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Sacramento Legal Secretaries Association

THE LEGAL EAGLE



Pictured provided by Jessica Patton of Spinelli Donald and Nott



November Events

- **November Lunch Lesson - November 6.** This meeting will be held at Downey Brand - 621 Capitol Mall, 18th Floor, Sacramento. For more information, please contact Anne French at afrench@downeybrand.com. **See page 42**
- **November Regular Dinner Meeting – November 15.** This meeting will be held at the Courtyard Marriott - Midtown Sacramento, 4422 Y Street, Sacramento. You can register online through our website (www.slsa.org) or contact Shelly Reyes at reservations@slsa.org. **See page 25.**
- **LSI Conference - November 16-18.** This conference will be held at the Hilton Palm Springs - 400 East Tahquitz Canyon Way, Palm Springs. For more information, please contact Jennifer Ellis at jennellis21@yahoo.com. **See Page 18-20.**

Mission Statement

The Sacramento Legal Secretaries Association (“SLSA”) is a non-profit, 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.





Dawn Forgeur, CCLS

President's Message

by Dawn Forgeur, CCLS

October was awesome! SLSA had a great dinner meeting with the Third District Court of Appeal regarding writs. Then Lynne Koroush, Astrid Watterson, CCLS, and I had a great time participating in Placer County LPA's Annual Fall Luncheon and Bunco in Auburn. If you haven't made it to this event in the past, I highly recommend going, it was tons of fun and the food was great.

- Astrid Watterson, CCLS, her daughters, Alexis and Emily, and their friend Lily
- Jennifer Rotz, her daughter Katelyn Petifer, and her daughter's friends Macie Felkins and Amanda Ringler
- Crystal Rivera
- Jennifer Estabrook, CCLS
- Melanie Herman
- Deseree Gamayo

SLSA sponsored Birthday Magic for children who celebrated an October birthday at the Sacramento Area Emergency Housing Center. You'll find an article and pictures in next month's bulletin, but once again our members and their attorneys went above and beyond in helping with the party and also providing gifts for the birthday kids and goodie bags for the other kids who attended the birthday party!! A huge thank you everyone who participated and donated their time, money, or gifts for this event!

Our final event during October was the Fairytale Town Halloween event. SLSA manned the candy station inside Sleeping Beauty's Castle and hundreds of kids were there trick or treating and creating arts and crafts. Thank you to the members who donated so much great candy to hand out. A huge thank you to the volunteers who came out to help hand out all that candy and help the kids with the arts and crafts. Without any volunteers, this couldn't have happened!

- Lynne Koroush, her husband, Kevin, and Lynne's step-daughter, Felicia

November 6 is our next Lunch Lesson on Unlawful Detainers and November 15 will be our Dinner Meeting. LSI's November conference starts on November 16 in Palm Springs.

Reminder: If you are travelling soon, save all the extra hotel shampoos and soaps – we can use them to stuff the stockings that get handed out at Loaves and Fishes during Christmas. We also need other travel size items, such as toothbrushes, toothpaste, socks, playing cards, shoelaces, etc. For your convenience, you can drop these items off at the November and December dinner meetings. Alternatively, you can also drop off any items at a Charitable Projects Chairman office or a Board Member's office.

Thank you for your generosity to these charitable projects events and for helping to make someone's day a bit brighter!

As always, if you have any questions, please contact me at president@slsa.org.



CHANGE OF ADDRESS:

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

November Membership Chair Report

by Lynne Koroush

Welcome, and congratulations to the following new SLSA member, who was inducted at the October 18, 2012, regular membership meeting.

Active Membership

Teresa Jackson – Teresa is a legal secretary at Felderstein Fitzgerald, and has been a legal professional since 1998. She specializes in bankruptcy. Teresa celebrates her birthday on February 22, and enjoys reading in her spare time.

If you are interested in membership in SLSA, please contact Lynne Koroush at (916) 442-1111, or via e-mail at koroushl@gtlaw.com.

