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## Sacramento Legal Secretaries Association



### May Event(s)

- **Legal Secretaries, Incorporated – 77th Annual Conference - May 19-22.** The conference will be at the JW Marriott @ L.A. Live, 900 West Olympic Boulevard, Los Angeles, CA. For more information, please contact Julia Evans at [jevans@alvaradosmith.com](mailto:jevans@alvaradosmith.com). **See Page 24-26**
- **General Dinner Meeting – May 26.** This event will be held at the Courtyard Marriott Midtown Sacramento, 4422 Y Street. You can register online through our website or contact Maimie Chyinski at [reservations@slsa.org](mailto:reservations@slsa.org). **See page 21.**

### Mission Statement

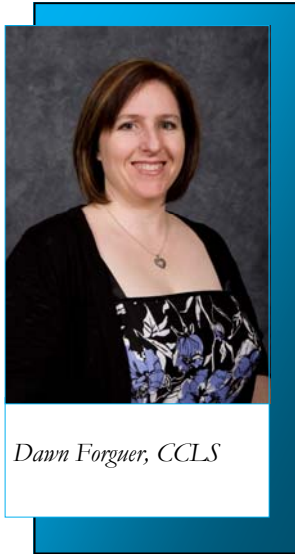
The Sacramento Legal Secretaries Association (“SLSA”) is a nonprofit, educational organization whose purpose is to further knowledge of law and its procedures, promote a high standard of ethics, encourage a statewide networking system, and advance the interests of our members and the legal community.

NON-MEMBERS ARE WELCOME!



# President's Report

by Dawn Forgeur, CCLS



Dawn Forgeur, CCLS

*"It takes great courage to take a chance and run for office, and I am proud of all our new board members."*

*~Dawn Forgeur,  
CCLS*



Let me start by saying thank you to all the SLSA members who elected me as your President! I am very excited to embark on this new phase of my involvement with SLSA. I am definitely taking my own advice and doing something new and stepping out of my comfort zone!

Your new board members who are also stepping out of their comfort zone and trying something new are Lynne Gomes, Vice President; Deseree Gamayo, Secretary; Justine Gamayo, Treasurer; and Andrea Stoll, Governor. It takes great courage to take a chance and run for office, and I am proud of all of them. Additionally, at the April general membership meeting I appointed Astrid Watterson, CCLS as my Parliamentarian, who has a great deal of experience and can keep us on the right track.

For our installation, I asked Mary Rocca, CCLS (LSI Past President 2004-2006) to be my installing officer. Mary has been SLSA's installing officer for several past SLSA presidents and every time she does a great job. SLSA has been very lucky to have Mary through the years and she is an invaluable asset. I personally wanted her there because she has so much knowledge and experience with LSI which will be beneficial for the board members and me throughout our term. I also asked two attorneys from my office to be our installing marshals, Gene Livingston and Tess Tolentino Meehan. Your Vice President, Lynne Gomes, works with Gene and I work with Tess. Both were very gracious in accepting our request to be the

installing marshals. Having them there lets us know that our office is behind us in this endeavor.

My goals for the association this year is to ensure that the members have excellent educational speakers at the dinner meetings and to encourage members to step out of their comfort zone and try something new, even if it's only one small thing, such as writing an article for the bulletin or volunteering to help with a chair position.

I have had over 24 members agree to take on a chairman role this year! I can't say thank you enough to the members below – they are going to make this another great year for SLSA.

- Sophia Albov, CCLS
- Johnny Bateman
- Ron Bodenmann
- Alexander Cain
- Sherri Lee Caplette, CCLS
- Jennifer Chastain
- Maimie Chyinski
- Yolanda De La Cruz
- Desiree Delonia, CCLS
- Jennifer Estabrook, CCLS
- Anne French
- Stevie Garcia
- Liz Gideon
- Lynne Gomes
- Rebecca Lerma
- Molly Mahoney
- Jaymie Morales
- Lindsey Perry
- Crystal Rivera
- Corene Rodder
- Jennifer Shelton
- Astrid Watterson, CCLS

Some of the events this year that SLSA will be participating in are Fairytale Town's annual Halloween event, Mock Trial in December, State and Federal Day in Court events, Birthday Magic, and we are bringing back the Reno Bus Trip! The Reno Bus Trip was one of my first

events that I participated in for SLSA and I can't wait to go again. It is also my hope that SLSA will be able to participate in several charitable projects this year, and I will be able to update you throughout the months of upcoming events that we will need volunteers for.

As you can see, there are many familiar names and a few new ones. If you would like to be involved, please let me know, as there are quite a few events that will need helpers. The following chairs are available:

- Advertising Chair
- Historian
- Interclub Chair
- Nominations  
and Elections Co-chair
- Professional Liaison
- Publicity Chair
- Ways & Means

Annual conference is being held in Los Angeles this year from May 19-22, 2011. Andrea Stoll has listed the various workshops and educational seminars that are being held and the registration and hotel flyers are in her Governor's article this month.

The SLSA board meetings will be held at my office this year. If you would like to attend, please let me know. The general membership meetings will continue to be held at the Courtyard Marriott this year.

Again, thank you for this opportunity and I look forward to meeting the members at the various meetings and events that we will have throughout the year.

# Of Note

By Alex Cain

With an ever increasing number of new case filings and fewer court staff due to statewide budget cuts, we're experiencing prolonged wait times for processing of our court documents. More and more document types that were processed over the counter in the past are now being accepted as received, and can take as long as several weeks to see them as filed, issued, or even made available to you and the public. Documents such as Writs of Execution, Defaults, Dismissals, Clerk Judgments, Abstracts, and new Complaints are a few named that might not be processed same-day. Although some courts are fairly up to date with their back-log, you might not have the same experience with another county, or even a branch within the same jurisdiction. If this raises timeline issues of concern, feel free to contact your vendor for more information and how it could affect you.

## San Francisco Superior Court

Please make note for the month of May, the San Francisco Superior court will close at noon on the following Fridays (6th, 13th, 20th & 27th).

## Capturing CAPs

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

1

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

0

If you are a member of an LSI sponsored credit union, or if you have traveled or will travel this Summer and have rented a car using the LSI Hertz discount, let us know! If you have not yet, think about it next time you need to rent a car. Get a discount and earn CAPs. Help us capture CAPs. E-mail Andrea Stoll and let her know that you have earned SLSA chapter achievement points. Her e-mail is [governor@slsa.org](mailto:governor@slsa.org).

0

(Chapter Achievement Points)

Got Points?

