



# The Legal Eagle

## Sacramento Legal Secretaries Association

Book 2015, Issue 3  
March 2015



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Lynne Prescott, CCLS, Wim Van Rooyen, Alexandra Waldrop, Cathy Waltz, Deseree Gamayo, Alex Cain, and the Honorable Ronald H. Sargis

### March Meeting Information

SLSA welcomes Litigations Services to our March 2015 meeting. As well as being our vendor for the evening, they will also be providing our speaker! The topic will be: Managing New Forms of Discovery.

The dinner meeting will be on March 19, 2015, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. Meet and Greet at 5:30 p.m. The Dinner Meeting begins at 6:15 p.m.

#### **President**

Lynne Prescott, CCLS  
Carroll, Burdick & McDonough LLP  
980 9th Street, Suite 380  
Sacramento, CA 95814  
(916) 551-3360

#### **Bulletin Editor**

Corene E. Rodder  
Somach Simmons & Dunn  
500 Capitol Mall, Suite 1000  
Sacramento, CA 95814  
(916) 469-3814



## President's Message: "Spring Forward!"



Submitted by Lynne Prescott, CCLS

In just a few short days, we will be setting the clock forward once more for Daylight Savings Time, and a couple of weeks after

that we will be celebrating the first day of Spring. Both of these events tend to give us new energy and reasons to look forward to the days ahead: more hours of sunlight each day; the weather growing warmer; signs of new life everywhere; the chance to get outside and "play;" and so on.

Spring is also a time for renewed energy, new life, and a chance to do new and different things for SLSA. At our February 12, 2015 Federal Day in Court meeting, the Nominations and Election Committee presented the following slate of candidates for office for 2015-2016, all of whom were elected by acclamation. Congratulations to:

Crystal Rivera – President-Elect  
Lacy Monserrat, CCLS – Vice President-Elect  
Heather Rodriguez, CCLS – Treasurer-Elect  
Jan Ainsworth – Governor-Elect

The following were nominated to represent SLSA as delegates at LSI's Annual Conference in May 2015 in San Diego, California:

Jan Ainsworth  
Brenda Bracy  
Paula Lockard, CCLS  
Terry Olson  
Corene Rodder

SLSA will send three delegates to the Annual Conference, so you will be receiving a ballot in the mail asking you to select three names as your choice for delegates. Please be sure to follow the instructions for voting and returning your ballot *exactly as outlined in the ballot package.*

I am so proud of our incoming slate of officers for having the courage to step forward and take the lead in guiding this association. Their energy and vision for SLSA will be exciting to see. They will need and will be counting on your support and assistance in the coming year. If you are asked to help out, please say yes and do what you can. But please don't wait to be asked! Just as our incoming officers have tremendous gifts and skills to bring to the table, so do each of you! President-Elect Crystal welcomes your ideas AND your willingness to help. Feel free to contact her at [crivera@somachlaw.com](mailto:crivera@somachlaw.com).

Let's "Spring Forward," SLSA!

--Lynne



# Sacramento Legal Secretaries Association



## Dinner Meeting - March 19, 2015

Courtyard Marriott  
4422 Y Street - Sacramento

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



(Updated Topic)

## Managing New Forms of Discovery

*Presented By:*



**MCLE & CCLS Credit:** Sacramento Legal Secretaries Association is a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing legal education credit in the amount of 1.0 hour by the State Bar of California.

**RSVP by Noon on Friday, March 13\***

### Two Ways to Register:

- Online at [www.slsa.org](http://www.slsa.org) under Upcoming Events (Preferred)
- Via e-mail at [reservations@slsa.org](mailto:reservations@slsa.org) (please include menu choice)

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

### Make checks payable to SLSA and mail to:

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

### Dinner Menu – Choice of:

- **Achiote Marinated Grilled Chicken Breast with Sour Cream Mashed Potatoes and Seasoned Vegetables, Dressed with White Bean Vinaigrette.**
- **Herb Marinated Baked Tilapia with Rice Pilaf and Seasoned Vegetables – Dressed with Greek Vinaigrette.**

*Entrees include green salad and choice of Starbucks Coffee, Tazo Tea, and water service.*

### SLSA's Vendor Partner for March 2015:



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

# Sacramento County Bar Association Mentorship Task Force Presents



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**WHAT:** Come to the SCBA Mentorship Task Force event and learn more practical skills for your legal research, writing, and filing.

**WHEN:** **Friday, March 20, 2015**

**8:30 - 9:00** - Registration, coffee and pastries

**9:00 - 10:00 - Session I - Practical Legal Writing: What the Judge Wants to Read** presented by Judge Judy Holzer Hersher – Sacramento County Superior Court

**10:00 - 11:00 - Session II - Nuts and Bolts of Filing Pleadings: What Your Legal Secretary Wishes You Knew** presented by the Sacramento Legal Secretaries Association and Peter M. Kyung, Attorney and Counselor at Law – Carson & Kyung, A Law Corporation, SCBA Board of Directors and Chair of the SCBA Lawyer Referral and Information Service

**11:00 - 12:00 - Session III - Researching Tips for the New Attorney** presented by Kelly Browne, Assistant Director for Public Services – Sacramento County Public Law Library

**WHERE:** **University of the Pacific, McGeorge School of Law** - Classroom C  
3200 Fifth Avenue, Sacramento, CA 95817

**RSVP:** **RSVP by Tuesday, March 17, 2015.** Mail, fax or email this form to:  
Sacramento County Bar Association, 1329 Howe Ave., Suite 100, Sacramento, CA 95825 • Phone 916.564.3780 • Fax 916.564.3787 • Email [RSVP@SacBar.org](mailto:RSVP@SacBar.org)

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

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

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

EMAIL: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ - \_\_\_\_\_ MASTER CARD: \_\_\_\_\_ VISA: \_\_\_\_\_ CVR CODE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\*\*This activity pending for Minimum Continuing Legal Education credit by the State Bar of California in the amount of 3 unit of MCLE in the General Law Category. The Sacramento County Bar Association provider #166 certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

**Sacramento County Bar Association • 1329 Howe Avenue #100, Sacramento, CA 95825 • 916-564-3780**

## Future LSI Quarterly and Annual Conferences

<b>2015</b>	
<b>LSI 81st Annual Conference</b>	
<p><b>May 14-17, 2015</b> Bahia Resort <i>Host Association: San Diego LSA</i></p>	
<p><b>LSI First Quarterly Conference</b></p> <p><b>August 21-23, 2015</b> Stockton Hilton <i>Host Association: Stockton – San Joaquin County LPA</i></p>	<p><b>LSI Second Quarterly Conference</b></p> <p><b>November 13-15, 2015</b> Marriott Hotel, Riverside <i>Host Association: Riverside LPA</i></p>
<b>2016</b>	
<p><b>LSI Third Quarterly Conference</b></p> <p><b>February 26-28, 2016</b> Tenaya Lodge, Fish Camp <i>Host Association: Merced County LPA</i></p>	<p><b>LSI 82nd Annual Conference</b></p> <p>May 19-22, 2016 Flamingo Conference Resort and Spa, Santa Rosa <i>Host Associations: Marin County, LPA/San Francisco LPA</i></p>



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Submitted by Dawn Forgeur, CCLS

On March 4, 2015, ballots were mailed to all active members in good standing. The Nominations and Elections Committee reminds everyone to mail back your ballot as soon as possible and your ballot must be received by the beginning of the March 19, 2015, dinner meeting. The return envelope must be sealed with your name, address, and signature on the envelope with the ballot inside. The ballot envelope should not have any identifying information on the outside of it. Please make sure your name and signature are legible.