Cheer & Sunshine Wishes

LSI Past President Pat Parson is currently experiencing some health issues, undergoing tests, etc. at Stanford Hospital. Regardless, Pat sounds positive and maintains a sense of humor through it all. She hopes to attend the May 2013 Annual Conference. Sunshine and words of encouragement can be sent to Pat at 1884 Knox Street, Castro Valley, CA 94546.

LSI Day In Court/Professional Liaison Chair, Catherine Carmichael, has been diagnosed with MS and has been battling it for some time. Due to her progressed illness and as prescribed by her doctor, she will be stepping down as President of Stanislaus County LPA and will have to be out from work for the next six weeks; however, she will remain in her position as LSI DIC/Professional Liaison chair for the time being. Catherine needs our support at this time. Please send positive thoughts and cards to the address below. As we all know, there is no cure for MS. Please keep her in your thoughts and prayers.

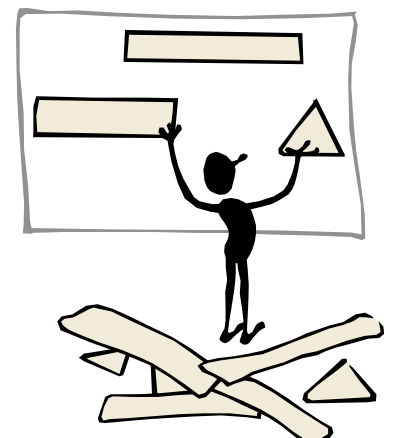
Address: Catherine Carmichael, c/o E & J Gallo Winery, 4028A Elmo Loop, Modesto, CA 95356, catherine.carmichael@ejgallo.com.

Condolences

To LSI's CCLS Chair, Terrie Quinton, CCLS, who lost her father in mid-October. He passed away unexpectedly in his sleep. Our hearts go out to Terrie and her family. Condolences may be sent to Terrie at her home address: 31291 Van Eyck Ct, Winchester, CA 92596.

Changes?? Updates??

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



Employment Report/Positions Available

by Jaymie Moralez



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

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

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

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

- (11/6/2012) Receptionist I/II (Receptionist I: \$2,747 - \$3,340 per month) (Receptionist II: \$3,024 - \$3,675 per month). The Court of Appeal, Third Appellate District, in Sacramento is accepting applications for a Receptionist I/II. Starting salary and level commensurate with experience. Duties include acting as the initial public contact person for callers, answering multiple telephone lines, and performing a variety of office support and clerical duties including word processing and data entry. Minimum qualifications include graduation (or equivalent) from high school and one year of general office experience. For a complete job announcement and application, go to www.courts.ca.gov/3dca or e-mail 3DCA-Careers@jud.ca.gov. Filing deadline is 5 p.m., November 19, 2012. EOE.
- (10/29/2012) Litigation Secretary. Downey Brand LLP, Sacramento's largest law firm, seeks a Litigation Secretary for its Downtown Sacramento office. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Requires 75+ wpm accurate typing, word processing and proficiency with MS Office applications. Ability to accurately proofread documents, set priorities and work under pressure is critical. Must have a positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, a strong work ethic, and be highly organized with an extreme level of attention to detail. Salary commensurate with experience and firm-paid health benefits and parking are provided. Qualified applicants may submit a cover letter and resume in confidence to Camilla Arnds, Human Resources Director, via the firm's web application. No e-mails or telephone calls please.
- (10/25/12) Temporary Litigation Secretary. Stone & Graves is looking for a temporary legal secretary. Candidates must have litigation experience. Please send resumes to dgamayo@stonegraves.com.
- (10/22/12) Litigation Legal Secretary. The Sacramento office of Greenberg Traurig is seeking an experienced (7+ years) Litigation Legal Secretary. Qualified candidates must have a thorough understanding of the processes of state (California) and federal litigation. Must be experienced in, and knowledgeable of, e-filing, trial procedures, discovery, document production, document management, calendaring and case management. The position requires exemplary organizational skills, attention to detail, strong client service skills, excellent verbal and written communication skills, the ability to work well under pressure and manage competing priorities. The successful candidate will be a team player with a positive attitude. Computer proficiency in Microsoft products including Word, Outlook and Excel is required. Full time. Monday through Friday. Candidate should be flexible to work occasional overtime. We offer a competitive salary, outstanding benefits package and a team-oriented environment. Greenberg Traurig is an Equal Opportunity Employer. Send all resumes to chastainj@gtlaw.com.
- (10/17/12) Litigation Docketing Specialist - Sacramento. Greenberg Traurig, a global law firm, currently has an excellent employment opportunity for an attentive, detail-oriented individual to join our Litigation Docketing team of our