200

# 2011-2012



2010-2011 Executive Committee



# Installation



# Membership Chair Report

by Lynne Gomes



*It was wonderful to see so many members at SLSA's April General Membership and Installation Meeting! Congratulations to President Dawn Forgeur, CCLS, and the newly-installed Executive Board, and thank you to Mary Rocca, CCLS, and LSI Past President, for a lovely installation ceremony.*

*Congratulations, also, and a big welcome to the following new SLSA members, who were inducted at the April 21, 2011, General Membership Meeting.*

## ACTIVE MEMBERSHIP

**KATHRYN A. DELISEL** -- Kathryn is a litigation secretary at Shaw Velenza, LLP. She has been a legal professional since 1985. Kathryn specializes in litigation. She celebrates her birthday on December 27. Kathryn enjoys being with her family.

**MELANIE HERMAN** -- Melanie is a legal assistant at Perkins & Associates. She has been a legal professional since 2007. Melanie celebrates her birthday on December 19.

**HEIDI HERNANDEZ** -- Heidi is a legal secretary at the Costello Law Corporation. She has been a legal professional since 2007. Heidi celebrates her birthday on October 22. She specializes in litigation and intellectual property.

**JANINE ROWE** -- Janine is a legal assistant at Van Tassell & Fornasero, LLP. She has been a legal professional since 1979. Janine celebrates her birthday on April 10. She enjoys cooking, reading, and making bead jewelry.

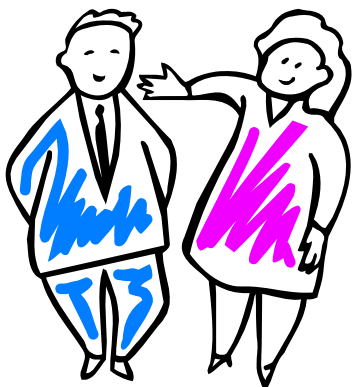
**GINA PAGALA** -- Gina is a paralegal with Hoseit & Koelewyn. She has been a legal professional since 2009. Gina specializes in business/corporate law and litigation. She celebrates her birthday on May 16.

**TERESA M. PATTERSON** -- Teresa is an administrative assistant at the Caldwell Law Firm. She has been a legal professional since 2001. Teresa celebrates her birthday on May 7. She enjoys learning Spanish, quilting, golfing, and biking.

**NICOLE SCHAEFFER** -- Nicole is a paralegal at the Caldwell Law Firm. She has been a legal professional since 2002. Nicole celebrates her birthday on December 11. She specializes in litigation. Nicole enjoys cooking, and spending time with her kids.

**SUSAN TALESFORE** -- Susan is an administrative assistant at Shaw Valenza, LLP. She has been a legal professional since 2009. Susan celebrates her birthday on February 16. She specializes in litigation, employment law, and labor law. Susan enjoys running, animals, family, and friends.

**KAREN L. ZEITVOGEL-BENZLER** -- Karen is a legal secretary at Goldsberry, Freeman & Guzman. She has been a legal professional since 1991. Karen celebrates her birthday on April 7. She specializes in business/corporate law and litigation. Karen enjoys reading and spending time with her family.



# Membership Chair Report

by Lynne Gomes

## ASSOCIATE MEMBERSHIP

**JACKIE FLORES** -- Jackie recently received her Paralegal Studies Certificate through the UC Davis Extension Program in December. She celebrates her birthday on July 8. Jackie enjoys law, learning new things, reading, and running.

*If you are interested in membership in SLSA, please contact Lynne Gomes at (916) 442-1111, or via e-mail at [gomesl@gtlam.com](mailto:gomesl@gtlam.com).*

## CHANGES?? UPDATES??

*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 the good times, and support you during the tough times. Please send your news to [gomesl@gtlam.com](mailto:gomesl@gtlam.com).*



# Member News

by Lynne Gomes

Lynne Gomes and Kevin Koroush are happy to announce their engagement. Kevin proposed while the two were vacationing in Seattle on April 19, 2011. The groom-to-be works for the California Highway Patrol, and Lynne is employed as a legislative/legal secretary at Greenberg Traurig. No wedding date has been set yet. The couple plans to make their home in Sacramento.

# Benefit Highlight

by Jennifer Chastain

## Working Advantage Spotlight

Whether you are doing some spring decorating, shopping for that graduation gift, planning your next outing, or getting fit, take advantage of these **great** deals! You can email me at [chastain.j@gmail.com](mailto:chastain.j@gmail.com) to get LSI's member number to take advantage of these discounts. This is just a sampling of what is offered!

**Target.com:** \$5 off orders of \$50+ for a limited time. \$7 off orders \$70+ through 8/1/11. BullsEye free shipping on select orders \$50+.

**Six Flags Discovery Kingdom:** Save up to \$15.00 per ticket. Regular price: Adult \$49.99/ Child \$35.99. Adult/Child Working Advantage price: \$34.99.

**Raging Waters Sacramento:** Save up to \$6.00 per ticket. Adult ticket regular price: \$29.99.

Working Advantage price: \$23.99. Raging Waters, Sacramento opens for weekends only on May 14, and opens for the season June 4.

**Linens-N-Things:** Free shipping on any order. New clearance items now in stock!

**REI.com:** Free ship to store. Buy online and get free shipping to any REI retail location.

**Amazon.com:** Free shipping on \$25+. Get iPods, cameras, TVs and other items shipped to you for free!

**Cardstore.com:** Free shipping on \$50+ Personalized cards, photo cards, invitations and more.

**24 Fitness:** Membership seals, 15% off 10-50% off already discounted items, 10% off store.



# Employment Report/Positions Available

by Jaymie Moralez

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

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

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

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

- **(5/12/11) Litigation Secretary** Murphy Pearson Bradley Feeney (MPBF) currently has an opening for a Litigation Secretary in our Sacramento office. Ideal candidates should have a Bachelor's degree and at least five years experience as a litigation secretary, preferably supporting multiple attorneys at a time. This position requires experience in all phases of complex litigation from beginning phases of discovery through trial and appeals, including the ability to calculate and calendar legal deadlines in accordance with statutory local, state, federal, and administrative rules. Candidates should be proficient using legal technologies including Word, Outlook, and Excel, and be comfortable creating Table of Contents, Table of Authorities, and initial drafts of pleadings in a proactive manner. Experience with Pro Law a plus. Strong candidates will have excellent communication, organization, grammar, and proofing skills. Candidates should be dependable, have a positive attitude, a team player approach, and the ability to interact professionally with clients. MPBF is an equal opportunity employer and offers a professional work environment with a competitive salary and benefit package. Please email your resume and cover letter to [recruiting@mpbf.com](mailto:recruiting@mpbf.com).
- **(5/12/11) Records Clerk** Murphy Pearson Bradley Feeney (MPBF) currently has an opening for a Records Clerk in our Sacramento office. Candidates should have at least three years experience in file and records management within a litigation law firm environment. The Records Clerk position requires strong organizational skills, high attention to detail, excellent communication skills, and the ability to multitask. Ideal candidates will also be proactive and able to work independently within a deadline driven environment while interacting with attorneys, staff, and clients in a professional manner. Previous litigation filing and ProLaw software experience preferred. MPBF is an equal opportunity employer and offers a professional work environment with a competitive salary and benefit package. Please email your resume and cover letter to [recruiting@mpbf.com](mailto:recruiting@mpbf.com).
- **(5/5/11) Legal Secretary/Receptionist** Solo practitioner personal injury/litigation seeking part time/full time person, bilingual (Spanish) preferred but not required. Flexible hours. Software used is WordPerfect, Word, Legal Solutions. Duties include client contact by telephone and in person, court calendaring, pleadings, and transcription. Salary negotiable. Please email resume to [aorico@aol.com](mailto:aorico@aol.com).
- **(4/27/11) Bilingual (Spanish) Legal Secretary** Workers' Compensation, Employment, and Labor Law firm seeking a bilingual Legal Secretary to join their busy practice. Company located in Sacramento off of Highway 50. Position is full-time, and will require a minimum of 3-5 years experience as a Legal Secretary. Candidates should be used to working under tight deadlines juggling multiple tasks. Experience with Word and Excel. Please email resume to [ihamilton@appleone.com](mailto:ihamilton@appleone.com) Position available immediately.
- **(4/27/11) 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](mailto:jobs_legal@yahoo.com). Position available immediately.
- **04/26/11) Paralegal** Paralegal needed ASAP for Sacramento law firm. Required background includes: Heavy Civil Litigation, Trial Preparation, and knowledge of: World Docs and Mac Pac. Short Term Contract position (approximately 2-4 weeks). Please email resume to [ihamilton@appleone.com](mailto:ihamilton@appleone.com).