## 2014-2015 Nominations and Elections Committee

Dawn R. Forgeur, CCLS - Chairman

Selena Paradee - Committee Member

Launa Atkinson, CCLS - Committee Member



### **Jan Ainsworth**

My name is Jan Ainsworth. I am writing to ask for your vote as one of the delegates to LSI's 81<sup>st</sup> Annual Conference in San Diego. Currently I am a docket clerk/legal secretary/floater for Murphy Austin Adams Schoenfeld LLP in downtown Sacramento. I have been in the legal field for 30+ years and I have been awarded lifetime membership in SLSA. I have had the pleasure of serving SLSA in various capacities over the years, including President (2002-2004), Governor, Executive Advisor, Parliamentarian, Secretary, and many of the chair positions. Once again, I will have the pleasure of serving as Your Governor for the 2015-2016 Executive Board.

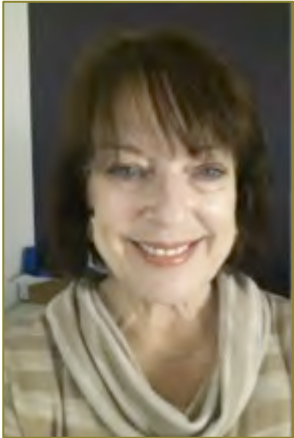
As a conference delegate, I would attend all LSI-related functions (i.e., reception, general meeting, banquet, brunch) and; as your incoming Governor, perhaps the post-Governors meeting, and vote on certain items presented during the general business meeting. As a past president and governor, I believe I possess the qualities to make an informed decision and vote according to your wishes.



### **Brenda Bracy**

I have been in the legal profession for 35 years. During this same time, I spent 8 years in the U.S. Navy Reserves working in the JAG Corp. where I obtained my paralegal degree. I enjoyed my experience in the Navy and learned a lot about areas of law that I would never be able to do in the private sector. I currently work in a civil litigation law firm where I have been for the last 16 years. I have worked in almost all of the areas of the law, but mostly have worked in civil defense litigation. I am new to SLSA but I am enjoying getting to know everyone and am looking forward to many years of being a part of SLSA. I would be honored to represent SLSA at the upcoming conference in San Diego.

## Nominations and Elections (Continued)



### **Paula Lockard, CCLS**

My work at the City of Sacramento's City Attorney's Office is a rewarding and enjoyable experience. Not only do I work with professional and fun people, I meet a variety of interesting personalities. My role as Reservation Chair for Sacramento Legal Secretaries Association during the past two years has also given me many opportunities to learn from experienced and knowledgeable people from a wide spectrum of legal fields. I am honored to be nominated as a delegate to LSI's annual conference in San Diego. I love to learn what other chapters are doing and bring back the ideas and excitement to you. "If you vote for me, all your wildest dreams will come true."



### **Terry Olson**

Hello! My name is Terry Olson. I am honored to be nominated as a Delegate to represent SLSA at the 75<sup>th</sup> Annual Conference in May. I am also happy to say that I am the Lead Legal Assistant at Bartkiewicz, Kronick and Shanahan and have been with my firm since 2001. I hold a lifetime membership with SLSA meaning, I have been a member for over 20 years. I also served on the SLSA Board as Vice President, Treasurer and Historian. I have held the Day In Court Chair, Advertising Chair as well. Each position was very rewarding both professionally and personally. One of the other positions that I have held is being a Delegate. When I had the opportunity to represent SLSA and vote as instructed by you, the members, it was such a great thrill to do so. Attending classes and writing up a report to share with all of you when I got back was truly a rewarding experience. It reminded me of all that I learn from going to conference and how important it is to bring back that knowledge to share with all of you in a report. If I am elected to go, I would attend meetings that are required as a Delegate. I hope that you will vote for me as I take the position very seriously and would represent us to the best of my ability. Thank you!



### **Corene Rodder**

I am honored to be nominated as a delegate to represent SLSA at the LSI Annual Conference being held in San Diego, CA, in May 2015.

It has been my pleasure to serve in the legal field since 2002 supporting a sole proprietor and currently working as a legal secretary at Somach Simmons & Dunn.

My areas of expertise are general civil litigation, support staff for cases in state and federal court, trial preparation and support, compilation of complex corporate documents, and all aspects of executive level support.

I have been a member of SLSA since 2011. It has been my privilege to be the Editor of *The Legal Eagle* for two terms (2013-2014 and currently 2014-2015). I also had the honor of serving as a delegate for the 2014 LSI Annual Conference in Concord, CA, where SLSA received the award for best bulletin in our category.

As your delegate, I will strive to make informed decisions and vote according to the best interests of SLSA and its members. Thank you for your consideration.





Submitted by Crystal Rivera

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

## Thinking of You

Ann Edwards recently had surgery, and will be off work for about 12 weeks. We wish her a speedy recovery.



## Birthdays

We wish the following members a Magnificent Birthday!

Elizabeth Madden, CCLS	March 4
Adriana Ellis	March 6
Karen Leonard	March 8
Cleo Morris	March 13
Claudia Bogusz	March 17
Whitney Squire	March 18
Connie Kelley	March 21
Jim Pinter	March 21
Michelle Chavez, CCLS	March 24
Cheyenne McKay	March 30



## Items for the SLSA History Book

If you have photos, programs, flyers, or other memorabilia from an SLSA or LSI event you attended this past year, PLEASE GET THEM TO SLSA HISTORIAN LIZ GIDEON, CCLS, as soon as possible! She needs to have everything to put into the book to present to President Lynne and to take to the LSI Annual Conference, so your help, photos and mementos would be greatly appreciated!

Please contact Liz at [lgideon@weintraub](mailto:lgideon@weintraub). Thanks!

## Attention All 2014-2015 SLSA Officers and Committee Chairmen!

At the April 16, 2015 Membership Meeting, SLSA will install new officers for the 2015-2016 term. This means that the current officers and committee chairmen will need to have all of their files up-to-date, completed, and ready to turn over to their successor if they are not continuing in their current position. Please either bring the files to the April 16 meeting, or arrange to transfer the files at a mutually convenient time. Thank you!



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LSI Quarterly Conference  
February 2015



Luci and Mary Beaudrow, CCLS



Lynne Prescott, CCLS and  
Sandra Jimenez, CCLS



Lynne Prescott, CCLS



Robert Tannenbaum and  
Dawn Forgeur, CCLS

## Federal Day In Court February 12, 2015



Submitted by Deseree Aguillen and Alex Cain

SLSA's annual Federal Day in Court event was held on Thursday, February 12, 2015, at the Hilton-Arden West. There were nearly 100 attendees this year! We were honored to have the following guest speakers from the U.S. Bankruptcy Court: Honorable Ronald H. Sargis and Cathy Waltz, Operations Support Specialist and Helpdesk Backup, and from the U.S. District Court, Eastern District: Wim Van Rooyen, Career Law Clerk/Staff Attorney for Judge Newman, and Alexandra Waldrop, Relief Courtroom Deputy for the U.S. District Court. Our speakers shared common filing and procedural errors that they encounter, and provided updates on local rules and procedures.

Cathy Waltz spoke about common filing questions and what you could do to help the Court when filing, her role as an operations support specialist and how she is always available to help with any questions you may have prior to filing. The Court now has Webex training available on their website. She urged us all to watch the training videos, as they are extremely helpful and a great "refresher" if you do not do many filings with the bankruptcy court. Also, all Modesto matters will use the Sacramento mailing address.

Honorable Ronald H. Sargis gave an entreaty presentation. We learned that the bankruptcy court would issue tentative rulings (pre-hearing dispositions). Not all cases will have a ruling and there is not a set time that the ruling is available. You can periodically check the court's website for the latest rulings the court day prior to the scheduled hearing date.