Employment Report/Positions Available (cont.)

by *Jaymie Moralez*

Sacramento office. Position Summary: The Litigation Docketing Specialist is responsible for litigation docketing for multiple office locations in order to make substantive docketing determinations and accurately identify docketing deadlines for the benefit of our clients and the firm. Candidate should also be flexible to work overtime and work off hours as needed. Duties & Responsibilities: Docket hard copy and electronic mail. Prepare docket reports for attorneys and staff. Act as a point of contact for firm employees in litigation docketing inquiries and issues. Create, post entries and maintain case management of the master docket calendar. Correspond with attorneys and staff regarding case and court information Skills & Competencies Excellent analytical, organizational, verbal and written communication, time management and technical skills. Must be a problem solver in a fast paced, multi-tasked environment. Highly motivated and proactive with a strong attention to detail. Must be able to exercise independence and professional judgment. Excellent people skills and the ability to work on teams. Willingness to accept direction and constructive feedback. Ability to “own the problem” and resolve issues. Diplomacy in handling confidential information. Qualifications & Prior Experience: 5 years State & Federal Litigation. Some college coursework preferred and ProLaw and/or Compulaw experience required; Docketing experience not required but a plus. Proficiency with Windows-based software and Microsoft Word, Excel and Outlook required. Greenberg Traurig is an Equal Opportunity Employer.

- (9/25/12) Legal Secretary. The Sacramento office of Lozano Smith, California’s premier public agency law firm representing school districts, community colleges, universities, cities, counties and other public agencies, is seeking a legal secretary with transactional experience. Four-year degree, litigation and/or administrative hearing experience a plus. Qualified candidates are team players with excellent organizational and proofreading skills, who are detail-oriented, and have a courteous, positive, proactive and professional attitude. Two to five years of legal secretarial experience required. Must have advanced knowledge of MS Word and calendaring, and type 70+ wpm. Working understanding of litigation pleadings and discovery, administrative hearing and/or court/filing procedures preferred but not required. This is a full-time position, Monday through Friday, 8:00 a.m. to 5:00 p.m. Send resume and cover letter to Human Resources via e-mail at hrjobs@lozanosmith.com. Application deadline is October 5, 2012.
- (9/18/12) Legal Secretary/Floater. Downey Brand LLP, Sacramento’s largest law firm, seeks a Litigation Secretary/Floater for its Downtown Sacramento office. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Requires 75+ wpm accurate typing, word processing and proficiency with MS Office applications. Ability to accurately proofread documents, set priorities and work under pressure is critical. Must have a positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, a strong work ethic, and be highly organized with an extreme level of attention to detail. There is potential for the person hired for this position to receive a permanently assigned desk. Salary commensurate with experience, firm-paid health benefits, and parking are provided. Qualified applicants may submit a cover letter and resume in confidence to Camilla Arnds, Human Resources Director, via the firm’s web application by clicking [here](#). No e-mails or telephone calls please.
- (9/17/12) Executive Legal Secretary. Well-established workers' compensation defense law firm in Sacramento seeks an experienced Executive Legal Secretary. Candidates must possess excellent organizational, written/verbal communication and time management skills. 3-5 years experience. Excellent pay and benefits. Salary negotiable DOE. Fax resumes to Kalie Wikel at (916) 924-3541.
- (9/13/12) Receptionist/Legal Secretary. Folsom law office seeks a full-time receptionist/legal secretary with a minimum of 1 year experience. You will welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries. Maintain reception area and conference room. Familiar with basic legal terminology and law office tasks including but not limited to photocopying, preparing client files and subfiles, filing, calendaring, scheduling appointments, drafting basic letters and scanning documents. Must be punctual, detail oriented, honest and dependable. Strong knowledge of MS Office, including Word, Excel and Outlook is required. Compensation depends on experience. To be considered for this position, please email your cover letter and resume to deborahcarrillo3@gmail.com.

