



# The Legal Eagle

## Sacramento Legal Secretaries Association

Book 2014, Issue 6  
June 2014



2014 – 2015 LSI Executive Officers

## LSI Annual Conference

See Special LSI Segment, Pages 6-14.

### June Meeting Information

Don't miss out on our next regular dinner meeting! SLSA's guest speaker will be attorney Gloria Oates, who will be discussing loan defaults. June 19, 2014, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. Meet and Greet at 5:30 p.m. Dinner Meeting at 6:15 p.m.

### In this Issue

LSI Celebrates 80th Annual Conference

Summer Charitable Event

SLSA Hosts August 2014 LSI Quarterly Conference

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## President's Message: "A Great Start"



Submitted by Lynne Koroush, CCLS

What a great start our new term has gotten off to! We have a full slate of officers for our Executive Board, and several of you have stepped forward to help fill committee

chairs or to serve on committees. Thank you SO much! We still have a few key positions that need a chair or co-chairs, but our greatest need at this time is for our Programs and Lunch Lessons Committee. Please contact me to learn more.

Thank you, also, to the 14 SLSA members who attended LSI's 80<sup>th</sup> Annual Conference in Concord, California. It was wonderful to have such great representation by our association! Of the 14 members who attended, three were first-time attendees. Each of the first-time attendees commented on how they "got it" - they understood how what we do on the local level is mirrored at the LSI level and how the two fit together. In other words, they saw the big picture. I love hearing these comments and seeing our members' enthusiasm for our profession grow.

Well-deserved thanks and congratulations to the following for their accomplishments and recognition at LSI's Annual Conference:

Corene Rodder – 1<sup>st</sup> Place, Bulletin Contest

SLSA Executive Board – 1<sup>st</sup> Place, Membership Gain Contest (54% increase in membership for 2013-2014)

Heather Rodriguez, CCLS, and Lynne Koroush, CCLS – New California Certified Legal Secretaries (27 new CCLSes were recognized for the 2013-2014 term!)

Anoli Kothari, SLSA-Sponsored Student – 2<sup>nd</sup> Place Winner of Eula Mae Jett Scholarship in High School Student Category (\$1,500 award)

Dawn R. Forgeur, CCLS – LSI Legal Specialization Sections Coordinator, 2014-2015

Tammy L. Hunt, CCLS – Law Office Administration Section Leader, 2014-2015

Michelle Chavez, CCLS – Assistant Editor, Publications Review Committee, 2014-2015

Astrid B. Watterson, CCLS – LSI Parliamentarian, 2014-2015

Lynne Koroush, CCLS – LSI Treasurer, 2014-2015

Mt. Diablo LPA did a wonderful job of hosting LSI's 80<sup>th</sup> Annual Conference. As you can see by the Incoming and Outgoing Governors' Reports, the reports of our Annual Conference Delegates, and the photos in this bulletin, it was a very special and memorable conference.

Congratulations to Mary Beaudrow, CCLS, Mt. Diablo LPA, LSI's newly-installed President for the 2014-2015 term, and the incoming Executive Committee: Vice President Jennifer Page, CCLS, Marin County LPA; Secretary Heather Edwards, San Gabriel Valley LSA; Treasurer Lynne Koroush, CCLS, Sacramento LSA; Executive Advisor Sandra Jimenez, CCLS, Imperial County LPA; and, Parliamentarian Astrid Watterson, CCLS, Sacramento LSA.

After going dark last month, we're back to our regular meeting schedule for June. Be sure to join us for the June 19, 2014 membership meeting, where our guest speaker will be Gloria Oates from Dutra & Oates, who will be speaking on "Loan Problems: It's Not My (De)Fault!" See the meeting flyer in this bulletin for registration information.

Let's keep the momentum going and have another fabulous year! Tell your coworkers why you love being a member, help us get the word out about SLSA, and be a part of the team!

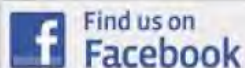
--Lynne





# Sacramento Legal Secretaries Association

Dinner Meeting • June 19, 2014



Gloria Oates

Dutra & Oates

## “Loan Problems: It’s Not My (De)Fault!”

Vendor of the Month:  
Ray Morgan Company



5:30 – 6:15 p.m. Meet & Greet  
6:15 – 8:00 p.m. Dinner Meeting  
**Courtyard Marriott - Midtown Sacramento**  
4422 Y Street, Sacramento  
\$25 SLSA Members / \$30 Non-Members

RSVP by Noon on Friday, June 13. Make checks payable to SLSA, and mail to:  
Paula Lockard, CCLS, Registration/Reception Chair 2013-2014, c/o Sacramento City Attorney’s Office,  
915 “I” Street, 4<sup>th</sup> Floor, Sacramento, CA 95814. You may also register via e-mail at [reservations@slsa.org](mailto:reservations@slsa.org), or  
through our website at [www.slsa.org](http://www.slsa.org) under Upcoming Events.

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

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

### Entrée Selection:

**Chicken Entree** – Chicken breast a la Greek style, rice pilaf, roasted seasonal vegetables, and sauce Greco.

**Vegetarian Option:** Mushroom ravioli, sage cream, tomatoes, sautéed mushrooms and fried leeks

Do you require a  MCLE or  CCLS certificate?

Are you an SLSA member?  YES  NO

If “No,” are you interested in membership?  YES  NO

Are you interested in volunteering with SLSA?  YES  NO



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

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

## HOTEL REGISTRATION INFORMATION

### **Embassy Suites Sacramento – Riverfront Promenade**

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

#### **Accommodations (plus applicable taxes and fees):**

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

#### **PARKING:**

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

#### **RESERVATIONS:**

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



**Hotel Registration Due by July 25, 2014**

# FREE!

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

# *Laissez Les Bons Temps Rouler!*

## Let The Good Times Roll!



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

### CONFERENCE REGISTRATION FORM

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

**Please check if applicable and include title:**

LSI Officer \_\_\_\_\_  
 LSI Chairperson \_\_\_\_\_

**Please check if you are:**

Governor  CCLS  PLS

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

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

**INDIVIDUAL TICKETS:**

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

SPECIAL DIETARY REQUESTS: \_\_\_\_\_

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

**RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:**

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



**NO REFUNDS AFTER AUGUST 1, 2014**

## Delegate's Message – Cyrene Farrell, CCLS



Submitted by Cyrene Farrell, CCLS

### **LSI Annual Conference in Concord, CA.**

Let me begin by thanking you, the members of Sacramento LSA, for

voting me as a Delegate to represent our association at LSI's Annual Conference, hosted by Mt. Diablo LPA. It was an honor and a privilege to once again represent SLSA as a delegate at an annual conference.

The conference took place at the Concord Hilton, which had nice rooms, and quite the entertainment. I arrived Friday afternoon and attended the Criminal Law Legal Specialization Section seminar - Immigration, Consequences of a Criminal Conviction: What Important to Know About Clients and Their Stories, presented by Daniel L. Barton, Esq. and Zachary M. Nightingale, Esq. It was really interesting to learn about how criminal and immigration laws intertwine and affect an immigrant after a conviction and punishment has occurred.

I next attended the Transactional Law LSS seminar: Limited Liability Company vs. Incorporation, presented by Richard A. Frankel, Esq. This was a fascinating couple of hours learning about the difference between the different types of entity a business can choose to be.

Mr. Frankel covered the benefits and downfalls of each entity. He also gave an overall review of the process to file documents with the Secretary of State's office, and the requirements needed to sustain each type of entity and keep it in good standing.

Next up was the Friday Night Welcome Reception/Campaign Party. I was very impressed with the spread Mt. Diablo had for us. Fresh cut ham and turkey; fresh fruit; and a nice display of grilled veggies and antipasto. (YUM!) The theme of the Reception was Country Line Dancing with Patsy Long.

Merced County LPA was campaigning to host the February 2016 Third Quarterly Conference. Their proposed location is at Yosemite National Park. SLSA President Lynne Koroush, CCLS was the lone nominee for the office of LSI Treasurer 2014 -2015. It was fun to watch Merced Co. LPA and Lynne campaign for their respective bids.