# Employment Report/Positions Available (Cont.)

by Jaymie Morales

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



## Welcome to SLSA's Largest Beginning Legal Secretary Class...



# CCLS Quiz

by Jennifer Estabrook, CCLS



### True or False:

1. Deposition subpoenas are issued by the court clerk.  
 True  
 False
2. Substituted service is not allowed for deposition subpoenas.  
 True  
 False
3. Original deposition transcripts must be retained by the noticing party until 1 year after the case has been concluded.  
 True  
 False
4. If no responses to a request for production are received, there is no time limitation within which to bring a motion to compel.  
 True  
 False
5. The last day to complete expert witness discovery is 30 days before trial.  
 True  
 False
6. If a response date to discovery requests is missed, the responding party will have waived the right to object to the discovery request.  
 True  
 False
7. Plaintiff may serve interrogatories on a defendant immediately after the summons and complaint are served.  
 True  
 False
8. Special interrogatories cannot contain subparts or be compound.  
 True  
 False
9. Leave of court is required to amend responses to interrogatories.  
 True  
 False
10. If there is an intent to record a deposition by audio or video, that intent must be stated in the deposition notice.  
 True  
 False



*Answers on page 15*

# Parliamentarian's Corner

By Astrid Watterson, CCLS

It's that time again – the beginning of a new fiscal year for SLSA! Renewals are due and new members are joining the association. A parliamentarian reminder for everyone: Who has the right to vote at meetings?

**"Remember, the next time you are at a general meeting, get involved, raise your red voting card, and participate!"**

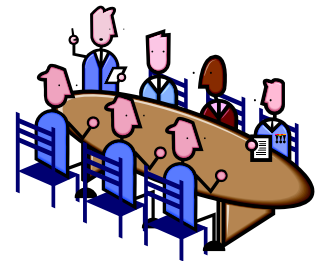
**~Astrid Watterson, CCLS**

Active members, Retired members, and Lifetime members all have a right to vote as members of SLSA.

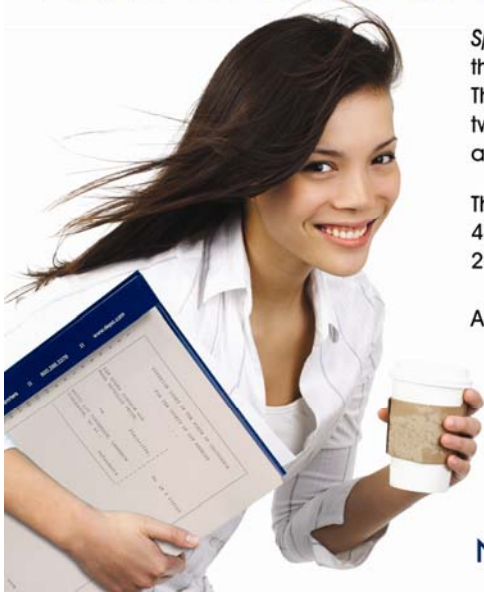
If you are a Student or Associate member, you are not allowed to vote, but you can serve on committees. SLSA is also not responsible for paying your per capita dues, so you do not receive the additional benefit of being a member of LSI and receiving a copy of the quarterly *The Legal Secretary* magazine. However, your status should change once you have met the criteria of an Active member. At that time, you will be allowed to vote and the association will submit payment for your per capita dues.

Remember, the next time you are at a general meeting, get involved, raise your red voting card, and participate!

If you have any questions regarding the By-laws, Standing Rules, or parliamentary procedure, feel free to e-mail me at: [awatterson@somachlaw.com](mailto:awatterson@somachlaw.com).



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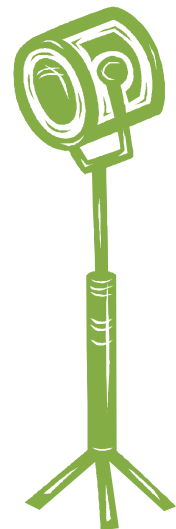
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# Governor's Report

by Andrea Stoll



Thank you for electing me as your Governor, it's an honor to represent SLSA. The Seventy-Seventh Annual Conference is upon us and Los Angeles Legal Secretaries Association will be hosting this year in Los Angeles, California. If you have never been to a conference, this is a great time to attend! I hope to see our members attending and taking advantage of the educational opportunities offered. There are flyers included in this bulletin with more detailed information on the Officer/Chairman Workshops and the Legal Specialization Workshops. Below is a general list of events and activities that you can attend at conference. Remember, basic registration to conference is only \$20. A scrip ticket includes the cost of registration, Friday night's reception, Saturday night's banquet, and Sunday's brunch.

Throughout the day on Friday and Saturday, you can stop by the History Book and the Bulletin displays to view other associations' history books and bulletins from around the state. These associations are competing to be the best and the winners are announced at Banquet on Saturday night. Also, throughout the day on Friday and Saturday, exhibitors will be out displaying their wares.

## **Friday, May 20, 2011**

You do not have to be a current officer or chairman to attend the following Officer/Chairman Workshops and they are free to attend with your paid registra-



tion to conference.

## **Officer/Chairman Workshops: First Session 9:00 a.m. – 10:15 a.m.**

Minutes/Notes/

Correspondence

Treasurer's Duties/Corporate Office

"Motions for Dummies"—Designed for Non-Presidents

Ways & Means

Legal Secretarial Training/Seminars

## **Officer/Chairman Workshops: Second Session 10:30 a.m. – 11:45 a.m.**

Newcomer's Workshop

Membership/Chapter Achievement

Governor's Workshop

Co-Hosting Annual or Quarterly Conferences

## **Newcomers' Luncheon from 12 p.m. – 1:30 p.m.**

All members are welcome to attend and its cost is \$35. This is a great lunch to attend especially if this is your first conference.

