

March 2011

Volume 3 Book 11



VISIT OUR WEB SITE:
WWW.SLSA.ORG

Inside this issue:

<i>President's Report</i>	2-3
<i>Benefit Highlight</i>	3
<i>Employment Report</i>	4
<i>Membership Chair Report</i>	4
<i>How Do I?</i>	5
<i>Federal Day In Court</i>	6-7
<i>CCLS Quiz/ Answers</i>	8/17
<i>Parliamentarian's Corner</i>	9
<i>Of Note</i>	9-10
<i>Election Nominee Bios</i>	11-15
<i>Legal Procedures</i>	16
<i>Governor's Report</i>	18
<i>CCLS Vocabulary</i>	20
<i>Vendor Spotlights</i>	23
<i>Speaker Spotlight</i>	26
<i>Office Products/Mgmt.</i>	28
<i>Out to Lunch</i>	32-33

President

Astrid Watterson, CCLS
Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814
(916) 446-7979
awatterson@somachlaw.com

Bulletin Editor

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

Sacramento Legal Secretaries Association



THE LEGAL EAGLE

Theme of the Month:

Criminal

Event(s)

- **General Dinner Meeting – March 17.** This event will be held at the Cortyard Marriott Midtown Sacramento, 4422 Y Street. You can register online through our website or contact Rebecca Lerma @ lermar@gtlaw.com. **See page 21.**
- **Elections—SLSA results March 17.** Please remember to mail in your ballots and vote!!

Mission Statement

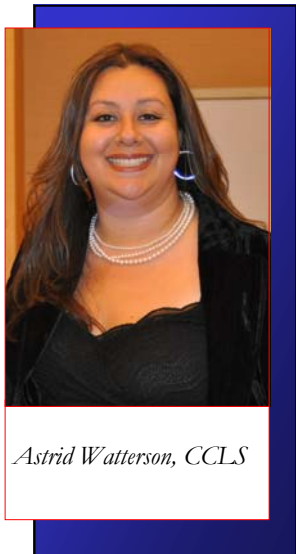
The Sacramento Legal Secretaries Association (“SLSA”) is a nonprofit, educational organization whose purpose is to further knowledge of law and its procedures, promote a high standard of ethics, encourage a statewide networking system, and advance the interests of our members and the legal community.

NON-MEMBERS ARE WELCOME!



President's Report

by Astrid Watterson, CCLS



Hello SLSA members! We are quickly nearing the end of our fiscal year. We had a lot of activity in the month of February. We hosted the Legal Trivia Throwdown interclub event at Jack London's Square in February. Many thanks to Launa Atkinson, CCLS and Diane West, CCLS for their work in putting together a successful and fun event. We had associations from San Mateo, Alameda, Livermore-Amador Valley, Mt. Diablo, and Sacramento present. Those that competed for the coveted award were San Mateo, Alame-

ers from the United States Eastern District court and the Eastern District Bankruptcy court. A recap article can be found in this bulletin. Once again, Rebecca Lerma and her team of Lynne Gomes and Rosa Deniz provided us with a third and final outstanding Day in Court event. Many thanks to this team for the work and effort they put in to these events.

In February, the nominations and elections committee members, Yolanda De La Cruz and Jaymie Moralez announced the final slate of officers for the 2011-2012 fiscal year. The bal-

Your ballots are due to the nominations and elections chair, Yolanda De La Cruz on or before the day of our meeting, March 17, 2011. Please be sure to read the biographies for each nominee, vote, and return your *signed* return envelope to Yolanda. Best of luck to all of the nominees!

March brings us criminal law. Our speaker will be teaching us what a legal professional should know when working in this area of law. Even if you don't work in criminal law, it doesn't hurt to learn something new. So far this year, we have

Meeting goals are important, but meeting those goals wouldn't be possible without the help of various volunteers this year.

~Astrid Watterson, CCLS

da, Livermore-Amador Valley, and Mt. Diablo, with Alameda taking home the prize! Congratulations to Alameda! Even though we did not compete this year, we had quite a few members in attendance and the support of Nationwide Legal as our scorekeepers.

Last month was not only our Federal Day in Court, but it was our nominations for office month. If you were not able to attend the Federal Day in Court event last month, the handouts can be found on our website. If you need the password, please contact our membership chair, Anne French. The Federal Day in Court event brought us great speak-

lots were mailed in February to all members. If you were not present at the meeting last month, the nominees are:

President:
Dawn Forgeur, CCLS

Vice President:
Lynne Gomes

Secretary:
Deseree Gamayo

Treasurer:
Justine Gamayo

Governor:
Andrea Stoll and Rhonda Harrigan

Delegates for Annual Conference:
Anne French, Astrid Watterson, CCLS, Elizabeth Bomke, CCLS, and Sherri Lee Caplette, CCLS

covered several areas of law. In June we covered Civil Litigation; in July we covered Family law; in August we covered Ethics; in September we covered Law Office Administration; in October we covered Bankruptcy; in November we covered Estate Planning/Probate; in December we covered Trial Preparation; in January we covered Tips and Tricks for filing documents with the court; in February we covered Federal/Appellate law; and in March we are covering Criminal law. The goal this year was to cover as many areas of law as possible and provide something for everyone. I believe that we have met that goal.



President's Report (cont.)

by Astrid Watterson, CCLS

Meeting goals are important, but meeting those goals would not be possible without the help of various volunteers this year. I would like to take a moment and thank my tireless worker bees as well as other members who jumped in to help out with an event or two or even by providing suggestions or ideas. My apologies if I have inadvertently missed anyone. In no particular order, as the year wraps up for me as President, a huge thank you goes to:

Sophia Albov, CCLS

Sandra Andrade

Launa Atkinson, CCLS

Johnny Bateman

Kristi Baughman

Ron Bodenmann

Sheila Brown

Alex Cain

Sherrri Lee Caplette, CCLS

Maimie Chyinski

Yolanda De La Cruz

Desiree Delonia, CCLS

Rosa Deniz

Jennifer Estabrook, CCLS

Dawn Forgeur, CCLS

Gloriela Garcia

Stevie Garcia

Liz Gideon

Lynne Gomes

Gwen Gomez

Susan Lee

Rebecca Lerma

Molly Mahoney

Teri McClory, CCLS

Daria Milton

Jaymie Morales

Aaliyah Muhammad

Lindsey Perry

Crystal Rivera

Jennifer Rotz

Andrea Savig, CCLS

Jennifer Shelton

Moe Talamantes

Nancy Vanderhorst, CCLS

Laura Welch, CCLS

Diane West, CCLS

Thank you for allowing me to be President this year.



Benefit Highlight

by Dawn Forgeur, CCLS

Working Advantage Spotlight

You can email me at forgeurd@gtlaw.com to get LSI's Member Number to take advantage of these discounts, which are only a sampling of what is offered.

Shoes.com is the largest online retailer of footwear for the entire family. When you shop at Shoes.com you will receive a 115% price guarantee, 365 day return period and pre-paid return shipping! 15% off your order. Plus, there's always free standard shipping on shoes

The Children's Place is a leading specialty retailer of children's merchandise, ages newborn to ten years old. 10% off your order, thru 5/31/11.

Blue Man Group (San Francisco, CA): June 4, 2011 – Matinee 2:00 p.m. at the Golden Gate Theatre. Seating: Mezzanine Seats, Row E or better. Member Price: \$82.95 per ticket (Regular price: \$114.00 including standard service fees. Regular box office price: \$99.00)

Six Flags Magic Mountain (Valencia, CA)
Adult Ticket

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

Six Flags Magic Mountain (Valencia, CA)
Child Ticket

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

1800BASKETS.COM: 20% off your order. Celebrate the holidays, birthdays, anniversaries or just let someone know you're thinking of them. Express your sentiment with sweets, fruit arrangements, gourmet treats and so much more.

Liz Claiborne online. Find the latest fashions for women and men as well as accessories, jewelry, bed and bath. Free shipping on orders \$75+.

Macys.com: Free shipping on orders \$99+.



Employment Report/Positions Available

by Jaymie Moralez



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

Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney/employer is requested to e-mail the Employment Chair and Webmaster 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 and/or Webmaster.

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

- **(3/4/11) Legal Secretary/Office Manager** Three attorney business/real estate litigation firm in Sacramento near Arden Fair Mall seeking part time/full time person with minimum three years litigation experience to handle a range of responsibilities including office management, mail management, calendaring, case file management, basic bookkeeping, and secretarial duties as needed. Position involves client contact by phone and in person. Compensation is hourly based and depends on experience. Medical benefits provided. Software used is Microsoft Word and Essential Forms. Experience with Excel, Tabs, and QuickBooks a plus. Please email resume with subject line "SLSA March 2011" to jobs_legal@yahoo.com. Position available immediately.



Membership Chair Report

by Anne French

Well, this year is almost over and we are currently in the middle of elections for our new board for the 2011-2012 year. Make sure you fill out your ballots and return them to the election committee.

If you're not a member, you can contact me at (916) 520-5268 or e-mail me at afrench@downeybrand.com for information regarding membership.

Below is our new member that has recently joined SLSA.

KATE MOORE – Kate is a secretary at Millstone, Peterson & Watts, LLP. She has been a legal professional since 2005. Kate celebrates her birthday on September 7. She enjoys reading, traveling, music, art, and yoga.

Are you an SLSA member who has 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 good times and support you during tough times. Please send your news to afrench@downeybrand.com.

How Do I?

How do I tell the difference between letter formats?

According to The Gregg Reference Manual there are four standard styles for a business letter: (1) Modified-Block Style – Standard Format; (2) Modified-Block Style – With Indented Paragraphs; (3) Block Style; and (4) Simplified Style.

The modified-block style standard format contains the date line, the complimentary closing, the company signature, and the writer's identification, which all begin at the center of the page. All of the other lines, such as your paragraphs, begin at the left margin.

