LSI.
- Updates to the Legal Secretary's Reference Guide are anticipated to be completed by the August 2009 conference.
- There were 20 new CCLSes this past fiscal year, four took the exam in October 2008, and sixteen took the March 2009 exam.
- San Diego LSA and Livermore Amador Valley LPA submitted the most articles to LSI's The Legal Secretary. San Diego LSA had the biggest percentage of gain of members (for Group E-96 members and over) from the previous fiscal year to the end of this fiscal year with a 23% gain.
- Sacramento LSA took first place in the 2009 Bulletin Contest, in our class.
- Sacramento LSA took first place in the 2008-2009 LSI History Book Competition, in our class. Sacramento LSA and Butte County LPA are co-hosting the 76th Annual LSI Conference that will be held May 20-23, 2010. This event will be held at the Hilton Sacramento Arden West. The scrip ticket price is \$85, if purchased before April 15, 2010. The theme is "These Shoes Are Made for Walking." As a fundraiser for this conference, the 2010 Conference Committee members are selling \$20 raffle tickets for a chance to win a pair of Jimmy Choo shoes (or a Nordstrom's gift card in the amount of \$700). This raffle is open to everyone, whether they are a member of SLSA or not.
- Paula attended "You Didn't Serve Me, I Never Touched The Papers" Your Guide to Serving in California, presented by Gary Hansen. This was an excellent workshop. Gary has taught process servers how to serve for many, many years. This class was actually his class to servers, including how to stakeout and what to bring while you wait! He gave very helpful website, such as zillow.com, along with case law and codes to back up service procedures.
- Elizabeth attended "The Legal and Ethical Pitfalls for Attorneys Engaged in Loan Modifications." This LSS workshop was presented by Scott J. Drexel, Chief Trial Counsel for the State Bar of California. Mr. Drexel tried to make a very dry subject interesting. Did you know that California attorneys are not required to place advanced FEES in a trust account, but must place advanced COSTS in trust? If anyone is interested in the handout and Elizabeth's notes, please contact her at kwssec@covad.net. She will e-mail you a copy upon request.

MEMBERSHIP CONTEST:

Group A (5-30 members)	29 percent increase:	El Dorado County
Group B (31-50 members)	15 percent increase:	Fresno County
Group C (51-75 members)	34 percent increase:	Mt. Diablo County
Group D (76-95 members)	27 percent increase:	Long Beach County
Group E (96 and over)	23 percent increase:	San Diego County

DELEGATES' REPORT CONTINUED

Bulletin Contest:

Class A (5-30 members)	First Place:	El Dorado County LPA
Class B (31-50 members)	First Place:	San Gabriel Valley LSA
Class C (51-75 members)	First Place:	Mt. Diablo LPA
Class D (76-95 members)	First Place:	Orange County LSA
Class E (over 95 members)	First Place:	Sacramento LSA (Whoo hoo!!)

History Book Competition:

Class A (5-30 members)	First Place:	No entries
Class B (31-50 members)	First Place:	Stanislaus County LPA
Class C (51-75 members)	First Place:	No entries
Class D (76-95 members)	First Place:	Orange County LSA
Class E (over 95 members)	First Place:	Sacramento LSA (Whoo hoo!!)

Scrapbook Competition:

First Place:	Alameda County LSA
Second Place:	San Diego County LSA
Third Place:	San Mateo County LSA
Fourth Place:	San Gabriel LSA



**Desert Palm Legal Professionals Association
Invites you to join us and
Just Hang Loose in Palm Springs**

August 14-16, 2009
LSI 1st Quarterly Conference
Palm Springs, CA

Conference Registration Form

Name (as it will appear on badge): _____
 Mailing Address: _____
 City/State/Zip: _____
 Home Telephone: _____
 Work Telephone: _____
 E-mail Address: _____
 Local Association (please spell out): _____ **LSA/LPA**

Please check if applicable and include title:

Please check if you are:

State Officer _____

Governor CCLS PLS

State Chairman _____

SCRIP (includes Registration, Reception, Banquet and Brunch)

POSTMARKED BEFORE JULY 12, 2009 \$ 98 \$ _____
 POSTMARKED JULY 13, 2009 OR LATER \$108 \$ _____

INDIVIDUAL TICKETS

Registration by July 12, 2009	_____ @	\$ 8.00	\$ _____
Registration after July 12, 2009	_____ @	\$18.00	\$ _____
Welcome Reception (Friday)	_____ @	\$ 8.00	\$ _____
Governor's Luncheon (Saturday)	_____ @	\$20.00	\$ _____
President's Luncheon (Saturday)	_____ @	\$20.00	\$ _____
Membership Luncheon (Saturday)	_____ @	\$20.00	\$ _____
Banquet (Saturday Evening)	_____ @	\$57.50	\$ _____
Brunch (Sunday)	_____ @	\$24.50	\$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Please indicate choice of: _____ Pacific Salmon _____ Chicken Teriyaki
 _____ London Broil _____ Vegetarian

Special Dietary Restrictions: _____

Please make checks payable to: DPLPA Conference Fund

Mail to: Donna Ellis, Registration Chairman c/o Brian M. Lewis Law Office
 44700 Village Court, Suite 100, Palm Desert, CA 92260

For Information, contact Conference Chair:
 Jennifer Ellis (780) 239-1428 jennellis21@yahoo.com

NO REFUNDS AFTER JULY 31, 2009



**Desert Palm Legal Professionals Association
Invites you to join us and
Just Hang Loose in Palm Springs**

August 14-16, 2009
LSI 1st Quarterly Conference
Palm Springs, CA

Hotel Reservations

Hilton Palm Springs
400 East Tahquitz Canyon Way
Palm Springs, CA 92262



ROOM RATES:

\$89 per night plus \$8 per day Resort Fee
Deadline for Group Rate is August 1, 2009

ROOM RESERVATIONS:

Call Hilton Reservations at (800) 522-6900 or call Hilton Palm Springs directly at (760) 318-8538
Ask for Jennifer Clay

Online at www.hilton.com/en/hi/groups/personalized/PSPPSHF-LGS-20090813/index.html
Group Code: LGS

CHECK IN/OUT:

Check in: 3:00pm
Check out: 12:00pm

PARKING:

Self Parking included in resort fee
Valet Parking is \$12 per day

AIRPORTS:

Palm Springs International Airport is 1.5 miles from Hilton Palm Springs
Ontario Airport is 65 miles from Hilton Palm Springs

SHUTTLE SERVICE:

Complimentary round-trip shuttle service to/from Palm Springs International Airport
Contact Hotel at (760) 320-6868

FOR MORE INFORMATION:

Contact Jennifer Ellis at jennellis21@yahoo.com or (760) 239-1426

LEGAL SPECIALIZATION SECTION WORKSHOPS
1st Quarterly Conference – August 2009 – Palm Springs Hilton Hotel – Host: Desert Palm LPA
REGISTRATION FORM - DEADLINE IS MONDAY, August 10, 2009



Registration **MUST** be **RECEIVED** by each Section Leader on or before the deadline.
 Please make advance reservations so materials may be prepared. Please check appropriate boxes below.
Mail or Fax a copy of this form to each corresponding Section Leader.

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

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
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Friday, August 14, 2009 – 7:30 p.m. to 9:00 p.m.

<p>TRANSACTIONAL LAW: <i>"Unlawful Detainer – From the Day You Don't Pay to the Day You Go Away"</i></p> <p>Speaker: Byron Cornelius, Esq.</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Mae Brooks, CCLS, Transactional Law Section Leader 1050 S. Kimball Road, Ventura, CA 93004 (H) 805-642-6478 (O) 805-659-6800 FAX: 805-659-6818 Email: mbrooks@fccplaw.com</p>	<p>CRIMINAL LAW: <i>"Criminal 101 – From Doing the Crime to Doing the Time"</i></p> <p>Speaker: John Patrick Dolan, Esq.</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Cheryl Kent, PLS/CCLS, Criminal Law Section Leader 5534 Blackbird Drive, Pleasanton, CA 94566 (H) 925-462-3440 (O) 925-837-0585 FAX: 925-838-5985 Email: clkccls@comcast.net</p>
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Saturday, August 15, 2009 – 10:30 a.m. to 12:00 p.m.