The Legal Specialization Workshops registration deadline is April 29, otherwise there is a late charge to attend. All members may attend these workshops. Cost to attend varies, so please review the flyer in this bulletin. All Legal Specialization Workshops have been approved for MCLE/CLE credit of 1.75 hours each by the State Bar of California.

## **Welcome Reception/Campaign Party: 6:30 p.m. – 8:30 p.m.**

Everyone is welcome to attend. "Disco Inferno" Attendees are encouraged to wear disco attire. The cost if you have not purchased a scrip ticket is \$25.

## **Saturday, May 21, 2011**

The General Assembly's First Session begins at 9:00 a.m. All members are welcome to attend this business meeting for LSI, but only our delegates can vote. There is a break from 12 p.m. – 2 p.m. and then the General Assembly continues until 4 p.m.

## **CCLS Luncheon from 12 p.m. – 1:30 p.m.**

Everyone is welcome, whether you are a CCLS or not. This luncheon will celebrate the successes of the new CCLSEs and CCLSEs who have previously passed the test. The cost for this luncheon is \$35.

## **Reception and Banquet: 6:30 p.m. – 9:30 p.m.**

At Banquet, LSI honors the new CCLSEs throughout the state, the new Executive Board, announces the Chapter Achievement Points winner, the History Book winner, and the Bulletin winner.

## **Sunday, May 22, 2011**

Brunch starts at 9:00 a.m. and this is the final day of conference, the finish to the business meeting, and the installation of the new officers for LSI. If you have not purchased a scrip ticket, the cost is \$30.

**CHAPTER ACHIEVEMENT REPORTING FORM**

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

**Date of Event**

**Event**

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

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

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

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

# Vendor Spotlight

## April General Dinner: Capitol Digital Document Solutions

by *Lynne Gomes*



Ron Bodenmann

Capitol Digital Document Solutions was our vendor for the April General Membership & Installation Meeting. Ron Bodenmann, Johnny Bateman, Ignacio Solorio, Eddie Saez, and Mel Knapp were all present and spoke on the services their company provides to the legal

video and audio duplication; and file conversion. They also offer free pick-up and delivery within the greater Sacramento area.

The Capitol Digital team encouraged our members to personally tour their facilities

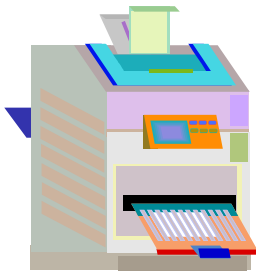
Please call Ron, or any of the Capitol Digital team, to arrange for a tour of their facilities, or to schedule their services for your firm, at (916) 449-2820.

Many thanks to Ron and the Capitol Digital team!!!

*It was very evident as each of the team members spoke, that Capitol Digital is passionate about serving their clients, turning the job around quickly, and providing a quality product." ~Lynne Gomes*

community. Capitol Digital offers litigation support in the form of copying, scanning, and electronic discovery services, including: electronic discovery; litigation copying; Bates numbering; labeling; web hosting; high-volume copying; litigation scanning; on-site copying and scanning; banner and court exhibit boards; oversized copying, scanning and printing; color copying, scanning and printing;

and see first-hand what they do and how they take care of their clients' needs. It was very evident as each of the team members spoke, that Capitol Digital is passionate about serving their clients, turning the job around quickly, and providing a quality product. Capitol Digital Document Solutions generously donated a \$100 gift certificate to Mellow Me Out Spa for the vendor prize drawing.



Vendor prize winner, Melanie Herman with President, Dawn Forgeur, CCLS



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**LIGHTSPEED916@GMAIL.COM**

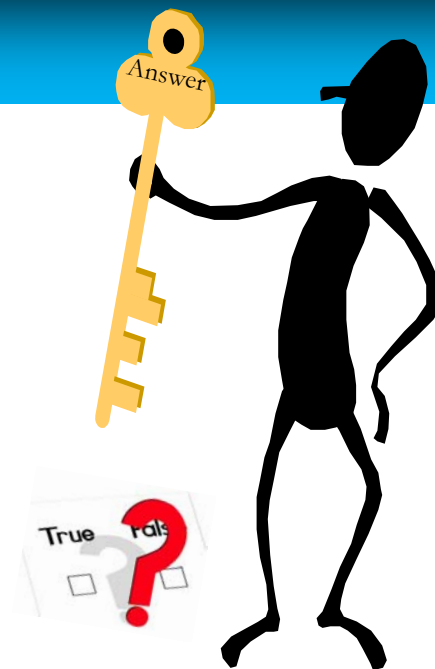
**WWW.LIGHTSPEED916.COM**

# CCLS Quiz Answers

by Jennifer Estabrook, CCLS

## CRIMINAL ANSWERS:

- |          |          |
|----------|----------|
| 1. True  | 6. True  |
| 2. True  | 7. False |
| 3. False | 8. True  |
| 4. True  | 9. False |
| 5. False | 10. True |



# Jeans for Justice

April 27, 2011, was Jeans for Justice Day. The Jeans for Justice campaign began in 1999 as part of an international protest of an Italian Supreme Court decision to overturn a rape conviction because the victim was wearing jeans and therefore must have assisted the perpetrator. The judgment sparked a worldwide outcry from those who understand that coercion, threats, and violence go along with the act of rape. The unpopular verdict became an international symbol of myth-based injustice for sexual assault survivors. Now, every year, as part of Sexual Assault Awareness Month in April, a day is reserved to make the statement that what we wear is never an excuse for rape.

Somach Simmons & Dunn is one of several local firms that participated in Jeans for Justice Day. Crystal Rivera collected two boxes of jeans and \$225 on behalf of her firm, which she then delivered to WEAVE that weekend.



# Legal Procedures

Submitted by *Stevie Garcia and Molly Mahoney*



## Your Health Information Privacy Rights

### Privacy is important to all of us

You have privacy rights under a federal law that protects your health information. These rights are important for you to know. You can exercise these rights, ask questions about them, and file a complaint if you think your rights are being denied or your health information isn't being protected.

#### Who must follow this law?

- ▶ Most doctors, nurses, pharmacies, hospitals, clinics, nursing homes, and many other health care providers
- ▶ Health insurance companies, HMOs, most employer group health plans
- ▶ Certain government programs that pay for health care, such as Medicare and Medicaid

### Providers and health insurers who are required to follow this law must comply with your right to...

#### Ask to see and get a copy of your health records

You can ask to see and get a copy of your medical record and other health information. You may not be able to get all of your information in a few special cases. For example, if your doctor decides something in your file might endanger you or someone else, the doctor may not have to give this information to you.