Although, I have to admit, it was a little sad to not see more competition. Ten years ago you would have several associations campaigning to host the same conference, and at least three people running for a position as a prestigious LSI Officer. After everyone had a chance to grab some grub, Patsy Long led the crowd in learning how to line dance. It was fun to watch so many attendees and vendors learn the steps to participate in a line dance. My fellow delegate, Corene Rodder, was a fast learner of the steps. Lynne closed out the Reception by leading a majority of the crowd in the Electric Slide. Nicely done! Bright and early Saturday morning, we all gathered for the 80th Annual Conference of Legal Secretaries, Incorporated. Sandra T. Jimenez, CCLS, LSI President, led us through the Opening Ceremonies. The Boy Scout Troop 200, of Lafayette, presented the Colors, while Lorraine Bettencourt, PLS, CCLS, LSI Past President (2006-2008), led us in the Pledge of Allegiance. Patricia A. Parson, LSI Past President (1988-1990) read the Code of Ethics. Pat also explained why LSI's Code of Ethics is dedicated to Joan M. Moore, PLS, CCLS. Ms. Moore was the LSI President from 1980 to 1982.

LSI Past President Christa Davis (2008-2010) gave the Inspirational Message. Christa recited for us ten inspirational quotes as written by Zig Ziglar. Yvonne Waldron-Robinson, CCLS, LSI Past President (2000-2002) gave the Memorial Address and Maria Bishop, CCLS, gave the Introduction of Welcome Speaker: Mayor of Concord, Timothy Green, welcomed us to the LSI Conference. In place of Cristina Moreno (who had just given birth to her first child), her mother, Mary Lou Floyd, CCLS, introduced the Keynote Speaker.

The Honorable Barry P. Goode, Presiding Judge, Contra Costa County Superior Court, served as the Keynote Speaker. Judge Goode was appointed to the bench just following the recall of Governor Gray Davis on November 11, 2003. Judge Goode explained to us that in the past years, \$700 Million has been cut from the state's budget for the courts, which is the primary reason for the cutbacks in court staff and branch court closures in Contra Costa County and throughout the state. Under the new budget, Governor Jerry Brown has put \$160 Million back in to the court system. However, only \$129.6 Million of this is going back into the trial court budget. So in reality, the result is that not much of that \$129.6 Million is going to the individual courts. The good news is that there are no further cuts to the state's

## Delegate's Message – Cyrene Farrell, CCLS (Continued)

budget for the courts this year. Following Judge Goode, President Sandra gave her Response. She then introduced the LSI Past Presidents and Special Guests, which were: LSI Past Presidents, Patricia A. Parson, Linda Duarte, Patricia E. Miller, PLS, CCLS, Yvonne Waldron-Robinson, CCLS, Kay J. Thornburg, Mary S. Rocca, CCLS, Lorraine Bettencourt, PLS, CCLS, and Christa Davis, as well Mr. Hospitality - Don Lee, as an Honorary Member. (Don usually provides a hospitality suite at the conferences where members can relax, mingle, enjoy refreshments, and get to know one another.) She then introduced LSI Administrator Catherine Culver, CCLS, as the Timekeeper for this Annual Conference. President Sandra also introduced Dottie Malone and former SLSA member and Governor Melanie Herman, CCLS, as the Pages. We then had our First Report of the Registrar, Barbara Barregar. At 10:12 a.m., we had 83 Delegates registered, 75 present, and 8 absent. We had a quorum present. Astrid B. Watterson, CCLS, LSI Parliamentarian, then moved for the Adoption of 2014 Annual Conference Standing Rules and 2014 Annual Conference Election Rules. Both motions passed without discussion. The motion of Maria Bishop, CCLS, 2014 Annual Conference Co-Chair, for Adoption for the 2014 Official Program was passed as amended by Maria for corrections. President Sandra then introduced the Committee who approved the 2014 Annual Conference Minutes and the Committee to approve the 2014 Annual Conference Minutes. LSI Executive Secretary Jennifer L. Page, CCLS, read the correspondence. There was only one piece of correspondence. The Los Angeles County Forum made a \$500 donation to the Eula Mae Jett Scholarship Fund.

We then had our Second Report of the Registrar. At 10:22 a.m., we had 83 Delegates registered, 75 present, and 8 absent. We had a quorum present.

We then heard the report of the Nominations and Elections Chair, Linda Duarte, LSI Nominations and Elections Chair. The following were elected to LSI office for the 2014-2015:

Mary J. Beaudrow, CCLS, President

Jennifer L. Page, CCLS, Vice President

Heather Edwards, Executive Secretary

Lynne Koroush, CCLS, Treasurer

My heart felt congratulations go out to all of these ladies, especially to SLSA's President, Lynne Koroush, CCLS. She has risen to the challenge and accepted the commitment to serve as Treasurer. This is the first time we've had an SLSA member on the LSI board since Debbie Frias, CCLS, was elected Treasurer in 2004. Congratulations Lynne, and the rest of the LSI's Board.

We then heard the reports of the elected officers. President Sandra challenged each of the associations to continue to Rise to the Challenge, which was her theme for her presidency.

Vice President/Membership Chair Mary J. Beaudrow, CCLS, then reported that in March, she learned that the USPTO had no objection to LSI's proposed new logo. As such, LSI will start to incorporate its new logo. Mary also reported the results for the membership gain contest for 2013-2014:

Group A (10-15 members): Napa County with a 17% gain; Group B (16-30 members): El Dorado County with a 113% gain; Group C (31-45 members): Imperial County LPA with an 80% gain; Group D (46-65 members): Mt. Diablo LPA with a 25% gain; Group E (66-150 members): San Francisco LPA with an 84% gain; and Group F (150+ members): Sacramento LSA with a 54% gain. Congratulations to SLSA!!!

LSI Treasurer, Heather Edwards, then reported that LSI finished its fiscal year in the black this year. Congrats LSI! The motion of the Treasurer to approve her actions in paying the routine bills during the Fourth Quarter be ratified was passed.

We then heard the reports of the Executive Advisor and Parliamentarian. The Editor-in-Chief, Maria Bishop, CCLS, reported that LSI recently renegotiated with The Rutter Group. Rather than twenty percent, LSI will now receive a twenty-five percent royalty on The Legal Professionals Handbook. Editor of The Legal Secretary, Michelle Tice, CCLS then announced the winners of the bulletin contest: Group A: No entries; Group B: 2nd place: Placer County; 1st place: Canejo Valley; Group C: 3rd place: San Gabriel Valley; 2nd place: Stanislaus Co. LPA; 1st place: Beverly Hills - Century City; Group D: 1st place: Los Angeles County LSA; Group E: 3rd place: San Francisco LPA; 2nd place: Mt. Diablo LSA;

## Delegate's Message – Cyrene Farrell, CCLS (Continued)

1st place: Orange Co. LSA; and Group F: 2nd place: San Diego LSA; 1st place: Sacramento LSA.

Congratulations to SLSA's Bulletin Editor, Corene Rodder!!! Well done!

Michelle also gave a shout-out to Debbie Frias, CCLS, for her assistance in proofreading *The Legal Secretary* this past year.

The reports of the Educational Program Coordinator and the Historian then followed.

Esperanza Larios, LSI Historian, reported the following winners in LSI's history and scrapbook competitions:

### History Books:

Group A: No entries; Group B: No entries; Group C: 2nd place: Merced County; 1st place: Stanislaus Co. LPA; Group D: No entries; Group E: 1st place: Orange Co. LSA; and Group F: 1st place: San Diego LSA. Scrap Books: 4th place: Conejo Valley LPA; 3rd place: San Francisco LPA; 2nd place: Santa Clara Co. LPA; and 1st place: San Gabriel Valley LPA. The Legal Specialize Sections Coordinator, Cheryl L. Kent, PLS, CCLS, reported that LSI hopes to do six webinars this year; one by each section leader. She also reported that her post office box would be closing in June. So, if you have anything to send to the LSS Section Leader, please make sure it goes to the 2014-2015 calendar.