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Melanie Herman

Governor’s Report

by Melanie Herman

With LSP’s second quarterly conference quickly approaching, I have received the Official Notice. The November Conference will be hosted by Desert Palm Legal Professionals Association on November 16, 17, and 18, 2012, at the Hilton located in Palm Springs, California. The theme for November’s conference is “A Weekend in Paris.”

The Legal Specialization Section seminars being offered are:

Friday, November 16 at 7:30 p.m.:

- Family Law: Emotional and Economic Divorce
- Probate/Estate Planning: Role of the Probate Referee

Saturday, November 17 at 10:30 a.m.:

Law Office Administration: Working with a “Document Detective”

Criminal Law: TBA

Saturday, November 17 at 4:00 p.m.:

Transactional Law: The ABC’s of Tort Law

Civil Litigation: Litigation Case Management

Please see the registration form, for both conference and the Legal Specialization Seminars, in this bulletin for more information.

CHAPTER ACHIEVEMENT REPORTING FORM

Each association in LSI participates every year in the Chapter Achievement contest. An award of \$250 is presented by LSI to the highest scoring association in each membership category at the Annual Conference of LSI. Chapter Achievement Points (CAPs) are tracked during the year by SLSA's Governor. This covers activities from April 1, 2012, through March 31, 2013. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete this form each time you attend a function and mail it to SLSA's Governor.** If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I belong to an LSI-sponsored credit union. (100 points)
- _____ I am insured through an LSI plan. (100 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam - Test Date: _____. (100 points)
- _____ I passed the CCLS exam - Test Date: _____. (200 points)
- _____ I submitted questions to LSI for use on the CCLS Mock exam.
How many? _____. (25 points per question)
- _____ I recertified as a CCLS during the 2012-2013 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2013. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I attended a Legal Specialization Section Regional Seminar. (75 points)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH) between April 1, 2012, and
March 31, 2013. (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM) between April 1, 2012,
and March 31, 2013. (200 points)
- _____ I purchased updates to the LPH between April 1, 2012, and March 31, 2013. (100 points)
- _____ I purchased updates to the LOPM between April 1, 2012, and March 31, 2013. (100 points)

Name: _____ Email: _____

If you have any questions or would like to email this form, you can reach the Governor at governor@slsa.org, otherwise you can mail this form to:

Sacramento LSA
Attn: Melanie Herman, Governor
Perkins & Associates
300 Capitol Mall, Ste. 1800
Sacramento, CA 95814



Astrid Watterson, CCLS

Parliamentarian's Corner

by Astrid Watterson, CCLS

Parliamentary procedure can be a bit confusing at times. It's important that all members understand what is being asked so that they can fully participate in any discussion and the business of this association.

A few terms used to help clarify items can be the use of the parliamentary inquiry, point of information, move the previous question, etc. I will briefly discuss some of these options.