- ▶ In most cases, your copies must be given to you within 30 days, but this can be extended for another 30 days if you are given a reason.
- ▶ You may have to pay for the cost of copying and mailing if you request copies and mailing.

#### Have corrections added to your health information

You can ask to change any wrong information in your file or add information to your file if it is incomplete. For example, if you and your hospital agree that your file has the wrong result for a test, the hospital must change it. Even if the hospital believes the test result is correct, you still have the right to have your disagreement noted in your file.

- ▶ In most cases the file should be changed within 60 days, but the hospital can take an extra 30 days if you are given a reason.

#### Receive a notice that tells you how your health information is used and shared

You can learn how your health information is used and shared by your provider or health insurer. They must give you a notice that tells you how they may use and share your health information and how you can exercise your rights. In most cases, you should get this notice on your first visit to a provider or in the mail from your health insurer, and you can ask for a copy at any time.

#### Decide whether to give your permission before your information can be used or shared for certain purposes

In general, your health information cannot be given to your employer, used or shared for things like sales calls or advertising, or used or shared for many other purposes unless you give your permission by signing an authorization form. This authorization form must tell you who will get your information and what your information will be used for.





# Legal Procedures (Cont.)

Submitted by Stevie Garcia and Molly Mahoney



## Your Health Information Privacy Rights

**Privacy is important to all of us**

### Other privacy rights

You may have other health information rights under your state's laws. When these laws affect how your health information can be used or shared, that should be made clear in the notice you receive.

### For more information

This is a brief summary of your rights and protections under the federal health information privacy law. You can ask your provider or health insurer questions about how your health information is used or shared and about your rights. You also can learn more, including how to file a complaint with the U.S. Government, at the website at [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/).

**Published by:**



U.S. Department of  
Health & Human Services  
Office for Civil Rights

**Providers and health insurers who are required to follow this law must comply with your right to...**

### Get a report on when and why your health information was shared

Under the law, your health information may be used and shared for particular reasons, like making sure doctors give good care, making sure nursing homes are clean and safe, reporting when the flu is in your area, or making required reports to the police, such as reporting gunshot wounds. In many cases, you can ask for and get a list of who your health information has been shared with for these reasons.

- ▶ You can get this report for free once a year.
- ▶ In most cases you should get the report within 60 days, but it can take an extra 30 days if you are given a reason.

### Ask to be reached somewhere other than home

You can make reasonable requests to be contacted at different places or in a different way. For example, you can have the nurse call you at your office instead of your home, or send mail to you in an envelope instead of on a postcard. If sending information to you at home might put you in danger, your health insurer must talk, call, or write to you where you ask and in the way you ask, if the request is reasonable.

### Ask that your information not be shared

You can ask your provider or health insurer not to share your health information with certain people, groups, or companies. For example, if you go to a clinic, you could ask the doctor not to share your medical record with other doctors or nurses in the clinic. However, they do not have to agree to do what you ask.

### File complaints

If you believe your information was used or shared in a way that is not allowed under the privacy law, or if you were not able to exercise your rights, you can file a complaint with your provider or health insurer. The privacy notice you receive from them will tell you who to talk to and how to file a complaint. You can also file a complaint with U.S. Government.



# Speaker Spotlight

## April General Dinner Meeting: The Honorable John A. Mendez

by Sophia Albor, CCLS

Each and every time you have to file in a new court you should grab a copy of the local rules to help guide you through the process.

~Judge Mendez

The Sacramento Legal Secretaries Association (SLSA) was honored to be joined by Judge Mendez of the United States District Court – Eastern District. He came to our meeting to speak to us about some of the differences between filing documents in Superior Court and Federal Court. Judge Mendez is the right person to speak to about this subject as he has presided over both courts.

When filing in any new court it is very important that one finds out the specific rules of that court. The rules for filing in federal court are very different from appeals court which are very different from superior

court. In short, make sure you know exactly how to do what you are doing in the court you are in! Judge Mendez suggested that each and every time you have to file in a

new court you should grab a copy of the local rules to help guide you through the process. For example, in federal court they have different names for the motions one would file and they also do not accept demurrers. In addition to getting the local rules it is important that you know which judge is presiding over your matter. There are seven judges in the Eastern District and they all have their own set of individual standing rules. Each judge in federal court manages their own calendar whereas superior court has a calendaring department.

Here is a short (not comprehensive) list of things that are different in federal court from superior court.

1. No tentative rulings
2. Federal court does not grant oral argument on all motions
3. Sanctions will be handed down if an attorney blames a filing problem on their staff
4. Court deputy must be called directly if you want a hearing date
5. Statement of Non-Opposition is required

6. Cite to the FRCP not the Code of Civil Procedure.

Judge Mendez received his undergraduate degree from Stanford University and his J.D. from Harvard Law School. He was in private practice (specifically at Downey Brand and Somach Simmons & Dunn!) for several years then practiced as a U.S. attorney for the Northern District of California. He took the bench in 2001 at the Sacramento County Superior Court and was nominated by George W. Bush to serve as a Judge for the U.S. District Court representing the Eastern District of California.



President, Dawn Forgeur, CCLS and Judge Mendez



## CHANGE OF ADDRESS:

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



# May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 <i>Board Meeting</i>	10	11	12	13	14
15	16	17	18	19 <i>LSI 77th Annual Conference</i>	20 <i>LSI 77th Annual Conference</i>	21 <i>LSI 77th Annual Conference</i>
22 <i>77th LSI Annual Conference</i>	23	24	25	26 <i>General Dinner Meeting</i>	27	28
29	30	31				

## Dates to Remember

- **May 9 - SLSA Board Meeting** (Location: Greenberg Traurig, LLP - Time: 5:30 p.m.)
- **May 19-22 - LSI 77th Annual Conference.** (Location: JW Marriott @ L.A. Live)
- **May 23 - Last Day to Submit Articles for the June issue of The Legal Eagle**
- **May 26 - General Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **June 6 - SLSA Board Meeting** (Location: Greenberg Traurig, LLP - Time: 5:30 p.m.)
- **June 16 - General Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **June 20 - Last Day to Submit Articles for the July issue of The Legal Eagle**





# Vocabulary List

*by Jennifer Estabrook, CCLS*

Learn!

**Consumer** In discovery, any individual, partnership of five or fewer persons, association or trust which has transacted business with or has used the services of the witness.

**Custodian of Records** The person who has custody and control of books, records, documents or physical evidence relating to a lawsuit.

**HIPAA** Health Insurance Portability and Accountability Act; requires signed authorizations in order to obtain personal medical information.

**Nonparty** An individual or entity not named a party to an action.

**Personal records** The original or any copy of writings pertaining to a consumer and maintained by the discovery witness.