The District Court speakers gave a thorough presentation from a civil standpoint. It was extremely informational on the way civil cases are handled in federal courts. One thing I learned was that federal court law clerks are responsible for reviewing and writing a proposed decision for the judge. The law clerks will submit their finding to the judge the day prior to the hearing. The judge will hear the matter and make the final ruling. They also urged us to review and familiarize ourselves with each judge's standing orders for each case in District Court. All judges have their own orders.

Thank you to our guest speakers for making our Federal Day in Court event such a success and providing us with such great information. If you have any suggestions on how we can improve future Day in Court events, or would like to help with the 2015-2016 Day in Court event, feel free to email Deseree Aguillen at [daguillen@stonegraves.com](mailto:daguillen@stonegraves.com).



**Galanthus nivalis (snowdrops)**

Federal Day In Court  
February 12, 2015



Alexandra Waldrop, Wim Van Rooyen, Lynne Prescott, CCLS, Deseree Aguilien, Cathy Waltz, and the Honorable Ronald H. Sargis



Wim Van Rooyen



The Honorable Ronald  
H. Sargis



Cathy Waltz



Lacy Monserrat, CCLS, receiving her CCLS pin  
from Lynn Prescott, CCLS

Federal Day In Court  
February 12, 2015



Atkinson Baker



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First Legal Network

Federal Day In Court  
February 12, 2015



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Capitol Legal Investigations



Esquire Deposition Solutions

*San Diego Legal Secretaries Association*  
presents



# CARNAVALE



Legal Secretaries, Incorporated's 81<sup>st</sup> Annual  
Conference  
May 14-17, 2015

## HOTEL REGISTRATION FORM

**Bahia Resort Hotel**  
998 W. Mission Bay Drive, San Diego, CA 92019  
Phone: 858.488.0551

**ROOM RATES:\***

Single: \$149.00

Double: \$149.00

Triple: \$169.00

Quad: \$189.00

\*(Please note: these room rates are guaranteed only until **April 14, 2015**)

To Make Reservations online: [https://shop.evanshotels.com/bahia\\_groups/1643.html](https://shop.evanshotels.com/bahia_groups/1643.html)

To Make Reservations by phone: **800.288.0770** or **858.488.0551**

**GROUP NAME:** LSI 2015 Annual Conference

**SPECIAL REQUESTS:** Please notify Conference Chair or Registration Chair for room accessibility requests **as soon as possible**. Although the hotel cannot guarantee your request, reserving your room early will allow a greater opportunity for the hotel to honor your request.

**For General Information Contact:**

Michelle D. Tice, CCLS Conference Chair

Email: [MDTice@cox.net](mailto:MDTice@cox.net)

Telephone: 619.820.9525

Annie S. Parrish, CCLS, Registration Chair

Email: [2015RegChair@gmail.com](mailto:2015RegChair@gmail.com)

Telephone: 619.322.5066

**HOTEL REGISTRATION DUE BY APRIL 14, 2015**



San Diego Legal Secretaries Association  
presents

# CARNAVALE



Legal Secretaries, Incorporated's  
81<sup>st</sup> Annual Conference

Bahia Resort Hotel  
998 W. Mission Bay Drive, San Diego, CA 92019  
May 14-17, 2015

## CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

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

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

**Please check if you are:**

LSI Officer/Chair \_\_\_\_\_  Governor  CCLS  PLS

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

POSTMARKED ON OR BEFORE **April 14, 2015** \_\_\_\_\_ @ \$139.00 \$ \_\_\_\_\_  
POSTMARKED ON OR AFTER **April 15, 2015** \_\_\_\_\_ @ \$149.00 \$ \_\_\_\_\_

### INDIVIDUAL TICKETS:

Registration <b>on or before April 14, 2015</b>	_____ @ 20.00	\$ _____
Registration <b>on or after April 15, 2015</b>	_____ @ 30.00	\$ _____
Welcome Reception (Friday)	_____ @ 25.00	\$ _____
Governor's Luncheon (Friday)	_____ @ 38.00	\$ _____
President's Luncheon (Friday)	_____ @ 38.00	\$ _____
Newcomer's Luncheon (Friday)	_____ @ 38.00	\$ _____
CCLS/Member Luncheon (Saturday)	_____ @ 38.00	\$ _____
Saturday Night Banquet	_____ @ 66.00	\$ _____
Sunday Brunch	_____ @ 34.00	\$ _____

**TOTAL AMOUNT PAID:** \_\_\_\_\_ \$ \_\_\_\_\_

**Special Dietary Requests:** \_\_\_\_\_

**RETURN THIS FORM and PAYMENT TO:** (checks payable to **SDLSA 2015 Annual Conference Fund**)

Annie S. Parrish, CCLS, Registration Chair  
1819 Julianna Street  
Rancho San Diego, CA 92019  
Email: [2015RegChair@gmail.com](mailto:2015RegChair@gmail.com)  
Telephone: 619.322.5066 Fax: 619.230.0987



**NO REFUNDS AFTER APRIL 30, 2015**



**LEGAL SPECIALIZATION SECTIONS SEMINARS**  
LSI Annual Conference – May 14-17, 2015 – Bahia Resort

The deadline to register without a late fee is Tuesday, May 5, 2015.

<b>LSI SECTION MEMBER:</b> Free w/reservation by May 5, 2015 \$5 at the Door/After Deadline Handout Only: \$5	<b>LSI NON-SECTION MEMBER:</b> \$10 w/reservation by May 5, 2015 \$15 at the Door/After Deadline Handout Only: \$10	<b>NON-LSI MEMBER:</b> \$15 w/reservation by May 5, 2015 \$20 at the Door/After Deadline Handout Only: \$15
<b>Friday, May 15, 2015 – 1:30 p.m. - 3:30 p.m.</b>		
<b><u>Civil Litigation</u></b>  Demystifying the Rules of Evidence Mary V.J. Cataldo, Esq.  <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only  <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<b><u>Criminal Law</u></b>  The Best And Worst Practices In Criminal Litigation Judge Richard S. Whitney of the San Diego Superior Court  <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only  <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
<b>Friday, May 15, 2015 – 4:00 p.m. - 6:00 p.m.</b>		
<b><u>Probate/Estate Planning and Family Law</u></b>  Crossover Issues in Family Law and Estate Planning Miranda Franks, Esq.  <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only  <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member		
<b>Saturday, May 16, 2015 – 4:00 p.m. to 6:00 p.m.</b>		
<b><u>Law Office Administration</u></b>  Adobe Training 1 & 2 Barkley Court Reporters  <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only  <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<b><u>Transactional Law</u></b>  The Business of Craft Brewing Candace L. Moon, Esq.  <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only  <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	

Name: \_\_\_\_\_  CCLS  Paralegal  PLS  
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**Send completed form and payment (check made out to LSI) to:** Dawn R. Forgeur, CCLS, LSS Coordinator  
 500 Capitol Mall, Suite 1600, Sacramento, CA 95814  
 Email: [dawn.forgeur@stoel.com](mailto:dawn.forgeur@stoel.com)

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**CHANGES?? UPDATES??**

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CHANGE IN SPECIALTY:**

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

**CHANGES TO MAILING/LISTING INFORMATION:**

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

Please submit to:

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

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

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

**Lacy Monserrat, CCLS, Vice President  
Sacramento Legal Secretaries Association  
c/o Carroll, Burdick & McDonough, LLP  
980 9th Street, Suite 380, Sacramento, CA 95814**