After lunch, we had our First Report of Session Two by the Registrar. At 2:01 p.m., we had 83 Delegates registered, 69 present, and 14 absent. We had a quorum present. It was then announced that Marin County LPA and San Francisco LPA had won the bid to host the 2016 Annual Conference. Conference will be held May 19 - 22, 2016, at the Embassy Suites Hotel in San Rafael. Projected Scrip is \$130.

Maria Bishop, CCLS, reported that Mt. Diablo LPA had 174 registered for this Annual Conference, with 27 vendors. Michelle Tice, CCLS, reported that the 2015 Annual Conference would be held at the Bahia in San Diego. Terrie Quinton, CCLS, reported that there is a new marketing packet for the CCLS exam, and that there are 27 new CCLSes this year. Shaylene Cortez, CCLS, reported that LSI made a profit of \$14,110 from its online courses this past year.

Michelle Rodgers, CCLS, reported that 51 people sat for the CCLS exam, but as reported earlier, only 27 passed. Exam fee waivers were randomly drawn and presented to San Gabriel Valley LSA and San Diego LSA.

The meeting adjourned at 3:00. I then attended the Law Office Administration LSS: Employment Law Updates 2014, with Jeanine DeBacker, Esq. as speaker. Ms. DeBacker was a very entertaining and informative speaker.

Next up was the Banquet, where Joe Canciamilla, Esq. served as the Master of Ceremonies. It was great visiting with new and old friends while listening to beautiful jazz music.

The new CCLSs were honored and Mary Beaudrow, CCLS, presented the Chapter Achievement Awards: Group A: No entries; Group B: Canejo Valley LPA; Group C: Stanislaus Co. LPA; Group D: Los Angeles LSA; Group E: Santa Clara LSA; and Group F: San Diego LSA.

Sunday morning brunch brought us to the First Report of Session Three by the Registrar. At 9:38 a.m., we had 83 Delegates registered, 71 present, and 12 absent. We had a quorum present. Sandra Jimenez, CCLS, ended her journey as LSI President, as Mary J. Beaudrow, CCLS, started hers. Mary announced that Astrid Watterson, CCLS, will remain as LSI Parliamentarian; Dawn Forgeur, CCLS, will be the LSS Coordinator; Tammy Hunt, CCLS, will be the Law Office Administration Section Leader; and Michelle Chavez will serve as an assistant editor on the PRC. Congratulations to all SLSA members who will be serving LSI this year.



Liz Gideon, CCLS, Paula  
Lockard, CCLS, and  
Cyrene Farrell, CCLS





Submitted by Anne French

### **LSI Annual Conference in Concord, CA.**

This year's annual conference was held at the Hilton in Concord, May 15 through the May 18. This was my fourth year attending conference as a delegate for SLSA. At this year's conference, I had a different perspective on my connection with SLSA.

Just a little more than a month prior to conference, I was laid off from my firm that I had been at for almost 8 years. Lay offs in the past five years in the legal field have been more common due to the tough economy. It was an unexpected change that ended up surprising me in many ways. Now, don't get me wrong, I would never wish the experience of being laid off from a job on anyone, but sometimes life has a way of showing you things you didn't see before. I have been fortunate enough to have a strong support system of some of the smartest and most resilient women I know, who are members of SLSA and whom I probably would never have met otherwise. They were there to help find out information on firms and attorneys when I was inquiring about certain job prospects. We all know how important reputation is in the legal field and that information helped in making my decision on my new firm. However, the biggest surprise was a voicemail message that I received at 8:00 a.m. the very next morning after I was let go from my firm. Debbie Jordan from Sacramento Placement Services, also a member of SLSA, had left me a message stating that she had heard that I was let go from my firm and that she wanted to help me find a new job. Mind you, I was still in shock from what had happened, but I can't even begin to tell you how wonderful it is to hear that someone wants to help you during such a difficult time. When I called Debbie, she asked me if I knew who she was from SLSA. To be honest, I only recognized her name. Then, Debbie said the most fantastic thing to me, "Well, I know who you are." I went to my first interview the very next day.

During conference, I began to notice that as awards were given out to various associations for their hard work and

achievements, and those who had volunteered the past two years as chairs for different positions for LSI were stepping down or continuing on, every single one of them thanked the women of their associations not only for their support, but for asking them to take on these endeavors. This was even more apparent at the CCLS luncheon for all the women who had passed the most recent CCLS exam. For those of you who have not had the pleasure of experiencing such a grueling test of not only your mind but of your will, I will tell you, these women have earned this designation. Each and every woman thanked not only their families, but the women who took the time to study with them and encouraged them through the rigorous amount of self-doubt some experienced when life, as it usually does, got in the way.

Working in the legal field is not a walk in the park. It takes a certain individual to succeed and do well in this field. Knowledge and resources are a huge part of that success. SLSA has always had a strong goal of continuing education and keeping the members apprised of the ever-changing rules in the legal field so their members can better succeed in their careers. So perhaps the next time you are attending an SLSA event, you'll introduce yourself to the stranger sitting next to you or volunteer to take on a role of some kind in the association. You never know what connections you may make with someone, or maybe even be the catalyst for someone else to succeed.



Anne French, Lynne Koroush, CCLS,  
Paula Lockard, CCLS, and Liz Gideon, CCLS

## Delegate's Message – Corene Rodder



Submitted by Corene Rodder

### LSI Annual Conference in Concord, CA

This year's annual conference was held at the Hilton Hotel in Concord, CA. Friday morning started with workshops. I attended the Building Your Own Website workshop. The website workshop evolved into a roundtable because the Moderator, Cathleen McGrath Siler, could not be at conference. We had a great exchange of ideas and shared our experiences with webmasters, formatting and websites in general. After visiting the many and varied vendors attending the conference, my next class was the Legal Specialization Section workshop – Civil Litigation. The topic was Racing Against Time – Discovery and Motion Calendar Procedures for Superior Court Cases. The speaker, Brenda Thomas Wilson, J.D. was very informative and had the class laughing at some of the differences in the way the code could be interpreted and challenges when it comes to docketing. Friday night's dinner was a country western theme. I had a lot of fun dressing up and line dancing to the expert instruction of Patsy Long. Merced County LPA had a table campaigning to hold the 2016 conference in Yosemite, and our very own President of SLSA, Lynne Koroush, CCLS, was campaigning for LSI Treasurer.

Saturday morning began with the opening ceremonies of what would be an all-day meeting, hearing and voting on the business of LSI. The elected delegates represented their associations, voting on each item of LSI business. At the lunch break, I had the privilege of attending the CCLS Luncheon. Each new CCLS was given a wrist corsage and acknowledged for their achievement. Some of the new CCLSes gave their testimony about their journey to become a CCLS. It was very inspiring! Saturday afternoon's meeting was called to order and we received the Annual Reports of the LSI Committee Chairs. We also found out the winners of the bulletin, scrapbook and history book competitions. SLSA's only competition was with San Diego LPA because we

are currently the only two organizations over 150 members. This year Sacramento won the bulletin contest! We also won first place over San Diego with a 54% increase in membership! Saturday evening's banquet was an elegant affair with smooth jazz playing in the background. Many elected to dress up formally. There was a lot of glitz and glamor. The Chapter Achievement Awards were announced and the new CCLS's were honored. I was proud to see the two new CCLSes from Sacramento LSA - Lynne Koroush, CCLS, and Heather M. Rodriguez, CCLS.

Sunday was the brunch and installation of officers. Our very own Lynne Koroush, CCLS, was inducted as LSI Treasurer! I was so pleased to see that Lynne's daughter Rachel was able to be at the ceremony. We are all very proud of her. President Mary Beaudrow, CCLS, announced her committee chairs for the 2014-2015 year. I was so pleased to see many of our Sacramento people stand up in support of LSI. It ended with a song that has been sung by the members for 80 years, *Til We Meet Again*.

I very much enjoyed what I hope to be the first of many conferences. I enjoyed meeting and exchanging ideas with other association members and getting to know our very own SLSA members. I encourage everyone to attend.