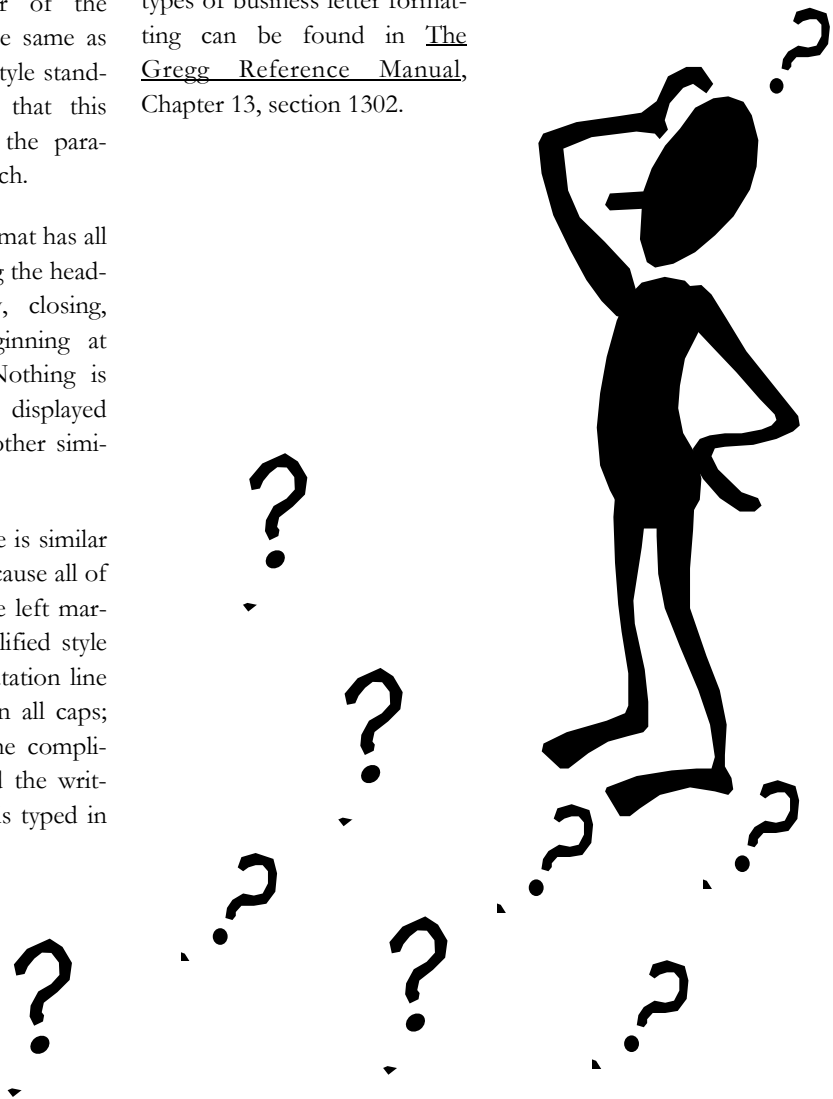
The modified-block style with indented paragraphs format contains the date line, the complimentary closing, the company signature, and the

writer's identification, all beginning at the center of the page. Essentially the same as the modified block style standard format, except that this particular style has the paragraphs indented .5 inch.

The block style format has all of the lines, including the heading, opening, body, closing, and paragraphs beginning at the left margin. Nothing is indented except for displayed quotes, tables, and other similar items.

The simplified style is similar to the block style because all of the lines begin at the left margin, except the simplified style has replaced the salutation line with a subject line in all caps; you don't include the complimentary closing; and the writer's signature block is typed in all caps on one line.

Samples of the different types of business letter formatting can be found in The Gregg Reference Manual, Chapter 13, section 1302.



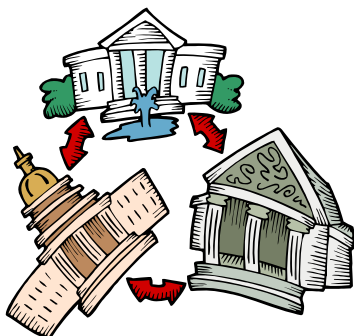
CHANGE OF ADDRESS:

Please remember if you have moved offices or home, be sure to send us your Change of Address form so that we can update our records. This will minimize any delay in your receiving our monthly bulletin, any correspondence, and the LSI quarterly magazine. The change of address form can be found in this bulletin or on our website. They should be mailed to our Vice President and Membership chair, Anne French to her work address at Downey Brand, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814.



SLSA's Federal Day in Court

by Rebecca Lerma, Day in Court Chair



SLSA's annual Federal Day in Court event was held on Thursday, February 17, 2011 at the Hilton-Arden West. There were over 80 attendees this year! We were honored to have guest speakers Jeremy Donati, Operations Supervisor and Magistrate Judge Dale A. Drozd from the U.S. District Court, Eastern District as well as Sandy Gettler, ECF Liaison/Training Specialist and Nicole Sanchez-Gargalikis, Operations Help-Desk Analyst from the U.S. Bankruptcy Court. Our speakers shared common filing and procedural errors that they encounter, and provided updates on local rules and procedures.

While I knew that the Eastern District Court was busy, it was enlightening to learn that they are in fact the busiest federal district court in the United States. Each active judge has a weighted caseload of more than double the national aver-

age! With this type of workload, the District Court's handout which includes phone numbers for the operations supervisors, ECF helpdesk and all courtrooms, including phone numbers for each Courtroom Deputy, Court Reporter and Chambers will certainly be useful. (Note to members: Do not call chambers unless you are asked to do so!)

Among other topics of discussion, Magistrate Judge Dale A. Drozd spoke about Eastern District Local Rule 141 (adopted 6/2010) regarding the sealing of documents which some offices are doing incorrectly. He cautioned that any Stipulated Protective Order that give the attorneys the power to declare a document is confidential (to invoke filing under seal) will automatically be rejected by him with a note to read the local rules. The Northern District now has a

standard Stipulated Protective Order on their website and, while the Eastern District has not adopted it (because they can't all agree), Judge Drozd said it was a good starting point.

Our speakers from the U.S. Bankruptcy Court were very helpful and have made themselves available to anyone who has questions about filing a document with the Court. They will even walk you through your filing over the phone if needed. Part of what I enjoy about Day in Court events is that it is not just one-sided. Not only do we all learn new things but on some occasions, our speakers learn something from us. For instance, one of the common mistakes the Bankruptcy Court sees with filings is that people will enter the same exact name in both the name and aka section which causes issues on the Court's side. What our speakers did not know, and learned from our members, is that the "aka section" was a mandatory, and did not allow you to leave it blank, hence the double name entry.

If you missed this event, or are missing a handout, they will be made available on SLISA's website, www.slsa.org, under the members only section. I hope that those that were able to attend either of our day in court events in January and February enjoyed them and learned something new. If you have any suggestions on how we can improve future day in court events, or would like to help the new 2011/2012 Day in Court Chair, feel free to email me at lermar@gtlaw.com.



From left to right: Magistrate Judge Dale Drozd, Nicole Sanchez-Gargalikis, Rebecca Lerma, Sandy Gettler and Jeremy Donati



From left to right: Nicole Sanchez-Gargalakis and Sandy Gettler



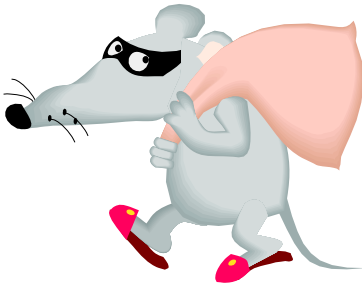
From left to right: Magistrate Judge Dale A. Drozd, Jeremy Donati, Nicole Sanchez-Gargalakis, and Sandy Gettler

CCLS Quiz

by Jennifer Estabrook, CCLS

Criminal

True or False:



1. In each case of an infraction, the accused will receive a Courtesy Notice from the court that will state whether an appearance is mandatory.

True

False

2. A plea of nolo contendere has the same result as a guilty plea.

True

False

3. Diversion enables a case to be pulled out of the court system in order to allow the defendant to get help for a problem (i.e. drug dependency) and not suffer a conviction of the charges.

True

False

4. A person in custody who is accused of a misdemeanor must be brought before a judge within 72 hours of his/her arrest.

True

False

5. Hearsay evidence from a law enforcement officer may not be used at a felony preliminary hearing.

True

False

6. Witness fees are paid by the county and not by the issuing party in criminal cases.

True

False

7. Only the prosecution has the right to compel the attendance of a witness.

True

False

8. The discovery motion to obtain personnel records for law enforcement officers is called a "Pitchess Motion."

True

False

9. If a prosecutor elects to present a criminal matter to a grand jury, the right to a preliminary hearing no longer exists.

True

False

10. The purpose of preliminary hearing is for a grand jury to determine whether an offense has been committed and whether there is probable cause to believe the defendant guilty of that offense .

True

False



Answers on page 17

Parliamentarian's Corner

March is our election month. This year the offices of President, Vice President, Secretary, and Treasurer only have one candidate running for office. What happens when there is no competition? Roberts Rules of Order says that if only one candidate has been nominated for an office, the chair (the President) may declare the nominee elected by acclamation,

unless the organization's by-laws require a ballot vote. In our case, SLSA's bylaws require a ballot vote. There can be write ins, but the majority votes will win. An election becomes final when the chair (the President) announces the results of the election and the candidate is present and does not decline or is absent but has previously consented to serve. It will be the job of the

nominations and elections committee to count the ballots and votes for each nominee, then present the results to the chair (the President) at the March general membership meeting.



Still waiting for your transcript?

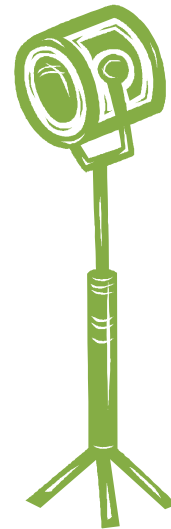


Don't wait any longer. We'll get it to you on time.

From your first contact with us, you will experience the fast, friendly, and professional service we are known for. We're fast at answering your call; fast at getting you a court reporter; fast at getting you an accurate transcript and so much more.

Call now to schedule your next deposition!

800-288-3376



Of Note

Sacramento Superior Court Rules effective 01/01/2011, Amended 01/24/11

The January 1, 2011 Local Rules have been corrected; the following paragraphs were inadvertently omitted: Seven (7) paragraphs identified - Chapters 4.01 D(2) & (3), 4.01 E(3) & (4); 16.06; and 22.18(B) & (C).

Sacramento Superior Court, Local Rules 3.04 (b), Tentative Rulings.

(B) The tentative ruling shall become the ruling of the court, unless a party desiring to be heard so advises the clerk of the designated department no later than 4:00 p.m. on the court day preceding the hearing, and further advises the clerk that such party has notified the other side of its intention to appear. (Amended effective 1/1/11)

Of Note (cont.)



SUPERIOR COURT OF CALIFORNIA
County of Sacramento
720 Ninth Street
Sacramento, CA 95814-1380
(916) 874-5522 www.saccourt.ca.gov

Civil Customer Service Changes

On Friday, June 4, 2010, the court will unveil a reconfiguration of the Civil customer service counter and lobby area in room 102. Seating will be placed in the lobby area and a Take-A-Number system will be installed.