NAME OF APPLICANT \_\_\_\_\_ ARE YOU A CCLS?  YES  NO

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ BUSINESS E-MAIL \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

RESIDENCE PHONE \_\_\_\_\_ RESIDENCE E-MAIL \_\_\_\_\_

EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

**YOUR SPECIALTY:**

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

**EDUCATION:**

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

**TYPE OF OFFICE:**

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

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

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

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

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

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

**E-MAIL PREFERENCE?**                     **BUSINESS**         **RESIDENCE**

**REGULAR MAIL PREFERENCE?**     **BUSINESS**         **RESIDENCE**

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

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

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

Lacy Monserrat, CCLS, Vice President  
Sacramento Legal Secretaries Association  
c/o Carroll, Burdick & McDonough, LLP  
980 9th Street, Suite 380  
Sacramento, CA 95814



**Sacramento Legal Secretaries Association  
Membership Renewal Invoice**

**Membership Period: May 1, 2015 – April 30, 2016  
Due Date: May 1, 2015**

Make check payable to:

**Sacramento Legal Secretaries Association**

Amount Due: **\$40**

Renewals are due May 1, 2015

There will be a late fee of \$5 after June 1, 2015

Return the completed invoice and full payment to:

**Heather Rodriguez, CCLS  
SLSA Treasurer  
Carroll, Burdick & McDonough  
980 9th Street, Suite 380  
Sacramento, CA 95814**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**YOUR SPECIALTY:**

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

**MAILING/LISTING INFORMATION:**

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

Where do you want e-mail delivered?  Business  Residence

**INVOLVEMENT:**

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

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

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

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

## Calendar/Dates to Remember

<b>March</b>	
March 8	Daylight Saving Time begins. Spring forward, Fall back!
March 9	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9 <sup>th</sup> Street, Suite 380, Sacramento, CA 95814. All members welcome.
March 16	Overview of California State Discovery online class begins.
March 17	St. Patrick's Day!
March 19	SLSA Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento, 5:30 p.m. Meet and Greet, 6:15 p.m. Dinner.
March 20	Spring begins!
March 21	California Certified Legal Secretary examination.
March 23	Deadline to submit articles to the Editor for the April Issue of <i>The Legal Eagle</i> .
March 31	Cesar Chavez Day! State courts closed.
<b>April</b>	
April 1	April Fool's Day!! No, seriously . . . it's April Fool's Day!!
April 5	Easter Sunday!
April 8	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9 <sup>th</sup> Street, Suite 380, Sacramento, CA 95814. All members welcome.
April 14	Last day to register for May 2015 LSI Annual Conference without incurring late fee.
April 14	Last day to book hotel for the May 2015 LSI Annual Conference at the guaranteed conference rate.
April 16	SLSA Regular Membership Meeting and Installation of Officers, Courtyard Marriott, 4422 Y Street, Sacramento, 5:30 p.m. Meet and Greet, 6:15 p.m. Dinner.
April 20	Deadline to submit articles to the Editor for the May Issue for <i>The Legal Eagle</i> .
April 22	Administrative Professionals Day!
April 22	Earth Day.



## Tales From the Silly Side or Adventures in What Was I Thinking?

*This story is true. The names have been changed to protect the innocent.*

The scene opens with our hero Ms. Whatwas-Ithinking (Ms. WWIT) sitting at her desk minding her own nail polish . . .

Attorney: Good Afternoon. I will be filing a case in the Eastern District of California. Please set me up with an account so that I may view and file documents. I am leaving for the rest of the day and working from home, but before you leave, could you get me an account?

Ms. WWIT: Of course! That was the Eastern District? I will make sure that you are admitted and take care of that.

Attorney: Thank you! [The attorney leaves for the day.]

Ms. WWIT: Now, (to herself) let me pull up the website. I think there is a place to see if he is admitted. Yes! He is admitted. I just need to open an account for him. I will need his bar number and date of admission. Signing on, entering information, mailing address, etc. Oh! They have these security questions. I don't know where he went to high school or what his mother's maiden name is! Not to worry. I will be doing most of the actual filing and I will give him the password and login.

SIX YEARS AND TWO SECRETARIES LATER . . .

Attorney: Ms. Brandnew, do you have the login and password for the Easter District? I keep entering the one that I know and it is not working. Has anything changed? I know that Ms. Whatwas-Ithinking set it up for me but that was six years ago before she retired.

Ms. Brandnew: I don't think so. I have the same information. The login or password must have been

changed at some point.

Attorney: Okay, I will call the court. [Attorney calls the court.] Hello, may I please speak to someone about obtaining my login and password?

Court: I can help you with that. May I have your name and bar number?

Attorney: John D. Doe, 123456.

Court: Thank you. Now can you tell me the city you were born in?

Attorney: Boise.

Court: I am sorry that is not what I have down. Can you tell me your mother's maiden name?

Attorney: Fittsgibbons.

Court: I am very sorry, that is not what I have here. Let's see if we can confirm this with different information. The name of your firm and email address?

Attorney: Ordinary, Workhard & Maintenance, jdoe@OWM.com.

Court: Great. That works. I will send you a link to create a new password.

Attorney: Thank you.

TWO MINUTES LATER THE ATTORNEY HAS CHANGED HIS PASSWORD AND LOGGED INTO

HIS ACCOUNT.

Attorney: Ms. Brandnew, I just checked my account. The information for my hometown was Las Vegas and they had my mother's maiden name as Hornblower!

Ms. Brandnew: Wow that is really weird. I know Ms. Whatwas-Ithinking from another firm. I seem to remember her saying she was from Nevada.







Submitted by Liz Gideon, CCLS

**Please select the word or phrase that is correctly spelled out/or punctuated.**

1.     A. mid January  
       B. pre Revolutionary War days  
       C. post-World War period
  
2.     A. cochair  
       B. co-defendant  
       C. co-conspirator
  
3.     A. liabilitys  
       B. soliloquys  
       C. summonses
  
4.     A. the Space Age  
       B. the Middle Ages  
       C. the Digital Age
  
5.     A. the Big Enchilada  
       B. The stars and stripes  
       C. the big Kahuna

**Please select the word that is incorrectly spelled.**

6.     A. totaled  
       B. temperament  
       C. conscientious
  
7.     A. indispensable  
       B. innocuous  
       C. preemptious
  
8.     A. anamolous  
       B. eyeing  
       C. entrepreneur
  
9.     A. alleged  
       B. idiosyncrasy  
       C. collateral
  
10.    A. surveillance  
       B. hyprocrisy  
       C. lieutenant

**Definitions:**

Ipso Facto	Be the very fact
Trial de novo	From the beginning; to start anew
Et seq.	And the following
Stare decisis	To abide by or adhere to decided cases
Hypothecate	To post as security
Supra	Before; above
Lis pendens	Notice warning the public that a lawsuit is pending in court which affects possession or title of real property
Sua sponte	On one's own initiative
Certiorari	To be informed of; make certain regarding
De jure	Of right; lawful

**California Certified Legal Secretary**

A Program of  
Legal Secretaries, Incorporated



**APPLICATION**

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

**CCLS Certifying Board  
14403 Leibacher Avenue  
Norwalk, CA 90650**

(Select One)	(Select One)
<input type="checkbox"/> Northern California <input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, October 18, 2014 <input type="checkbox"/> Saturday, March 21, 2015

**Deadline:** Application must be received 60 days prior to examination date. A late application *may* be accepted up to 30 days prior to the examination if submitted with a \$30 late fee, in addition to the fees listed below, *if space is available*. Deferral requests must be made no later than 2 weeks prior to the exam.