According to *Robert's Rules of Order*, if a member realizes that the assembly does not under-

stand what is going on, they can rise and make a parliamentary inquiry. This too, is not considered a debate, it's merely asking for factual information. Finally, if during a debate, people are saying the same thing over and over and no new information is being discussed, a member can move for the previous question. The assembly then has to decide on the new motion, which is to stop the debate of the previous motion. The chair would call for the vote. If adopted, this closes debate and brings the motion to a vote.

“It's important that all members understand what is being asked so that they can fully participate in any discussion and the business of this association.”

~Astrid Watterson, CCLS



stand what is going on, they can rise and make a parliamentary inquiry. This occurs when there is a general misunderstanding of what is going on and you want to clear it up. This is not considered a debate, so a member can make it while a non-debatable question is pending.

If during the process of a motion, a member requires factual information, they can ask for a

Basically, if during the discussion of a motion, you don't understand the question or the facts being presented, you can raise your hand and ask by using parliamentary inquiry, point of information, or moving for the previous question. The other alternative is to ask your parliamentarian for assistance. Feel free to do so, I'd be happy to be of service!

Of Note

New Postage Rates

The U.S. Postal Service announced earlier this year that, effective January 27, 2013, the rate for first-class postage will increase by 1 cent. The new proposed rates are:

- Letters (1oz.) — 1-cent increase to 46 cents
- Letters additional ounces — unchanged at 20 cents
- Letters to all international destinations (1oz.) — \$1.10
- Postcards — 1-cent increase to 33 cents

Legislation/New Laws of Interest

Let's Be Careful Out There!! -- Existing law prohibits a person from driving a motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication, except as specified. The new law removes that prohibition if the person is using an electronic wireless communications device that is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen to a text-based communication, and it is used in that manner while driving. (A.B. 1536; amended Vehicle Code section 23123.5.) This law becomes effective January 1, 2013.

Interclub

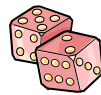
by Lynne Koroush



SLSA ATTENDS PLACER COUNTY LPA'S BUNCO EVENT

“BUNCO!” That’s the word that was repeatedly echoed all over the DeWitt Senior Center in Auburn at Placer County Legal Professional Association’s Semi-Annual Luncheon and Bunco Event, on Saturday, October 20, 2012. Attending from SLSA were President Dawn R. Forgeur, CCLS, SLSA Parliamentarian/LSI Parliamentarian Astrid B. Watterson, CCLS, and SLSA Vice President Lynne Koroush.

PCLPA hosts this event twice a year, and they have become pros at it. From the yummy baked potato and salad bar, to the wonderful door prizes and raffle items, to the most fun, rapid-fire six rounds of Bunco you will ever play, these ladies know what they are doing! It was a great afternoon spent getting to know some of the members of PCLPA and just having fun and relaxing on a lovely Autumn afternoon. Thank you, PCLPA, for a terrific time, and we look forward to joining you again!



Gloria Lamm, PCLPA President; Dawn Forgeur, CCLS; Lynne Koroush; Mary Ayala, PCLPA Vice President



Astrid B. Watterson, CCLS; Lynne Koroush; Dawn Forgeur, CCLS



Dawn Forgeur -- literally the “Biggest Loser”, having lost the most Bunco games (26!!). She received a very nice consolation prize!

Benefits Highlights

Are you a member of any of the Legal Specialization Sections? Legal Secretaries, Incorporated, (“LSI”) offers membership in six different Legal Specialization Sections:

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

The cost of membership is \$20 for each section, or a total fee of \$75 per year to joint all SIX sections. A copy of the membership application form can be found in the bulletin. If you are an active member of SLSA, you are also a member of our parent association, LSI. Your membership in LSI entitles you to many fabulous benefits! Please visit www.lsi.org for more information.

NOTE:

- Members who enroll in at least one section earn SLSA 50 chapter achievement points.
- Members who enroll in all six sections earn SLSA 100 chapter achievement points.
- Members who belong to the specialization sections may attend the LSS workshop of the section they are a member of at conference for free.