Law & Motion Filings

The Law & Motion Window, which handles filings for Dept 53/54 and Ex Parte filings for Dept 53, 54 and 47, will move to window #12. Customers visiting this window should NOT take a number. Customers should form a line in front of the window.

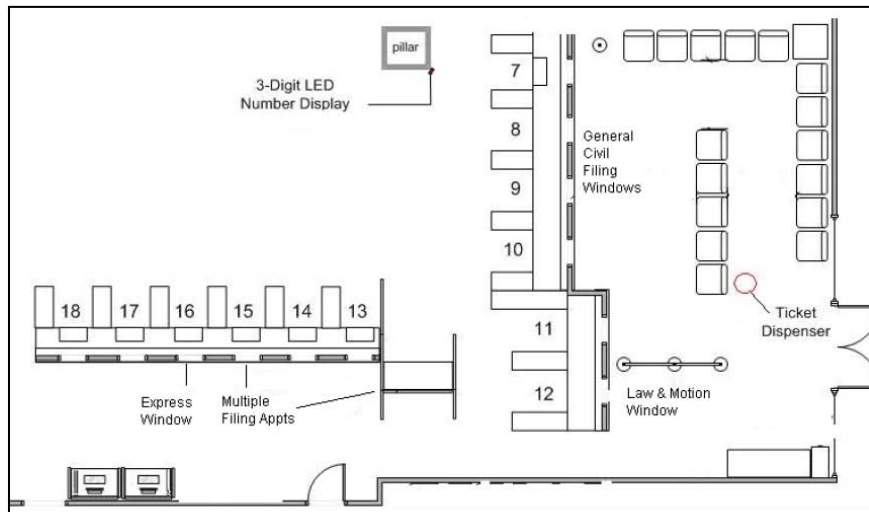
Express Filings

The Express Window, which handles 2 documents/transactions or less, will move to window #16 along the side counter. Customers visiting this window should NOT take a number. Customers should form a line in front of the window.

Other Civil Filings

For all other civil filings, customers must take a number from the machine upon arrival. Numbers will be called in consecutive order by the next available clerk. A LED sign will indicate the last number called. If you are not present when your number is called, the clerk will proceed to call the next number. Should you return after your number has been passed, you must take a new ticket from the machine.

To ensure proper clearance around the new seating and to maintain ingress/egress throughout the lobby, customers will not be permitted to use their own personal chairs or sit on the floor.



SLSA President Nomination(s)

Dawn Forgeur, CCLS



I have been nominated for the position of President. I am currently a legal secretary with Greenberg Traurig, LLP and have been working in the legal field for several years. I have previously represented SLSA as Governor and I have held the positions of Legal Secretarial Training Co-Chair and CCLS Co-Chair for SLSA, helping to teach the Beginning Legal Secretary course and the California Certified Legal Secretary study group. Not only have I participated in the local level, I have served as an LSI state chairman, having been appointed the 2009-2010 Legal Secretarial Training/Seminar Chairman. I believe that my experience and participation in SLSA has given me the leadership qualities needed for the office of President.

It is my belief that SLSA has great things in its future and I want to be a part of making those things happen. With the members' help, I believe that SLSA can continue to be a successful association.

SLSA Vice President Nomination(s)

Lynne Gomes

I am a legal/legislative secretary with Greenberg Traurig, LLP, and have been working in the legal field for 27 years. Prior to becoming a member of SLSA, I served as a two-term President for Solano County LSA, also serving as its Secretary, Vice President, and Governor. Additionally, I served one year as the Law Office Administration section leader for the Legal Specialization Sections under former LSI President, Deanna Pepe. I believe in what SLSA and LSI stands for, and would like to put my previous association experience to work as an advocate for broader recognition of SLSA, increase our membership, and serve alongside the professionals in our association.



SLSA Secretary Nomination(s)

Deseree Gamayo



As a first-year member of SLSA, it is a great honor and privilege to be nominated for the position of Secretary of the organization. Over the last nine years I have worked as both an office administrator and legal secretary at a transactional law firm and a litigation firm. My experiences from working in these small firms have provided me with a unique insight into the challenges of administrative and secretarial work, as well as the actual business of running a legal practice. I believe that my background will complement the existing wealth of knowledge that my fellow SLSA members already possess. In addition to my work as a legal secretary, I am raising two young boys and am involved in community and sports organizations. As I continue to grow and develop my legal career, I look forward to becoming an active voice in the leadership of SLSA. This nomination presents a unique opportunity that will not be taken for granted.

SLSA Treasurer Nomination(s)

Justine Gamayo

I am honored to have been nominated for the position of Treasurer. I am a legal secretary and a Notary Public. I became a member of the Sacramento Legal Secretaries Association in 2010. Although I am a new member of SLSA, I have been involved in other non-profit organizations. I have been involved in fundraisers for the National Children's Choir. The goal was to help teens sing a Carnegie Hall in New York.

I am confident that I will be an excellent Treasurer of SLSA. I am responsible for preparing and turning in one of my attorney's expenses each month and have experience with accounts receivable/payable. I am also in charge of various Trust administration expenses for which our firm serves as Trustee.



I look forward to contributing to SLSA's already superb reputation and meet-

SLSA Governor Nomination(s)

Rhonda Harrigan



Rhonda Harrigan is a litigation paralegal with the law offices of Moreno and Rivera, specializing in civil rights defense. She has earned an A.A. degree and a paralegal certificate. Rhonda served SLSA as Programs chair from 2005 - 2010, Parliamentarian (2009), Co-chair of Day in Court and Federal Day in Court 2009, and assisted with the lunch lessons in 2009.

Thank you!

Andrea Stoll

I am a paralegal with the Law Office of Eugene P. Haydu, and have worked in the legal field for 4 years. I attended the University of California at Santa Cruz where I obtained my Bachelor of Arts in Legal Studies in 2006. I am a fairly new member of SLSA and would like to use my experience in the legal field to help educate and train other legal professionals. It would be an honor to represent this Association. While I may not have served as an SLSA officer before, I have read the requirements for Governor and believe that with the support of my employer and my fellow SLSA members, I am qualified and ready to fulfill the role of Governor. If you vote for me, I will represent SLSA at the LSI conferences and will do the best to ensure that SLSA's vote is counted. I am looking forward to the possibility of joining the executive board in the new fiscal year and hope that with your vote, I will be able to contribute to the team.



SLSA Delegate Nomination(s)

Astrid Watterson, CCLS



I am a paralegal at Somach Simmons & Dunn and have been in the legal field since 1997. I have been a member in good standing of SLSA since 2004. During that time, I have held many positions including, President 2005-2007 and 2010-2011, Governor, Secretary, and Delegate. I have also held many of the chairman positions throughout the years. I have been involved at the LSI state level as an appointed chairman, including the California Certified Legal Secretary chair from 2008-2010. I believe that my experience both at the local level and state level, will allow me to better understand and represent SLSA's interest at the May LSI Annual Conference.

Anne French

I am a legal secretary at Downey Brand and have been in the legal field since 1992 and a member of SLSA since 2005. I have worked in various types of law practices, from a sole practitioner with the responsibility of running a law office to one of the largest law firms in the Sacramento area. I received my paralegal certificate from American River College in 1997. My area of specialty is civil litigation. I was most recently the Vice President of SLSA and have attended three LSI conferences. My first conference I attended was due in large part to my participation with the annual conference committee. Having attended the conferences this year, I had the opportunity to listen to the board of governors' meetings and even attend the presidents' luncheons with 2010-2011 President, Astrid Watterson, CCLS. I believe that I have learned a great deal while attending conferences and am able to use that knowledge to represent SLSA at the May LSI Annual Conference.



SLSA Delegate Nomination(s) (cont.)

Elizabeth Bomke, CCLS



I am the legal assistant for the Whittall-Scherfee Law Office and have been for the past eight years. I have been in the field for 17 years. I have been a member of SLSA since 2005. I have held the following positions with SLSA: Audit Committee Co-chair for three years; CCLS co-chair for two years; Legal Professional/Boss of the Year Committee co-chair in 2009; and CCLS Study Group Co-instructor in 2008/2009. I have also served as a delegate for SLSA for the past three years. I know what is expected of a delegate and would enjoy representing SLSA at the annual conference again this year. I would appreciate your vote. Thank you.

Sherri Lee Caplette, CCLS

I am the office manager and a legal secretary for Fagen Friedman & Fulfrost, LLP. I have been in the legal field for over 25 years. I have served SLSA in various capacities over the years including President, Executive Advisor, Parliamentarian, and nearly all of the chair positions. I have served LSI at the state level as the Scholarship Chair and as the Magazine Editor of *The Legal Secretary*, and I have taught various seminars and classes for several years. I believe that my experience and my understanding of SLSA's needs would allow me to be efficient in the capacity of delegate. I am ready and willing, with your vote, to be a delegate for SLSA at the May annual conference.



Legal Procedures

If you have ever wondered which county matches up with which appellate district, the map enclosed can help or you can simply go to www.courtinfo.ca.gov. The state of California has six court of appeal districts. Take a look at the map and you can see where you would need to file your appellate documents.