EXAMINATION FEES*			
	LSI MEMBERS**		Non-LSI MEMBERS
	Registration fee: \$ 25.00		Registration fee: \$ 75.00
	Examination fee: <u>\$ 100.00</u>		Examination fee: <u>\$ 100.00</u>
	Total \$125.00		Total \$175.00

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

\* Fees subject to change without notice.

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

\*\*\* Include \$30 late fee if applicable.

Name: \_\_\_\_\_ Last 4 Digits of SSN: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Dates: \_\_\_\_\_ Position: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Duties: \_\_\_\_\_

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. Mar. 2014



Submitted by Dawn Forgeur, CCLS

## **SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO NOTICE OF AVAILABILITY OF FAMILY LAW ELECTRONIC DOCUMENTS**

The Superior Court of California, County of Sacramento provides online access to some Family Law documents on its website (<http://www.saccourt.ca.gov/>). Findings and Orders After Hearing prepared by Department 123 in lieu of a minute order for all law and motion hearings beginning January 20, 2015, and Mediation Reports prepared by Family Court Services for hearings beginning January 20, 2015, will be available to attorneys of record and self-represented litigants who set up an account and subscribe to the case.

Accounts and subscriptions may be requested by filing the attached Family Law Case Participant Enrollment Form, along with a copy of your driver license or State Bar Number. A separate Family Law Case Participant Enrollment Form must be filed with the court for each case. The form may be filed at the Family Law public counter or by placing it in the drop box.

Once the court has created your account and/or subscription, you will receive an email notification confirming your registration. Once the subscription has been established, free access is available 72 hours from the time each order is issued or each report is prepared, or from the time the court creates the account. After 72 hours, a fee will be charged to view or download documents.

If an account and subscription is not set up, copies of Findings and Orders After Hearing will be available in the Family Law Records Unit five business days after the order is made. Mediation Reports prepared by Family Court Services will be made available in the Family Court Services Unit two days before the hearing date.

If the judge referred you to the Self Help Center for preparation of a judgment, you may contact the Self Help Center through E-correspondence on the court website (<https://services.saccourt.ca.gov/flfoecorrespondence/>).

---

A friendly reminder as to how oppositions and replies to motions are to be served on all parties:

### **Code of Civil Procedure, section 1005, subdivision (c): Motions and Orders**

(c) Notwithstanding any other provision of this section, all papers opposing a motion and all reply papers shall be served by personal delivery, facsimile transmission, express mail, or other means consistent with Sections 1010, 1011, 1012, and 1013, and reasonably calculated to ensure delivery to the other party or parties not later than the close of the next business day after the time the opposing papers or reply papers, as applicable,



Submitted by Lynne Prescott, CCLS

### **Sacramento Superior Court**

When filing the initial writ petition, the court requires an original and three copies. They require an original and two copies for subsequent filings in the case. This does not include a chambers' copy (if required), or the return of a filed stamped copy.

Of Note



### **Congratulations to Sacramento County Bar Association's New President, Angela Lai**

SLSA congratulates SCBA's newly-installed President for 2015, Angela Lai. Ms. Lai is an attorney in the Office of Enforcement of the California Department of Managed Health Care. She is also a member of the Asian/Pacific Bar Association of Sacramento, Women Lawyers of Sacramento, and Sacramento Metropolitan Lions Club.

Other officers installed for the SCBA 2015 term include: 1st Vice President, Heather Cline Hoganson, CA Dept. of Alcoholic Beverage Control, Legal Division, Office of Trial Counsel; 2nd Vice President, Sabrina Thomas, Renne Sloan Holtzman Sakai LLP; Secretary/Treasurer, Silvio Reggiardo, Renne Sloan Holtzman Sakai LLP.

We wish Ms. Lai and the SCBA Board a very successful year and we look forward to continuing to partner with you!

### **Did You Know?**

- Later this year, large grocery stores and pharmacies won't be allowed to give out single-use plastic bags. Already, more than a 120 cities or counties in California have a ban on plastic bags, but the statewide ban will go into effect on July 1.
- Large airports in California must provide, behind the security screening and separate from restrooms, a room where women can express breast milk.
- All community care facilities, including child care establishments and residential care homes for the elderly, must have at least one carbon monoxide detector installed.
- Same-sex couples are allowed to identify themselves on state birth certificates as "father," "mother" or the new gender-neutral option of "parent."

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

- Conveniently Located
- Easy Freeway Access
- Free Parking

**(925) 932-5200**

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

### **Answers to CCLS Quiz**

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

## Law Office Products and Management: New Notary Wording for Acknowledgments & Jurats (SB1050)



Submitted by Lynne Prescott, CCLS

*(Article reprinted with permission from Helen B. Wardale, Totally Notary Blog, Pleasanton, CA)*

Effective January 1, 2015, new legislation went into effect (Senate Bill 1050) which changed the forms and wording of the California Acknowledgment, Jurat and Proof of Execution certificates to include the following consumer disclosure:

“A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.”

While this may seem an unnecessary adjunct to the notarial certificates, which after all already include prescribed notarial verbiage that state the limits clearly, the intent of SB 1050 is to reduce fraud by including a clear consumer notification statement as to the limited effect of a notary’s seal and signature.

California does love its consumer disclosures! Just how many states feel it’s necessary to advise the consumer that drinking gasoline can be harmful and put a sticker on the pump to warn them?

But seriously, in this case I can see the value of such a disclosure.

As a California notary, I am frequently approached by customers with out-of-state or foreign documents that request the notary public do something that would be in violation of CA notary law.

The laws that govern notaries vary from state to state. The document originators usually prepare the document to be compliant with their own states notary law. When the document is signed in another state, the notarial act must follow the states laws where the signing takes place. The customer is often frustrated and doesn’t understand why we can’t “just stamp it.”

By law, a document notarized in California must contain prescribed notarial verbiage. If it doesn’t, and many out of state / foreign documents either lack the verbiage or their states verbiage is deficient by CA standards, it must be corrected by either

attaching a loose certificate or by stamping the verbiage on the document to make it compliant.

The exception to this rule is if the document requires an acknowledgment and will be recorded in another state.

Per the California Secretary of State:

“A notary public may complete a certificate of acknowledgment required in another state or jurisdiction of the United States on documents to be filed in that other state or jurisdiction, provided the form does not require the notary public to determine or certify that the signer holds a particular representative capacity or to make other determinations and certifications not allowed by California law.”

In California, we cannot certify copies of documents with the exception of Power of Attorney documents and our own notarial journal entries. I am frequently asked to “notarize” or certify photocopies of identification documents; driver licenses, foreign passports, Permanent Resident Cards, and U.S. Citizenship and Immigration forms for foreign passport renewals and other purposes. California law prohibits that, but in many cases, an alternative procedure may be permissible:

Copy Certification by Document Custodian:

Copy certification by document custodian is the process where the holder of an original document writes a statement attesting to the accuracy of the photocopy and their statement is then notarized. In effect, the owner of the document is certifying the document, not the notary public.

The statement may be hand written directly on the photocopy. The custodian or holder of the document must then select which notarial act, acknowledgment or jurat, the notary will execute. The notary will then perform the notarization and attach the notarial certificate to the photocopy. If the photocopy has the room, the notary may stamp the notarial verbiage directly on the photocopy before signing and sealing.



Submitted by Lynne Prescott, CCLS

SLSA is interested in finding businesses that would be willing to offer discounts to members. If you have a favorite establishment you do business with that you think our members would enjoy receiving a discount from, please contact President Lynne Prescott, CCLS, at [lprescott@cbmlaw.com](mailto:lprescott@cbmlaw.com).

