

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

THE LEGAL EAGLE

VOLUME 5 BOOK 9 MAY 2009



**Sacramento Legal
Secretaries Association**
(916) 448-5868

**VISIT OUR WEB SITE:
WWW.SLSA.ORG**

PRESIDENT

Jennifer Rotz
Murphy Austin
Adams Schoenfeld LLP
304 "S" Street
Sacramento, CA 95811
(916) 329-3139
president@slsa.org

BULLETIN EDITOR

Cassandra Baines
Downey Brand, LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814
(916) 444-1000
cbaines@downeybrand.com

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!**

MAY DINNER MEETING

- Date: May 21, 2009
- Time: 5:30 p.m. - 6:15 p.m. Meet & Greet
6:15 p.m. - 8:00 p.m. Dinner Meeting & Speaker
- Place: Casa Garden Restaurant
2760 Sutterville Road, Sacramento
Tel: (916) 452-2809
- Speaker: John "Jack" Diepenbrock and David Diepenbrock
Diepenbrock Harrison
- Topic: **What is Eminent Domain?
An Introduction to Key Eminent Domain Concepts**
- Cost: \$25* - SLSA Members
\$29* - Non-Members
- Vendor of the Month: Crucial Times Courier Inc.

*** Please add \$3 for reservations received after May 15, 2009.**

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

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

(See Page 31 of this bulletin for Reservation Form and menu selections.)

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

TABLE OF CONTENTS

Advertisers	3
Birthdays	8
Chapter Achievement Reporting Form	19
CCLS Application	34
CCLS Quiz.....	23
CCLS Quiz Answers	28
Dates to Remember	7
Dinner Meeting Reservation Form	31
Employment Report and Positions Available	14
Governor’s Report	18
Law Office Products/Management	39
Legal Procedures.....	24
LSI Benefits	38
LSI Membership List	41
LSI Order Form.....	12
LSI Annual Conference Registration Form	20
LSI Annual Conference Hotel Registration Form	21
LSI Specialization Sections Application/Annual Renewal	17
LSI Specialization Sections Information.....	16
LSS Workshops Registration Form	22
Member News	6
Membership Chair Report	27
Name/Address Change Reporting Form	42
Of Note.....	40
Pictures	9
President’s Message	3
Sacramento Legal Secretaries Association Membership Application	32
Sacramento Legal Secretaries Association Membership Renewal Form	26
Speaker Spotlight	4
Stars of the Month	10
Vendor Spotlight.....	4
Vocabulary List.....	28

EDITOR’S NOTE by Cassandra Baines

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

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

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

“WE ARE WHAT WE
REPEATEDLY DO.
EXCELLENCE, THEN, IS NOT
AN ACT, BUT A HABIT.”
~ ARISTOTLE

PRESIDENT’S MESSAGE by Jennifer Rotz

As a member of SLSA for nearly 7 years, I consider it a genuine honor to serve as your President this year. I thank each of you for continuing to support this association, and I commend you – your membership in SLSA indicates a real commitment on your part to the development of your career.

I want to talk a little about our upcoming activities and goals. This first month of the fiscal year is a busy one. We begin the month with a workshop on Parliamentary Procedure led by Registered Parliamentarian Lorenzo Cuesta. This event is open and free to all SLSA members and will be held at Murphy Austin Adams Schoenfeld on Sunday, May 3. Next, Elicia Allen, CCLS will lead Team SLSA in the Susan G. Komen Race for the Cure at Cal Expo on Saturday, May 9. Our May Lunch Lesson will take place at McDonough Holland & Allen on Tuesday, May 12, and will feature attorney Rebecca Gardner as she covers: “The Write Stuff: Style and Grammar for the Legal Professional.” The May Board Meeting will be held on Wednesday, May 13. As with all board meetings this year and every year, all members are invited and encouraged to attend. LSI’s 2009 Annual Conference takes place in Long Beach on May 14-17, and it is not too late to register. Finally, our dinner meeting this month takes place at the Casa Garden Restaurant on May 21, and will feature John V. “Jack” Diepenbrock and David A. Diepenbrock of Diepenbrock Harrison who will cover the topic: “What is Eminent Domain? An Introduction to Key Eminent Domain Concepts.” I hope you will join us.

Details for all of these events can be found on the Events page of our website at www.slsa.org. This page is updated regularly so please be sure to visit often.

My number one goal as your President is to rely on my experience as an active member to carry out this association’s mission of continuing education and creating networking opportunities for you. To do so, your board members and I have assembled a great team of hard-working volunteers who will operate under the theme “Achieving Excellence Through Teamwork!” A team can achieve so much more than an individual can. As a team, we can achieve every single goal that we set. As a team we can:

- Ensure that SLSA is a great resource for members as to legal procedure, technology, and as a one-stop shop for MCLE and CCLS credit requirements;



“... [WE] WILL BE OPERATING UNDER THE THEME “ACHIEVING EXCELLENCE THROUGH TEAMWORK!””

Support our Advertisers!

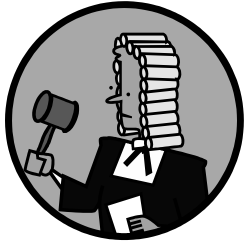
Sacramento Legal Secretaries Association would like to give special thanks to Mirror Imaging for its complimentary services in printing The Legal Eagle. To support Sacramento Legal Secretaries Association and Mirror Imaging, please call Ron Bodenmann at (916) 447-2000.



ADVERTISERS

- Page 8 - Capitol Digital Document Solutions
- Page 18 - Judicial Process
- Page 36 - The Rutter Group
- Page 40 - Crucial Times Courier Inc.
- Page 44 - Mirror Imaging

SPEAKER SPOTLIGHT by Rhonda Harrigan



In April, we were honored to have Judge Loren E. McMaster as our speaker. Judge McMaster has been a Judge of the Superior Court of California, County of Sacramento, since 1999, and was in Private Practice from 1980 to 1999. He was awarded Judge of the Year 2006, by the Capitol City Trial Lawyers Assn. and Judge of the Year 2008 by the Sacramento County Bar Association.

Judge McMaster spoke on the Nuts and Bolts of Law and Motion. He first reminded us when calendaring the notice period for motions that most motions must be filed and served at least 16 *court* days before the hearing on the motion. If the motion is served by mail, an additional 5 *calendar* days must be added. It is especially important to be vigilant around holidays in counting the days before hearing. And if that 16th day falls on a weekend, do not move forward to the Monday, you must fall back to the Friday since the code calls for *at least* 16 court days before the hearing. He mentioned that this is one of the most common errors made in filing motion hearings.

The second item he wanted to bring to our attention was proper form for declarations.

Code of Civil Procedure § 2015.5 provides for two different forms of jurat to a declaration made under penalty of perjury. Subdivision (a) states that one proper form is to follow the “declaration under penalty of perjury” language with a statement reflecting where and when the declaration was executed, followed by a signature. Subdivision (b) does away with the place of execution language and modifies the “declaration” language by stating that the declaration is made under penalty of perjury “under the laws of the State of California.” Counsel should only use the subdivision (b) form. If counsel’s form file contains any declaration using the section (a) format, the forms should be destroyed or modified using the subsection (b) language.

It is always a pleasure to have Judge Loren McMaster speak to our association. We all benefit from the invaluable information he provides to us. SLSA appreciates Judge McMaster taking the time out of his extremely busy schedule to speak to us.

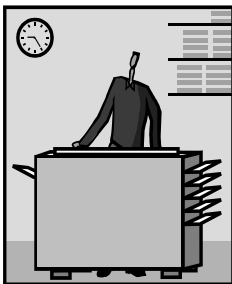
“IT IS ALWAYS A PLEASURE TO HAVE JUDGE LOREN E. MCMASTER SPEAK TO OUR ASSOCIATION. WE ALL BENEFIT FROM THE INVALUABLE INFORMATION HE PROVIDES TO US.”

VENDOR SPOTLIGHT by Sandra Andrade

Our Vendor of the Month for April was Mirror Imaging. Ron Bodenmann and Johnny Bateman spoke on behalf of Mirror Imaging.

Mirror Imaging Document Solutions is dedicated to providing the most comprehensive tools for litigation document management and duplication. They understand the fast pace of today’s legal community and offer around-the-clock service. Their goal is to be your reliable outsourcing solution by offering the entire spectrum of document management and Electronic Discovery services delivered in a convenient, efficient, and cost-effective manner. Their services include: Litigation copying; Electronic Discovery; Trial Exhibit Boards; OCR; Load Files; Bate Stamping; Court Filings; Color copies; On site Scanning; Digital Printing; Binding & tabs; Video & audio duplication; Oversize services; Onsite projects; and X-ray duplication and digital conversion.