State of California • Courts of Appeal Appellate Districts



CCLS Quiz Answers

by Jennifer Estabrook, CCLS

CRIMINAL ANSWERS:

- | | |
|-------------------------------|------------------------------|
| 1. False, LOPM G(II)(A) | 6. True, LOPM G(VII)(5) |
| 2. True, LOPM G(III)(D)(5)(c) | 7. False, LOPM G(VII)(A) |
| 3. True, LOPM G(III)(E)(1) | 8. True, LOPM G(VI)(A)(3)(b) |
| 4. False, LOPM G(III)(A) | 9. True, LOPM G(V)(A)(2) |
| 5. False, LOPM G(IV)(A) | 10. False, LOPM G(IV)(E) |



CRIMINAL

F Z R Z G Z K Q M N Q P B C N
 X O D O G R Z G O E O J O T O
 P V R O N J A I T C Q U O N L
 U V C M K A T N N U R B K E O
 F K P M A C E F D T O P I M C
 I O C D A L E M P J O Q N N O
 O N F R L L P R E E U Y G G N
 K V F G O J O R S D M R W I T
 E N P N I B D W O A S R Y A E
 I M Y C A P B D A B Q I W R N
 A P R T Y U O B I I A H M R D
 B O I N D I C T M E N T A A E
 H O A Z W L U M K X I G I C R
 N T N A R R A W H C N E B O E
 D X Z X D B H A Z E H D N E N

ARRAIGNMENT	GRAND JURY
BENCH WARRANT	INDICTMENT
BOOKING	INFRACTION
COURT PROBATION	MISDEMEANOR
FELONY	NOLO CONTENDERE
FORMAL PROBATION	

MIRROR IMAGING
Document Solutions, INC

▶ LITIGATION COPYING	▶ ON-SITE SCANNING
▶ ELECTRONIC BATES™ NUMBERING	▶ OVERSIZED PRINTS /COURT EXHIBITS
▶ FULL TEXT SEARCHABLE PDF	▶ MOUNTING/BINDING
▶ OCR (OPTICAL CHARACTER RECOGNITION)	▶ COURT FILINGS /PROCESS SERVING
▶ LOAD FILES (SUMMATION, CONCORDANCE, DELIMITATED TEXT, ETC)	▶ X-RAY SCANNING /DUPLICATON
▶ DIGITAL PRINTS (BLOW-BACKS)	

Free Pickup and Delivery

www.mirrorimaginginc.com
 1801 7th Street, Suite #175, Sacramento, CA 95814

OFFICE: (916) 447.2000 FAX: (916) 447.2032

Governor's Report

by Dawn Forgeur, CCLS



I attended LSI's 3rd Quarterly Conference from February 25-27, 2011, which was held at the Gold Country Casino in Oroville, hosted by Southern Butte County LPA.

During the Board of Governors Meeting, LSI's Vice President announced that Sacramento LSA won 2nd place in the LSI - Experience It! membership drive, from September 1, 2010, through January 30, 2011. San Diego LSA was the 1st place winner, beating our association by only two members.

LSI's Nominations and Elections Report was presented. The slate of nominees are President: Brooke Atherton, CCLS; Vice President: Sandra T. Jimenez, CCLS; Executive Secretary: Mary J. Beaudrow, CCLS; and Treasurer: Jennifer L. Page, CCLS. If there are no nominations from the floor at the Annual Conference in May 2011, these are who your delegates will be voting for at that conference.

As you will recall, SLSA members directed me to vote in favor of making the LSI Administrator position a paid employee

position instead of an independent contractor decision. Unfortunately, this motion was not made at this conference. Instead, LSI's Executive Board recommended that a second opinion be obtained from an independent law firm specializing in employment law, at a cost not to exceed \$3,000. There was a lot of discussion about this at the Governors' Luncheon, and even more discussion when the Board of Governors Meeting reconvened in the afternoon. There were Governors and Presidents who questioned why a second opinion was needed when LSI received two previous opinions, one from an employment attorney and another from a CPA. The Executive Board discussed that they did not feel that they had enough clarification about the Administrator's job duties and if they really did fall into the employee versus independent contractor status. This recommendation was passed by a majority of the Governors voting. LSI will be emailing the results of the independent attorney recommendation to the Governors.

Finally, the Governors were presented with the bids to host future conferences. These will be voted on at the Annual Conference by your delegates.

November 15-18, 2012 Conference

Desert Palm LPA hosting at the Palm Springs Hilton. Room cost-\$109. Scrip-\$108.50

Long Beach LPA hosting, but has not finalized the hotel location.

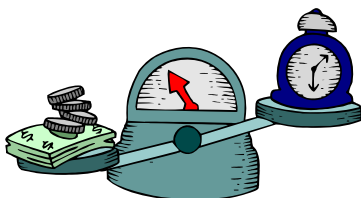
Doubletree Hotel Maya. Room cost-\$129. Scrip-\$115. or

Long Beach Hilton. Room cost-\$159. Scrip-\$115.

May 16-19, 2013 Annual Conference

Santa Clara County LPA hosting at the San Jose Marriott. Room cost-\$109. Scrip-\$131.

Orange County LPA hosting at Knots Berry Farm. Room cost-\$119. Scrip-\$100.



Capturing CAPs (Chapter Achievement Points)

Are you a CCLS that has recertified during the 2010-2011 fiscal year? SLSA earns 50 points for each member that has recertified.

Did you know that members who belong to an LSI sponsored credit union can earn SLSA 100 Chapter Achievement Points?

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

March 2011

Dates to Remember

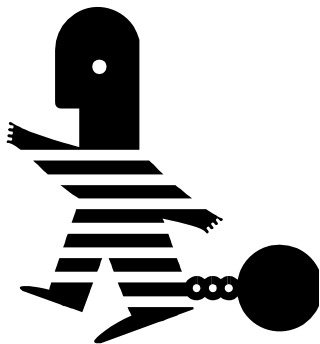
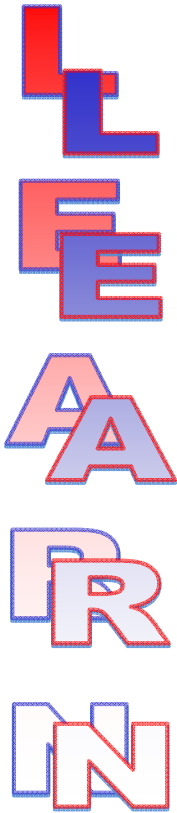
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 <i>Board Meeting</i>	8	9	10	11	12
13	14	15	16	17 <i>General Dinner Meeting</i> <i>SLSA Election Ballots Due!</i>	18	19
20	21 <i>Bulletin Submissions Due</i>	22	23	24	25	26
27	28	29	30	31		

- **March 7 - SLSA Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **March 17 - General Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **SLSA Elections are Due!!**
- **March 21 - Last Day to Submit Articles for the March issue of The Legal Eagle**



Vocabulary List

by Jennifer Estabrook, CCLS



Criminal

Constitutional criminal procedure	basic protections that the United States Constitution requires be afforded to those accused of crimes
Statutory criminal procedure	enacted rules that govern the actual conduct of a trial (i.e. Federal Rules of Criminal Procedure)
Infraction	a violation of state statute or local ordinance punishable by a fine or other penalty, but not normally by incarceration
Misdemeanor	an offense punishable by a fine not exceeding \$1,000 and/or by incarceration, usually in a county jail, for a period typically limited to a year or less
Felony	a crime which is punishable by death or by confinement in state prison
Arraignment	the first appearance at court on any charging document in a criminal matter
Nolo contendere	a formal declaration by an accused that he/she will not contest the charges
Formal probation	conditional freedom granted by a judicial officer, as long as the released person meets certain conditions of behavior and is supervised by a probation agency
Indictment	a formal, written accusation submitted to the court by a grand jury, alleging that a specified person has committed a specified offense, usually a felony
Preliminary Examination	proceeding before a judicial officer in which it is decided (1) whether a crime was committed; (2) whether the crime occurred within the territorial jurisdiction of the court, and (3) whether there are reasonable grounds to believe that the defendant committed the crime
Pretrial Conference	a meeting of the opposing parties in a case with the judicial officer prior to trial, for the purposes of stipulating those things agreed upon, disclosing required information, and organizing the presentation of motions, witnesses and evidence.
Grand jury	a jury selected and sworn to hear the evidence against accused persons to determine whether there is sufficient evidence to bring the person to trial
Court probation	a criminal court requirement that a defendant or offender fulfill specific conditions of behavior in lieu of a sentence to confinement, but without supervision by a probation agency
Bench warrant	a document issued by the court directing that a law enforcement officer bring the person named therein before the court, usually for failing to obey a court order or notice to appear
Booking	the process officially record an entry into detention after arrest and identifying the person, place, time and reason for the arrest, and the arresting authority



Sacramento Legal Secretaries Association

Dinner Meeting - March 17, 2011

Vendor of the
Month:

Carol Daly
Sweeney
Burkett's Office
Supply, Inc.

Speaker:
Mark Reichel, Esq.

Topic:
"Criminal Law 101 for the
Legal Professional"

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

Courtyard Marriott
Midtown Sacramento
4422 Y Street, Sacramento, CA
Tel: (916) 455-6800

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

RSVP by March 14. Complete & detach reservation form, enclose check payable to SLSA, and mail to: Jennifer Shelton, Murphy Austin Adams Schoenfeld, 304 "S" St., Sacramento, CA 95811; phone: 916.329.3104; fax: 916.503.4000; email: jshelton@murphyaustin.com. *Please add \$3 for reservations made after March 14. NOTE: Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Mexican Buffet

- Mixed Greens
- Spicy Chicken Tortilla Soup
- Chips And Salsa
- Seasoned Shredded Beef And Chicken Fajitas
- Cheese Enchiladas
- Refried Beans And Mexican Rice
- Shredded Lettuce, Diced Tomato, Cheddar Cheese, Sour Cream And Guacamole
- Gourmet Brownie Bars

Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO

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

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





**Marin County LPA and Sonoma County LSA
Are pleased to announce their Spring Tea/Interclub Event**

Sunday, March 20, 2011, 1:00 p.m.
Jacqueline's High Tea
203 Western Avenue, Petaluma, CA

\$35 per person

Includes
Pot of Tea
Soup & Salad
Finger Sandwiches
Scone
Dessert

To reserve your spot, please send your check payable to MCLPA
c/o Isobel Clayton
2027 Beverly Way
Santa Rosa, CA 95404

RSVP FORM:

Attending: _____ x \$35 = \$ _____

Contact Information: _____
(Name, phone or email)

Name's of Attendees _____

Reservations with payment must be received by March 12, 2011



Vendor Spotlight

February Lunch Lesson: Nationwide Legal

by Sophia Albov, CCLS

The Sacramento Legal Secretaries Association was joined at the February Lunch Lesson by Mike Taraban and Alex Cain from Nationwide Legal. Not only did they bring delicious cookies for us to enjoy, they also spoke a little bit about their business and how they can assist the Sacramento legal community. Their

company does court filings, process servings, and courier services. They have seven offices located through the state of California. They are as expert with Southern California filings as they are with Northern California. Each of their staff members is equipped with the latest technology to help keep them in

constant contact with their clients. If a document is kicked by a court clerk, Nationwide will make sure to call and let you know before they leave the courthouse. They will do everything in their power to make sure your documents are filed quickly and properly.