Corene Rodder

## LSI Annual Conference 2014 – Concord, CA



Dawn Forgeur, CCLS, Jennifer L. Page, CCLS, and Heather Edwards



Pat Banks, CCLS, Sue Sampley, CCLS, Lynne Koroush, CCLS, and Cyndee Saucedo, CCLS, at the Hawaiian-themed Presidents' Luncheon



2014 New California Certified Legal Secretaries



Crystal Rivera and Lynne Koroush, CCLS, at the LSI Treasurer's Campaign Table



Mary Beaudrow, CCLS, Melanie Herman, CCLS, and Maria Bishop, CCLS



Liz Gideon, CCLS, Michelle Chavez, CCLS, and Elizabeth Madden, CCLS

## LSI Annual Conference 2014 – Concord, CA



SLSA Delegates Cyrene Farrell, CCLS, Anne French, and Corene Rodder



LSI Past Presidents Yvonne Waldron-Robinson, CCLS, and Christa Davis think Yosemite would be a great location for an LSI conference!



Sandra Jimenez, CCLS, Astrid Watterson, CCLS, Yvonne Waldron-Robinson, CCLS, Linda Duarte, and Mary Lou Floyd, CCLS



Sandra T. Jimenez, CCLS, Tammy Hunt, CCLS, Astrid Watterson, CCLS, and Dawn Forgeur, CCLS

## LSI Annual Conference 2014



Corene Rodder, Astrid Watterson, CCLS, Melanie Herman, CCLS, and Crystal Rivera



New CCLSeS honored at Banquet



Dawn Forgeur, CCLS, Linda Moore, CCLS, Lynne Koroush, CCLS, and Tammy Hunt, CCLS



Heather Rodriguez, CCLS, Anne French, and Crystal Rivera

## LSI Annual Conference 2014 – Concord, CA



LSI 2014-2015 Elected Officers, Appointed Officers, and Committee Chairs



LSI Past Presidents join hands and voices in the closing song, "Til We Meet Again"



Lynne Koroush, CCLS, Heather Edwards, and Jennifer Page, CCLS



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Submitted by Crystal Rivera

There sure were a lot of smiles and congrats at LSI's Annual Conference.

**Congratulations to our President Lynne Koroush, CCLS**, for being elected as the new LSI Treasurer!

**Congratulations to the following ladies on their LSI appointments:**

Dawn Forgeur, CCLS -- Legal Specialization Sections Coordinator;

Tammy Hunt, CCLS -- Law Office Administration Section Leader;

Michelle Chavez, CCLS -- Assistant Editor of the Publications Review Committee;

Astrid Watterson, CCLS -- LSI Parliamentarian.

**Congratulations to SLSA** -- we received First Place in the LSI Membership Gain Contest as the association who added the most new members between May 2013 and April 2014! We had a 54-percent increase!



**Congratulations to our Bulletin Editor Corene Rodder** for winning First Place in the Bulletin Contest. She received a nearly perfect score from the judges for the issues entered into the competition. Some quotes from the judges: "The best bulletin of all the bulletins"; "Format, color use, ads and interesting topics – A+++"; "Nicely put together, coherent & consistent"; "Nice content on the conferences; history article also nice."

**Congratulations to Anoli Kothari**, SLSA-sponsored student, for winning Second Place in the Eula Mae Jett Scholarship Contest in the High School Student category. She will receive a total award of \$1,500 upon completion of her first year of college. Anoli is a graduating high school senior from Oakmont High in Roseville, who carries a 4.6 GPA and is ranked number 5 out of a class of 420. She will be attending U.C. Berkeley in the fall, where she plans to study business and law.



## Get Well Wishes

Get well wishes to Diana E. Estabrook, PLS, LSI Past President 1984-1986, Governor of Sonoma County LSA, who suffered a broken leg and dislocated shoulder just prior to LSI's Annual Conference. Cards and messages of encouragement may be sent to: Diana E. Estabrook, PLS, P.O. Box 2323, Santa Rosa, CA 95405-0323.



## On the Move

Anne French has moved to Lewis Brisbois Bisgaard & Smith LLP. Her new e-mail address is [anne.french@lewisbrisbois.com](mailto:anne.french@lewisbrisbois.com).

Elizabeth Madden, CCLS, SLSA's Treasurer 2014-2015, has moved to Dutra & Oates. Her e-mail address is [elizccls@gmail.com](mailto:elizccls@gmail.com).



## Important – Membership Renewal Deadline

Membership renewals for the coming term were due May 1, 2014. There is a \$5 late fee for renewals submitted after June 1, 2014. So, if you have not yet submitted your renewal form, please be sure to add \$5 to your membership dues check. Included in this newsletter is the 2014-2015 Membership Renewal Form, which can also be found on our website: [www.slsa.org](http://www.slsa.org).

Dues for active members are \$40. Dues for Associate and Student Members are \$25.

Please make checks payable to "SLSA," and mail it with your renewal form to:

Elizabeth Madden, CCLS, Treasurer  
 Sacramento Legal Secretaries Association  
 5916 Camray Circle  
 Carmichael, CA 95608

## Birthdays

<b>Happy Birthday to all of SLSA's June babies!!</b>			
Sandra Andrade	June 3	Pamela Spring	June 25
Dana Reeder	June 17	Yedda Yer Cha	June 27
Julia Diles	June 19	Sherrell Hill	June 27
Yolanda De La Cruz	June 22	Crystal Rivera	June 27
Maimie Chyinski	June 23	Jamie Gifford	June 29
		Debbie Frias, CCLS	June 30



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

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

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

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

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

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

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

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SPONSOR (IF ANY) \_\_\_\_\_ APPLICATION APPROVED \_\_\_\_\_

**SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)**

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

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

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

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

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

SLSA MEMBERSHIP APPLICATION (continued)

Name: \_\_\_\_\_ Birthday (MO/DAY) \_\_\_\_\_

Talents, Interests, Hobbies: \_\_\_\_\_

**YOUR SPECIALTY:**

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

**EDUCATION:**

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

**TYPE OF OFFICE:**

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

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

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

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

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

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

**E-MAIL PREFERENCE?**             BUSINESS     RESIDENCE

**REGULAR MAIL PREFERENCE?**     BUSINESS     RESIDENCE

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

How did you hear about SLSA? \_\_\_\_\_

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

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



**Sacramento Legal Secretaries Association  
Membership Renewal Invoice**

**Membership Period: May 1, 2014 – April 30, 2015  
Due Date: May 1, 2014**

Make check payable to:  
Sacramento Legal Secretaries Association

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

Return the completed invoice and full payment to:

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

**MEMBER INFORMATION (PLEASE PRINT LEGIBLY):**

NAME: \_\_\_\_\_

ARE YOU A CCLS? \_\_\_\_\_

BIRTHDAY: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

BUSINESS FAX: \_\_\_\_\_

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

RESIDENCE ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

RESIDENCE PHONE: \_\_\_\_\_

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

**YOUR SPECIALTY:**

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

**MAILING/LISTING INFORMATION:**

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

Where do you want e-mail delivered?  Business  Residence

**INVOLVEMENT:**

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

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

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

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



## SLSA'S SPRING CHARITABLE PROJECT

**Donation deadline extended to July 17**

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

Some of the items we are looking for:

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



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



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

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

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

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



## June 2014

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

June 13 – Deadline to RSVP for June 19 Dinner Meeting.

June 15 – Happy Father’s Day!

June 19 – SLSA Monthly Membership Meeting, 5:30 PM Meet & Greet, 6:15 PM Dinner Meeting. Courtyard Marriott, 4422 Y Street, Sacramento.

June 23 - Deadline to submit bulletin articles to the Editor for the July issue of *The Legal Eagle*.

## July 2014

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

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

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

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

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

## Of Note

### Sacramento County Law Library

Did you know that the Sacramento County Law Library offers the following service?

#### **Document Delivery**

The Law Library can provide copies of documents on request. Requestors must provide an exact citation; Law Library staff cannot conduct research.

To obtain copies by email, contact the Reference Desk at [reference@saclaw.org](mailto:reference@saclaw.org) or call 916-874-6012 with a complete citation, and a Librarian will email you the document within 24 hours. Limit 5 documents per day, per requestor. This service is free, if the requested document is available to us electronically.