We would like to thank Ron and Mirror Imaging for being our Vendor of April. For your duplication needs, Ron can be contacted at (916) 447-2000 or visit their web site at www.mirrorimaginginc.com.



PRESIDENT'S MESSAGE CONTINUED

- Promote interest in this association, recruit new members and reclaim our rightful place as the largest LSI chapter in the state;
- Continue to advance technologically by improving our website and methods of communication with members and the legal community;



Continue to hold lunch lessons, volunteer at Fairytale Town, and possibly hold a Reno Bus Trip and Crab Feed!

And now, I'd like to introduce you to your 2009-2010 team. As my first order of business at the April general membership meeting, I made the following two appointments: Rhonda Harrigan was appointed as Parliamentarian and Cyrene Farrell, CCLS, was appointed as Executive Advisor. Our committee chairs this year are:

Audit: Patti Alexander, Melynda Ange, CCLS, and Elizabeth Bomke, CCLS

Benefits: Cassandra Baines

Budget: Jennifer Rotz, Elicia Allen, CCLS, and Debbie Frias, CCLS

Bulletin: Cassandra Baines

CCLS: Astrid Watterson, CCLS, Dawn Forgeur, CCLS, and Elizabeth Bomke, CCLS

Charitable Projects: Elicia Allen, CCLS, and Gloriela Garcia

Day in Court: Rhonda Harrigan and Terry Olson-Skeahan

Employment: Cyrene Farrell, CCLS

Historian: Elicia Allen, CCLS

Legal Secretarial Training: Astrid Watterson, CCLS, and Dawn Forgeur, CCLS

Marketing: Terry Olson-Skeahan

Membership: Terry Olson-Skeahan

Nominations and Elections: Gloriela Garcia, Sandra Andrade, and Jennifer Shelton

Professional Liaison: Executive Board Members

Programs: Rhonda Harrigan

Reception: Jennifer Shelton

Reservations: Jan Ainsworth

Scholarship: Meghan Linehan and Alissa Mackrill

Vendor Liaison: Alissa Mackrill

Webmaster: Jennifer Rotz

Boss of the Year/Legal Professional of the Year: Patti Alexander, Elizabeth Bomke, CCLS, and Desiree Delonia

Fairytale Town: Alicia Malerbi

Continued on Page 27

“AND NOW, I'D
LIKE TO
INTRODUCE YOU
TO YOUR 2009-
2010 TEAM.”

MEMBER NEWS by Jennifer Rotz



Cecilia Velez has accepted a position as a Legal Analyst with the Office of the General Counsel, California State Teachers' Retirement System, where she performs a variety of tasks dealing with administrative law. Congratulations, Cecilia, on your exciting new position! We wish you much continued success.

The following SLSA members took and passed the California Certified Legal Secretary Exam in March 2009:

Pamela Anne Lee, CCLS

Karen Gould, CCLS

Micky Kelly, CCLS

Desiree Delonia, CCLS

Pamela Loftis, CCLS

The new CCLSs will be honored at SLSA's May dinner meeting. Please join us in celebrating their great achievement. Many congratulations to you Pamela, Karen, Micky, Desiree, and Pam and best wishes for your continued success!

MEMBERSHIP RENEWALS



To: Members of the Sacramento Legal Secretaries Association

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

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

SLSA thanks you for your continued support!

May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3 <i>Parli. Procedure Wkshop</i>	4	5	6	7	8	9 <i>Race for the Cure</i>
10	11	12 <i>Lunch Lesson</i>	13 <i>Board Meeting</i>	14	15	16
17	18	19	20	21 <i>Dinner Meeting</i>	22	23
24	25 <i>Bulletin Deadline</i>	26	27	28	29	30
31						

DATES TO REMEMBER

- **May 3 - Parliamentary Procedure Workshop** (Location: Murphy Austin Adams Schoenfeld LLP - Time: 8:30 a.m. - 12 p.m.)
- **May 9 - Susan G. Komen Race for the Cure**
- **May 12 - SLSA May Lunch Lesson** (Location: Downey Brand LLP - Time: 12 p.m. Speaker: Rebecca Gardner. Topic: "The Write Stuff: Style and Grammar for the Legal Professional. See flyer on Page 25 for details.)
- **May 13 - SLSA May Board Meeting** (Location: Murphy Austin Adams Schoenfeld LLP - Time: 5:45 p.m.)
- **May 14-17 - LSI's 75th Annual Conference** (Location: Long Beach Hilton, Long Beach, CA)
- **May 21 - SLSA May Dinner Meeting** (Location: Casa Garden Restaurant - Time: 6:15 p.m.)
- **May 25 - Last Day to Submit Articles for the June issue of *The Legal Eagle***

Code of Ethics

Legal Secretaries, Incorporated

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

Dedicated to Joan Moore, PLS

HAPPY "MAY" BIRTHDAY!



- Alissa Mackrill - May 12
- Karen Mangels - May 13
- Melissa Patton - May 16
- Annamaria Dugan - May 17
- Sharon Buckenmeyer - May 17
- Tereta McClory - May 17
- Laura Peron - May 23
- Shelly El Kabbany - May 24



CAPITOL
Digital Document Solutions

555 Capitol Mall, Suite 540
Sacramento, CA 95814
Phone: (916) 449-2820
Fax: (916) 449-2821

Capitol Digital Document Solutions
is the reliable source for all litigation and high volume printing support

*Our services are available to you
24 hours a day - seven days a week
with free pickup and delivery*

High Volume Copying
Litigation Copying
On Site Copying
Color Copying & Printing
Banner & Court Exhibit Boards
Video & Audio Duplication

Document Imaging
Document Coding
Color Scanning
Binding, Bates Numbering
Labeling
Micro Filming
Oversize Scanning & Copying

PICTURES



Judge Loren E. McMaster and SLSA President Jennifer Rotz



Ron Bodenmann and Johnny Bateman of Mirror Imaging Document Solutions Inc.



SLSA Parliamentarian Rhonda Harrigan and SLSA Vice President Terry Olson-Skeahan



SLSA Past President Cyrene Farrell, CCLS and her history book



SLSA Vice President Terry Olson-Skeahan, SLSA Vendor Liaison Alissa Mackrill, and friends



Rachel Cousineau, Gloriela Garcia, SLSA Secretary Meghan Linehan, and friends

STARS OF THE MONTH (SPECIAL EDITION)



Jennifer Rotz is the 2009-2010 President of the Sacramento Legal Secretaries Association and serves as the association's webmaster. She has been a member since 2004 and has served on the Executive Board since 2005. Jennifer began her legal career at a Sacramento insurance defense firm in 1998, after graduating from Heald College with a degree in legal office administration. After leaving the work force for nearly two years to be a stay-at-home mom, Jennifer returned to the legal field as an assistant specializing in business litigation and estate planning. During this time, she attended MTI College and earned a degree in paralegal studies. She currently works as a paralegal with the Healthcare Practice Team at Murphy Austin Adams Schoenfeld. Jennifer lives in Roseville with her husband Jon, daughter Katelyn, their two cats Pita and Spike, and their two guinea pigs Scooter and Theodore. She joined SLSA to network with other legal professionals and take advantage of the association's educational offerings. Volunteering her time with SLSA has been beneficial and rewarding in many ways, both personal and professional, and she truly enjoys it.



Terry Olson-Skeahan is the 2009-2010 Vice President of the Sacramento Legal Secretaries Association and also serves as a Day In Court Co-Chair. She began her legal career in 1984 as a legal receptionist. She is now lead secretary/assistant at Bartkiewicz, Kronick & Shanahan and has been since April 2000. The firm represents local agencies and private clients on matters concerning water resource, land use, governmental and related issues. Terry started attending SLSA meetings in 1986 and was a member on and off from 1987-1998. She has been an ongoing-member since 2000. In 2005, Terry began to volunteer for SLSA; she was the Historian, and has served as the Advertising Chair since 2005. In 2008-2009, Terry was the Treasurer, Day In Court Co-Chair, Budget Co-Chair and continued on as the Advertising Chair. She volunteers in the association when the opportunity arises, as she believes in giving back to the legal community. She tries to keep herself apprised of new laws and skills within the legal field by attending SLSA meetings and LSI conferences. Terry enjoys cooking, gardening, walking, vacationing at Irish Beach, California, and watching her daughters (Marisa, 16, Amber, 11) play softball. She also enjoys spending time with her son Carson, age 7, who is a special needs child and brings her constant joy and love with his handsome smile and giggles. She also plays softball on a co-ed team in Rancho Murieta. Terry was born and raised in Sacramento and has lived in Rancho Murieta since 1996.