<p>PROBATE & ESTATE PLANNING: <i>"Rogue Executors, Administrators & Trustees"</i></p> <p>Speaker: Henry Wells, Esq. - <i>Best, Best & Krieger</i></p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Leslie Ames, CCLS, Probate/Estate Planning Section Leader 1500 – 4th St., Eureka, CA 95501 (O) 707-442-0500 FAX: 707-443-2973 Email: eurekalaw@aol.com</p>	<p>FAMILY LAW: <i>"When Bankruptcy & Divorce Collide"</i></p> <p>Speakers: Diane Mecca, Paralegal - and - Stephanie Harrison, Family Law Section Leader</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Stephanie Harrison, Family Law Section Leader c/o Law Offices of Marvin J. Brown 720 West 19th St., Merced, CA 95340 (H) 209-723-4479 (O) 209-384-0123 FAX: 209-384-1661 Email: stephmk@sbcalocal.net</p>
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Saturday, August 15, 2009 – 4:00 p.m. to 5:30 p.m.

<p>LAW OFFICE ADMINISTRATION: <i>"Surviving Layoffs"</i></p> <p>Speaker: Steve Gomez - <i>Ajilon Professional Staffing</i></p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Jan Vomkahl, CCLS, LOA Section Leader 3553 Sutton Loop, Fremont, CA 94536 (H) 510-790-8337 (O) 415-984-8341 FAX: 415-226-0735 Email: jvomkahl@nixonpeabody.com</p>	<p>CIVIL LITIGATION: <i>"The ABC's of e-Discovery"</i></p> <p>Speaker: Madison Spach, Jr. - <i>Spach, Capaldi & Waggaman LLP</i></p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Elizabeth Adame, CCLS, Civil Litigation Section Leader P.O. Box 4344, El Centro, CA 92244 (H) 760-352-8333 (O) 760-352-4001 Fax: 760-352-5561 Email: liz.adame@sbcalocal.net</p>
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Name: _____ PLS/CCLS/Paralegal. E-mail: _____

Address/City/State: _____

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

Method of Payment: Check Credit Card Number _____ Expiration Date: _____

Name on Credit Card: _____ 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.
 The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these workshops have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.

CCLS DISCOVERY QUIZ by Elizabeth Bomke

1. _____ Plaintiffs may propound discovery 10 days after service of the summons and complaint on the defendant.
a. True b. False
2. _____ Defendants may propound discovery 10 days after being served with the summons and complaint.
a. True b. False
3. _____ Non-expert discovery must be completed 45 days before initial trial date.
a. True b. False
4. _____ The propounding party keeps the original discovery documents, including the verifications.
a. True b. False
5. _____ The responding party keeps the original proof of service.
a. True b. False
6. _____ A party may propound a supplemental interrogatory three times prior to trial and once after the initial setting of the trial date.
a. True b. False
7. _____ The defendant may serve a deposition notice 10 days after being served.
a. True b. False
8. _____ The plaintiff may serve a deposition notice 10 days after service of the summons and complaint on the defendant.
a. True b. False
9. _____ A second deposition of a deponent may only be scheduled by agreement of the parties or by court order.
a. True b. False
10. _____ If the Requests for Admission are not answered, the propounding party may make a motion to deem the requests as being admitted.
a. True b. False

[Answers on Page 26]