For a nominal fee, Law Library staff will scan or photocopy sections of print materials and fax, mail, or email the copies to you. All requests must be paid for in advance. The Law Library can fax an invoice to the requestor, or credit card information can be taken over the phone.

Document delivery charges are:

Fax: \$5 minimum for 1-5 pages

\$1 local / \$1.25 long distance per page over 5 pages

US Mail: \$2 minimum for 1-8 pages; \$.25 per page over 8 pages

Scanned photocopies to email: \$2 minimum for 1-8 pages; \$.25 per page over 8 pages

Other overnight or second day delivery charges are additional. Requestor must provide a FedEx or UPS account number to have materials sent by these services.



Submitted by Liz Gideon, CCLS

**Please state whether the following Code Title Abbreviation is California Style Manual or Bluebook:**

- |  |   |
|--|---|
| <p>1. Bus. &amp; Prof. Code</p> <p style="padding-left: 20px;">a. California Style Manual</p> <p style="padding-left: 20px;">b. Bluebook</p> | <p>6. Gov't. Code</p> <p style="padding-left: 20px;">a. California Style Manual</p> <p style="padding-left: 20px;">b. Bluebook</p>              |
| <p>2. Civ. Proc. Code</p> <p style="padding-left: 20px;">a. California Style Manual</p> <p style="padding-left: 20px;">b. Bluebook</p>       | <p>7. Health &amp; Safety Code</p> <p style="padding-left: 20px;">a. California Style Manual</p> <p style="padding-left: 20px;">b. Bluebook</p> |
| <p>3. Educ. Code</p> <p style="padding-left: 20px;">a. California Style Manual</p> <p style="padding-left: 20px;">b. Bluebook</p>            | <p>8. Pub. Cont. Code</p> <p style="padding-left: 20px;">a. California Style Manual</p> <p style="padding-left: 20px;">b. Bluebook</p>          |
| <p>4. Fish &amp; G. Code</p> <p style="padding-left: 20px;">a. California Style Manual</p> <p style="padding-left: 20px;">b. Bluebook</p>    | <p>9. Sts. &amp; Hy. Code</p> <p style="padding-left: 20px;">a. California Style Manual</p> <p style="padding-left: 20px;">b. Bluebook</p>      |
| <p>5. Food &amp; Agr. Code</p> <p style="padding-left: 20px;">a. California Style Manual</p> <p style="padding-left: 20px;">b. Bluebook</p>  | <p>10. Water Code</p> <p style="padding-left: 20px;">a. California Style Manual</p> <p style="padding-left: 20px;">b. Bluebook</p>              |

### **Definitions:**

- |  |  |
|--|--|
| <p>1. Assumpsit = he undertook</p> <p>2. Caveat emptor = buyer beware</p> <p>3. Corpus juris = body of law</p> <p>4. De novo = anew; afresh</p> <p>5. Flgrante delicto = in the very act of committing a crime</p> | <p>6. Intra = within; inside</p> <p>7. Nunc pro tunc = now for then</p> <p>8. Per curiam = by the court</p> <p>9. Per se = of itself; taken alone</p> <p>10. Quo warranto = by what right or authority</p> |
|--|--|



LEGAL SECRETARIES, INCORPORATED



### CCLS ON-LINE STUDY GROUP

August 12, 2014 – October 14, 2014

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

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

### CLASSES BEGIN TUESDAY, AUGUST 12, 2014

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

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

### NEXT CCLS EXAM SATURDAY, OCTOBER 18, 2014

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

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

### CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: \_\_\_\_\_ Association: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone (during class time): \_\_\_\_\_

Email (during class time): \_\_\_\_\_

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

Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

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

**STRIVE FOR SUCCESS – BE A CCLS!**





### **Important: Parking at the Courtyard Marriott**

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

1. Pull a ticket from the automated dispenser upon entering the Courtyard Marriott parking lot.
2. BRING THE TICKET WITH YOU TO THE MEETING.
3. Write your name on your ticket and give it to the person at SLSA's registration table.
4. Retrieve your validated ticket from SLSA's Registration Chairperson before leaving the meeting.



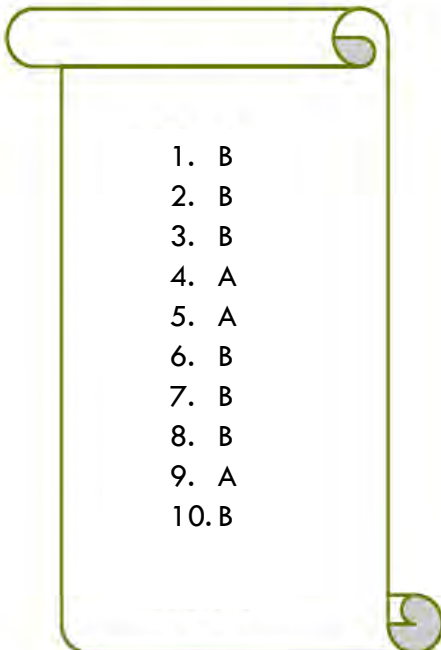
### **Court Reporters & Conference Rooms In Walnut Creek**

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- Free Parking

**(925) 932-5200**

Professional Reporting Services  
1600 South Main Street, Suite 125  
Walnut Creek, CA 94596  
Prs@PrsDepo.com | www.ProRepSvs.com

### **Answers to the CCLS Quiz**

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

**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 [vicepresident@slsa.org](mailto:vicepresident@slsa.org).



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

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

**CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):**

NAME: \_\_\_\_\_

FORMER NAME: \_\_\_\_\_

NEW EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE & ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

BUSINESS E-MAIL: \_\_\_\_\_

NEW HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE & ZIP: \_\_\_\_\_

HOME E-MAIL: \_\_\_\_\_

**CHANGE IN SPECIALTY:**

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

**CHANGES TO MAILING/LISTING INFORMATION:**

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

Please submit to:

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

## Legal Procedures



Submitted by Debbie Frias, CCLS

This month, I have included an update on the USDC Central District of California's new process for e-filing new civil cases online (see below), as well as a flyer from Placer County Superior Court regarding its Remote Telephonic Appearance System to include an orientation for Lake Tahoe, as well as a change in the date for the Roseville orientation.

### USDC-Central District of California: E-filing New Civil Cases Online

If you are a registered CM/ECF user, the next time you file a Complaint or Notice of Removal in the Central District of California, the Court encourages you to file it electronically. The recently expanded Attorney Case-Opening Pilot Project allows participants to e-file most new civil cases online as long as the case is initiated with a Complaint or a Notice of Removal and the filing party intends to pay the filing fee online by credit card at the time of filing or no filing fee is required (i.e., case filed by the U.S. Government or exempted by statute). See General Order 14-01 (<http://www.cacd.uscourts.gov/sites/default/files/general-orders/GO%2014-01.pdf>).

When you e-file a Complaint or Notice of Removal, you can do so 24 hours a day, 7 days a week and pay the filing fee online via Pay.gov. The Court has seen a 440% increase in e-filing this year.

Attorneys may also file Amended Complaints, Counterclaims, Cross-Claims, and other claim-initiating documents electronically in any civil case. The only documents that may not be filed electronically are: (1) any document automatically sealed by statute or operation of law; (2) any document accompanied by an application to seal the document or the entire case; and (3) any document exempted from electronic filing by order or rule other than Local Rule 3-2.

To get started, view the Notice From the Clerk: (<http://www.cacd.uscourts.gov/news/attorney-case-opening-pilot-project-0>).

To learn more, visit <http://www.cacd.uscourts.gov/e-filing/civil-case-opening>.



Submitted by Liz Gideon, CCLS

Hello my fellow SLSA members. As many of you know, I previously served as bulletin editor for the years 2010-2013 after which I took a year off. Well, I'm back and honored to serve as this year's SLSA Historian. So, when you see me snapping pictures at an SLSA meeting or event, you can bet it's for a noteworthy cause. Smile! However, if the tables are turned, and you are behind the lens, I would love it if you would share your photos with me so that together we can capture this year awesomely. Please send any photos along with a detailed description (i.e. who, what, where, when) of the photo to me, Liz Gideon at [lgideon@weintraub.com](mailto:lgideon@weintraub.com). Here's to a great year! Snap you soon!