From L to R Mike Taraban, Sophia Albov, CCLS, and Alexander Cain



**Nationwide Legal
Sacramento**
 1301 H Street, Suite 1
 Sacramento, CA 95814
 Tel: (916) 443-4400
 Fax: (916) 443-4401
saccourt@nationwideasap.com



LIGHTSPEED
messenger

**FASTEST MESSENGER SERVICE!
 CHECK OUT OUR RATES ONLINE**

916 . 712 . 3547
 LIGHTSPEED916@GMAIL.COM
 WWW.LIGHTSPEED916.COM



SACRAMENTO LEGAL SECRETARIES ASSOCIATION
Presents
BEGINNING LEGAL SECRETARY TRAINING COURSE

A nine-week (two hours per week) course designed for the legal secretary-to-be with little or no experience but currently working in a law office or law-related office, or the experienced secretary needing refresher courses. This course will be instructed with the use of the *Law Office Procedures Manual*, which will be purchased from The Rutter Group. The cost of the *Law Office Procedures Manual*, as well as other course materials, is included in the registration fee. This course will include weekly homework assignments, mini-exams, lectures, and a final exam. Classes will be taught by Dawn Forgeur, CCLS, and Astrid Watterson, CCLS. This course will cover:

- | | |
|--|--|
| Introduction to the Law Office | Citations |
| Roles of the Legal Personnel | Calendaring and Docketing |
| Legal Research | Preparation and Service of Legal Documents |
| Court Systems/Structure/Rules of Court | Statutes of Limitation, Timetables |
| Legal Terminology | Civil Litigation |

The two-hour classes will be held on Tuesday evenings* from 5:45 p.m. to 8 p.m. at:
See Attached Schedule for Exact Dates

DOWNEY BRAND
621 Capitol Mall - 18th Floor
Sacramento, CA 95814

May 3, 2011 through June 28, 2011
Classes subject to change due to speakers' schedule.
Class Space is Limited to the First 30 students

Cost: SLSA Members - \$250 (nine-week course)
Non-SLSA Members - \$300 (nine-week course/SLSA membership fee included)
Deadline to Register: **April 11, 2011. No refunds after April 15, 2011.**

For more information call Astrid Watterson, CCLS, at 916-446-7979
or e-mail: awatterson@somachlaw.com
Visit our website at www.SLSA.org

Name: _____ Telephone: _____

Firm: _____ E-mail: _____

Address: _____

___ I would like to attend the entire course.
___ I am currently a: SLSA member Non-member

Payment in full must be received in order to secure your registration. Please mail your **check made payable to SLSA** for \$ _____, along with your completed registration form to:

ASTRID WATTERSON, CCLS
% Somach Simmons & Dunn
500 Capitol Mall, Suite 1000, Sacramento, CA 95814

SACRAMENTO LEGAL SECRETARIES ASSOCIATION
a member of Legal Secretaries, Incorporated presents
BEGINNING LEGAL SECRETARY TRAINING COURSE

A nine-week training program held on Tuesday evenings from 5:45 to 8:00 p.m. and is designed for the legal secretary-to-be with little or no experience, but currently working in a law office or law-related office, or the experienced secretary needing refresher courses. Classes will be taught by Astrid Watterson, CCLS, and Dawn Forgeur, CCLS. For more information please contact Astrid Watterson, CCLS, at (916) 446-7979 or e-mail her at awatterson@somachlaw.com.

CLASS LOCATION IS DOWNEY BRAND, 621 CAPITOL MALL, 18TH FLOOR, DOWNTOWN SACRAMENTO

CLASS SCHEDULE

- May 3, 2011: INTRODUCTION TO THE LAW OFFICE: Introduction of instructors, general information regarding publications and resource materials that are useful to legal secretaries, general information regarding LSI and its benefits and continuing education programs for legal professionals, handouts containing useful information for client intake, roles of legal personnel, how to relieve stress in the workplace, calendaring, file preparation, etc., question-and-answer session to assess the educational needs of each student, and mini-exams to test your knowledge. Policy and procedure regarding homework assignments and mini-exams as well as the grading policy will be reviewed during this class.
- May 10, 2011: FILE MANAGEMENT/WORK CONTROL SYSTEMS, STATUTES OF LIMITATION, GENERAL SERVICE OF PROCESS AND PROOFS OF SERVICE: Office calendaring/docket procedures, follow-up tickler system, opening and closing files, rules for alphabetic filing, time of commencing civil actions, statutes of limitation in civil cases (from 0 to 10 years), and service of process.
- May 17, 2011: INTRODUCTION TO LEGAL RESEARCH/CITATIONS: Instruction regarding California court structure, trial court/appellate court jurisdiction, sources of case law, primary versus secondary sources of law, how to read a citation, uniform system of citations, difference between Bluebook and California Style Manual, and legal research on the Internet.
- May 24, 2011: DISCOVERY PROCEDURES: Legal terminology, key words and phrases used in the discovery process, flow of the discovery procedure for depositions, interrogatories, demands for production, requests for admissions, etc., discovery timetable for superior court cases, preparation of discovery documents, and sanctions.
- May 31, 2011: CIVIL LITIGATION PROCEDURES: Legal terminology, key words and phrases used in civil litigation, flow of civil litigation procedure from filing of the summons and complaint through enforcement of judgment, regular motions, motions for summary judgment/adjudication, guidelines for preparation of legal documents, proofs of service, Judicial Council forms, and setting hearings.
- June 7, 2011: PRETRIAL PROCEEDINGS AND ALTERNATIVE DISPUTE RESOLUTION: Settlement procedures, preparation of documents such as releases and requests for dismissal, preparation of documents for filing with the court, fax filing procedures, proofs of service, verifications, substitutions of attorney, how and when to notify the court and interested parties, procedures, mediation and arbitration procedures, as well as tips for preparing your attorney for trial.
- June 14, 2011: LITIGATION CALENDARING/DOCKETING: This is a continuation of the previous week with specific focus on calendaring. Various calendaring exercises will be used in order to cover all methods of time computation including discovery calendaring, law and motion calendaring, motions for summary judgment/adjudication calendaring, and pretrial calendaring.
- June 21, 2011: MISCELLANEOUS: Recap of all classes. Review for Final Exam.
- June 28, 2011: FINAL EXAM. Students must pass the final examination with a score of 75 percent or better on the final exam and have an overall score of 75 percent or better on their cumulative homework and weekly test scores in order to receive a Certificate of Completion. All others will receive a Certificate of Attendance for the classes that they attend.

Speaker Spotlight

February Lunch Lesson: “Nuts and Bots of Appellate Law for Legal Secretaries,” with Jay-Allen Eisen, Esq.

by *Sophia Albor, CCLS*



The Sacramento Legal Secretaries Association was excited to spend a lunch hour with Jay-Allen Eisen, Esq., discussing the ins and outs of appellate law. He walked us through the calendaring, filing of a notice, designating the record, required information statements, and how to assemble the actual brief.

Appellate Calendaring

There are very exact time lines which parties have to file an appeal according to CRC 8.104. A party has 60 days from the mailing date of the Notice of Entry of Judgment to file an appeal. Unlike some other areas of law, there is no extension of time which correlates to the method of service. If your party never received a Notice of Entry of Judgment you have a maximum of 180 days from the

date the judgment was entered to file an appeal. These rules are jurisdictional which means the court does not have any wiggle room to extend the time unless the proper motion has been filed to extend the time. The motions which are available to extend the time are very tricky to use and must be properly executed to result in an extension. For example, a Motion for New Trial or a Motion to Vacate Judgment can be used to secure an additional 30 days in which to file an appeal.

Filing the Required Documents

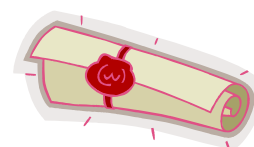
When a party is filing an appeal the actual document which constitutes the Notice of Appeal can be very short and sweet. For example acceptable verbiage can be as straightforward as “I am appealing from ...[insert here what you are appealing from.]” Or a party can use Judicial Counsel form APP-002 to file their appeal. The appeal is filed in the trial court and must be accompanied by two checks. One check is made out to the District Court of Appeals in the amount of \$655.00; this is the filing fee for the appeal. There must also be a check in the amount of \$100.00 which is made out to the trial court. This check helps to off-set the clerks’ time for preparing the clerk’s transcript which is used by the Court of Appeals. It is very important to remember that even if one does not intend to use a clerk’s transcript the check must still

be sent.

Assembling the Brief

When assembling a brief there are some requirements for the physical make-up of the document. The margins must be 1 and ½ inches on the left and right, as well as, 1 inch top and bottom. You also must make sure the line spacing is at least 1 ½ per line. You do not number the lines as you would on a trial court pleading. The pages must be consecutively numbered and you can use both sides of the paper. Generally the brief is bound along the left margin with velo binding or spiral binding. You can staple, but you must make sure to cover all staples with tape. Be sure when the brief is being served that all parties are served, as well as, the superior court clerk.

Mr. Eisen has practiced law since 1969. He received his J.D. from Hastings College of Law in San Francisco. He specializes in appellate law and was once of the first Appellate Law Specialists certified by the State Bar of California. He has been counsel in over 300 appeals and appellate writs, including more than 75 that have led to published, precedent decisions.



From Left to Right: Molly Mahoney, Sophia Albor, CCLS, Jay-Allen Eisen, Esq., and Michelle Micciche

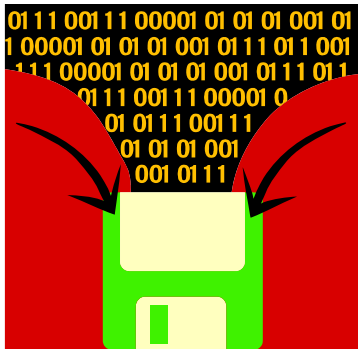
Legal Trivia Throwdown!



Law Office Products/ Management

by Ron Bodenmann

Early case assessment electronic discovery



Today's law firms handle hundreds of cases each year and need to analyze an enormous (and increasing) volume of electronic stored information (ESI). In addition, the amended Federal Rules of Civil Procedures (FRCP) dictate that legal professionals must address e-discovery within days of filing a lawsuit. Thus, rapidly analyzing large

Early case assessment is an optimal way for companies to reduce their exposure to costly e-discovery review processes. By assessing the data related to a legal case as soon as possible, companies can identify the custodians involved in pending litigation. After custodians are identified, their information can be assessed for content reviewed for re-

does, reduce the amount of information to be produced to less than a gigabyte, when it may be cheaper to pay for processing on a "per page" basis.

There are a number of ECA tools on the market to help reduce the amount of data that may require EDD processing. Just do your homework, and then work with the

The traditional approach to e-discovery is fraught with delays, business risk, and rising costs.