Meghan Linehan is the 2009-2010 Secretary of the Sacramento Legal Secretaries Association. She has been a member of the Association since 2008 and this is her first year serving on the Executive Board. Meghan graduated from the University of California, Davis, in 2003 with a bachelors of arts in Political Science. Upon graduation, Meghan began her career in the legal field as an office assistant at Legacy Law Group, a full service trusts and estate planning firm in Sacramento. In 2005, Meghan enrolled at MTI College and began working as a paralegal intern at Legacy Law Group specializing in business organization and succession planning. After graduating from MTI College in 2006 with a degree in paralegal studies, Meghan continued on as a paralegal at Legacy Law Group adding estate planning to her specializations. She currently works as the senior paralegal at Legacy Law Group practicing in the areas of estate planning, trust administration and business succession planning. Meghan lives in Sacramento with her fiancé, Donald, and their two dogs Kaia and Chloe, and is busy planning a September wedding. She is excited to be a new member of the Executive Board and looks forward to becoming an involved member of the Association.

STARS OF THE MONTH (SPECIAL EDITION) CONTINUED



Debbie Frias, CCLS, is the 2009-2010 Treasurer for Sacramento Legal Secretaries Association and also serves as a member of the LSI CCLS Certifying Board. She served as LSI Treasurer from May 2004 to May 2005. Debbie has been a member in good standing since 1993 and has served in some capacity on the Board or as a Chairman since 1994. She received her legal secretarial certificate from Heald College in December 1972. Debbie began her legal career for a general practice firm in 1973 and has worked for The Crow Law Firm, specifically for Joe Weninger and his son Jeffery Weninger, since April 1977. Debbie lives in North Highlands with her husband, Bill, and their youngest daughter, Michelle, along with resident pooches, Noah and Lucy. Debbie's oldest daughter, Jennifer, also the mother of her three grandchildren, Richie, Vanessa, and Markie, lives in the Curtis Park area of Sacramento with her significant other, Dave. Deb joined SLSA to network with other legal professionals and to take advantage of the association's educational offerings. She became a CCLS in October 2001.



Elicia Allen, CCLS, is the 2009-2010 Governor of the Sacramento Legal Secretaries Association. Elicia is a paralegal at the Law Offices of Todd A. Murray. She is a 2002 graduate of MTI College with an A.A. in Paralegal Studies and she became a California Certified Legal Secretary in March 2008. Elicia is the immediate past-president of SLSA. In addition to being a past-president, she has been on the SLSA Executive Board as Secretary and Vice-President. She has also held many chair positions. In addition to volunteering with SLSA, she devotes a large amount of time to volunteering at the Sacramento County Animal Care & Regulation. She resides with the two loves of her life, her fiancé Chris and her chow chow Sonny. She enjoys the personal and professional growth that SLSA has given her and hopes to continue giving her time to SLSA.

Rhonda Harrigan is the 2009-2010 Parliamentarian of the Sacramento Legal Secretaries Association and serves as the Programs Chair and Co-Chair of Day in Court and Federal Day in Court. She has been a member and has served as Programs Chair since 2005. After a long career in the automotive industry, Rhonda began a second career in the legal field in 2002, working in the areas of personal injury, insurance defense, construction defect and now works in appellate and family law at Jay-Allen Eisen Law Corporation. Rhonda lives in Carmichael with her husband Dennis and their two Canine-American children, Connor (a Silk Terrier) and Sonic (a Shih-Tzu). Away from the office Rhonda enjoys riding her motorcycle on long trips with her husband, playing volleyball, golf and attending local theater. She appreciates the educational and networking benefits that she receives from volunteering her time with SLSA.



Cyrene Farrell, CCLS, is the 2009-2010 Executive Advisor for the Sacramento Legal Secretaries Association, and is also the Employment Chair. Cyrene has been a member of SLSA since 1999 and has served on the Executive Board since 2001. She has held many chairs over the years. Cyrene also served two years (2006-2008) as the Editor of LSI's The Legal Secretary. She graduated from MTI College in 1993 as a Legal Specialist and worked in Family Law for six years before joining Mennemeier, Glassman & Stroud LLP in 1999. Today, Cyrene serves as a Paralegal to Eric Glassman, who specializes in Broker/Dealer Arbitration and Litigation. She is also the Billing Coordinator and Docketing Clerk for the firm. Cyrene is married to Kevin and they have three beautiful children - Corrin (14), Glenn (5), and Dylan (2). Cyrene joined SLSA at the suggestion of her employer - to grow professionally. Today, she continues to serve SLSA because doing so strengthens her own skills, friendships, and talents, and it brings her joy to be an active part of the Sacramento legal community.

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

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

DELIVER TO: NAME _____ ASSOCIATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DAY TELEPHONE (_____) _____ E-MAIL _____

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

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

*Item available to LSI members only

(Prices effective 0508)

EMPLOYMENT REPORT/POSITIONS AVAILABLE

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

Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney/employer is requested to e-mail the Employment Chair and Webmaster with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Ads are usually posted within 24 hours.

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

Please contact Employment Chair Cyrene Farrell, CCLS, at (916) 551-2595, or e-mail her at cfarrell@mgsllaw.com. A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

Positions Available:

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

Legal Assistant. Folsom law firm, emphasizing in civil litigation and construction defect, seeks an experienced full-time Legal Assistant to join our great team. Must have good grammar, spelling, and computer proficiency. Duties of the position include: calendaring state and federal deadlines; court filing (electronic and standard); communicating with clients, counsel, and case-related contacts; assisting attorneys with document preparation, transcription, proofreading, and formatting in compliance with court requirements; high volume case document management and filing; and general office responsibilities. Qualifications include: experience in a law firm and general knowledge regarding legal documents; litigation support skills, including preparation of pleadings and discovery, calendaring, and familiarity with local and California Rules of Court; experience with Microsoft Word and Excel, Adobe, legal calendaring software, and basic office equipment (fax machine, scanner, copy machine, and postage machine); flexibility and willingness to work on a broad variety of assignments; ability to work independently as well as part of a dynamic team environment; excellent written and verbal communication skills, including the ability to proofread documents; organized approach to work assignments, ability to prioritize, and strong attention to detail; professional attitude and demeanor; and interest in being an important part of our firm and its success. Excellent pay and full benefits in a comfortable office are offered. If interested, please send an e-mail with the subject line "Legal Secretary" with your résumé and a brief cover letter, including your salary requirements attached to lawfirm921@yahoo.com.

**Livermore-Amador Valley Legal Professionals Association,
Mt. Diablo Legal Professionals Association, and
Stockton-San Joaquin County Legal Professionals Association**

invite you to attend an interclub event,
"Third Annual Day of Bocce," on

**Saturday, July 11, 2009
11 a.m. – 3 p.m.
Pleasanton Senior Center
5353 Sunol Boulevard
Pleasanton, CA 94566**



**Cost: \$8 per person if RSVP before 7/2/09
\$4 per child
\$10 per person if RSVP on or after 7/2/09
\$5 per child**

A barbecued lunch will be served at 12:30 p.m., which includes an 8" hot dog or Polish sausage with bun, condiments, bag of chips, cookies, watermelon, and bottled water. If you are a vegetarian, please let us know.

The deadline to RSVP is Thursday, July 2, 2009. There is a limit on the number of people in the public park area. Please RSVP to one of the following coordinators as soon as possible to guarantee a space for you:

Joyce Woo, Livermore-Amador Valley LPA, (925) 462-1154
Natalie Chop, CCLS, Mt. Diablo LPA, (925) 817-3868
Linda Lazaro, Stockton-San Joaquin County LPA, (209) 598-8648

Please make your check payable to LAVLPA and mail it to:

Joyce Woo
606 Claret Court
Pleasanton, CA 94566-6824

We hope you can join us for the "Third Annual Day of Bocce." Bocce balls and instructions on how to play the game will be provided. There will be a door prize. Please bring your family and friends to this great interclub event. See you there!

Legal Secretaries, Incorporated

LEGAL SPECIALIZATION SECTIONS

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



ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?