## Historian's Report



COURT ADMINISTRATION

10820 JUSTICE CENTER DRIVE

ROSEVILLE, CALIFORNIA 95678

(916) 408-6186

FAX (916) 408-6188

*Superior Court  
of the State of California  
In and For The County of Placer  
Roseville, California*

You are invited to Placer Superior Court's  
**Remote Telephonic Appearance System Orientation**

**June 18, 2014; 2:00-2:30 P.M.**

**Tahoe City Courthouse  
2501 North Lake Blvd  
Tahoe City, CA 91645**

**June 26, 2014; 4:00-4:30 P.M.**

**Santucci Justice Center,  
Jury Assembly Room  
10820 Justice Center Drive  
Roseville, CA 95678**

You are invited to Placer Superior Court's Remote Telephonic Appearance System Orientation. The court will provide attendees with an overview of the new court-run system including new process and procedures for requesting telephonic appearances.

**On July 1, 2014, the court will transition from CourtCall to a court-run remote telephonic appearance system. Please take note of the following changes:**

- Whereas in the past, request for telephonic appearances were made through CourtCall by calling a toll-free number, requests for the remote telephonic appearances will now be made online through the remote telephonic appearance system website found at <http://www.placer.courts.ca.gov>
- Parties who wish to appear telephonically will be required to pay by e-checking or credit card on the court's telephonic system website. The court will not accept cash or checks.
- Pursuant to California Rules of Court, rule 3.670, a \$86 fee will be imposed per case appearance. A \$30 late fee will be imposed if the request is not made at least two days before the scheduled appearance. Finally, a \$5 fee will be imposed on any canceled appearances.

**Is this event free? What if I cannot make it to the orientation?**

This workshop is free of charge. If you cannot attend the orientation, but you have questions or concerns please contact Danny Lee via phone or e-mail: Phone: (916) 408-6147 E-mail: [dlee@placer.courts.ca.gov](mailto:dlee@placer.courts.ca.gov)



Submitted by Lynne Koroush, CCLS

## Ten Smart Best Practices for the New (and Seasoned) Administrative Professional By Anne Lupkoski\*

Right out of the gate, the smart, new administrative professional recognizes the implicit choice to either follow the crowd or to be a pacesetter. Here are ten ways new administrative professionals can strengthen and capitalize on their abilities, get noticed, and stay competitive in this ever-evolving field.

**Be very careful about the professional brand that you are developing.** You're judged daily not only by the quality of your work, but also by what you say, how you act, and how you dress for the professional office environment. Be professional, even in the little things, including the state of your desk, avoiding office politics, and keeping up a positive attitude around the office. Professionals admit their errors with grace and learn from mistakes. Also, learn early on to keep your work and your playtime separate and to keep your personal life to yourself.

**Know your stuff. Get really good at what you do.** Get in the habit of doing more than expected, and find ways to expand beyond the bullet points of your job description. Deepen and broaden your existing skills, and continue to build your strengths inventory. You can do this by maximizing the full power of your current software programs by learning something new every day. Go beyond that by developing a specialty skill.

**Be a lifelong learner. Embrace continuing education and professional development.** To stay current, you must constantly upgrade your skills. You can demonstrate your passion to learn by earning a professional certification, such as the California Certified Legal Secretary (CCLS®) or IAAP's Certified Administrative Professional® designation. Explore what options may be available through your employer. If your company is unable to pay for training, don't let that stop you. Take advantage of educational webinars such as those offered by Sacramento Legal Secretaries Association (SLSA), Legal Secretaries, Inc. (LSI), or advertised on LinkedIn Events or the ones offered by the AMA. Explore your library resources, arrange for lunch-and-learn presentations, and initiate peer visit opportunities to learn from other administrative professionals.

**Read. And keep reading.** Keep abreast of current trends in the industry by sourcing books, articles, websites, e-newsletters, blogs, and other social media. Ask your colleagues for their reading recommendations. Your newfound knowledge will not only help you in your work but will also provide interesting conversation topics as you network with others.

**Join a professional association early in your career.** Professional membership organizations such as LSI, SLSA, IAAP® and Toastmasters® are excellent ways to grow your network, learn new skills, strengthen your leadership capacity, and build your confidence. It also signals that you are taking your professional development seriously.

**Get connected. Build and nurture your professional network.** Take the initiative to reach out to other admins doing similar work. Attend networking events and don't be shy about introducing yourself. Find ways to regularly interact with your network of colleagues (e.g., share articles and website links, plan a lunch or an activity, seek advice). Join LinkedIn, as it's a great way to augment your networking activities.

**Discover the power of a mentor relationship.** MENTORnetwork founder Jeremy O'Krafka (Toronto) promotes the benefits of building multiple mentor relationships. He recommends charting a mentorship roadmap by determining what attributes you want in your mentors, brainstorming about how and where you can connect with them, and developing guidelines for effective mentor interaction.

**Learn more about human behavior in a team environment.** Being able to accurately recognize, interpret, and act upon the different and sometimes difficult personality traits of your own and others in a positive, non-threatening way will be critical to your success in being able to understand and effectively work with others throughout your career.

**Document your progress.** Build and maintain a professional skills portfolio. You can do this by keeping track of your key accomplishments, skills, workshops attended, courses taken, presentations given, and any letters of commendation/appreciation. It's not only a chronicle of your journey, but it's helpful at performance appraisal time and in updating your resume and LinkedIn profile.

# Law Office Products and Management (Continued)

**Be intentional about learning, growing, networking, getting visible.** Think “career” rather than “job” and never close the door on a learning opportunity. If you map out a career plan and maintain a sense of urgency about ongoing learning, with a focus on achieving your potential, you’ll succeed. The journey *and* the destination are equally important.

*\*(Reprinted with permission and edited for the legal professional. This article originally appeared in the March/April 2012 issue of OfficePro magazine. Anne Lupkoski, CAP-OM, CCP lives in Hamilton, Ontario, Canada. As a long-time executive assistant for Hamilton Community Foundation and a lifelong learner, she wholeheartedly believes in capitalizing on professional growth opportunities.)*

## Benefits

Submitted by Lynne Koroush, CCLS

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

- Continuing Education - SLSA offers quality educational programs presented by experienced attorneys and other legal professionals at a discount to members. We'll help you meet your CCLS and MCLE requirements without breaking your budget.
- Networking - Through educational meetings, seminars, conferences, and other events throughout the year, you'll meet legal professionals just like you, all looking to sharpen and hone their skills.
- Savings - Members have access to discounts on the following:
  - Financial Planning, Asset Allocation and Investment Management
  - Long Term Care Insurance and Planning
  - Retirement Plans
  - Discounts Through CEB
  - Discounts on Event Tickets through Working Advantage
  - Workers' Compensation
  - Hertz Car Rental Discounts
- Other Benefits - Members may choose to join:
  - LSI's Legal Specialization Sections
  - LA Financial Federal Credit Union
  - Provident Central Credit Union
- Publications
- Members receive the following publications:
  - SLSA's monthly bulletin, *The Legal Eagle*; and
  - LSI's quarterly magazine, *The Legal Secretary*.
- Members qualify for discounts on the following Rutter Group publications:
  - *Legal Professionals Handbook*; and
  - *Law Office Procedures Manual*.



### LSI CODE OF ETHICS

It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules, and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.

*Dedicated to LSI Past President, Joan M. Moore, PLS, CCLS*



Submitted by Lacy Monserrat

What an honor it was to attend LSI's 80th Annual Conference in Concord the weekend of May 16-18. The conference was

hosted by Mt. Diablo LPA and I personally think they did an amazing job bringing together a fine group of ladies for a weekend of education and fun. Unfortunately, I was unable to attend Friday's festivities which included the Governor's workshop and luncheon. On Saturday, my first order of business as SLSA's incoming governor was to attend the Pre-Annual Conference Board of Governors Meeting in which we approved the minutes from the February 2014 Quarterly Conference Board of Governors Meeting. The Executive Committee resume was then read, and the Executive Committee recommendation that the governors pay the remaining balance due of \$551.38 to the Sheraton Ontario Hotel for the Day of Education was adopted.