Some ideas for businesses that may offer discounts:

Beauty Salon/Nail Salon/Barber Shop  
Automobile Service & Repair  
Dry Cleaner  
Housecleaning  
Child Care Services

Restaurant  
Florist  
Car Wash  
Lawn Service  
Hotel/Motel



### **SLSA Event Registrations Is Paperless!**

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

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

Thanks for helping us streamline our registration process!

## LSI CODE OF ETHICS

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

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



Submitted by Lacy Monserrat, CCLS

A very special thank you to San Fernando Valley Legal Secretaries and LSI for another fantastic conference. The February

2015 Quarterly Conference was held at The Beverly Garland Hotel in North Hollywood. It was an action packed weekend filled with education, networking, socializing and a down right fabulous time (including the Academy Awards)! Please take a moment to review the executive and marketing committee recommendations.

## **EXECUTIVE COMMITTEE RECOMMENDATIONS:**

### **EC Recommendation No. 1:**

Amend Standing Rule 2.7 to increase the rates for registration fee for quarterly conference by deleting \$25 and inserting \$30 and deleting \$15 and inserting \$20 if payment is received by the host association 30 days before the Conference commences. If passed, Standing Rule 2.7 would read as follows:

2.7 The registration fee for a Quarterly Conference shall be ~~\$25~~ **\$30**, or ~~\$15~~ **\$20** if payment is received by the host association 30 days before the Conference commences.

### **EC Recommendation No. 2:**

Amend Standing Rule 2.8 to increase the rates for Friday night reception by deleting \$20 and inserting \$25. If passed, Standing Rule 2.8 would read as follows:

2.8 The charge for the Friday night reception shall not exceed ~~\$20~~ **\$25** per person

### **EC Recommendation No. 3:**

Amend Standing Rule 2.9 to increase the rates that a host association may add to a charge for individual banquet and brunch tickets by deleting \$3 and inserting \$5. If passed, Standing Rule 2.9 would read as follows:

2.9 The host association may add a charge not to exceed ~~\$3~~ **\$5** for each individual banquet and brunch ticket purchased.

### **EC Recommendation No. 4:**

Amend Standing Rule 3.7 to increase the rates for the registration fee for an Annual Conference by deleting \$30 and inserting \$35 and deleting \$20 and inserting \$25 if payment is received by the host association 30 days before the Conference commences. If passed, Standing Rule 3.7 would read as follows:

3.7 The registration fee for an Annual Conference shall be ~~\$30~~ **\$35**, or ~~\$20~~ **\$25** if payment is received by the host association 30 days before the Conference commences.

### **EC Recommendation No. 5:**

Amend Standing Rule 3.8 to increase the rate charged at an Annual Conference for the Friday night reception by deleting \$25 and inserting \$30. If passed, Standing Rule 3.8 would read as follows:

3.8 The charge for the Friday night reception shall not exceed ~~\$25~~ **\$30** per person.

### **EC Recommendation No. 6:**

Amend Standing Rule 3.9 to increase the rate that a host association may charge for each individual banquet and brunch tickets by deleting \$3 and inserting \$5. If approved, Standing Rule 3.9 would read as follows:

3.9 The host association may add a charge not to exceed ~~\$3~~ **\$5** for each individual banquet and brunch ticket purchased.

### **EC Recommendation No. 7:**

Amend Standing Rule 5.1 to increase the allowed expenses for a local association history book by deleting \$300 and inserting \$500. If passed, Standing Rule 5.1 would read as follows:

5.1 LSI may conduct a Local Association History Book Contest at each Annual Conference, the rules of which shall be established by the LSI Historian and

approved by the Executive Committee. If a contest is held, the total cost of each Local Association's History Book entered in the History Book Contest shall not exceed ~~\$300~~ **\$500**.

Monetary prizes of \$50 shall be awarded in each class of membership.

## **EC Recommendation No. 8:**

Amend Standing Rule 5.2 to increase the allowed expenses for a local association scrapbook by deleting \$200 and inserting \$400. If passed, Standing Rule 5.2 would read as follows:

5.2 The History Book Contest shall also include a scrapbook category. Total cost of each scrapbook shall not exceed ~~\$200~~ **\$400**. One award of \$35 shall be presented.

## **EC Recommendation No. 9:**

Amend Standing Rule 13.1 to make the "Guidelines for Preparation of a History Book" and "LSI History" available for download from the LSI website at no charge, by adding an asterisk next to each of the items. If passed, the specific items listed in Standing Rule 13.1 would read as follows:

13.1 The following items shall be sold through Corporate Office, at the prices indicated, plus applicable sales tax, plus 15% of the total cost of the order for handling and shipping:

\*Guidelines for Preparation of a History Book  
\$5

\*LSI History  
\$5

## **EC Recommendation No. 10:**

Waive Standing Rule 13.1 for the February 2015 conference only, regarding the sale price of the LSI Membership Pin (Magnetic) by deleting \$5 and inserting \$2.50 and the sale price of the President's Pin/Pendant – Local Association by deleting \$7 and inserting \$3.50.

## **EC Recommendation No. 11:**

Insert new Standing Rule 17.1.1.1 to include language to reimburse members of the Executive Committee for the full actual cost of lodging, including taxes and fees, for each night such lodging is reasonable or necessary to

facilitate attendance at a meeting. If passed, the new Standing Rule 17.1.1.1 would read as follows and would become effective as of May 1, 2015:

17.1.1.1 Elected and Appointed members of the Executive Committee may be reimbursed the actual full cost of lodging, including taxes and fees, for each night such lodging is reasonable or necessary to facilitate attendance at a meeting. All other rules stated in Standing Rule 17.1.1.1 shall apply.

## **EC Recommendation No. 12:**

Amend Standing Rule 17.1.6 to delete the reimbursement of mileage when renting an automobile as a method of transportation and inserting language regarding reimbursement of the actual cost of gas when renting an automobile as a method of transportation. If passed, Standing Rule 17.1.6 would read as follows:

17.1.6 Actual taxi or shuttle fare, or if convenient taxi or shuttle transportation is unavailable, actual cost of automobile rental ~~and mileage charged,~~ **and actual cost of gas**, reasonable or necessary for transportation to and from airport, bus station or train station;

## **EC Recommendation No. 13:**

Insert new Standing Rule 27.2 regarding limiting time to debate motions. If passed, Standing Rule 27.2 would read as follows:

27.2 Motions presented from the floor at Annual Conferences and Board of Governors Meetings shall be limited to a maximum of four (4) minutes of debate time per speaker.

## **MARKETING COMMITTEE RECOMMENDATIONS:**

### **Marketing Committee Recommendation No. 1:**

Insert new Standing Rule 8.2 regarding a special discount for advertisers who advertise in both *The Legal Secretary* and on LSI's website. If passed, Standing Rule 8.2 would read as follows:

8.2 Advertising Plus Plan Rate  
Advertisers who purchase advertising space in **both** *The Legal Secretary* and on LSI's website shall have the following advertising rates:

Plus Plan Rates:



Annual full page color print ad in *The Legal Secretary* and a banner sized ad of 300 x 250 on LSI's website: \$750.

Quarterly half-page color print ad in *The Legal Secretary* and a banner sized ad of 180 x 150 on LSI's website: \$200

## Marketing Committee Recommendation No. 2:

Should the Marketing Committee Recommendation No. 1 pass by inserting a new Standing Rule 8.2, the current Standing Rule 8.2 number must be deleted and insert a new number 8.3. NOTE: this would change the numbering only, not any language. If passed, Standing Rule 8.3 would read as follows:

~~8.2~~ **8.3** Subscriptions  
Non-LSI member subscription rates for *The Legal Secretary* shall be \$25 for four issues.