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

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

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

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

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

Enclosed is payment of my dues for the fiscal year 8/1/07 through 7/31/08 for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

Credit Card Information: Number _____ Expiration Date: Month _____ Year _____

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

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

NEW RENEWAL

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS _____

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

FAX: _____ E-MAIL ADDRESS: _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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



GOVERNOR'S REPORT by Elicia Allen, CCLS

Yet another year is upon us and I am very happy to slip into my position as SLSA's Governor for the 2009-2010 fiscal year. I am eagerly looking forward to LSI's Annual Conference in Long Beach on May 14 – 17, 2009. SLSA will be proudly competing in the following categories for awards: History Book submitted by Terry Olson-Skeahan and Cyrene Farrell, CCLS; Bulletin submitted by Cyrene Farrell, CCLS; Scholarship – Plan A submitted by SLSA and last, but certainly not least, Chapter Achievement Points submitted by Debbie Frias, CCLS. Debbie is tiredly working on collecting and adding up CAPS. Thank you to all those that took the time to submit CAPS reporting forms to Debbie. I would like to thank all of the persons mentioned above for their year of service and I wish them the best of luck.

In addition to myself attending LSI's Annual Conference, Debbie will be attending as LSI's outgoing Governor and Elizabeth Bomke, CCLS, Dawn Forgeur, CCLS, and Paula Lockard, CCLS will be attending as Delegates. I think they would join me in saying THANK YOU for giving us the opportunity to represent SLSA. Please look for full reports in next month's issue of *The Legal Eagle*.

.....
 • “UNSELFISH AND
 • NOBLE ACTIONS
 • ARE THE MOST
 • RADIANT PAGES
 • IN THE
 • BIOGRAPHY OF
 • SOULS.” DAVID
 • THOMAS
 •

Professional Process Service

Established in 1987

“We Deliver Quality”

Judicial Process

3308 El Camino Ave-300/166
 Sacramento, California 95821

Phone: 916-978-0678

Fax: 916-978-0528

Rick Scott/Owner

owen59901@yahoo.com

CHAPTER ACHIEVEMENT REPORTING FORM

Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2009 through March 31, 2010. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete the form each time you attend a function and mail it to the person named below. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.**

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

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

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

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



Diamonds on the Shore

Legal Secretaries, Incorporated - 75th Annual Conference May 14-17, 2009

Conference Registration Form

Name (as it will appear on badge): _____
Mailing address: _____
City/State/Zip: _____
Home telephone: _____
Work telephone: _____

Please check if applicable and include title:

- State Officer _____
- State Chairman _____

Please check if you are:

- Governor CCLS PLS

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

POSTMARKED ON OR BEFORE APRIL 15, 2009 _____ @ \$110.00 \$ _____
POSTMARKED ON OR AFTER APRIL 16, 2009 _____ @ \$120.00 \$ _____

INDIVIDUAL TICKETS

Registration by 4/15/09 _____ @ \$ 11 \$ _____
Registration after 4/16/09 _____ @ \$ 21 \$ _____
Governors' Lunch (Friday) _____ @ \$ 35 \$ _____
Newcomers' Lunch (Friday) _____ @ \$ 35 \$ _____
Welcome Reception (Friday) _____ @ \$ 11 \$ _____
CCLS Lunch (Saturday) _____ @ \$ 35 \$ _____
Banquet (Saturday) _____ @ \$ 59 \$ _____
Brunch (Sunday) _____ @ \$ 35 \$ _____

TOTAL AMOUNT: \$ _____

Dinner Choice: Chicken Stuffed with Boursin, Spinach and Pancetta or Asian BBQ Glazed Salmon
Special Dietary Requests: _____

PLEASE NOTE: All LSI Conference Delegates and Alternate Delegates must register.

Make checks payable to **LBSA 2009 CONFERENCE FUND**

**Registration Chair: Alice M. Widmark, CCLS, 1016 W. Santa Cruz,
San Pedro, CA 90731 - 310-547-0965 or e-mail: amwcccls@sbcglobal.net**

NO REFUNDS AFTER APRIL 24, 2009

Diamonds on the Shore



Legal Secretaries, Incorporated - 75th Annual Conference May 14-17, 2009



701 West Ocean Boulevard
Long Beach, CA 90831-3102
Tel: 1-562-983-3400
Fax: 1-562-983-1200

Hotel Reservations

Room Rates:

\$169 per night for Single/Double Occupancy
\$25 per person additional charge for Triple Occupancy, plus local tax
\$50 per person additional charge for Quadruple Occupancy, plus local tax
Standard two queen beds or one king bed
Limit of four persons per room

Room Reservations:

1. Call directly to Long Beach Hilton at 562-983-3400, Group Code LEG
2. Make reservations online at <http://www.longbeach.hilton.com> - Group Code LEG
3. **Deadline for group rate is April 13, 2009**
4. Cancellations must be received 24 hours prior to arrival or one night room and tax will be assessed.

Check-in Time: 3:00 p.m. - Check-out Time: Noon

Hotel does provide complimentary baggage storage.
Super Shuttle - 1-800 BLUE-VAN (1-800-258-3826)
or book online at <http://www.supershuttle.com>
Primetime Shuttle - <http://www.primetimeshuttle.com>
Free hotel parking



Questions:

Alice M. Widmark, CCLS, Reg. Chair
Telephone: 310-547-0965
E-Mail: amwcccls@sbcglobal.net

Debby Tankersley, CCLS, Conf. Chair
Telephone: 949-851-7473
E-Mail: dtankersley@jdtplaw.com



LEGAL SPECIALIZATION SECTION WORKSHOPS
Annual Conference – May 2009 – Long Beach Hilton Hotel, Long Beach CA – Host: Long Beach LSA



REGISTRATION FORM - DEADLINE IS MONDAY, May 11, 2009

Registration **MUST** be **RECEIVED** by each Section Leader on or before the deadline.

Please make advance reservations so materials may be prepared. **PLEASE CHECK APPROPRIATE BOXES BELOW.**

Mail or Fax a copy of this form to each corresponding Section Leader.

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

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

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

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

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

Friday, May 15, 2009 -- 1:30 p.m. to 3:30 p.m.

PROBATE & ESTATE PLANNING:

Topic: *"Small Estate Administration"*

Speaker: Alan D. Davis, Esq.

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

Send to: Leslie Ames, CCLS, Probate/Estate Planning Section Leader
1500 – 4th St., Eureka, CA 95501
(O) 707-442-0500 FAX: 707-443-2973

LAW OFFICE ADMINISTRATION

Topic: *"Bermuda Triangle – Leaves of Absence"*

Speaker: Joanna L. Blake, Esq.

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

Send to: Jan Vornkahl, LOA Section Leader
3553 Sutton Loop, Fremont, CA 94536
(H) 510-790-8337 (O) 415-984-8341 FAX: 415-226-0735

Friday, May 15, 2009 — 4:00 p.m. to 6:00 p.m.

CRIMINAL LAW: Topic: *"The Media Circus – Representing Clients Who Become Reluctant Celebrities"*

Speaker: Karen R. Smith, Professor of Law.

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

Send to: Cheryl Kent, PLS/CCLS, Criminal Law Section Leader
5534 Blackbird Drive, Pleasanton, CA 94566
(H) 925-462-3440 (O) 925-837-0585 FAX: 925-838-5985

FAMILY LAW Topic: *"When Mom or Dad are Deployed"*

Speakers: Kathleen Somerville, Esq. - Navy JAG Office, San Diego

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

Send to: Stephanie Harrison, Family Law Section Leader
c/o Law Offices of Marvin J. Brown
720 West 19th St., Merced, CA 95340
(H) 209-723-4479 (O) 209-384-0123 FAX: 209-384-1661

Saturday, May 16, 2009 — 4:00 p.m. to 6:00 p.m.

TRANSACTIONAL LAW: Topic: *"The Legal and Ethical Pitfalls for Attorneys Engaged in Loan Modifications"*

Speaker: Scott Drexel, State Bar Chief Prosecutor

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

Send to: Mae Brooks, CCLS, Transactional Law Section Leader
1050 S. Kimball Road, Ventura, CA 93004
(H) 805-642-6478 (O) 805-659-6800 FAX: 805-659-6818

CIVIL LITIGATION: Topic: *"Service of Process & Skip Tracing"*

Speaker: Gary Hansen – Hansen's Guaranteed Process Service

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

Send to: Elizabeth Adame, CCLS, Civil Litigation Section Leader
P.O. Box 4344, El Centro, CA 92244
(H) 760-352-8333 (O) 760-352-4001 FAX: 760-352-5561

Name: _____ E-mail: _____

Address/City/State: _____

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

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

Name on Credit Card: _____ Card Verification Number: _____

- CCLS CLA Paralegal Attorney

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 1.50 hours each, by the State Bar of California.