~Ron Bodenmann

amounts of ESI to perform early case assessment, quickly culling the data down to only the relevant files, and performing rapid review are critical tasks in today's litigation process. The traditional approach to e-discovery is fraught with delays, business risk, and rising costs. The inability to rapidly analyze ESI causes significant delays in case assessments thereby increasing the risk of choosing the wrong strategy. Further, ineffective cull-down of ESI forces far more documents to be processed and reviewed than is necessary, significantly increasing e-discovery costs. Unfortunately, efforts to short-cut the review process can result in valuable information being removed by too stringent filtering and categorical culling.



sponsiveness and relevance to a legal case. Reviewing ESI from one custodian often will yield other custodians and, in some cases, additional context and content. This broader list of custodians, context and content can provide an advantage in working for settlement, thus reducing a case's financial cost.

The other advantage of ECA tools is in reducing the amount of ESI that must be processed to produce in a usable format. Usually, ECA costs are charged on a "per gigabyte" basis that is much lower than the cost of electronic data discovery (EDD) processing. EDD is usually charged at a higher "per gigabyte" basis with a minimum charge equal to processing one gigabyte for large data sets. ECA can, and often

vendor to be sure you do not overly constrain your initial search in a way that requires you to start over from scratch, which can be quite expensive. You may need to pay for some consultation time with an expert in ECA, but it will be worth it in the long run.



CHAPTER ACHIEVEMENT REPORTING FORM

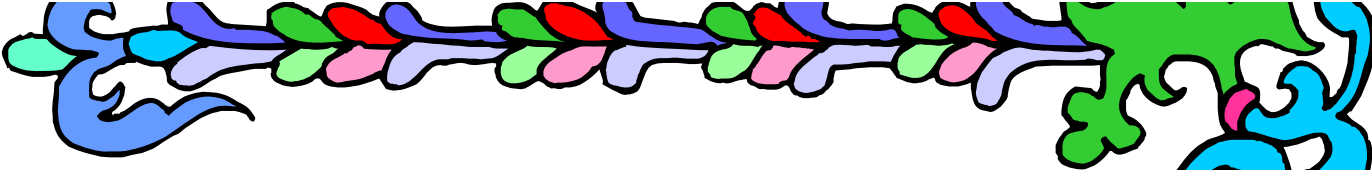
Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2010 through March 31, 2011. This form's purpose is to track each member's activity during the course of the fiscal year. Please complete the form each time you attend a function and mail it to the person named below. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.

- Month/Year Function
I submitted a potential advertiser to the Editor of The Legal Secretary magazine. (25 points per advertiser)
I submitted an article to The Legal Secretary magazine. (50 points per article)
I attended an LSI Quarterly Conference and/or Annual Conference. (50 points)
I attended an Officer/Chairman Workshop at the LSI Annual Conference. How many? ___ (25 points)
I attended the President's Roundtable at the LSI Annual Conference. (25 points)
I belong to an LSI-sponsored credit union. (100 points)
I am insured through an LSI plan. (100 points)
I rented a car through Hertz and received the LSI discount. (200 points per rental)
I enrolled in an LSI-approved retirement planning program. (100 points)
I sponsored a CCLS study group. (200 points)
I participated in a CCLS study group. (25 points)
I conducted a CCLS Mock exam. (150 points)
I took the CCLS exam. (Test date: _____) (100 points)
I passed the CCLS exam. (Test date: _____) (200 points)
I submitted questions to the Continuing Education Council for use on the CCLS Mock exam. How many? ___ (25 points)
I recertified as a CCLS during the 2010-2011 fiscal year. (50 points)
I gave a presentation on legal secretarial careers at a local educational institution. (50 points per presentation)
I attended another Association's monthly meeting, installation, or other function. (50 points per event)
I taught an educational workshop or seminar. (75 points per event)
I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points per event)
I attended an educational workshop or seminar sponsored by a Forum, CEB or The Rutter Group. (25 points per event)
I conducted a short session on legal procedures at an SLSA dinner meeting. (25 points per meeting)
I am a member of at least one Legal Specialization Section. (50 points)
I am a member of all six Legal Specialization Sections as of March 31, 2011. (100 points)
I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? ___ (50 points per meeting)
I attended a Legal Specialization Section Regional Seminar. (75 points)
I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
I submitted an article to LSI Director of Public Relations for publication in the Daily Journal. (50 points per article)
I gave a formal presentation on benefits of membership to a law office. (50 points per presentation)
I gave a formal presentation on benefits of membership to the local bar association. (100 points per presentation)
I purchased the LSI Legal Professional's Handbook between April 1, 2010 and March 31, 2011. (200 points)
I purchased updates to the LSI Legal Professional's Handbook between April 1, 2010 and March 31, 2011. (100 points)
I purchased the Law Office Procedures Manual between April 1, 2010 and March 31, 2011. (200 points)
I purchased updates to the Law Office Procedures Manual between April 1, 2010 and March 31, 2011. (100 points)
I am an SLSA officer or committee chair. I timely responded to my LSI counterpart's quarterly directive(s). Attached is (are) a copy (copies) of my response(s). (20 points per directive)

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

Please attach additional pages if necessary. Thank you for your assistance. If you have any questions, you can reach Dawn Forgeur, CCLS at (916) 442-1111; or e-mail at forgeurd@gtlaw.com. Otherwise mail to:

Dawn Forgeur, CCLS
SLSA Governor 2010-2011
Greenberg Traurig
1201 K Street
Sacramento, CA 95814



Thank You to Our Federal Day In Court Vendors

We truly have the best vendors! They really care about what we do, providing a level of service and quality products that help us do our jobs better, faster, and save money for our offices and clients. Our deepest thanks to the following Federal Day In Court vendors:

Atkinson-Baker -- Wendy Lannoye

Capitol Digital Document Systems -- Ron Bodenmann, Dave Wilkinson & Ignacio Solario

Burkett's Office Supply -- Carol Daly-Sweeney & Julia Sweeney

Esquire Solutions -- Susan Ramsey

Cookie Lee Fashion Jewelry -- Romi Glynn

Veritext -- Jonathan Pearl & Eileen Henderson

--Lynne Gomes, Co-Chair
Day In Court Committee



Thank you!!



Happy March Birthdays!!



Elizabeth Bomke, CCLS

March 4

Karen C. Traugh

March 19

Jeanette Georgianna

March 21

Jim Pinter

March 21

Michelle Chavez, CCLS

March 24

Kristen E. Moe

March 28

Out to Lunch:

Great Lunch Spots

by *Sophia Albov, CCLS*

House Kitchen & Bar

555 Capitol Mall, Suite 155
Sacramento, CA 95814
(916) 498-9924
www.houseoncapitol.com

Hours of Operation

Monday – Tuesday 11:30 a.m. – 8 p.m.
Wednesday – Friday 11:30 a.m. – 9 p.m.



House boldly takes up the lower left hand corner of the venerable Plaza 555. This is a newer restaurant on the Sacramento scene. It has an interesting vibe; it attracts the suit types during the day and the staff types by night. The owner of House is also known for one of his other restaurants, Ink. House reminds me of Ink’s more conservative cousin. They are both really good, but totally different.

The food is elevated comfort food. For example, they have macaroni and cheese, but this is not Kraft! You can expect every dish to be executed with intent and poise. They also have an interesting attitude toward menu building; they are open to customer suggestions. You can go to their website and “tell them what you’re hungry for.” If your menu suggestion gets picked, then you get to come in and try it first for free. So if you make something on the menu at House you get to try it on the “House”!

If you are planning on House for lunch, I highly suggest reservations. They will not take reservation for small parties (2 people), but if you

have a large group it is necessary. This place is hopping at lunch time! In fact, sometimes lunch hour feels like a who’s who of Capitol Mall. Happy hour is a little more subdued, but tends to pick up when the weather is nicer. They have an awesome patio and a great bar!

Parking during the day anywhere on Capitol Mall is usually a challenge, unless you already have a spot in one of the buildings. There are many available spaces in the Plaza 555 garage, but you might end up paying more for you parking than you do for your lunch! However, they do offer complimentary parking the

Plaza 55 garage after 5 pm. A cheaper alternative, which is still very close, is parking in the downtown plaza garage.

If a sandwich and a coffee are more your speed; you can enjoy what House has to offer in their lobby café. The café staff is pleasant and ready to please, as well as, awesome baristas. Every day at lunch they have soups, salads, sandwiches, and at least one hot food option. The café is also great in the morning for a pre-work burrito!

House is a great addition to the dining options on Capitol Mall!



Out to Lunch (cont.):

Great Lunch Spots

by Sophia Albor, CCLS

Happy Hour Specials:

Happy Hour Times and Specials

4PM-8PM

Bar & Patio Only

\$5 Cocktails and select appetizers (the appetizers on Happy Hour change – so make sure to ask!)

RIPENED RASPBERRY ICE PICK

Jeremiah Weed Sweet Tea Vodka
Smirnoff Raspberry Flavored Vodka
Raspberry Liqueur and sweetened lemon juice
Served on the rocks

HOUSE SLIPPERS

Peach Schnapps and Raspberry Liquor
Fresh orange Juice and ice cold champagne
Served on the rocks

CALYPSO COLLINS

Smirnoff Pineapple Flavored Vodka
A splash of sweet and sour, fresh lemon juice
& Soda water
Served on the rocks

SINGAPORE SLING

New Amsterdam Gin
Cherry Flavored Brandy
Lemon juice & a dash of Grenadine
Served on the rocks & topped with soda water

TRYST ON THE BEACH

Smirnoff Vanilla Flavored Vodka
Peach Schnapps, Melon Liqueur
Cranberry & pineapple juice
Served on the rocks

\$5 Wine

BV Century Cellars Cabernet Sauvignon or Chardonnay

Draft beer specials

\$2 Olympia
\$3 Sierra Nevada Pale Ale,
Jamaica Red & Blue Moon





Los Angeles Legal Secretaries Association
 invites you to our Disco Party
“Staying Alive @ L.A. LIVE”
May 19 – 22, 2011

Legal Secretaries, Incorporated — 77th Annual Conference

JW MARRIOTT @ L.A. LIVE
 900 West Olympic Boulevard
 Los Angeles, CA 90015
 Phone: (213) 765-8600

Conference Registration Form

Name (to be used on badge): _____
 Mailing address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 E-mail Address: _____
 Local Association: _____ LSA/LPA

Please check if applicable; include title Please check if you are:
 State Officer: _____ Governor CCLS PLS
 State Chairman: _____ Delegate Alternate

SCRIPT TICKET (included Registration, Welcome Reception, Banquet and Brunch):

POSTMARKED ON OR BEFORE APRIL 19, 2011 _____ @ \$125.00 \$ _____
 POSTMARKED AFTER APRIL 20, 2011 _____ @ \$135.00 \$ _____