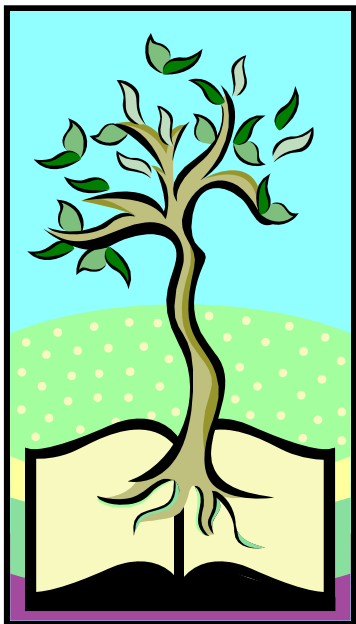
**Propounding party** The party who is making a discovery request.

**Responding party** The party who is directed to respond to a discovery proceeding.

**Subpoena** A writ or order to compel the attendance of a person to testify.

**Subpoena duces tecum** A writ or order to compel a person to produce books, records, documents or other evidence.

**Verification** Statement under oath or penalty of perjury, attesting to the truth of the facts set forth in the document to which the verification is being attached.





# Sacramento Legal Secretaries Association

**Dinner Meeting - May 26, 2011**

**Vendor of the Month:**

**Mary Bardellini & Associates**

**Speaker:**

**Marcia L. Augsburger, Esq.  
of DLA Piper LLP**

**Topic:**

**“HIPAA, HITECH, and Other Acronyms:  
Handling Consumer and  
Protected Health Information”**

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

**Courtyard Marriott**

**Midtown Sacramento**

4422 Y Street, Sacramento

Tel: (916) 455-6800

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

**R.S.V.P. by May 23.** Complete the reservation form, check should be made payable to SLSA, and mail to: Maimie Chyinski, Registration/Reception Chair 2011-2012, SLSA, c/o Fagen Friedman & Fulfroost, LLP, 520 Capitol Mall, Ste. 400, Sacramento, California 95814; or fax: 916.503.4000; or email to: [reservations@slsa.org](mailto:reservations@slsa.org). **\*Please add \$3 for reservations made after May 23.** NOTE: Cancellations must be received 48 hours in advance for a refund. **No-Shows will be billed.**

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

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

**Entrée Selection:**

**Dijon Chicken**  
 Dijon breaded breast of chicken,  
 roasted red pepper mashed  
 potatoes, seasonal vegetables.

**Penne Pasta Primavera**  
 Roasted Vegetables and Sun  
 Dried Tomatoes

All dinners include a  
 house salad and lemon  
 layer cake.



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

# Eating with Sophia: Great Lunch Spots

by *Sophia Albor, CCLS*



Greetings! Welcome to the new board and a new and exciting year for SLSA. Last year you all ate and drank with me while we were Out to Lunch at Great Lunch Spots & Happening Happy Hours Places; this year each month of the column will be a more in depth exploration of a food genre. So, bring your appetite and imagination as we embark on this exciting new year!

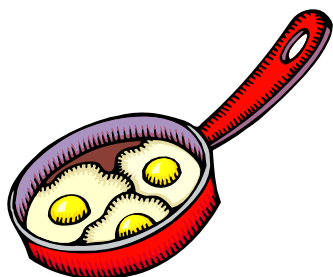
In Search of “Egg-celence” – Sacramento and the Egg

There are many places in this town where one can eat an egg and many styles of egg to be eaten. When I think of eggs, I think breakfast!!! Over the last few months I have done an exhaustive search of the best breakfast eggs in town. This was not an easy job, but someone had to do it!

### Best Poached Egg

Evans Kitchen  
855 57th Street  
Sacramento, CA 95819  
(916) 452-3896

Recent winner of the InAlliance Celebrity Chef Challenge, Chef Evan Elsberry, knows how to poach a mean egg. His small café hosts the largest selection eggs benedicts that I have ever seen at a single restaurant and they are all topped with the most beautiful poached eggs one could imagine. Light and fluffy with a yolk that is liquid in the center and smooth and custardy near the white. You couldn't ask for a better poached egg.



### Best Scramble

Orphan Breakfast House  
3440 C Street  
Sacramento, CA 95816-3344  
(916) 442-7370

Nestled in an ivy covered building in a residential neighborhood in East Sacramento is Orphan Breakfast House – home of the best scramble I have ever had the pleasure of eating. There are only three varieties on the menu: the artichoke, avocado, and the pesto. However, the small number of choices is okay, because when all three are perfect you don't need anymore! The eggs are light and brightly flavored. They are cut with exactly the right amount of scramble ingredients; the extras don't take away from or hide the eggs at all.

### Best Over-Medium Egg

Café Capricho  
3269 Folsom Boulevard  
Sacramento, CA 95816-5220  
(916) 457-3916

Stay with me here people! I know Café Capricho is a Mexican taco shop/café. However, they are also home to the finest and least expensive brunch in Sacramento. The items they offer are a mix of Mexican and traditional American. You can get anything from Chilaquiles (a traditional breakfast dish with rice, chips smothered in enchilada sauce and shredded meat, and of course, eggs!) to a perfect pancake breakfast (also with eggs!). The cooks at the Café have mastered the

art of the over-medium egg. Weekend after weekend I go there and weekend after weekend I get over-medium perfection. The whites are fully cooked, but the yolk is like liquid gold running across my plate. They are never burned, they are never dry. This Café has absolutely set the over-medium bar!

### Best Fried Egg

The Shady Lady  
1409 R St # 101  
Sacramento, CA 95811-6672  
(916) 231-9121

For the record, this find surprised me. If someone had asked me where to get a decent fried egg prior to actually trying the fried egg here, I would have given a completely different answer. However, now that I have tasted the magic that is, I don't think I can ever go back. I tried the fried egg here as an add-on to the veggie sandwich. That egg elevated that sandwich to a whole new level. The egg was fried to perfection, not a single bit of runny anything anywhere. It was browned on the outside, but not rubbery in the slightest. The yolk was pale yellow and crumbly, just the way a fried egg should be.





Superior Court of California  
County of Riverside

**PUBLIC NOTICE**

**NEW CIVIL LAW AND MOTION HEARING  
DATE ON-LINE RESERVATION SYSTEM**

Effective Monday, April 11, 2011, a new automated on-line system for reserving civil law and motion hearing dates will become operational in the western and mid-county regions, to be followed in the near future in the desert region.

With the exception of unlawful detainer and small claims cases, a civil law and motion hearing date can now be reserved on-line through the court's website. Attorneys and litigants will enter the case number and type of motion with a short title or description and then reserve a hearing date.

The only fee charged is the motion filing fee in accordance with statute. There are no additional fees to use this reservation system. The court accepts Visa, MasterCard, Discover, and American Express as forms of payment. A receipt with a confirmation number is available for printing.

Once a motion hearing date is reserved through the system, parties must serve and file the motion papers with the court pursuant to statute. Upon the filing of the motion and any related documents with the court, the reserved motion hearing date will be confirmed.