## Marketing Committee Recommendation No. 3

Insert new Standing Rule 26.2 by deleting the entire language of the current Standing Rule 26.2 and inserting new language regarding the new website advertising rates. If passed, the new Standing Rule 26.2 would read as follows:

~~26.2~~ **Advertising Rates:**

~~The following prepared prices shall be charged for advertising on the LSI website:~~

~~Annual static ad for 12 months, first contract, home page \_\_\_\_\_ \$2,000~~

~~Annual static ad for 12 months, first contract, other than home page \_\_\_\_\_ 1,500~~

~~Quarterly static ad for 3 months, first contract, home page \_\_\_\_\_ 500~~

~~Quarterly static ad for 3 months, first contract, other than home page \_\_\_\_\_ 375~~

~~Ten percent discount overall to advertisers who advertise in both *The Legal Secretary* and the LSI Website~~

**26.2 Advertising Rates.**

The following prepaid prices shall be charged for advertising on the LSI website:

Annual Web Banner Advertisement, posted on the

Advertisers Page Size Options:

- Large Rectangular Advertisement 336 x 280 = \$1,000
- Medium Rectangular Advertisement 300 x 250 = \$950
- Small Rectangular Advertisement 180 x 150 = \$900

Quarterly Web Banner Advertisement, posted on the Advertisers Page Size Options:

- Large Rectangular Advertisement 336 x 280 = \$375
- Medium Rectangular Advertisement 300 x 250 = \$325
- Small Rectangular Advertisement 180 x 150 = \$275

A ten percent (10%) discount will be given to any advertiser that pays for at least two consecutive annual advertisements. A five percent (5%) discount will be given to any advertiser that pays for at least two consecutive quarterly advertisements.

## Marketing Committee Recommendation No. 4:

Insert new Standing Rule 26.3 regarding a discount rate for advertisers who purchase advertising space in **both** *The Legal Secretary* and the LSI website. If passed, Standing Rule 26.3 would read as follows:

**26.3 Advertising Plus Plan Rates:**

Advertisers who purchase advertising space in both *The Legal Secretary* and on LSI's website shall have discounted rates as listed in Standing Rule 8.2.

**CHAPTER ACHIEVEMENT REPORTING FORM 2014-2015**

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

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

**Date of Event**

**Event**

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

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

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

## Chapter Achievement Points



Submitted by Lacy Monserrat, CCLS

We're getting down to the wire with SLISA's CAPs points. The deadline to submit our CAPs entries is March 31, 2015. This is the last month to dig deep and give me your best CAPs estimate. Did you see me at The Beverly Garland in February? If so, I may not have seen you! Send me an email regarding your attendance and I can start racking up all sorts of CAPs points. Remember, if you're not sure the event you are participating in qualifies to earn CAPs points, email me!

## Editor's Note



Submitted by Corene Rodder

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

[crodder@somachlaw.com](mailto:crodder@somachlaw.com).

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

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**QUESTIONS AND CONCERNS, CONTACT:**

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LSI Marketing Committee Coordinator  
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[jlpage@ix.netcom.com](mailto:jlpage@ix.netcom.com)

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40	Beverly Hills/Century City	LSA	5		31	36
15	Butte County	LPA	0		4	4
17	Conejo Valley	LPA	2		13	15
15	Desert Palm	LPA	11		14	25
17	El Dorado County	LPA	5		14	19
71	Fresno County	LPA	49	-1	42	90
37	Humboldt County	LPA	2		28	30
36	Imperial County	LPA	4		15	19
33	Livermore-Amador Valley	LPA	0	-1	19	18
55	Long Beach	LPA	7		40	47
58	Los Angeles	LSA	22		45	67
33	Marin County	LPA	5		22	27
38	Merced County	LPA	9		34	43
0	Monterey County	LSA	0		0	0
60	Mt. Diablo	LPA	7		48	55
14	Napa County	LSA	0		14	14
82	Orange County	LSA	23		49	72
24	Placer County	LPA	4	1	14	19
1	Redding	LPA	0		1	1
18	Rio Hondo District	LPA	5		12	17
19	Riverside	LPA	6		14	20
168	Sacramento	LSA	45		100	145
217	San Diego	LSA	43		161	204
55	San Fernando Valley	LSA	0		27	27
84	San Francisco	LPA	23	2	70	95
41	San Gabriel Valley	LSA	7		25	32
72	San Mateo County	LSA	5	-1	43	47
24	Santa Barbara	LPA	5		15	20
84	Santa Clara County	LSA	29		55	84
6	Santa Cruz County	LPA	0		5	5
20	Santa Maria	LPA	9		12	21
30	Sonoma County	LSA	5		22	27
7	Southern Butte	LSA	2		7	9
36	Stanislaus County	LPA	8		30	38
27	Stockton-San Joaquin	LPA	1		26	27
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Submitted by Jaymie Moralez

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

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

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

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

**Secretary/Legal Assistant.** A well-established Midtown law firm is seeking a full-time experienced (with 3-5 years minimum) litigation secretary/legal assistant for our eminent domain and real estate practice. The candidate must have previous law and motion, discovery, trial preparation, and appellate support experience. He or she will be responsible for managing a calendar for multiple attorneys, document preparation (including properly formatting, proof-reading, filing, and serving motions and other legal documents). A successful candidate will meet the following criteria: have strong communication skills, both written and verbal; be upbeat, pleasant and professional, and a team player; possess strong organizational and time management skills, with the ability to follow instructions closely; be proficient in the use of MS Office Suite, including Word and Outlook; WordPerfect; Dropbox; Legal Solutions; and TABs; have a working knowledge of current rules of civil procedure and rules of court, calendaring procedure, and e-filing and fax-filing, and familiarity with state and federal and appellate courts; have experience with discovery, trial preparation, preparation of motions and briefs, and formatting documents generally, including creating tables of contents and authorities; and, be proficient in transcribing dictation. Competitive compensation and benefits and parking will be offered to the selected candidate. Please submit your resume and salary requirements to [eangelo@dnlc.net](mailto:eangelo@dnlc.net). No phone calls please.

**File Clerk/Receptionist.** Sacramento Civil Litigation defense firm has immediate opening for a full time File Clerk/Jr. Assistant. Duties include sorting daily mail, calendaring and confirming appearances, organizing and maintaining physical files, indexing files on computer, completing all projects as assigned by lead secretary, photocopying and scanning of documents to files. Court runs and other runs as needed – must have reliable car and insurance. Must be personable and have a professional demeanor. Candidate must be reliable and able to work independently. Experience not necessary, on-the-job training available. Please submit resume to Mary Bernard at [hrjobs@beutlercorp.com](mailto:hrjobs@beutlercorp.com).

**Family Law Litigation Secretary.** Downey Brand LLP's Family Law practice group seeks an experienced legal secretary interested in enhanced work-life balance as a full-time family law secretary in its Sacramento office. Candidates will be required to balance a mix of administrative and secretarial duties and should be able to thrive in a fast-paced document intensive environment. Position requires excellent Microsoft Office Suite skills, especially in Excel and Word. This position requires exceptional attention to detail and organizational skills, as well as strong written and verbal communication skills. A solid work ethic, impeccable attendance and punctuality, and the ability to work independently as well as part of a team are critical. A positive attitude, the ability to set priorities and work under pressure, and the ability to establish a good rapport with firm



attorneys and clients are vital. Salary is commensurate with experience. Qualified applicants must have a minimum three to five years of family law litigation experience. Please submit cover letter and resume in confidence to Cindy Snook, Director of Human Resources, through the firm's web application: [https://lawcruit.micronapps.com/sup/v3/lc\\_supp\\_app\\_frm.aspx?lawfirm=169&id=51](https://lawcruit.micronapps.com/sup/v3/lc_supp_app_frm.aspx?lawfirm=169&id=51). No phone calls please. Downey Brand, LLP is an Equal Opportunity/Affirmative Action Employer.