INDIVIDUAL TICKETS:

Registration by April 19, 2011	_____ @	\$ 20.00	\$ _____
Registration after April 20, 2011	_____ @	\$ 30.00	\$ _____
President’s Lunch (Friday)	_____ @	\$ 35.00	\$ _____
Governor’s Lunch (Friday)	_____ @	\$ 35.00	\$ _____
Newcomer’s Lunch (Friday)	_____ @	\$ 35.00	\$ _____
Welcome Reception (Friday)	_____ @	\$ 25.00	\$ _____
CCLS Lunch (Saturday)	_____ @	\$ 35.00	\$ _____
Banquet (Saturday)	_____ @	\$ 50.00	\$ _____
Brunch (Sunday)	_____ @	\$ 30.00	\$ _____

TOTAL AMOUNT: \$ _____

Special Dietary Request (including VEGETARIAN): _____

MAKE CHECKS PAYABLE TO: LALSA 2011 CONFERENCE FUND

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

JULIA EVANS
 1838 Waters Avenue
 Pomona, CA 91766
 (714) 852-6872

Email: jevans@alvaradosmith.com

[NO REFUNDS AFTER APRIL 30, 2011]



Los Angeles Legal Secretaries Association

invites you to our Disco Party

“Staying Alive @ L.A. LIVE”

May 19 – 22, 2011

Legal Secretaries, Incorporated — 77th Annual Conference

JW MARRIOTT @ L.A. LIVE
 900 West Olympic Boulevard
 Los Angeles, CA 90015
 Phone: (213) 765-8600

HOTEL REGISTRATION FORM

Name (to be used on badge): _____
 Mailing address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 E-mail Address: _____
 Local Association: _____ LSA/LPA
 Arrival Date: _____ Departure Date: _____

ACCOMMODATIONS: (Plus applicable taxes and fee)

- | | | | |
|--|---------------------|---------------------------------|---------------------|
| <input type="checkbox"/> SINGLE / DOUBLE | \$ 169.00 per night | <input type="checkbox"/> TRIPLE | \$ 189.00 per night |
| <input type="checkbox"/> EXECUTIVE SUITE | \$ 189.00 per night | <input type="checkbox"/> QUAD | \$ 220.00 per night |
| <input type="checkbox"/> ADD'L PERSON | \$ 20.00 per night | | |

RESERVATIONS: <https://resweb.passkey.com/go/leg> - Or call: 1-800-266-9432

Check In: 4:00 p.m. - Check-out: 12:00 p.m.

Smoke-free policy – Pets are not allowed.

PARKING: Valet parking: \$29.00 per day - Off-site parking available at Convention Center and other nearby lots

AIRPORTS: Los Angeles (LAX) 17 miles or Burbank-Glendale-Pasadena (BUR) – 17 miles

General Information, contact:

Margaret Tovar, CCLS, Conference Chair
 (213) 452-0115 or (562) 556-4790
 Email: mtovar@kbblaw.com

Legal Secretaries, Incorporated
LEGAL SPECIALIZATION SECTIONS

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



ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?

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

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

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

LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

2010-2011 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

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

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

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

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

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	\$ 5.00		\$
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3.00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information (Rev. 5/08) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7.00		
PRESIDENT'S PIN* Same as pendant (see above), but with pin on back.	7.00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
CALIFORNIA SALES TAX (7.25% OF TOTAL ORDER) +			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
TOTAL AMOUNT =			\$

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

DELIVER TO: NAME _____ ASSOCIATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DAY TELEPHONE (____) _____ E-MAIL _____

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

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

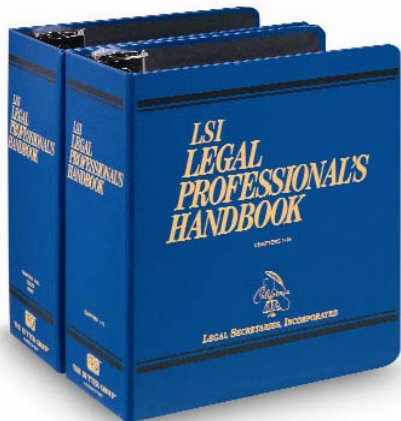
*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK

... THE *ULTIMATE RESOURCE* GUIDE!



STEP-BY-STEP GUIDANCE: Step-by-step instructions for each major area of law practice, shows deadlines, fees, number of copies, addresses and all the other details needed to do the job right the first time!

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

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

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

CONTENTS

- California Court System
- Statutes of Limitation/Jurisdiction
- Attachment/Other Provisional Remedies
- Commencement of Civil Actions
- Discovery in Civil Actions
- Pretrial and Judgment in Civil Actions
- Postjudgment Proceedings
- Civil Appeals and Writs
- ADR
- Foreclosures: Mortgages and Trust Deeds; Mechanic's Lien
- Unlawful Detainer
- Federal Civil Procedure and Appeals
- Bankruptcy
- Family Law
- Adoptions
- Criminal Law and Procedure
- Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
- Workers' Compensation
- California Commercial Code
- Corporations
- Limited Partnerships
- Intellectual Property Law: Copyrights; Trademarks; Patents
- Miscellaneous General Information

ORDER FORM

Please send me LEGAL PROFESSIONAL'S HANDBOOK. If I decide not to keep the book, I will return it within 45 days at my expense.

Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 1,074-pg. 2009 Update was \$115.)

My payment is enclosed

Please bill me

<p style="text-align: center;"><i>Legal Secretaries, Incorporated</i> LEGAL PROFESSIONAL'S HANDBOOK</p> <p style="text-align: center;">2 Volumes • Over 2550 Pages</p> <p>LSI Members-Only Price \$233.75 Nonmembers Price \$275 (includes shipping)</p>	NAME _____ PHONE (____) _____ E-MAIL ADDRESS _____ STATE BAR NO. _____ FIRM _____ ADDRESS _____ SUITE _____ CITY _____ STATE _____ ZIP _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-right: 1px solid black; padding: 2px;">Subtotal</td> <td style="padding: 2px;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Add applicable sales tax</td> <td style="padding: 2px;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">TOTAL</td> <td style="padding: 2px;">\$ _____</td> </tr> </table>	Subtotal	\$ _____	Add applicable sales tax	\$ _____	TOTAL	\$ _____	<p><input type="checkbox"/> Enclosed is my check for \$ _____ payable to THE RUTTER GROUP</p> <p><input type="checkbox"/> Charge \$ _____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS</p> <p>Credit Card Number _____ Exp. Date _____</p> <p>Signature _____</p>
Subtotal	\$ _____						
Add applicable sales tax	\$ _____						
TOTAL	\$ _____						

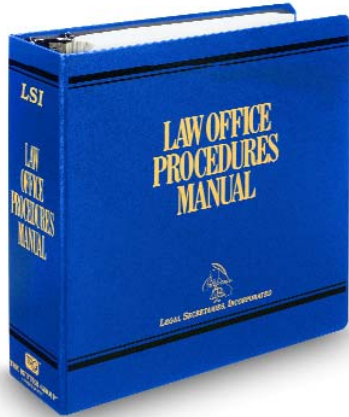


40272000

LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

... THE *IDEAL TRAINING MANUAL* FOR NEW STAFF!



The Problem Training new law office staff members is time consuming and expensive. The adequacy of the training is often dependent on the ability of the existing staff. Loss of key personnel may make it impossible to train and supervise less experienced staff.

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

STEP-BY-STEP GUIDANCE: The Manual covers each major area of law practice.

FORMS: The Manual includes the major Judicial Council forms, plus typical attorney-drafted forms. *Sample forms are filled out* to illustrate common applications.

UP-TO-DATE: The Manual is updated twice a year to include revised Judicial Council forms and other changes in applicable rules and procedures.

CONTENTS		
<ul style="list-style-type: none"> • Court Structure • Civil Procedure • Local Rules • Discovery • Unlawful Detainer • Real Estate • Criminal 	<ul style="list-style-type: none"> • Family Law • Adoptions • Probate • Conservatorships and Guardianships • Corporations and Limited Liability Companies • Workers' Compensation 	<ul style="list-style-type: none"> • 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

ORDER FORM										
<p><i>Please send me LAW OFFICE PROCEDURES MANUAL.</i> If I decide not to keep the book, I will return it within 45 days at my expense. Also, please enter my subscription to future Updates, which I may cancel at any time.</p> <p><input type="checkbox"/> Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 522-pg. 2009 Update #2 was \$40.)</p> <p><input type="checkbox"/> My payment is enclosed</p> <p><input type="checkbox"/> Please bill me</p>										
<p>Legal Secretaries, Incorporated</p> <p style="text-align: center;">LAW OFFICE PROCEDURES MANUAL</p> <p style="text-align: center;">Over 1200 Pages</p> <p>LSI Members-Only Price \$126.65</p> <p>Nonmembers Price \$149</p> <p style="text-align: center;">(Includes shipping)</p>	<p>NAME _____ PHONE (____) _____</p> <p>E-MAIL ADDRESS _____ STATE BAR NO. _____</p> <p>FIRM _____</p> <p>ADDRESS _____ SUITE _____</p> <p>CITY _____ STATE _____ ZIP _____</p>									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-right: 1px solid black;">Subtotal</td> <td style="border-right: 1px solid black;">\$</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black;">Add applicable sales tax</td> <td style="border-right: 1px solid black;">\$</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; font-weight: bold;">TOTAL</td> <td style="border-right: 1px solid black; font-weight: bold;">\$</td> <td></td> </tr> </table>	Subtotal	\$		Add applicable sales tax	\$		TOTAL	\$		<p><input type="checkbox"/> Enclosed is my check for \$_____ payable to THE RUTTER GROUP</p> <p><input type="checkbox"/> Charge \$_____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS</p> <p>Credit Card Number _____ Exp. Date _____</p> <p>Signature _____</p>
Subtotal	\$									
Add applicable sales tax	\$									
TOTAL	\$									



40530574

BENEFITS

LEGAL SECRETARIES INCORPORATED (LSI)