This convenient new service is available 24 hours a day, seven days a week. For further information, please visit the court's website at [www.riverside.courts.ca.gov](http://www.riverside.courts.ca.gov) and go to on-line services.

Sherri R. Carter

Court Executive Officer  
and Clerk of Court



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

**Legal Secretaries, Incorporated — 77<sup>th</sup> 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 — 77<sup>th</sup> 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](mailto:mtovar@kbblaw.com)

**LEGAL SPECIALIZATION SECTION WORKSHOPS**  
**Annual Conference – May 2011 - JW Marriott @ L.A. Live, Los Angeles**  
**Host: Los Angeles LSA**



**REGISTRATION FORM - DEADLINE IS MONDAY, May 16, 2011**  
 Registration **MUST** be **RECEIVED** by each Section Leader **on or before the deadline.**  
**Please make advance reservations so materials may be prepared. Please check appropriate boxes below.**

Mail, Fax or E-Mail a copy of this form to **each** corresponding Section Leader.  
 Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

**PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"**

LSI SECTION MEMBER:  
 Free with Advanced Reservations  
 \$5.00 at the Door/After Deadline  
 Handout Only: \$5.00

LSI NON-SECTION MEMBER:  
 \$10.00 with Advanced Reservation  
 \$15.00 at the Door/After Deadline  
 Handout Only: \$10.00

NON-LSI MEMBER:  
 \$15.00 with Advanced Reservation  
 \$20.00 at the Door/After Deadline  
 Handout Only: \$15.00

**Friday, May 20, 2011 – 1:30 to 3:30 p.m.**

**CIVIL LITIGATION:**

Topic: **Savings Trees & Time – E-Filing & E-Service in California**

Speaker: Mark Schwartz, One Legal

- I will attend    Section Member    Non-Section Member  
 Non-LSI Member    Handout Only

**Send to:** Denise Aguilar, CCLS, Civil Litigation Section Leader  
 8279 Philodendron Way, Buena Park, CA 90620-2120  
 (H) 714-670-0215 (F) 714-670-0285  
 Email: daguilar57@att.net

**PROBATE/ESTATE PLANNING :**

Topic: **Summary Probates, Spousal Property Petitions, & Court Procedures**

Speaker: Alan D. Davis, Esq.

- I will attend    Section Member    Non-Section Member  
 Non-LSI Member    Handout Only

**Send to:** Linda Moore, Probate/Estate Planning Section Leader  
 Stutz, Artiano, Shinoff & Holtz  
 2488 Historic Decatur Road, Suite 200  
 San Diego, CA 92106  
 (O) 619-232-3122 x404 (F) 619-232-3264 (C) 619-723-5336  
 Email: lmoore@stutzartiano.com

**Friday, May 20, 2011 – 4:00 to 6:00 p.m.**

**TRANSACTIONAL LAW:**

Topic: **The Anatomy of An Escrow Closing Letter**

Speaker: Gustavo Lamanna, Esq.

- I will attend    Section Member    Non-Section Member  
 Non-LSI Member    Handout Only

**Send to:** Belinda Owens, Transactional Law Section Leader  
 3163 Easy Street, San Diego, CA 92105  
 (W) 858-410-8951 (C) 619-261-9323 (F) 858-410-7878  
 Email: bowens0913@aol.com

**CRIMINAL LAW:**

Topic: **One [Too Many] For the Road**

Speaker: Okorie Okorochoa – “Dr. DUI”

- I will attend    Section Member    Non-Section Member  
 Non-LSI Member    Handout Only

**Send to:** Cheryl Kent, CCLS, Criminal Law Section Leader  
 5534 Blackbird Drive, Pleasanton, CA 94566  
 (H) 925-462-3440 (O) 925-837-0585 (F) 925-523-3086  
 Email: clkcls@comcast.net

**Saturday, May 21, 2011 – 4:00 to 6:00 p.m.**

**LAW OFFICE ADMINISTRATION :**

Topic: **Workplace Investigations**

Speakers: Marilou Mirkovich, Esq.

- I will attend    Section Member    Non-Section Member  
 Non-LSI Member    Handout Only

**Send to:** Sara Mull, CCLS, Law Office Administration Section Leader  
 c/o Harris, Sanford & Hamman  
 PO Box 908, Gridley, CA 95948  
 (P) 530-846-5691 (F) 530-846-5738  
 Email: Sara@sacvalleylaw.com

**FAMILY LAW:**

Topic: **Community Property Issues**

Speaker: Lynette Berg Robe, C.F.L.S.

- I will attend    Section Member    Non-Section Member  
 Non-LSI Member    Handout Only

**Send to:** Judith Williams, Family Law Section Leader  
 2368 Lincoln Street, Suite A, Oroville, CA 95966  
 (O) 530-534-8973 (F) 530-534-6551  
 Email: pwplgl2@yahoo.com

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

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

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

# Law Office Products/ Management

by Corene Rodder

## ELECTRONIC "ROOMS"

The legal office has become more electronic and global. The price of sending a large document or document production was taking its toll in more than the cost of getting it from point A to point B. Volumes of time were being spent in just the review, redaction, organization, printing, and packaging. This demand was answered by several software companies. They developed solutions to not only manage documents but allow them to be viewed in a "room" by several different entities with varying levels of access.

Electronic rooms are an excellent solution and an alternative to printing out reams of paper and sending to someone for review. Many courts require documents to be filed in an electronic format, document productions are being exchanged on a disk, and drafts are sent via e-

mail to the clients. With an electronic room, documents are simply scanned and/or uploaded into the room. Anyone given access can view and make comments on the document in real-time within moments. Additional modules can be added that include instant messaging and/or net meeting. Collaboration and strategies can be done in real-time in a way that is secure. This feature is especially helpful when coordinating with associated counsel in other offices.

The documents can be organized in a folder structure agreed on by the group and managed by a coordinator. Different levels of access can be given to different entities. For example: attorneys and staff (full access); clients (document review); experts (a single folder); and opposing counsel (a document production). All within the same

electronic room. This also provides a means of transferring documents without generating a disk or sending via e-mail. Most e-mail accounts have a limit to the size of the attachment(s) that may be sent and/or received. Additionally, most of the electronic room software requires passwords for all levels and can be HIPAA compliant.

Communities of electronic rooms can be created with varying levels of access within a firm. They can be organized by project, case, department, or geographic location. This type of software could allow a partner to observe work in progress of associates working on a project or facilitate an office in Boston to edit a brief generated by an office in San Francisco. All by simply logging in to the secure website.