Immediately after the Pre-Board of Governors Meeting, LSI called the 80th Annual Conference of Delegates to order. After the opening ceremonies, LSI's officers and chairmen delivered their reports. Various topics were discussed, including donations to the Eula Mae Jett scholarship fund, and the introduction of LSI's 2014-2015 Executive Board. The winners of the membership gain contest, the bulletin contest, history book contest, and the scholarship winners were announced. It was also announced that LSI will be launching a new website. Please note that prior to the new website being launched, LSI will be changing the password to the Members Only section of the website. Information regarding the new password will be forthcoming.

The Post-Board of Governors Meeting was held on Sunday, May 18, and the following business was discussed:

The LSI Proposed Budget for 2014-2015 was adopted. LSI Treasurer, Heather Edwards, moved to approve a thousand-dollar increase to the proposed budget for item 521 (Scholarship/Career Promotion), which was adopted. Other orders of business included bids for upcoming quarterly conferences. The November 2015 Quarterly

Conference will be hosted by Riverside LPA, and the February 2016 Quarterly Conference will be hosted by Merced County LPA. There were no bids for the August 2016 Quarterly Conference, so the deadline for bids was extended to July 18, 2014. SLSA's Executive Advisor, Dawn Forgeur, CCLS, made an announcement that Sacramento will be hosting the 2014 First Quarterly Conference Board of Governors Meeting August 15-17, 2014, at the Embassy Suites here in our very own Sacramento!! See you then!!

This was the first LSI conference I have had the honor of attending and it is with great pleasure to report that I had a FANTASTIC time! What a treat it was to see first-hand the inner workings of LSI. From the moment I sat in on my first Pre-Board of Governors meeting, I began to see the bigger picture and understand the importance of what we do on a local level. Everyone at conference was so warm and inviting and the vendors couldn't wait to give you their latest goodies and gadgets. Attending my first conference was much like finding a missing puzzle piece and, after the Post-Board of Governors meeting on Sunday, my puzzle was almost complete. I say almost because I truly believe there is no maximum for which your educational potential can grow. That being said, please do consider joining me at our next conference here in Sacramento so that we can complete more of our puzzle together.



Tammy Hunt, CCLS, and  
Lacy Monserrat

## Chapter Achievement Points



Submitted by Lacy Monserrat

SLSA did a good job in 2013-2014, accumulating over 50,000 Chapter Achievement Points. That being said, San Diego LSA took 1<sup>st</sup> place in the CAPS contest with over 77,000 points. We are in the same category, with 150+ members, but they do have a good 100 members on us. Now I don't know about the rest of the associations, but SLSA does NOT like to lose. My job is to inform our members, YOU, that there are many ways of gaining CAPS and, just in case you need a refresher, attached is the CAPs flyer outlining ways you can earn our association more points. I think you'll find there may be ways to earn points that you may not have been aware of. Chances are, if you have involved yourself in SLSA activities, you qualify to earn points. If you are not sure if you have activities that qualify for CAPs, shoot me an email or give me a call and we can investigate together. First place is calling SLSA's name and the only way we can reach that goal is to be diligent about checking the included flyer every *time* we are a part of SLSA events. I am a firm believer in the old adage that "bigger is not always better!"

## Editor's Note



Submitted by Corene Rodder

I encourage everyone to attend a LSI conference. I am very proud that we won the bulletin contest in our category this year. I can tell you it takes a village! I couldn't do it without all the members of SLSA that contribute the articles each month.

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

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

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



**CHAPTER ACHIEVEMENT REPORTING FORM 2014-2015**

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

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

**Date of Event**

**Event**

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

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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





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

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

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

<b>LSI SECTION MEMBER:</b> Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	<b>LSI NON-SECTION MEMBER:</b> \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	<b>NON-LSI MEMBER:</b> \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
<b>Friday, August 15, 2014 – 7:30 p.m. to 9:00 p.m.</b>		
<b><u>PROBATE/ESTATE PLANNING</u></b> Topic: <i>Trust and Estate Accountings</i> Speaker: Jennifer Rouse, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<b><u>LAW OFFICE ADMINISTRATION</u></b> Topic: <i>People Development: Managing Multiple Tasks</i> Speaker: Dennis Wade <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
<b>Saturday, August 16, 2014 – 10:30 a.m. to 12:00 p.m.</b>		
<b><u>CIVIL LITIGATION</u></b> Topic: <i>Nuts and Bolts of Filing in the Court of Appeal, Third Appellate District</i> Speakers: Colette M. Bruggman, Assistant Clerk/Administrator Anne Maas, Supervising Deputy Clerk <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<b><u>FAMILY LAW</u></b> Topic: <i>Same-Sex Family Law Issues</i> Speaker: Victoria S. Linder, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
<b>Saturday, August 16, 2014 – 4:00 p.m. to 5:30 p.m.</b>		
<b><u>CRIMINAL LAW</u></b> Topic: <i>Sexual Assault: The Evolution of a Case From Beginning to Trial</i> Speaker: Quirina Orozco, Deputy District Attorney Sacramento County District Attorney's Office <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<b><u>TRANSACTIONAL LAW</u></b> Topic: <i>Commercial Leasing: Nuts &amp; Bolts and Pitfalls</i> Speaker: Kristina Reed, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	

Name: \_\_\_\_\_ PLS/CCLS/CL/Paralegal E-mail: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Phone: \_\_\_\_\_ Local Assn.: \_\_\_\_\_ LSA/LPA

Method of Payment:  Check    Credit Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Type of Card: Visa \_\_\_\_\_ M/C \_\_\_\_\_ CVV No: \_\_\_\_\_

**Send completed form to:**  
 Dawn R. Forgeur, CCLS, LSS Coordinator  
 500 Capitol Mall, Suite 1600, Sacramento, CA 95814  
 916-447-4781 (fax) ~ [drforgeur@stoel.com](mailto:drforgeur@stoel.com)  
**PLEASE MAKE ALL CHECKS PAYABLE TO LSI**  
*Speakers and topics are subject to change.*

PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.  
 The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.

**2014-2015 Legal Specialization Section Leaders:**

<b>Civil Litigation:</b> Barbara Barregar <a href="mailto:lsscivillit@gmail.com">lsscivillit@gmail.com</a>	<b>Law Office Administration:</b> Tammy L. Hunt, CCLS <a href="mailto:loaleader@thunt.org">loaleader@thunt.org</a>
<b>Criminal Law:</b> Jill Gardella, CCLS <a href="mailto:jgardella@nablaw.com">jgardella@nablaw.com</a>	<b>Probate/Estate Planning:</b> Kristi L. Edwards, CCLS <a href="mailto:kledwards@justice.com">kledwards@justice.com</a>
<b>Family Law:</b> Maria C. Morales Hernandez <a href="mailto:mhernandez@arcr.com">mhernandez@arcr.com</a>	<b>Transactional Law:</b> Annie Parrish, CCLS <a href="mailto:aparrish@health-law.com">aparrish@health-law.com</a>