CCLS QUIZ by Elizabeth Bomke, CCLS

1. ___ In California a security interest in the real property is typically created by which of the following instruments:
 - a. Grant Deed
 - b. Trust Deed
 - c. Mortgage

2. ___ In a deed of trust, the borrower is the:
 - a. Trustor
 - b. Trustee
 - c. Grantor

3. ___ Which of the following is not a type of ownership of real property?
 - a. Tenancy by set-aside
 - b. Tenancy in common
 - c. Tenancy by the entirety

4. ___ Which type of deed indicates there are no encumbrances placed on the property?
 - a. Quitclaim Deed
 - b. Grant Deed
 - c. Warranty Deed

5. ___ A mechanic's lien can be used on private work.
 - a. True
 - b. False

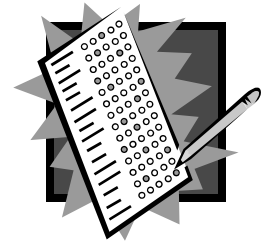
6. ___ A document that transfers title of property from one person to another is a deed of trust.
 - a. True
 - b. False

7. ___ Which deed contains express covenants, such as quiet enjoyment?
 - a. Quitclaim Deed
 - b. Grant Deed
 - c. Warranty Deed

8. ___ A lender has _____ days after the obligation has been satisfied to deliver to the trustee the original note, deed of trust, full reconveyance, and other necessary documents.
 - a. 60
 - b. 30
 - c. 45

9. ___ To protect equity in an individual's principal dwelling place, a _____ can be recorded with the County Recorder's office.
 - a. Homestead Declaration
 - b. Declaration of Trust
 - c. Warranty Deed

10. ___ The interest of a beneficiary under a deed of trust is superior to a homestead exemption.
 - a. True
 - b. False



LEGAL PROCEDURES by Jennifer Rotz



What is e-discovery? The following e-discovery definition is provided on <http://www.searchfinancialsecurity.com>:

Electronic discovery (also called e-discovery or ediscovery) refers to any process in which electronic data is sought, located, secured, and searched with the intent of using it as evidence in a civil or criminal legal case. E-discovery can be carried out offline on a particular computer or it can be done in a network. Court-ordered or government sanctioned hacking for the purpose of obtaining critical evidence is also a type of e-discovery.

The nature of digital data makes it extremely well-suited to investigation. For one thing, digital data can be electronically searched with ease, whereas paper documents must be scrutinized manually. Furthermore, digital data is difficult or impossible to completely destroy, particularly if it gets into a network. This is because the data appears on multiple hard drives and because digital files, even if deleted, can be undeleted. In fact, the only reliable way to destroy a computer file is to physically destroy every hard drive where the file has been stored.

In the process of electronic discovery, data of all types can serve as evidence. This can include text, images, calendar files, databases, spreadsheets, audio files, animation, Web sites and computer programs. Even malware such as viruses, Trojans and spyware can be secured and investigated. Email can be an especially valuable source of evidence in civil or criminal litigation, because people are often less careful in these exchanges than in hard copy correspondence such as written memos and postal letters.

Computer forensics, also called cyberforensics, is a specialized form of e-discovery in which an investigation is carried out on the contents of the hard drive of a specific computer. After physically isolating the computer, investigators make a digital copy of the hard drive. Then the original computer is locked in a secure facility to maintain its pristine condition. All investigation is done on the digital copy.

E-discovery is an evolving field that goes far beyond mere technology. It gives rise to multiple legal, constitutional, political, security and personal privacy issues, many of which have yet to be resolved.

For additional e-discovery resources, please visit: http://searchfinancialsecurity.techtarget.com/sDefinition/0,,sid185_gci1150017,00.html.

“IN THE
PROCESS OF
ELECTRONIC
DISCOVERY,
DATA OF ALL
TYPES CAN
SERVE AS
EVIDENCE.”

**SACRAMENTO LEGAL SECRETARIES ASSOCIATION
PRESENTS
Lunch Lesson on "The Write Stuff: Style and Grammar
for the Legal Professional"**

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

Location: McDonough Holland & Allen, 555 Capitol Mall, 8th Floor, Sacramento

Topic: **"The Write Stuff: Style and Grammar for the Legal Professional"**
This lunch lesson will cover writing in plain English, grammar tools to get you ahead, e-mail etiquette, tips for proofing your own writing, and tips for tactfully proofing the writing of others.

Speaker: Rebecca Gardner, McDonough Holland & Allen, PC
Rebecca has a B.A. in Government-Journalism, she has been published in a number of local and collegiate newspapers, and been published in the Journal of Juvenile Law & Policy. Rebecca most recently published an article in the Trusts and Estates Quarterly, which is a publication of the California State Bar (details on those last two articles are on McDonough's website at www.mhalaw.com.)

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

Lunch will be provided. Deadline to register: May 11, 2009. Cancellations must be received by May 11 for a refund.

Name

Firm

Mailing Address

Daytime Phone

Are you a Member of SLSA? _____

Would you like information on SLSA Membership? _____

Do you require an MCLE/CLE/CCLS certificate?
 MCLE/CLE CCLS Attorney

E-mail _____

This event is sponsored by Merrill Corporation. Contact them at 800-688-4400. Visit their website at www.merrilcorp.com/law.

Public parking is available in the building for a cost.

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

Mail your reservations to: **Telephone:** **Deadline to Register** **Checks Payable to: SLSA**
 Paula Lockard, CCLS/Renee Ernst (916) 444-3900 May 11, 2009
 McDonough Holland & Allen, PC (916) 444-8334 (Fax) *No Shows Will Be Billed*
 555 Capitol Mall Road, 9th Floor
 Sacramento, CA 95814-4692
 e-mail: plockard@mhalaw.com/rernst@mhalaw.com

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





**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

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

Make check payable to:
Sacramento Legal Secretaries Association

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

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

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

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

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

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

INVOLVEMENT:

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

**** SLISA USE ONLY ****

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

MEMBERSHIP CHAIR REPORT by Terry Olson-Skeahan

As some of you may or may not know, being Vice President also means that I am the Membership Chair as well. I am very excited to learn this new chair position and I hope that I can bring many new members into the association this year, as well as encouraging those who are already members to continue on. My goal is to share with the legal community, local high school graduates, local colleges, and other branches of law how important it is to be a member of the Sacramento Legal Secretaries Association; and, how you can gain further education, obtain MCLE/CCLS credits for attending classes, earn respect for what you do for a living both professionally and personally, and form lasting friendships with people you can turn to for answers or help while performing your job - be it in Sacramento or another county in California.

I ask that you please share with those you work with and, most importantly, that you work FOR the great opportunities that are available to you if you become a member. I welcome any questions that you might have about the association and its membership possibilities. If I don't know the answer I WILL find it for you.

Please share my contact information with anyone that you think might be interested in membership too!

If you have not already taken a moment to look at our new website please do so. It is fabulous!
www.slsa.org



PRESIDENT'S REPORT CONTINUED

Flyer Design: Joy DeFay

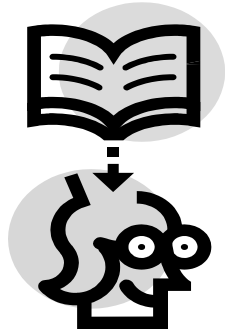
Lunch Lessons: Paula Lockard, CCLS, and Renee Ernst

We are still recruiting volunteers for this fiscal year (May 1, 2009 to April 30, 2010). If you are committed to helping others and your community, please consider joining the SLSA Volunteer Team. Contact me any time to learn more about the following available opportunities:

Advertising
Interclub Relations
Law Office Products/Management
Legal Procedure
Publicity
Ways and Means

The committee chair is responsible for carrying out the committee's duties. This does not mean that you must go it alone. As committee chair, you are free to recruit as many committee members as necessary in order to carry out those duties. After all, a committee is, by definition, a *group of members*, and a team can do more than an individual can. The only caveat is that your committee members must be members of SLSA. I also ask that committee chairs keep the Executive Board informed as to who is helping out so that we may give kudos where kudos are due.

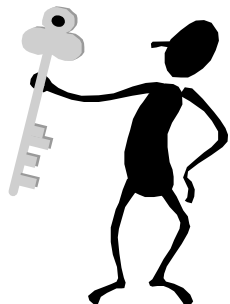
I thank you for the opportunity to serve as your President and look forward to your participation as we make this a great year!