DISCOVERY VOCABULARY by Elizabeth Bomke

Calendar	To record the last day on which to file responses to discovery
Calendar Days	Every day on the calendar, which includes weekends and holidays
Court Days	The days on which the court is actually open for business
Court Reporter	Certified shorthand reporter who records and prepares transcript of a proceeding
Depose	To give testimony which is then reduced to writing
Discovery	Pre-trial procedure by which one party gains information held by another party
Interrogatories	Written questions used in the examination of a party and answered in writing
Perjury	The act of willfully making a false statement under oath
Personal Records	Records belonging to a consumer
Propounding Party	The party who is making the discovery request
Requests for Admission	Requests to a party to admit the truth of some fact or the genuineness of some documents
Responding Party	The party who is responding to the discovery request
Subpoena	A writ or order to compel the attendance of a person to testify
Subpoena Duces Tecum	A writ or order to compel a person to produce books, records, documents, or other evidence
Transcript	Official copy of a document or statement made by a witness under oath
Verification	Statement under oath, or penalty of perjury, attesting to the truth of the facts set forth in

CCLS Quiz Answers:

- 1) a, 2) b - immediately after being served, 3) b - 30 days, 4) a, 5) a, 6) b - twice prior,
- 7) b - immediately after being served, 8) b - 20 days, 9) a, 10) a

LEGAL PROCEDURE by Jennifer Rotz



Please make a note of the following important information from the California Secretary of State:

Business Entity Names

California law requires the Secretary of State to determine that a proposed business entity name (for corporation, limited liability company and limited partnership entity types) is not the same as or too similar to a reserved name or to the name of an existing business entity of record (of the same entity type) with the Secretary of State; and that the name is not misleading to the public. In the case of a limited partnership subject to the Uniform Limited Partnership Act of 2008, the Secretary of State is required to determine that the proposed name is distinguishable on the record.

The Secretary of State's office adopted regulations on May 14, 2009 that (1) provide guidelines to assist the public in selecting a business entity name prior to reserving the name or filing documents with the Secretary of State; (2) provide the public with more certainty that a proposed business entity name will meet statutory standards; and (3) assist Secretary of State staff in determining if a proposed business entity name is acceptable, ensuring more consistency in the application of the statutory standards.

Please refer to the Final Regulations (<http://www.sos.ca.gov/business/be/forms/regulations-business-entity-names-text-05142009-final.pdf>) to view to the text of the adopted regulations. The document is provided in PDF file format and can be viewed and printed from your computer using the most current version of the Adobe Reader (available for free from Adobe's Website).

Note: If you experience difficulty downloading or viewing the above document, you may refer to our Technical Help (<http://www.sos.ca.gov/help.htm>) webpage for suggestions that may assist you in resolving the problem. Requests for copies to be mailed to you can be directed to Todd Vlaanderen,

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owen59901@yahoo.com

**SACRAMENTO LEGAL SECRETARIES ASSOCIATION
PRESENTS A LUNCH LESSON on
"Getting More From Google: Tips for the Legal Professional"**

Date/Time: June 23, 2009 - 12 p.m. to 1 p.m. CCLS Credit: 1.0
 Registration begins at 11:45; speaker will begin promptly at noon. MCLE Credit: 1.0

Location: McDonough Holland & Allen, 500 Capitol Mall, 18th Floor, Sacramento

Topic: "Getting More from Google: Tips for the Legal Professional"

Speaker: Mary Pinard, SCPLL, is a Public Services Librarian at the Sacramento County Public Library. She joined the reference staff at the law library in 2002.

Vendor: db Ronk and Company, doing private investigating for personal injury and product liability insurance investigation.

Cost: \$15 for LSI Members \$17 for non-LSI Members Seating is Limited – Register Today!

Lunch will be provided.
Last day to register or cancel: June 19, 2009.
 No shows will be billed.

Name	Daytime Phone
Firm	Are you a Member of SLSA? _____
Mailing Address	Would you like information on SLSA Membership? _____
	Do you require an MCLE/CLE/CCLS certificate? <input type="checkbox"/> MCLE/CLE <input type="checkbox"/> CCLS <input type="checkbox"/> Attorney
	E-mail _____

Public parking is available in the building for a cost.