## BENEFITS

### LEGAL SECRETARIES INCORPORATED (LSI)

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

<p style="text-align: center;"><b>WORKING ADVANTAGE</b> Toll Free: (800) 565-3712 <a href="http://www.workingadvantage.com">www.workingadvantage.com</a></p> <p>Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more.</p> <p>Member ID: Contact LSI Corporate Office, <a href="mailto:lsiorp@vuddenlink.com">lsiorp@vuddenlink.com</a>, or LSI Vice President</p>	<p style="text-align: center;"><b>HERTZ CORPORATION</b> Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 <a href="http://www.hertz.com">www.hertz.com</a></p>
<b>FINANCIAL PROVIDERS</b>	
<p style="text-align: center;"><b>CAPITAL INVESTMENT ADVISERS</b> Emerson J. Fersich, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 <a href="http://www.ciaadvisors.com">www.ciaadvisors.com</a></p> <p>Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>	<p style="text-align: center;"><b>LEGACY WEALTH MANAGEMENT</b> Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: <a href="mailto:daniel@legacywealthmanagement.biz">daniel@legacywealthmanagement.biz</a> <a href="http://www.legacywealthmanagement.biz">www.legacywealthmanagement.biz</a></p> <p>Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K</p>
<p style="text-align: center;"><b>DAVID WHITE &amp; ASSOCIATES</b> Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), <a href="mailto:rgonzales@dwassociates.com">rgonzales@dwassociates.com</a>, or Matt Kay (ext. 2626), <a href="mailto:makay@dwassociates.com">makay@dwassociates.com</a></p> <p>Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance</p>	<p style="text-align: center;"><b>ATHLETES BUSINESS CONSULTANTS</b> Jery Wolf, President/Founder 350 10<sup>TH</sup> Avenue, Suite 1000 San Diego, CA 92101 Office: (858)886-9842 Cell: (510)919-9062 <a href="mailto:jorw@athletesbiz.com">jorw@athletesbiz.com</a></p> <p>California Insurance License: 0E88330 Individual disability insurance solutions</p>
<b>CREDIT UNIONS</b>	
<p style="text-align: center;"><b>LA FINANCIAL FEDERAL CREDIT UNION</b> P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 <a href="http://www.lafinancial.org">www.lafinancial.org</a></p> <p>Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p style="text-align: center;"><b>PROVIDENT CREDIT UNION</b> 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 <a href="http://www.providentcu.org">www.providentcu.org</a></p> <p>All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:  
Mary J. Beaudrow, CCLS, LSI Vice President  
LSI Marketing Committee Coordinator  
700 Santree Lane Unit 715, Pleasant Hill, CA 94523  
Cell - (415) 717-5675  
[Marybeau19@aol.net](mailto:Marybeau19@aol.net)

Revised 4/28/13

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

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

MEMBERSHIP LIST 4th Quarter 03-31-14

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compiled by Legal Secretaries, Incorporated  
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- Criminal
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- Adoptions
- Probate
- Conservatorships and Guardianships
- Corporations and Limited Liability Companies
- Bankruptcy [to be added in 2013]
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel;

- Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
- Glossary

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Submitted 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.

Employers/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, and years of experience required. The attorney/employer is requested to e-mail the Employment Chair with the advertisement formatted like those currently posted on the "Employment Opportunities" page. 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) 654-0194, or e-mail her at [jaymie.moralez@jud.ca.gov](mailto:jaymie.moralez@jud.ca.gov). A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

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

**(5/28/14) Legal Secretary.** Low McKinley Baleria & Salenko, LLP, an AV-rated firm, has an immediate opening for an experienced full-time legal secretary with a minimum of 5+ years of experience in insurance defense. Candidate must have knowledge of Federal and California court rules, have excellent organizational and proofreading skills, ability to multitask and work with minimal supervision. Must have skills in Microsoft Word, Outlook and knowledge of Prolaw would be helpful. We offer a competitive salary and generous benefits package. Interested candidates may submit their resume, cover letter and salary requirements to Robyn Mitts at [rgm@lmbllaw.net](mailto:rgm@lmbllaw.net).

**(5/23/14) Judicial Assistant.** Judicial Assistant to an Appellate Court Justice. Salary: \$4,637 - \$5,637 per month. The Court of Appeal, Third Appellate District, Sacramento, California, is accepting applications for the position of Judicial Assistant to an Appellate Court Justice. Two positions will be filled, one under the direction of Associate Justice Louis Mauro and one under the direction of Associate Justice William J. Murray, Jr. The starting salary will be commensurate with experience. Duties include a variety of administrative, paralegal, and legal secretarial support to the associate justice. For a complete job announcement and application, go to [www.courts.ca.gov/3dca](http://www.courts.ca.gov/3dca), call 916-651-9311, or email [3DCA-Careers@jud.ca.gov](mailto:3DCA-Careers@jud.ca.gov). Filing deadline is Wednesday, 4:30 PM, July 2, 2014. EOE.

**(5/16/14) Legal Assistant.** Small law firm practicing both civil and criminal law, located near Watt/50 seeks a full-time legal assistant. We are looking for an organized, detailed oriented and well-rounded person willing to learn/handle all aspects of a law office. Must be motivated and a self-starter with excellent grammar and proofreading skills. Must play well with others, i.e., be a team player. Qualifications: basic knowledge of California and federal rules and procedure, knowledge of conducting basic discovery and law and motion and possess technical skills. Proficient in Microsoft Office Suite, WordPerfect, Outlook, TABS, Practice Master and CaseMap, is preferable. If you don't know it, you're a quick learner. Duties will include initially working at the direction of the office administrator as the legal assistant to two senior partners who maintain a litigation practice in both state and federal court. We're a team, so must be willing to do what it takes to get the job done and keep the office running. Basic tasks include, organizing and maintaining both paper and electronic files, preparation and filing of legal documents with the court, managing attorney calendars, correspondence and communication with clients, courts, and attorneys, answering phones. Competitive salary commensurate with experience – but extensive experience not necessarily required so long as you have basic litigation and computer skills, are bright, self-motivated and a team player willing to learn. Please e-mail cover letter and resume to Sherree Delis [sdelis@kimballwilson.com](mailto:sdelis@kimballwilson.com).



## Employment Report (Continued)

**(5/19/14) Experienced Legal Secretary.** Very high-level and experienced legal secretary position supporting a very busy desk for one of the managing partners. The firm is really looking for a new secretary who can hit the ground running and be an immediate contributor. From an experienced standpoint, they are looking for someone who as at least 10 years of secretarial experience and has a consistent work history. This is a direct-hire position and will be offering a salary of \$55K-\$58K per year along with a great compensation plan. Please contact Joshua Leighton at (916) 483-9180, or via e-mail at [jleighton@appleone.com](mailto:jleighton@appleone.com).

**(5/6/14) Part Time Litigation/Transactional Secretary.** Environmental lawyer needs a part time litigation/transactional secretary. Must be well versed in litigation, pleading and filing processes, calendaring, in both state and federal court. Work location and hours semi-flexible. Must be well organized and able to keep attorney organized. Pay commensurate with experience. Please send resume to [tps Schmidt@earthlink.net](mailto:tps Schmidt@earthlink.net).



Submitted by Dawn Forgeur, CCLS

## Outgoing Governor's Report

This is my final report as your Governor for the 2013-2014 term. THANK YOU to everyone who sent me your activities throughout the year to contribute to the Chapter Achievement Contest! We ended the year with a grand total of 55,200 points! We didn't win the contest, but the contest for 2014-2015 has already started! Sending your updates to [governor@slsa.org](mailto:governor@slsa.org) and Lacy will be keeping track of your activities.

I attended the Pre-Board of Governors meeting at May Annual Conference in Concord. There was very little business to be conducted at this meeting. The Continuing Education Council recommendation for LSI to pay the remaining balance due to the hotel for the Day of Education, which carried. The minutes from the February Quarterly Conference were approved as distributed.

Sacramento LSA is hosting August Quarterly Conference at the Embassy Suites in downtown Sacramento and I hope to see everyone attending, we have some awesome seminars with something for everyone, even attorneys! The registration forms are included in this bulletin.



**SLSA Committee Chairs 2014-2015**

<b>Position</b>	<b>Name</b>	<b>Contact Info</b>
Advertising	Elizabeth Madden, CCLS	elizccls@gmail.com
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Benefits		
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Interclub		
Law Office Products & Management		
Legal Procedures	Debbie Frias, CCLS	<a href="mailto:dfrias@crowlawoffices.com">dfrias@crowlawoffices.com</a>
Legal Professional of the Year/Boss of the Year	Maryanna Rickner Maimie Chyinski	<a href="mailto:mcrickner@gmail.com">mcrickner@gmail.com</a> mchyinski@f3law.com
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Marketing	Crystal Rivera	crivera@somachlaw.com
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Programs		
Programs – Lunch Lessons		
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Scholarship	Suzanne MacDonald	smm@pacificallegal.org
Vendor Liaison	Alex Cain	alexscain@gmail.com
Ways & Means	Paula Lockard, CCLS Liz Gideon, CCLS	<a href="mailto:plockard@cityofsacramento.org">plockard@cityofsacramento.org</a> lgideon@weintraub.com
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