VOCABULARY LIST by Elizabeth Bomke, CCLS

Appellant	One who has filed an appeal
Calendar	A record of time in which is recorded time, place, and date pertinent to cases at issue, or the act of making such a record of time.
Motion	An application made to the court requesting a specific order or action.
Primary Authority	The right to exercise power or authority over a given matter.
Respondent	An adverse party to the appellant.
Cross-Defendant	Any plaintiff, defendant, or new party against whom a cross-complaint is brought.
Supreme Court	In most states, it is the highest appellate court or court of last resort.
Summons	A judicial order directing a defendant to appear in a matter.
Superior Court	A court having general jurisdiction over probate and trusts and for trial of civil and criminal matters.
Venue	The place where a case must be tried.
Tickler	Record by days of deadlines and items of work to be done on future days.
Statutory Law	Pertaining to or created by statute.
Statute of Limitations	A statute prescribing the period of time within which an action may be brought
Appellate Court	Court with power to review the proceedings of another tribunal (court or administrative body).
Pleading	Written document submitted to a court.
Prayer	That part of a pleading which sets forth the relief sought or the orders the party wishes the court to make.
Original Jurisdiction	The power of a court to take a case, try it, and decide it.
Trial Court	The court of original jurisdiction; the first court to receive and consider the litigation.
Intervenor	Party voluntarily in a lawsuit
Allegation	An assertion, declaration, or statement in a pleading
Vacate	To void

“REAL SUCCESS IS FINDING YOUR LIFEWORK IN THE WORK THAT YOU LOVE.”
DAVID MCCOLLOUGH



CCLS QUIZ ANSWERS by Elizabeth Bomke, CCLS

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

LSI – EDUCATING CALIFORNIA'S LEGAL PROFESSIONALS



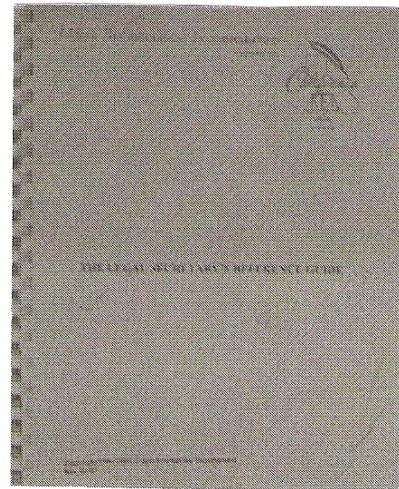
Presents:

THE LEGAL SECRETARY'S REFERENCE GUIDE

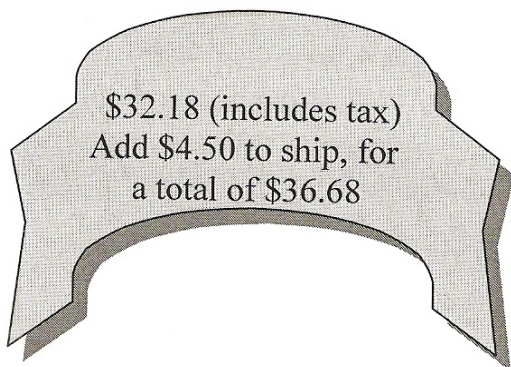
The perfect desk reference for beginning and experienced legal professionals – convenient and easy to use. No legal professional should be without one!

The guide includes:

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



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



ORDER FORM:

Name: _____

Address: _____

E-Mail: _____

Number of Copies: _____

LEGAL SECRETARIES, INCORPORATED
P.O. Box 660, Fortuna, CA 95540-0660
(800) 281-2188 or (707) 725-1344
Fax: (707) 725-1344 www.lsi.org

BENEFITS HIGHLIGHT by Cassandra Baines



Membership in Provident Central Credit Union is available to all members of LSI.

Provident Central Credit Union
 303 Twin Dolphin Drive
 Post Office Box 8007
 Redwood City, CA 94503-0907
 800.632.4699 / 650.508.0300 (Phone)

Currently the 68th largest credit union in the US (16th largest in California), Provident Credit Union was established in 1950 to serve the California Teachers Association. Headquartered in the San Francisco Bay Area, Provident Credit Union now serves more than 96,000 members from over 1200 employer groups and maintains branches throughout California, and nationwide.

Your Money is Safe at Provident

Provident Credit Union is committed to the safety of our members' deposits. With over 1.6 billion dollars in assets, Provident has earned a reputation for absolute safety and soundness. Additionally, we hold 13% of our assets in reserve, a figure greatly exceeding that of most banks. Plus, your savings are insured to \$250,000 per membership (with an additional \$250,000 per IRA) by the National Credit Union Administration (NCUA).

Benefits of Provident Credit Union Membership

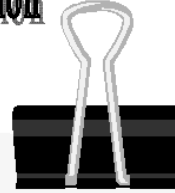
- Enjoy a wide range of high-yield [savings, money market, term certificates, and IRAs](#), including the Roth and Education IRA
- Low rate [personal, auto, RV](#), and [home loans](#)
- Choice of low or no-fee [checking accounts](#), including Interest Checking and the very liquid [Money Market Checking](#) account
- Nationwide network of [Branches](#)
- Worldwide [ATM network](#)
- ATM and Visa Check Cards for cash or purchasing convenience
- Visa Platinum, Gold, and Classic [credit cards](#) with 7 day, 24 hour customer service
- Toll-free 24-hour account access by phone with [Touch Tone Teller](#)
- Personal computer account access through [Account Manager](#)
- Electronic Bill Payments through [Account Manager](#)
- Monday through Friday telephone service through our Call Center
- 24-hour loans by phone
- Investment services through our financial consulting affiliate, [CUE](#)
- [Auto loan refinancing](#); on-site and dealer car sales; and discount vehicle pricing for members only
- Membership eligibility extended to anyone related to you by birth, marriage or adoption
- Perpetual membership - "once a member, always a member," even if you retire or change jobs. If you terminate your membership, you may enroll at another time

“ACCEPT
 CHALLENGES, SO
 THAT YOU MAY
 FEEL THE
 EXHILARATION
 OF VICTORY.”
 GEORGE S.
 PATTON



Sacramento Legal Secretaries Association

MAY 2009 DINNER MEETING



DATE : Thursday, May 21, 2009
TIME : 5:30 – 6:15 p.m. Meet & Greet
 6:15 -8:00 p.m. Dinner Meeting
LOCATION: Casa Garden Restaurant
Benefitting the Sacramento Children's Home
 2760 Sutterville Road, Sacramento
 Tel: (916) 452-2809
COST: \$25 SLSA Members*
 \$29 Non-Members*
Parking is Free

Featuring
 John V. "Jack" Diepenbrock and
 David A. Diepenbrock
 of Diepenbrock Harrison

Topic:
*"What is Eminent Domain?
 An Introduction to Key Eminent Domain
 Concepts"*



*Vendor of the Month:
 Crucial Times
 Courier, Inc*

MCLE 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 in the amount of 0.5 hours.*

Entrée Selections:

- *Chicken in Filo* (Boneless chicken breast coated with a rich cheese & herb sauce); or
 - *Ravioli Primavera*
- Entrees include dinner rolls, mixed green salad, dessert and iced tea or coffee.

RSVP by May 15, 2009. Complete & detach reservation form, enclose check payable to SLSA, and mail to: Janice Ainsworth, 5901 Oxford Glen Place, Elk Grove, CA 95758; email: janainsworth@surewest.net.

*Please add \$3.00 for reservations made after May 15, 2009.

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ TEL: _____

ENTRÉE SELECTION:

Chicken in Filo

Ravioli Primavera

Are you an SLSA member? YES NO

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

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

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

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

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

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____
SPONSOR _____ APPLICATION APPROVED _____

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

LSI MEMBERS MAY ALSO JOIN ONE OR MORE OF THE FOLLOWING LSI LEGAL SPECIALIZATION SECTIONS:

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

SPECIALIZATION SECTION MEMBERSHIP INCLUDES: (1) QUARTERLY SECTION NEWSLETTERS; (2) FREE QUARTERLY CONFERENCE WORKSHOPS; (3) REDUCED REGISTRATION FEES FOR REGIONAL SPECIALIZATION SECTIONS SEMINARS; AND, (4) ROSTER LISTING EACH SECTION MEMBER'S NAME, CONTACT INFORMATION, EXPERTISE AND GEOGRAPHICAL AREA WITH WHICH FAMILIAR. SECTION DUES ARE NOMINAL AND A DISCOUNT IS OFFERED FOR MEMBERSHIP IN ALL SIX SECTIONS.