CAPs

by *Melanie Herman*

SLSA’s goal for 2012-2013 is 75,000! And we are well on our way at a total of 34,670, as of October 24, 2012, leaving only 40,330 more to go! SLSA would like to remind you that we gain 50 points for each member who attends another association’s monthly dinner meeting or other function. If you attended another local association’s function, let us know! Help us capture CAPs and reach our goal. E-mail Melanie and let her know that you earned SLSA points – don’t make her harass you. Her e-mail is mherman@perkins-lawoffice.com. **See the Chapter Achievement Reporting Form in this bullet for more ways to gain points.**

CCLS Quiz

by *Lanna Atkinson, CCLS*

True/False

1. Capitalize the first word after a colon if the material follows cannot stand alone as a sentence.
___ T ___ F
2. Do not capitalize the first word of an independent clause after a colon if the clause explains, illustrates, or amplifies the thought expressed in the first part of the sentence.
___ T ___ F
3. Use a dash to indicate hesitation, faltering speech, or stammering.
___ T ___ F
4. In a business letter use a comma after the salutation.
___ T ___ F
5. When a statement or a command is set off by dashes within a sentence, do not use a period before the closing dash.
___ T ___ F
6. Social-business letters use a colon after the salutation.
___ T ___ F
7. Capitalize the first word of an independent clause after a colon only if it requires special emphasis or is presented as a formal rule.
___ T ___ F
8. Do not capitalize the first word after a colon when the material following the colon consists of two or more sentences.
___ T ___ F
9. Capitalize the first word after a colon when the material preceding the colon is the name of a speaker in the transcription of court testimony.
___ T ___ F
10. Do not use dashes to set off single words that require special emphasis.
___ T ___ F

Law Office Products/Management

by Dawn Forgeur, CCLS

So You're Looking for a job?

Whether you are currently looking for work, or looking to make a change to a new firm or position, these pointers can help you. I contacted several firm administrators in the Sacramento area to understand what they are looking for in a potential new hire and any suggestions they may have for the interviewing process. Although most of these tips seem like common sense, it's best to review

Your Resume

Your resume is the first thing the interviewer will see, so making sure that your resume is perfect is imperative. You may be judged on your resume without ever meeting anyone! You have to make sure that your resume is easy to read, properly punctuated, has correct grammar and spelling, and is formatted in a consistent manner (e.g., no capitalization of a word in one place, but it is capitalized in another place). Also make sure that your resume includes letters of recommendations from previous employers and references with contact phone numbers.

Breaks in Employment

When recruiters look at your resume, the time gap in your work experience is going to be a red flag. To ease the impact of this gap in professional work, organize your resume in a way that downplays that fact but emphasizes your skills. Put your skills toward the top of your resume and your professional experience toward the bottom, otherwise, a recruiter may toss it once they notice the experience gap.

A lot of short-term employment, except if it was through a temp agency or other placement agency and was for limited terms, is a negative. Employers want to see consistent and longer-term relationships with your prior employers. If you have an employment history that includes a lot of short stints, be ready to explain why.

Continuing Education

When you haven't been employed as a professional for a while, it's normal for some of your skills to slip. So how do you overcome this obstacle and prove to potential employers that you are just as strong in your field now as you were when you left? Keeping up with your legal education. Take classes, attend seminars, and attend conferences that relate to the legal field. Let your potential employer know that you are a member of SLSA and that you are involved! This is an indication that you are interested in continued growth and education.

Before The Interview

Several administrators recommended that you prepare and rehearse for your interview. Here are some commonly asked questions in an interview:

Tell me about yourself.

- Why do you think you would be a fit for this role?
- What strengths will you bring to this position?
- What makes you a great legal/litigation secretary?
- What do you see as your areas in need of development?
- Have you had to deal with a difficult situation? Elaborate and give an example.