*"Electronic rooms are an excellent solution and an alternative to printing out reams of paper and sending to someone for review."*

*~ Corene Rodder*

## Happy May Birthdays!!

Liselda Arreola	May 1	Annamarie Dugan	May 17
Micky Kelly	May 6	Tereta McClory	May 17
Teresa Patterson	May 7	Shirley Rita	May 17
Kristi Baughman	May 11	Ann Edwards	May 20
Deseree Gamayo	May 11	Vivian Sanchez	May 22
Rosa Deniz	May 12	Michelle El Kabbany	May 24
Jennifer Shelton	May 13	Alice Harkinder	May 31
Gina Pagala	May 16		

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

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

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

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

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

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

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

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

SPONSOR \_\_\_\_\_ APPLICATION APPROVED \_\_\_\_\_

**~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~**

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: \_\_\_\_\_ Birthday \_\_\_\_\_

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

**YOUR SPECIALTY:**

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

**EDUCATION:**

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

**TYPE OF OFFICE:**

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

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

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

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

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

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

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

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

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

# *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](mailto: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** \_\_\_\_\_

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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
<b>BRASS TACKS*</b> 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		\$
<b>CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET</b> 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		
<b>CCLS BROCHURE</b> 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		
<b>CCLS MOCK EXAM 2006</b> Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
<b>CCLS PIN</b> A 1/2" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
<b>CCLS STUDY KIT</b> Contains Mock Exam (see above), Gregg Reference Manual with Basic and Comprehensive Worksheets and Instructor's Resource Manual.	120.00		
<b>GUIDELINES FOR HOSTING LSI CONFERENCES*</b> An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 2/08)	N/C		
<b>GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM</b> 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		
<b>HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES*</b> 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		
<b>HISTORY OF LEGAL SECRETARIES, INCORPORATED</b> A 50-page memory of people, places and events since 1929. (Rev. 2/06)	5.00		
<b>LAW OFFICE PROCEDURES MANUAL FLYER</b> An 8 1/2" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES</b> 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		
<b>LEGAL SECRETARY'S REFERENCE GUIDE</b> 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		
<b>TOTAL THIS PAGE</b>			<b>\$</b>

\*Item available to LSI members only

(Prices effective 0508)



**LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM**

ITEM	UNIT PRICE	QUANTITY	TOTAL
<b>LSI BYLAWS AND STANDING RULES*</b> As currently adopted by the LSI Governors.	\$ 5.00		\$
<b>LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER</b> An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LSI LEGAL SPECIALIZATION SECTIONS BROCHURE</b> Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
<b>LSI MEMBERSHIP BROCHURE</b> Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev. 2/08)	N/C		
<b>LSI MEMBERSHIP PIN*</b> 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		
<b>LSI ROSTER*</b> Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
<b>MEMBERSHIP APPLICATION FORM*</b> 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	
<b>NEW MEMBER PACKET*</b> 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		
<b>PRESIDENT'S PENDANT*</b> 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		
<b>PRESIDENT'S PIN*</b> Same as pendant (see above), but with pin on back.	7.00		
<b>TOTAL THIS PAGE</b>			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
CALIFORNIA SALES TAX (7.25% OF TOTAL ORDER) +			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
<b>TOTAL AMOUNT =</b>			\$

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.

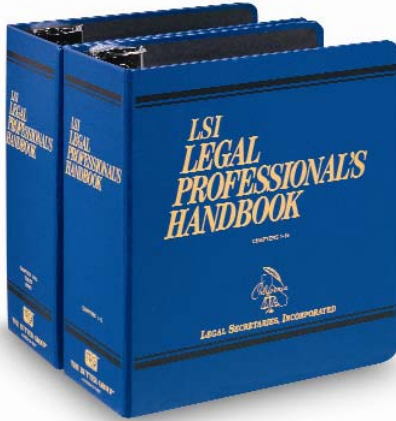
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(Prices effective 0508)

**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
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- 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

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My payment is enclosed

Please bill me

<p style="text-align: center;"><i>Legal Secretaries, Incorporated</i> <b>LEGAL PROFESSIONAL'S HANDBOOK</b></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>	<p>NAME _____ PHONE (____) _____</p> <p>E-MAIL ADDRESS _____ STATE BAR NO. _____</p> <p>FIRM _____</p> <p>ADDRESS _____ SUITE _____</p> <p>CITY _____ STATE _____ ZIP _____</p>
<p>Subtotal \$ _____</p> <p>Add applicable sales tax \$ _____</p> <p><b>TOTAL \$ _____</b></p>	<p><input type="checkbox"/> Enclosed is my check for \$ _____ payable to <b>THE RUTTER GROUP</b></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>

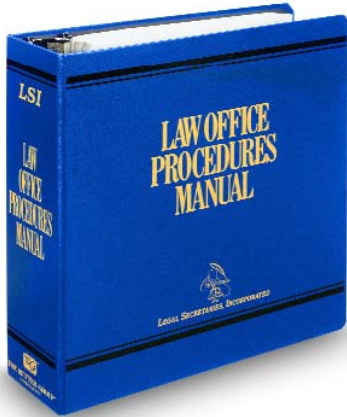


40272000

**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.

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- Court Structure
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- Glossary

**ORDER FORM**

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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 522-pg. 2009 Update #2 was \$40.)

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<p><b>DISCOUNT THROUGH CEB</b></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 <a href="http://ceb.com/LSI/">http://ceb.com/LSI/</a></p>	<p><b>WORKING ADVANTAGE</b> Toll Free: (800) 565-3712 <a href="http://www.workingadvantage.com">www.workingadvantage.com</a> 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, <a href="mailto:lsiorq@suddenlink.com">lsiorq@suddenlink.com</a>, or LSI Vice President</p>
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QUESTIONS AND CONCERNS CONTACT:  
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LSI® Marketing Committee Coordinator  
P.O. Box 58, Seeley, CA 92273  
Cell - (760) 604-3057  
[sjimenez52@yahoo.com](mailto:sjimenez52@yahoo.com)

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

<b>Total Members (Fiscal Year-end 4/30/10)</b>	<b>Association</b>		<b>New Members</b>	<b>Transfer Members</b>	<b>Continuing Members</b>	<b>Total Members</b>
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
<b>1685</b>	<b>YTD TOTALS</b>					<b>1652</b>

Membership list as of 1/31/11

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

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

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

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

**CHANGE IN SPECIALTY:**

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|---|--|--|
| <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
- Which address should be listed in the membership roster?  Business  Home
- If you do NOT want to be listed in the membership roster, check here:  No roster listing

Please submit to:

**Justine Gamayo**  
**SLSA Treasurer 2011-2012**  
**P.O. Box 188635**  
**Sacramento, CA 95818**  
**E-mail: treasurer@slsa.org**

# California Certified Legal Secretary

A Program of  
Legal Secretaries, Incorporated



## APPLICATION

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

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

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

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

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

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

\* Fees subject to change without notice.

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

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

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

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

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

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

E-mail(s): \_\_\_\_\_



Highest level of formal education completed: \_\_\_\_\_; Highest Degree: \_\_\_\_\_.

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

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

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

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



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## 2011-2012

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## 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

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the path may lead.  
Go instead where there  
is no path and leave a  
trail."  
~ Harold R. McAlindon*

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