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

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

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

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

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

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

How did you hear about SLSA? _____

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

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

California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

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

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

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

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

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

* Fees subject to change without notice.

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

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

Highest level of formal education completed: _____; Highest Degree: _____.

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

Dates _____ Position _____
Employer _____
Address _____
City/State/Zip _____
Supervisor _____ Phone _____
Summary of Duties _____

Dates _____ Position _____
Employer _____
Address _____
City/State/Zip _____
Supervisor _____ Phone _____
Summary of Duties _____

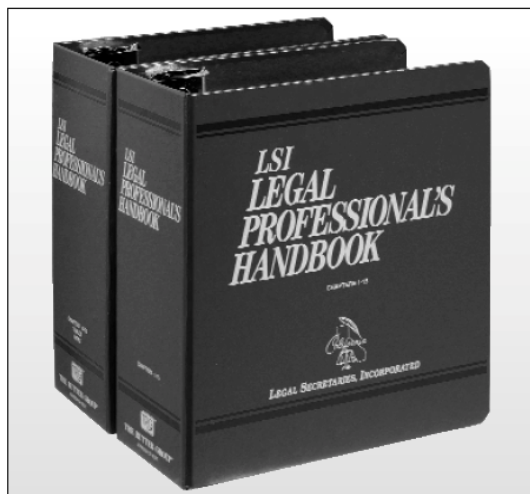
I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified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

Signature of Applicant _____ Date _____

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK

... THE *ULTIMATE RESOURCE* GUIDE!



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

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

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

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

CONTENTS

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

ORDER FORM

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

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

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 1554-pg. 2006 Update was \$103.)

My payment is enclosed

Please bill me

Legal Secretaries, Incorporated
LEGAL PROFESSIONAL'S
HANDBOOK

2 Volumes • Over 2500 Pages

LSI Members-Only Price \$229.50

Nonmembers Price \$255

(Includes shipping)

Subtotal \$

Add applicable sales tax \$

TOTAL \$

NAME _____ PHONE (____) _____

E-MAIL ADDRESS _____ STATE BAR NO. _____

FIRM _____

ADDRESS _____ SUITE _____

CITY _____ STATE _____ ZIP _____

Enclosed is my check for \$ _____ payable to **THE RUTTER GROUP**

Charge \$ _____ on my VISA MASTERCARD AMERICAN EXPRESS

Credit Card Number _____ Exp. Date _____

Signature _____

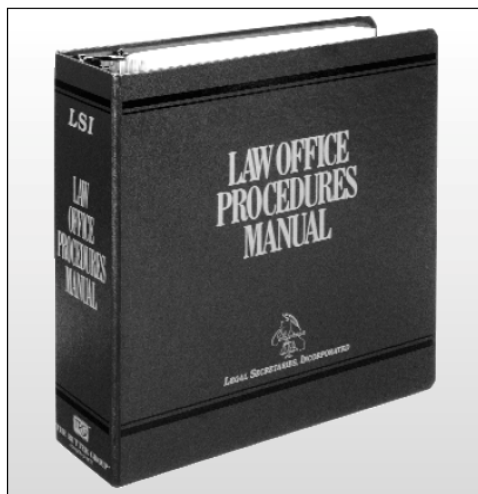
CONTINUING LEGAL EDUCATION  PROGRAMS AND PUBLICATIONS
THE RUTTER GROUP
A DIVISION OF THOMSON WEST

THE RUTTER GROUP • 15760 Ventura Blvd., Suite 630, Encino, CA 91436 • (818) 990-3260 or (800) 747-3161 (EXT. 2) • www.RutterGroup.com™

LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

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



The Problem

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

The Solution

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

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

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

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

CONTENTS

- Court Structure
- Civil Procedure
- Local Rules
- Discovery
- Unlawful Detainer
- Real Estate
- Criminal
- Family Law
- Adoptions
- Probate
- Conservatorships and Guardianships
- Corporations and Limited Liability Companies
- Workers' Compensation
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel; Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
- Glossary

ORDER FORM

Please send me **LAW OFFICE PROCEDURES MANUAL**. If I decide not to keep the book, I will return it within 45 days at my expense.

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

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 412-pg. 2006 Update #2 was \$36.)

My payment is enclosed

Please bill me

Legal Secretaries, Incorporated
LAW OFFICE
PROCEDURES MANUAL

Over 1175 Pages

LSI Members-Only Price \$125.10

Nonmembers Price \$139

(Includes shipping)

Subtotal	\$	
Add applicable sales tax	\$	
TOTAL	\$	

NAME _____ PHONE (_____) _____

E-MAIL ADDRESS _____ STATE BAR NO. _____

FIRM _____

ADDRESS _____ SUITE _____

CITY _____ STATE _____ ZIP _____

Enclosed is my check for \$ _____ payable to **THE RUTTER GROUP**

Charge \$ _____ on my VISA MASTERCARD AMERICAN EXPRESS

Credit Card Number _____ Exp. Date _____

Signature _____

CONTINUING LEGAL EDUCATION PROGRAMS AND PUBLICATIONS

THE RUTTER GROUP
A DIVISION OF THOMSON WEST

LEGAL SECRETARIES INCORPORATED (LSI) BENEFITS

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

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

DISCOUNT THROUGH CEB

Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, refer to <http://ceb.com/LSI/>

STEVEN C. DANNENBERG, AFLAC Agent
11091 Rhyolite Drive, Suite 4
Redding, California 96003
Direct: (530) 339-5889 – Office (530) 243-9879
Fax: (530) 243-9880
Portfolio: Accident, Sickness, Cancer, Dental,
Hospital Indemnity & Heart Attack/Stroke
- Firms with 3 or more W-2 employees qualify for
§125 / Cafeteria Plans & additional policies.

WORKING ADVANTAGE Toll Free: 1 (800) 565-3712 www.workingadvantage.com Discount on event tickets

Movie tickets; Theme parks; Broadway theatre;
sporting events; Ski tickets; Hotel certificates;
Family events; Gift cards & more

DWORKIN INSURANCE SERVICES EARL DWORKIN

467 Hamilton Avenue, Suite #1
Palo Alto, California 94301
Phone: (650) 329-1330 **(800) 332-4313** – Fax (650)
329-9957
Individual and Family Medical
Insurance; Travel Medical; Medicare
Supplements; Dental Plans

CAPITAL INVESTMENT ADVISERS EMERSON J. FERSCH, CFP, ChFC

5000 E. Spring Avenue, Suite 200
Long Beach, California 90815
Phone: (562) 420-9009 **(877) 270-9342**
Fax (562) 438-2640
Comprehensive Financial Planning, Asset
Allocation and Investment Management,
Long Term Care Insurance and Planning

FINANCIAL NETWORK INVESTMENT DANIEL R. HENDERSON, MBA, CFP

3478 Buskirk Avenue, Suite 300
Pleasant Hill, California 94523
Phone: (925) 944-9644 Ext. 153
(800) 339-4353 Ext. 153
Fax (925) 944-5675
Discounted JOHN HANCOCK Long Term Care
Insurance/Life Insurance, annuities, retirement,
Investment/estate planning, mutual funds, 401k

CREDIT UNIONS

**LA FINANCIAL
FEDERAL CREDIT UNION**
Post Office Box 6015
Pasadena, California 91102-6015
Phone: **(800) 894-1200**

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

ADDITIONAL PROVIDERS

HERTZ CORPORATION
Effective Date: June 1, 1996
CDP Card #447698
Phone **(800) 654-3131**
Or your travel Agent

QUESTIONS AND CONCERNS CONTACT

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

LAW OFFICE PRODUCTS/MANAGEMENT by Jennifer Rotz

There was a time when the trial notebook was the team's litigation support system. But gone are the days of having to leaf through the deposition transcripts in the deposition folder to find a particular quote or having to leaf through pleading folders to locate a particular pleading. Now, the litigation team can rely on litigation support software easily and quickly perform searches that were once so time-consuming. These software programs are a wonderful addition to any litigation team's arsenal.

One such software program, and quite possibly the best such software program out there, is Summation. Summation is a wonderful resource for virtually every aspect of litigation from discovery management to trial presentation.

The coolest thing about Summation is the search capability. Any and all documents relating to a particular case can be loaded into Summation. Then, it is recommended that the litigation team meet to decide important information that should be gleaned from each document and coded for identification, searching, review and analysis later on. Once document review and coding have been performed, the user has a hands-on tool for quickly searching, organizing and analyzing large amounts of documents, pleadings, exhibits, transcripts, and information to successfully build a case.