Mail reservation to:

Paula Lockard CCLS
 McDonough Holland & Allen, PC
 500 Capitol Mall Road, 18th Floor
 Sacramento, CA 95814-4692
 Phone: 916.403.2531
 Fax: 916.444.8334
 Email: plockard@mhalaw.com



Make checks payable to: SLSA

*If you cannot attend this event but are interested in membership, please call (916) 488-1795
 Visit our web-site: <http://www.slsa.org>*

Sacramento Legal Secretaries Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1 hour.



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2009 – April 30, 2010
Due Date: May 1, 2009**

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: **\$40**
(Renewals are due May 1 and will incur a late fee of \$5
after the date of June 1, 2009.)

Return the completed invoice and full payment to:
**Debbie Frias, CCLS
c/o The Crow Law Firm
700 E Street
Sacramento, CA 95814**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____
BIRTHDAY: _____
TITLE: _____
EMPLOYER: _____
BUSINESS ADDRESS: _____
CITY, STATE & ZIP: _____
BUSINESS PHONE: _____
BUSINESS FAX: _____
BUSINESS E-MAIL: _____ (for vital updates/reminders)
RESIDENCE ADDRESS: _____
CITY, STATE & ZIP: _____
RESIDENCE PHONE: _____
RESIDENCE E-MAIL: _____ (for vital updates/reminders)

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered? Business Residence
Where do you want e-mail delivered? Business Residence
Which address should be listed in the membership roster? Business Residence
If you do NOT want to be listed in the membership roster, check here: No roster listing

INVOLVEMENT:

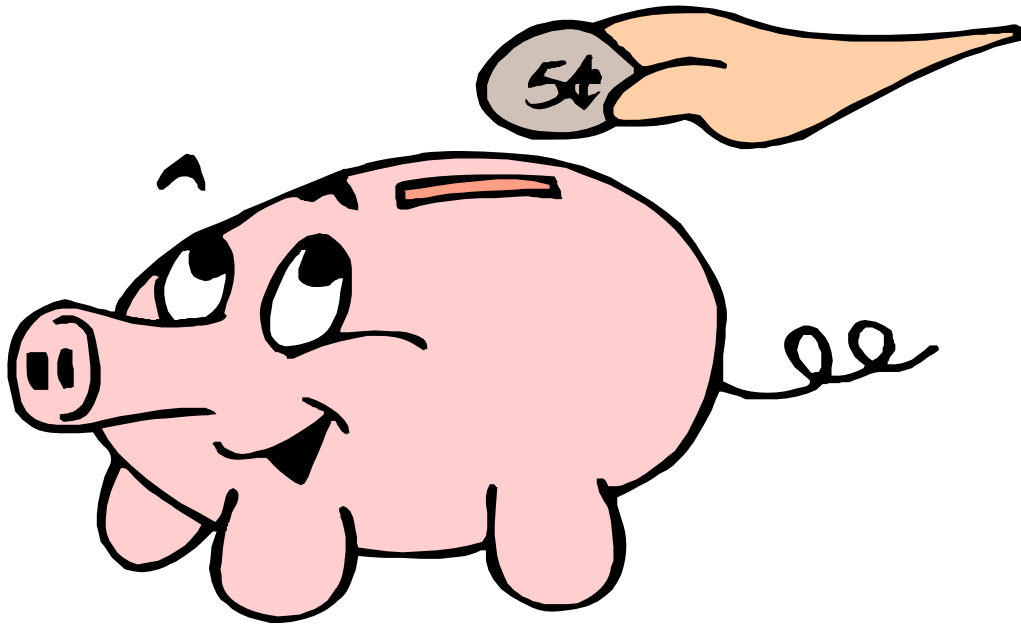
Have you been awarded lifetime membership in SLSA? Yes No
Are you interested in volunteering as a committee chairperson? Yes No
Are you interested in being on the ballot for an Executive Board position? Yes No
What events, topics, and speakers would benefit you most this coming year? _____

**** SLSA USE ONLY ****

Date Received: _____ On Roster: _____
Check no.: _____ On LSI: _____
To Editor: _____

BENEFITS HIGHLIGHT by Cassandra Baines

As members of LSI, our active members have access to discounts through Working Advantage. Discounts are offered for Movie tickets; Theme parks; Broadway theatre; Sporting events; Ski tickets; Hotel certificates; Family events; Gift cards and more. Working Advantage is trying to promote registration via their website at www.workingadvantage.com. The toll-free telephone number is 1 (800) 565-3712.