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

<p>DISCOUNT THROUGH CEB</p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit http://ceb.com/LSI/</p>	<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorq@suddenlink.com, or LSI Vice President</p>
<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
<p>INSURANCE AND FINANCIAL PROVIDERS</p>	
<p>AFLAC AND WORKER'S COMPENSATION QUOTES Steven C. Dannenberg (Independent Broker) 11091 Rhyolite Drive, Suite 4 Redding, CA 96003 Direct: (530) 339-5889 - Office: (530) 243-9879 Fax: (530) 243-9880 E-mail: dannenberginsurance@gmail.com Offering supplemental insurance for Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke.</p>	<p>CAPITAL INVESTMENT ADVISERS Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
<p>DWORKIN INSURANCE SERVICES Earl Dworkin 467 Hamilton Avenue, Suite 1 Palo Alto, CA 94301 Office: (650) 329-1330 or (800) 332-4313 Fax: (650) 329-9957 www.dworkininsurance.com Offering Individual and Family Medical Insurance, Travel Medical, Medicare Supplements, Dental Plans, and Part D Prescription Drug Plans</p>	<p>LEGACY WEALTH MANAGEMENT Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K.</p>
<p>DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwassociates.com, or Matt Kay (ext. 2628), mkay@dwassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance.</p>	
<p>CREDIT UNIONS</p>	
<p>LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p>PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
Sandra T. Jimenez, CCLS, LSI Vice President
LSI® Marketing Committee Coordinator
P.O. Box 58, Seeley, CA 92273
Cell - (760) 604-3057
sjimenez52@yahoo.com

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 1/31/11**

Total Members (Fiscal Year-end 4/30/10)	Association		New Members	Transfer Members	Continuing Members	Total Members
35	Alameda County	LSA	13	2	27	42
21	Antelope Valley	LSA				0
49	Beverly Hills/Century City	LSA	13		37	50
22	Butte County	LPA	3		18	21
29	Capitol City	LPA	7		21	28
8	Conejo Valley	LPA	1		5	6
22	Desert Palm	LPA	2		15	17
24	El Dorado County	LPA	1		15	16
43	Fresno County	LPA	13		36	49
46	Humboldt County	LPA	8		34	42
30	Imperial County	LPA	13		24	37
35	Livermore-Amador Valley	LPA	3		23	26
55	Long Beach	LSA	4		52	56
34	Los Angeles	LSA	19		26	45
16	Marin County	LPA	2		13	15
35	Merced County	LPA	9		29	38
20	Monterey County	LSA	2		12	14
66	Mt. Diablo	LPA	11		51	62
16	Napa County	LSA			15	15
80	Orange County	LSA	21		56	77
22	Palo Alto	LSA	7		18	25
26	Placer County	LPA	5		34	39
13	Redding	LPA	8		11	19
23	Rio Hondo District	LPA	5		12	17
27	Riverside	LPA	4		16	20
158	Sacramento	LSA	62		118	180
205	San Diego	LSA	92		140	232
60	San Fernando Valley	LSA	6		28	34
46	San Francisco	LPA	10		31	41
30	San Gabriel Valley	LSA	8		23	31
80	San Mateo County	LSA	14		63	77
28	Santa Barbara	LSA	6		20	26
52	Santa Clara County	LSA	13		44	57
20	Santa Cruz County	LPA	1		7	8
23	Santa Maria	LPA	4		12	16
38	Sonoma County	LSA	13		26	39
8	Southern Butte	LSA	3		9	12
37	Stanislaus County	LPA	3		33	36
46	Stockton-San Joaquin	LPA			29	29
4	Trinity County	LSA			4	4
25	Ventura County	LPA	5		17	22
28	Members at Large					32
1685	YTD TOTALS					1652

Membership list as of 1/31/11

LEGAL SECRETARIES, INCORPORATED

ORGANIZED 1934



Presents:

THE LEGAL SECRETARY'S REFERENCE GUIDE

The perfect desk reference for beginning and experienced legal professionals – convenient and easy to use. No legal professional should be without one!

The guide includes:

- Grammar and punctuation tips, document control and filing tips
- Legal terminology
- Legal research tips/proper usage of citations
- Timetables in civil litigation, discovery, and statutes
- Flowcharts in civil litigation, discovery, criminal, family law, conservatorships, probate, adoptions, corporations, unlawful detainer, and workers compensation

Order your copy of *The Legal Secretary's Reference Guide* today!

ORDER FORM:

Name: _____

Address: _____

E-Mail: _____

Number of Copies: _____

\$37.35 includes tax and shipping

LEGAL SECRETARIES, INCORPORATED
 P.O. Box 660, Fortuna, CA 95540-0660
 (800) 281-2188 or (707) 725-1344
 Fax: (707) 725-1344 www.lsi.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: _____ (for vital updates/reminders)

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

- | | | |
|---|--|-------------------------------|
| Where do you want <i>The Legal Eagle</i> and other SLSA/LSI mail delivered? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| Where do you want e-mail delivered? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| Which address should be listed in the membership roster? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| If you do NOT want to be listed in the membership roster, check here: | <input type="checkbox"/> No roster listing | |

Please submit to:

Anne French
c/o Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814
E-mail: afrench@downeybrand.com

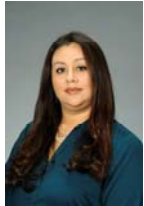


SLSA COMMITTEE CHAIRMEN

2010-2011

COMMITTEE	SLSA CHAIRMEN	CONTACT
Advertising Chair	Open	
Benefits Chair	Open	
Budget Committee Member	Sophia Albov, CCLS	salbov@cookbrown.com
Budget Committee Member	Dawn Forgeur, CCLS	forgeurd@gtlaw.com
Budget Committee Member	Sheila Brown	brownsh@gtlaw.com
Bulletin Chair	Liz Gideon	lgideon@weintraub.com
CCLS Chair	Jennifer Estabrook, CCLS	je@wexlerwallace.com
Charitable Projects Chair	Aaliyah Muhammad	aaliyah@prisonerswithchildren.org
Charitable Projects Co-Chair	Gloriela Garcia	gloriela.garcia@calegacylaw.com
Day in Court Chair	Rebecca Lerma	lermar@gtlaw.com
Day in Court Co-Chair	Lynne Gomes	gomesl@gtlaw.com
Day in Court Co-Chair	Rosa Deniz	rdeniz@pacific.edu
Employment Chair	Jaymie Moralez	jmoralez@somachlaw.com
Fin. Review Committee Member	Sherri Lee Caplette, CCLS	scaplette@fagenfriedman.com
Fin. Review Committee Member	Jennifer Shelton	jshelton@murphyaustin.com
Fin. Review Committee Member	Patti Alexander	palexander@aklandlaw.com
Historian	EC	
Interclub Chair	Launa Atkinson, CCLS	latkinson@cddl.com
Interclub Co-Chair	Diane West, CCLS	dwestmcginnis.law@hotmail.com
Law Office Products/Mangmt	Andrea Savig, CCLS	thesavigfamily@hotmail.com
LOPMT Co-Chair	Ron Bodenmann	ron@capitol-digital.com
Legal Procedures Chair	Nancy Vanderhorst, CCLS	nvanderhorst@klinedinstlaw.com
Legal Procedures Co-Chair	Laura Welch, CCLS	lwelch@klinedinstlaw.com
Legal Procedures Co-Chair	Molly Mahoney	molly@eisenlegal.com
Legal Secretarial Training Chair	Desiree Delonia, CCLS	ddelonia@aklandlaw.com
Legal Sec. Training Co-Chair	Liz Gideon (Assistant)	lgideon@weintraub.com
Marketing Chair	Anne French	afrench@downeybrand.com
Membership Chair	Anne French	afrench@downeybrand.com
Nominations & Elections Chair	Yolanda De La Cruz	ydelacruz@somachlaw.com
Nom. & Elec. Co-Chair	Jaymie Moralez	jmoralez@somachlaw.com
Nom. & Elec. Co-Chair	Gwen Gomez	ggomez@somachlaw.com
Professional Liaison	EC	
Programs Chair	Sophia Albov, CCLS	salbov@cookbrown.com
Programs Co-Chair	Susan Lee	slee@hansonbridgett.com
Publicity Chair	Daria Milton	dmilton@pacific.edu
Reception & Reservations Chair	Jennifer Shelton	jshelton@murphyaustin.com
Scholarship Chair	Sandra Andrade	sandrade@diepenbrock.com
Vendor Liaison Chair	Open	
Ways & Means Chair	Rebecca Lerma	lermar@gtlaw.com
Website Coordinator	Gwen Gomez	ggomez@somachlaw.com
Fairy Tale Town Chair	Jennifer Estabrook, CCLS	je@wexlerwallace.com
Fairy Tale Town Co-Chair	Ron Bodenmann	ron@capitol-digital.com
Boss of the Year Chair	Maimie Chyinski	mchyinski@fagenfriedman.com
Boss of the Year Co-Chair	Desiree Delonia, CCLS	ddelonia@aklandlaw.com
Boss of the Year Co-Chair	Lindsey Perry	lindseyperry1@yahoo.com
Legal Prof. of the Year Chair	Maimie Chyinski	mchyinski@fagenfriedman.com
Legal Prof. of the Year Co-Chair	Dawn Forgeur, CCLS	forgeurd@gtlaw.com
Legal Prof. of the Year Co-Chair	Lindsey Perry	lindseyperry1@yahoo.com

SLSA EXECUTIVE BOARD 2010-2011



President
Astrid Watterson, CCLS
(916) 446-7979
awatterson@somachlaw.com



Vice President
Anne French
(916) 520-5268
afrench@downeybrand.com



Secretary
Crystal Rivera
(916) 446-7979
crivera@somachlaw.com



Treasurer
Maimie Chyinski
(916) 604-3077
mchyinski@fagenfriedman.com



Governor
Dawn Forgeur, CCLS
(916) 442-1111
forgeurd@gtlaw.com



Parliamentarian
Tammy Hunt, CCLS
(209) 937-8805
tammy.hunt@tlhunt.org



Executive Advisor
Jennifer Rotz
(916) 329-3139
jrotz@murphyaustin.com

Editor's Note

by Liz Gideon

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

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. The deadline for all submittals is

the Monday after the general meeting of the month preceding the month of publication. This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the service of a com-

petent, 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.

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

Code of Ethics

Legal Secretaries, Incorporated

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

Dedicated to Joan Moore, PLS



555 Capitol Mall, Suite 235

CAPITOL DIGITAL DOCUMENT SOLUTIONS

Your Reliable Source for Litigation Support Services:

Copying, Scanning and Electronic Discovery

Available 24 hours a day – Seven days a week!

Electronic Discovery	Litigation Scanning
Litigation Copying	On-site Copying & Scanning
Bates Numbering	Banner and Court Exhibit Boards
Labeling	Oversized Copying, Scanning & Printing
Binding	Color Copying, Scanning & Printing
Web Hosting	Video & Audio Duplication
High Volume Copying	File Conversion

Free Pickup & Delivery in the Greater Sacramento Area

(916)449-2820