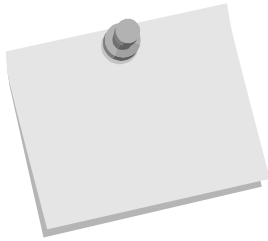
Summation has the ability to cull hundreds of thousands of documents to what is responsive to a particular issue. In just a few easy steps, you can retrieve and organize responsive documents, mark-up or redact certain images, and affix bates-numbering and confidentiality stamps.

Summation provides a central and secure repository for all case related information that is easily accessible to everyone on the litigation team. This is a truly invaluable product with so many great tools, it is hard to condense its capabilities into a brief article.

Learn more about Summation's features and how it can help you by visiting <http://www.summation.com/>.



OF NOTE by Jennifer Rotz



As you may have heard, the United States Postal Service will be increasing postage rates effective May 11, 2009.

On May 11 the price for a 1-ounce First-Class Mail stamp will increase from 42¢ to 44¢. Prices for other mailing services — Standard Mail, Periodicals, Package Services (including Parcel Post), and Extra Services — will also change. The average increase by class of mail is at or below the rate of inflation as measured by the Consumer Price Index.

For a complete price list, please visit: <http://www.usps.com/prices/pricechanges.htm>.

The Sacramento County Superior Court has an updated website and new website address. Be sure to bookmark the new address: <http://www.saccourt.ca.gov>.

Please pass this information along. If you have useful information you would like to share with your fellow members, you may email it to Cassandra Baines at cbaines@downeybrand.com



CRUCIAL TIMES COURIER INC.

FOR QUALITY, THE COMMUNITY, AND THE ENVIRONMENT

- *ON DEMAND MESSENGER / COURIER SERVICE
- *COURT FILINGS
- *COURT RESEARCH AND DOCUMENT RETRIEVAL
- *SERVICE OF PROCESS

CALL US TODAY!!!

916.443.2614



www.crucialtimescourier.com

WORKER OWNED AND OPERATED



**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 1/31/09**

Total Members (Fiscal Year-end 4/30/08)	Association		New Members	Transfer Members	Continuing Members	Total Members
31	Alameda County	LSA	2		31	33
25	Antelope Valley	LSA	3		18	21
57	Beverly Hill/Century City	LSA	0		49	49
24	Butte County	LPA	1		16	17
47	Capitol City	LPA	12		34	46
11	Conejo Valley	LPA	0		10	10
30	Desert Palm	LPA	2		23	25
17	El Dorado County	LPA	0		22	22
33	Fresno County	LPA	10		28	38
49	Humboldt County	LPA	13		40	53
44	Imperial County	LPA	12		22	34
38	Livermore-Amador Valley	LPA	4		35	39
66	Long Beach	LSA	30		49	79
34	Los Angeles	LSA	11		22	33
15	Marin County	LPA	6		12	18
41	Merced County	LPA	1		30	31
30	Monterey County	LSA	10		21	31
41	Mt. Diablo	LPA	16	2	37	55
20	Napa County	LSA	0		19	19
100	Orange County	LSA	26		58	84
31	Palo Alto	LSA	5		27	32
25	Placer County	LPA	5		14	19
31	Redding	LPA	0		9	9
15	Rio Hondo District	LPA	4		15	19
52	Riverside	LPA	7		24	31
190	Sacramento	LSA	56		97	153
177	San Diego	LSA	73		125	198
59	San Fernando Valley	LSA	7		39	46
54	San Francisco	LPA	6	<1>	44	50
37	San Gabriel Valley	LSA	3		25	28
65	San Mateo County	LSA	15		53	68
28	Santa Barbara	LSA	2		19	21
55	Santa Clara County	LSA	14		36	50
18	Santa Cruz County	LPA	4		16	20
24	Santa Maria	LPA	9		19	28
44	Sonoma County	LSA	0		42	42
14	Southern Butte	LSA	3		11	14
40	Stanislaus County	LPA	0		30	30
39	Stockton-San Joaquin	LPA	5		38	43
5	Trinity County	LSA	0		5	5
38	Ventura County	LPA	3		29	32
25	Members at Large		20	<1>	21	41
1820	3RD QUARTER TOTALS		400	2	1314	1716

Membership list as of 1/31/09



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

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

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

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

Where do you want e-mail delivered?

Which address should be listed in the membership roster?

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

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

Please submit to:

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



SLSA EXECUTIVE BOARD 2009-2010



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



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



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



Treasurer
Debbie Frias, CCLS
(916) 441-2980
dfrias@crowlaw.com



Governor
Elicia Allen, CCLS
(916) 488-1795
governor@slsa.org

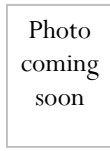


Photo
coming
soon

Parliamentarian
Rhonda Harrigan
(916) 444-6171



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

SLSA COMMITTEE CHAIRS 2009-2010

Advertising:

Audit Co-Chair:

Audit Co-Chair:

Audit Co-Chair:

Benefits:

Budget Co-Chair:

Budget Co-Chair:

Budget Co-Chair:

Bulletin:

CCLS Co-Chair:

CCLS Co-Chair:

CCLS Co-Chair:

Charitable Projects Co-Chair:

Charitable Projects Co-Chair:

Day in Court Co-Chair:

Day in Court Co-Chair:

Employment:

Historian:

Interclub:

Law Office Products/Management:

Legal Procedures:

Legal Secretarial Training Co-Chair:

Legal Secretarial Training Co-Chair:

Marketing:

Membership:

Nominations/Elections Co-Chair:

Nominations/Elections Co-Chair:

Nominations/Elections Co-Chair:

Professional Liaison:

Programs:

Publicity (Press/Public Relations):

Reception:

Reservations:

Scholarship Co-Chair:

Scholarship Co-Chair:

Vendor Liaison:

Ways & Means Chair:

Webmaster:

OPEN

Elizabeth Bomke, CCLS

Melynda Ange, CCLS

Patti Alexander

Cassandra Baines

Jennifer Rotz

Debbie Frias, CCLS

Elicia Allen, CCLS

Cassandra Baines

Astrid Watterson, CCLS

Dawn Forgeur, CCLS

Elizabeth Bomke, CCLS

Elicia Allen, CCLS

Gloriela Garcia

Rhonda Harrigan

Terry Olson-Skeahan

Cyrene Farrell, CCLS

Elicia Allen, CCLS

OPEN

OPEN

OPEN

Astrid Watterson, CCLS

Dawn Forgeur

Terry Olson-Skeahan

Terry Olson-Skeahan

Sandra Andrade

Jennifer Shelton

Gloriela Garcia

Executive Board Members

Rhonda Harrigan

OPEN

Jennifer Shelton

Jan Ainsworth

Meghan Linehan

Alissa Mackrill

Alissa Mackrill

OPEN

Jennifer Rotz

kwssec@covad.net

melyn@folsom.ca.us

palexander@aklandlaw.com

cbaines@downeybrand.com

president@slsa.org

dfrias@crowlaw.com

eallen@tamurraylaw.com

cbaines@downeybrand.com

awatterson@somachlaw.com

forgeurd@gtlaw.com

kwssec@covad.net

eallen@tamurraylaw.com

gloriela.garcia@calegacylaw.com

rhonda.harrigan@comcast.net

tmo@bkslawfirm.com

cfarrell@mgslaw.com

eallen@tamurraylaw.com

astrid.watterson@bbklaw.com

dawn.forgeur@bbklaw.com

tmo@bkslawfirm.com

tmo@bkslawfirm.com

sandrade@diepenbrock.com

jshelton@murphyastin.com

gloriela.garcia@calegacylaw.com

rhonda.harrigan@comcast.net

jshelton@murphyastin.com

janainsworth@surewest.net

meghan.linehan@calegacylaw.com

adm@bkslawfirm.com

adm@bkslawfirm.com

president@slsa.org

**GET 20% OFF YOUR FIRST
COPY/SCANNING JOB**

**Specializing in Legal
& Corporate
Reprographics**

Free Pickup & Delivery

Sacramento Office
1801 7th Street, Suite 175
Sacramento, CA 95814

**Litigation
Support Services:**

Fresno Office
1665 E Street Suite #101
Fresno, Ca 93706
www.virtualvds.com

Full Service Litigation Photocopying

Document Scanning & OCR

Onsite Document Productions



VALLEY DOCUMENT SOLUTIONS, LLC.

(916) 447-2000