Sacramento Legal Secretaries Association

Dinner Meeting • June 11, 2009

Vendor of the Month:

*M.O.A.
Deposition
Reporters*

Speaker:
Jay-Allen Eisen
of the
Jay-Allen Eisen Law Corporation

Topic:
**"Appealing Suggestions:
How to Survive a Civil
Appeal"**

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting
Casa Garden Restaurant
2760 Sutterville Road, Sacramento
Tel: (916) 452-2809
\$25 SLSA Members*/\$29 Non-Members*
*Benefitting the Sacramento
Children's Home*

RSVP by JUNE 5. Complete & detach reservation form, enclose check payable to SLSA, and mail to: Janice Ainsworth, 5901 Oxford Glen Place, Elk Grove, CA 95758; email: janainsworth@surewest.net. *Please add \$3 for reservations made after JUNE 5.

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:

Orange Fusion Chicken

(Panko-crusted chicken breast, topped with light citrus and sesame seed garnish, served with five-spice rice)

Asian Stir-Fry*

(Asian stir-fry with Shitake Mushrooms)

*Vegetarian entrees must be ordered 24 hours or more in advance.



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



SUPERIOR COURT OF CALIFORNIA
County of Sacramento
720 Ninth Street
Sacramento, CA 95814
(916) 874-5622 — saccourt.ca.gov

CHANGES TO LAW & MOTION

Effective Monday, June 29, 2009, all document filing and payment of fees will be processed at the Gordon D. Schaber Courthouse, 720 9th Street, in Room 102 at the civil customer service counters. Public service will no longer be available at the Law & Motion customer service counters after this date.

What is changing:

- **Documents & Fees**
 - All documents previously filed at the Law & Motion customer service counters, will now be filed in Room 102 of the main courthouse at the civil customer service counters.
 - Any payment for fees previously taken at the Law & Motion customer service counters, will now be taken in Room 102 of the main courthouse at the civil customer service counters.
 - A request for continuance made pursuant to Local Rule 3.00(l), must be filed in Room 102.
 - Items previously placed in the attorney box in Law & Motion, will now be available in the attorney box in Room 102.
- **Ex Parte Documents**
 - Please allow enough time to file your Ex Parte documents in Room 102 before reporting to 800 9th Street for your hearing.
 - A dedicated window will be available in Room 102 for the filing of documents for Ex Parte hearings. This includes any moving or opposing papers, which need to be filed before you check-in for your hearing. *We recommend filing all documents one day prior to your Law & Motion hearing date.*
- **Telephone Number**
 - For general questions on Law & Motion matters, please call 874-5522.

**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:

Terry M. Olson-Skeahan
Bartkiewicz, Kronick & Shanahan
1011 22nd Street
Sacramento, CA 95816

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:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

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

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

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

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:

Terry M. Olson-Skeahan
Bartkiewicz, Kronick & Shanahan
1011 22nd Street
Sacramento, CA 95816

California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

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

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, March 21, 2009
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, October 17, 2009

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 _____

LEGAL SECRETARIES INCORPORATED (LSI) BENEFITS

INSURANCE & FINANCIAL SERVICES INCLUDING AUTO & HOMEOWNERS DISCOUNTED INSURANCE; HEALTH/RETIREMENT/DENTAL PLANS/DISCOUNTED LONG TERM CARE INSURANCE

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.