Keep your answers to these questions brief and thorough, but don't ramble. Try writing out your answers to these questions and rehearse them. While you may be nervous during the interview, you should come across as articulate and your responses should show that you have organized thoughts.

Do research on the firm you are interviewing with and come prepared with a few questions that you can ask about the firm, the culture, the position, and the attorneys you are potentially going to be working for. It shows initiative and preparation.

The Interview

- Get to the interview on time or a little early.
- Dress professionally.
- Have a firm handshake. A limp handshake can convey weakness and a lack of self-confidence.
- No perfume and minimal jewelry.
- No gum.
- Be polite to the receptionist, some firms will ask the receptionist what their initial impressions were of the candidate.
- Don't talk negatively about any prior employment!
- Ask about the attorneys that you would be working for.

Some questions that you can ask the interviewer are:

- Tell me why the position is open?
- What did the person in this position do well and what areas could they have improved in?
- How will I know if I'm doing well and what areas I need to work on?
- What are the attorneys' working styles?
- What are the top three skills needed to be successful in this position?

Final Words

Equal to or above all else, the employer is looking for employees who put forth confidence, a good attitude, who know their strengths and put them to use, but don't let ego get in the way of a project or a working relationship.



Debbie Frias, CCLS

Legal Procedures

by Debbie Frias, CCLS

At our dinner meeting last week, I mentioned a problem we encountered at our office in getting an endorsed complaint back from our local superior court. I also mentioned this in my last article.

It took some six weeks to get our file-endorsed copies back! My long-time attorney, who is one of the most patient individuals you would ever know, began getting a little impatient. I went on-line every day to see if that complaint had been filed.

Our complaint, mailed August 22, was endorsed August 24; however, Summons was not issued until October 4, and we finally received it on October 5!

A member at our dinner meeting told me that you can call the Court to obtain status of where they are in their filing of your documents. Un-

fortunately, I did not get that phone number and would love to receive it to keep handy at my desk, and to share with all of our members. So, whoever it was who mentioned this at our meeting, would you please send me an email at dfrias@crowlawoffices.com and share this information? Thank you!

Another member, Elizabeth Bomke, CCLS, told me that she sends a copy of the first page of her document (in addition to the full set that is required) with her runner. Her runner date-stamps that one as well and brings it back to her. She then attaches it to a complete set of whatever she sent down. That way, she knows when it was received and if she does not get it back within five weeks, she can check on it. She said it has come in handy to have that date-stamped copy in her hands. Elizabeth also mentioned, and I am sure this is something we must all be aware of, that the clerks at our courthouse are just as frustrated as we are and that it will take awhile for all of this to work itself out. Thank you, Elizabeth!

I would like to get some more feedback from members as to difficulties you may be experiencing with the changes that have taken place. You might also have some successes and ways you have found that are fruitful in filing your documents. Again, if you can please email me, I would appreciate it. I will incorporate your suggestions and other information into my articles. My email address is dfrias@crowlawoffices.com.

Included with this article are Legal Procedures handouts from last week's dinner meeting: 1. Sacramento Superior Court - Civil Document Drop-Off Sheet; 2. Sacramento Superior Court Public Notice re Public Access Bin effective September 10, 2012; and 3. Contra Costa Superior Court Public Notice of Finalized Dates for Implementing the Fiscal year 2012-2013 Budget Reduction Plan.

Finally, members, you may have subjects that you might want touched upon in these articles, or you might want to summarize your jobs, similar to what I did last month with my personal injury article. Please let me know so your wishes may be honored. Thank you!



Sacramento Superior Court – Civil Document Drop-Off Sheet

A SEPARATE SHEET MUST BE COMPLETED AND ATTACHED TO EACH SORTED BUNDLE.
 For example, a submittal of 3 new cases and 2 answers should be submitted as two separate bundles: one bundle of 3 new cases with a Sheet attached on top indicating 3 New Cases and a bundle of 2 answers, with a Sheet attached on top indicating 2 Answers.
 The back page of the original filing must be time/date stamped. It is not necessary to time/date stamp any copies submitted with the original.