**Experienced Litigation Secretary (Sacramento).** Sacramento law firm seeks an experienced litigation secretary, minimum 5 years of experience as a legal secretary. Duties/Experience Required include: heavy typing (minimum 90 words per minute); preparation and electronic filing of legal pleadings; data entry; managing attorney calendars; correspondence and communication with clients, courts, and attorneys. This position requires in depth knowledge of WordPerfect, Outlook, Sage Timeslips, and Adobe. Knowledge of federal and state rules of court and civil procedure is necessary. Applicants must be able to work under deadlines, communicate effectively, and have exceptional attention to detail and accuracy. Problem solving skills, a good memory, and organization are a must for this busy desk. We are located in Sacramento in the Howe Avenue / Fair Oaks Boulevard vicinity. We are a bankruptcy firm that has a select group of clients that we serve, not the general public. Bankruptcy experience is desired. Please submit cover letter, resume, references, and salary requirements to [bushsusie@gmail.com](mailto:bushsusie@gmail.com) for consideration. Please detail in your cover letter what specific experience that you have that corresponds with the duties listed above. Please only reply to this ad if you have the skills listed in the experience required section.

**Public Defender Administrative Services Director (Merced County).** Duties may include, but are not limited to the following: develop, administer, and ensure proper expenditure controls for the departmental budget; coordinates legislative and regulation analysis to determine impact on department; complies with grant application requirements and implements grant objectives; ensures department compliance with judicial and legislative requirements; coordinates and carries out special projects related to department functions; analyzes department operations and services for cost benefits and efficient operations; provides supervision, training, development, and work evaluation of management staff; represents the Public Defender with the public, community organizations, and other government agencies; may act for the Public Defender on administrative matters as delegated. Minimum Qualifications. Experience: three (3) years of progressively responsible professional staff or management level experience in personnel management, budget preparation and control, and facility management which has included responsibility for supervision of staff. Education: equivalent to completion of a four (4) year degree in Business Administration, Public Administration or a closely related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Link: <http://agency.governmentjobs.com/merced/default.cfm>.

**Paralegal/Legal Secretary.** As we expand, we are adding to our team. Saqui Law Group is looking for a highly motivated, self-directed paralegal or legal secretary with a minimum of 5 years of litigation experience. Qualified paralegal candidates should possess an in-depth knowledge of preparing and formatting litigation documents, as well as familiarity of federal and state court procedures and local rules. The ability to effectively handle the multiple and varied responsibilities of case management and trial preparation in a fast-paced team environment is a must. Proficiency in Microsoft Office software and Adobe Pro required. Bilingual skills would be a plus. We offer an **excellent** compensation and benefits package. Please reply with resume and cover letter to [kara.menghini@evolvepartnergroup.com](mailto:kara.menghini@evolvepartnergroup.com).

**Receptionist.** Wilner & O'Reilly, APLC, one of the leading immigration law firms in California has an immediate opening for a full-time receptionist in its Sacramento office. The ideal candidate must be a Bilingual-English/Spanish with at least one year of office experience. Candidates should possess excellent communication, organizational and computer skills. Salary commensurate with experience. W&O is an equal opportunity employer. Please e-mail resume with salary history to [maritza@wilnereilly.com](mailto:maritza@wilnereilly.com).

**Full-Time Legal Secretary.** Established small Sacramento (95826) civil litigation firm is seeking an experienced litigation secretary to support 2 attorneys. Candidate should have 1-5 years' experience and working knowledge of state and federal court rules and procedures. This position requires the ability to answer phones,

organize files, draft pleadings, manage calendaring and handle the day-to-day tasks/challenges of a litigation desk. A successful candidate will possess the following skills: good grammar, spelling, punctuation and proofreading skills; meticulous attention to detail; must be familiar with California Code of Civil Procedure, California Local Rules of Court, Federal Rules of Civil Procedure and local rules for California District Courts; excellent interpersonal skills and the ability to interact effectively with lawyers, staff and clients; ability to prioritize and work well under pressure. We offer a congenial work environment, health, dental and disability benefits. Salary commensurate with experience. Please e-mail a resume and cover letter to [mmorrisette@jacobsonmarkham.com](mailto:mmorrisette@jacobsonmarkham.com) for consideration.

**Part-Time Litigation Secretary.** Donahue Davies LLP, a well-established Folsom area 12 attorney Insurance Defense/Litigation Firm is seeking an experienced and knowledgeable litigation secretary who is organized, detail-oriented, professional, able to efficiently multi-task and has proven experience working with a managing partner plus two attorneys. Qualifications include: 5+ years current experience in insurance/litigation defense, excellent communication skills, advanced skills in MS Word, Outlook, and Excel. Current knowledge of state and federal court rules is mandatory, as well as efficiency in an automated calendaring program. The firm offers competitive salary and benefits. Please include salary requirements when submitting cover letter, resume, and professional references to [cdavis@donahuedavies.com](mailto:cdavis@donahuedavies.com).

**Legal Assistant.** Preeminent, boutique law firm in Sacramento specializing in natural resources and energy law is seeking a motivated and well-organized legal assistant to join our team. Minimum requirements include 7+ years of experience in transactional work, strong familiarity with all aspects of litigation (state and federal), attention to detail, excellent client service skills, demonstrated verbal and written communication abilities, desire to work in a team-oriented environment, and proficiency in Word, Excel, and PowerPoint. Additional experience in dealing with regulatory agencies, including the California Energy Commission and California Public Utilities Commission, is desired but not required. Full benefits and competitive salary (DOE) included. This is a full-time position. Please send a cover letter, resume, and letters of recommendation to Josh Baker at [jbaker@daycartermurphy.com](mailto:jbaker@daycartermurphy.com).

**Legal Secretary II Exam.** The County of Sacramento is accepting applications for Legal Secretary II exam 28111-C. A Legal Secretary II performs a wide variety of specialized legal and general clerical work which includes composing and typing legal documents and correspondence; processing of legal documents, and maintaining legal case records. The work performed requires independent judgment/discretion and is subject to minimal direction and instruction. The range of duties typically involves performing work in multiple, unrelated areas of law and for several attorneys, and/or other staff. Incumbents may be required to use shorthand to perform some work assignments and frequently provide lead direction to other clerical staff. Applicants must meet the special requirements below AND EITHER: One year of experience in Sacramento County service in the class of Legal Secretary I OR Two years of clerical experience involving the preparation and processing of legal documents for court action such as those described in the Examples of Duties. Education or training from an accredited college, business school, or training school that is directly related to the Knowledge and Abilities specified for this class may be substituted for a maximum of one year of the required experience (30 semester units or 45 quarter units equal one year of experience.) **Special Requirements:** All positions in this class require the ability to type from clear copy at the rate of 50 net words per minute. Some positions in this class may require taking oral dictation involving legal terminology. To be eligible for appointment to a "short-hand-required" position, the applicant must have the ability to take oral dictation, using any speedwriting method, at the rate of 100 words per minute and transcribe at the rate of 30 net words per minute. Where the oral dictation skill is required, it is used in performing the typical duties of the class as shown in the "Examples of Duties" (located in the class specification). The Civil Service Commission approved the use of selective certification for this special skill on March 7, 1985. For the complete job posting and to apply go to the website [www.personnel.saccounty.net](http://www.personnel.saccounty.net).



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### **OUR MISSION STATEMENT**

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.

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