DISCOUNT THROUGH CEB

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, refer to <http://ceb.com/LSI/>

STEVEN C. DANNENBERG, AFLAC Agent
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Redding, California 96003
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FEDERAL CREDIT UNION**
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Phone: **(800) 894-1200**

PROVIDENT CENTRAL CREDIT UNION
303 Twin Dolphin Drive
Post Office Box 8007
Redwood City, California 94603-0907
Phone: **(800) 632-4699** – (650) 508-0300

ADDITIONAL PROVIDERS

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CDP Card #447698
Phone **(800) 654-3131**
Or your travel Agent

QUESTIONS AND CONCERNS CONTACT

Brooke Atherton, CCLS, LSI® Marketing Committee Coordinator
7448 Skyway, Paradise, California 95969
Work - (530) 877-6332 -- Fax (530) 877-7054
paralegalbam@sbcglobal.net

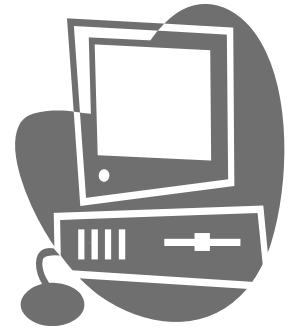
LAW OFFICE PRODUCTS/MANAGEMENT BY JENNIFER ROTZ

You are probably very familiar with Microsoft Outlook. It may be the first program you open every morning and you may even keep it open all day. Perhaps it is your primary method of communication with co-workers, opposing counsel, vendors, and more. You may use it to maintain your calendar, deadline reminders, and other key dates. But did you know it can also be used as an efficient and useful to do list?

Microsoft Outlook contains a handy feature called Tasks. The Tasks feature is an excellent way to keep track of everything you need to do, from the work-related to the personal tasks in your life. Tasks allows to:

- Create an electronic to do list with automatic reminders;
- Click and drag email to your task list to create a task;
- Set recurring tasks;
- Delegate tasks to other members of your team;
- Share your tasks with others;
- Customize your screen view;
- Customize each task to show priority, track progress, and much more!

Next time you open Outlook, be sure to check it out.



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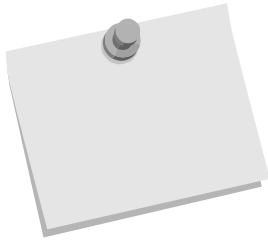
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OF NOTE by Jennifer Rotz**Superior Court of California County of Ventura**

Notice of Change in Business Hours effective July 1, 2009, the clerks' offices will be closing at 4:00 pm with the exception of jury services and collections. Phone hours will be from 8:00 am to 11:30 am, and 1:30 pm - 4:00 pm.

Drop boxes will be provided outside of the clerks' offices at all court locations, and documents placed in the boxes by 5:00 pm will be deemed deposited for filing that same business day.

An exterior walk-up window on the north side of the building near lots A, B, and C at the Government Center will be open until 7:00 pm for handling criminal/traffic and collections matters.

Superior Court of California County of Riverside

Notice of Procedural and Fee Changes effective July 1, 2009, the court will implement the following procedural and fee changes:

- Access to Imaged Civil Documents on the Internet - An amount of \$7.50 will be charged to view or print civil court documents available on the Internet for the first 10 pages, plus \$.07 per page for additional pages, with a cap of \$40 per document. Name searches may be conducted, and the register of actions viewed, from the Internet free of charge.
- Cross-Court Filing Program - The court's cross-court filing program will be eliminated. Documents must be filed at the courthouse where the case is pending. Attorneys may elect to directly fax file documents at the correct court location, and will be charged a fax registration fee of \$100 for fiscal year 2009/10 to fax an unlimited numbers of pages. Self-represented litigants may continue to file documents in any courthouse. Please complete form RI-M01, located on the court's website at <http://riverside.courts.ca.gov/faxlist.htm>, to sign up for the 2009/10 fax filing program. A reference guide is also available at this link to assist in determining where cases are pending. Fax numbers will be provided in June 2009 on the court's website or from the clerk's office.
- Notice of Appeal Filings - All Notices of Appeal must be filed at the Appeals Division in downtown Riverside at the Hall of Justice, located at 4100 Main Street. Alternatively, Notices of Appeal may be directly fax filed to this location at 951-955-8599.
- Civil Jury Fees - Attorneys are encouraged to establish an account from which daily civil jury fees would be subtracted. Alternatively, attorneys will be required to pay the civil jury fees each morning at the clerk's office and show the receipt to the courtroom assistant before daily proceedings begin. Payments will not be accepted in the courtroom. Instructions regarding how to establish an account from which fees are deducted are available at <http://riverside.courts.ca.gov/attytrust.htm>.
- Court Reporter Per Diem Fees for Civil, Probate, and Family Law Trials - Pursuant to Government Code section 68086(a)(1-3), court reporter per diem fees will be \$259 for a half day and \$518 for a full day. Attorneys are encouraged to establish an account from which daily court reporter per diem fees can be subtracted. Alternatively, attorneys will be required to pay the court reporter per diem fees each morning at the clerk's office and show the receipt to the courtroom assistant before daily proceedings begin. Payments will not be accepted in the courtroom. Instructions regarding how to establish an account from

[Continued on Page 40]

OF NOTE CONTINUED

which fees are deducted are available at <http://riverside.courts.ca.gov/attytrust.htm>.

Los Angeles Superior Court Furlough Days

The Los Angeles Superior Court announced on Tuesday, May 19, 2009, they will be implementing a furlough program beginning July 15, 2009, and recurring on every third Wednesday of each month through June, 2010. Los Angeles Superior Court Furlough Days:

Wednesday, July 15, 2009
Wednesday, August 19, 2009
Wednesday, September 16, 2009
Wednesday, October 21, 2009
Wednesday, November 18, 2009
Wednesday, December 16, 2009
Wednesday, January 20, 2010
Wednesday, February 17, 2010
Wednesday, March 17, 2010
Wednesday, April 21, 2010
Wednesday, May 19, 2010
Wednesday, June 16, 2010

We will updated you as new information becomes available.



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

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

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

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

Where do you want e-mail delivered?

Which address should be listed in the membership roster?

If you do NOT want to be listed in the membership roster, check here:

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> No roster listing | |

Please submit to:

Debbie Frias, CCLS
c/o The Crow Law Firm
700 E Street
Sacramento, CA 95814
E-mail: dfrias@crowlaw.com



SLSA EXECUTIVE BOARD 2009-2010



President
Jennifer Rotz
(916) 329-3139
president@slsa.org



Vice President
Terry Olson-Skeahan
(916) 446-4254
tmo@bkslawfirm.com



Secretary
Meghan Linehan
(916) 643-2000
secretary@slsa.org



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Debbie Frias, CCLS
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dfrias@crowlaw.com



Governor
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governor@slsa.org



Parliamentarian
Rhonda Harrigan
(916) 444-6171



Executive Advisor
Cyrene Farrell, CCLS
(916) 551-2595
cfarrell@mgslaw.com

Photo
coming
soon

SLSA COMMITTEE CHAIRS 2009-2010

Advertising:

Audit Co-Chair:

Audit Co-Chair:

Audit Co-Chair:

Benefits:

Budget Co-Chair:

Budget Co-Chair:

Budget Co-Chair:

Bulletin:

CCLS Co-Chair:

CCLS Co-Chair:

CCLS Co-Chair:

Charitable Projects Co-Chair:

Charitable Projects Co-Chair:

Day in Court Co-Chair:

Day in Court Co-Chair:

Employment:

Historian:

Interclub:

Law Office Products/Management:

Legal Procedures:

Legal Secretarial Training Co-Chair:

Legal Secretarial Training Co-Chair:

Marketing:

Membership:

Nominations/Elections Co-Chair:

Nominations/Elections Co-Chair:

Nominations/Elections Co-Chair:

Professional Liaison:

Programs:

Publicity (Press/Public Relations):

Reception:

Reservations:

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