Contact Name: _____ Contact Phone #: _____
 Check this box if the attached document(s) pertain to a case with a scheduled Law and Motion Hearing date and indicate the hearing date here: _____

One box must be checked:
 Return Documents by Mail **Place Documents in Attorney Box Under:** _____
(attorneys/law offices only)

Method of Fee(s) Payment: Check Credit Card Fee Waiver(s) Attached *Please do not place cash in the drop box.

Number of Documents	Document Name	Number of Documents	Document Name
	Amended Complaints		New Case Packet (Civil Case Cover Sheet, Complaint, Summons and Declarations - if applicable)
	Amendments to Complaint		New Case – Unlimited Unlawful Detainer
	Answers / Cross Complaints/Summons/ Amended (Keep together if - applicable)		Notices
	Case Management Processing Documents (CMP)		Orders of Examination
	Defaults Only		Proofs of Service and Non-Service
	Defaults with Judgment Packet - Clerk		Satisfactions of Judgment
	Defaults with Judgment Packet - Court		Stipulations
	Dismissals, Request for		Substitutions of Attorney
	Ex Parte Applications		Writ of Mandate Documents
	Fees – Court Reporter		Writs/Abstracts
	Fees – Jury		Other:
<i>Motions (Except – In Limine filed in the trial department)</i>			
_____ Total Number of Documents		_____ Total Number of Documents	

for court use only

Packet reviewed by: _____ Date: _____

Revised September 25, 2012



**SUPERIOR COURT OF CALIFORNIA
 COUNTY OF SACRAMENTO**

WWW.SACCOURT.CA.GOV

PUBLIC NOTICE

PUBLIC ACCESS BIN

Effective September 10, 2012

Effective September 10, 2012, copies of UNPROCESSED/UNFILED case initiating pleadings, including but not limited to complaints, petitions, and applications for unlimited civil cases will be available in the public access bin pursuant to Sacramento Superior Court Standing Order SSC-11-9.



SUPERIOR COURT OF CALIFORNIA, COUNTY OF CONTRA COSTA
Public Information Office

mediainfo@contracosta.courts.ca.gov
925-957-5663

NEWS RELEASE
Contact: Mimi Lyster, Public Information Officer
FOR IMMEDIATE RELEASE
September 28, 2012

**PUBLIC NOTICE OF FINALIZED DATES FOR IMPLEMENTING THE
FISCAL YEAR 2012-2013 BUDGET REDUCTION PLAN**

The Contra Costa Superior Court has been, and remains, committed to preserving the services it provides to the public and to litigants, while also living within its means. The challenges that the court faces as a result of the budget cuts beginning in this fiscal year however, (25 percent of the Court's overall budget), are so severe that the Court is left with few options. The Court can no longer maintain its current public service levels.

Following multiple meetings with court staff, justice system partners, other government officials, the legal community, and the public, and after seeking and reviewing extensive public comment, the Court has decided to close a branch court, to close additional courtrooms in the remaining facilities, to consolidate court calendars, and to reduce services to the public as follows:

1. **Effective November 1, 2012**, the existing Family Law courtroom at the Arnason Justice Center in Pittsburg will be shut down, and the cases will be reassigned from a Commissioner to the existing Family Law departments in Martinez. East County residents will have to travel to Martinez to have their Family Law matters considered. Among other things, it will take longer to get a divorce or a decision on child custody.
2. **Effective December 3, 2012**, the Child Support courtroom in Martinez will be closed on December 3rd, 4th, 5th and 7th and from December 17th through 31st (open December 6th and December 10th through 14th). **Effective January 2, 2013** the Child Support calendar will resume, however it will be closed on Mondays each week. This change will reduce this calendar to the level of service provided by the federal grant which funds this program. This will result in delays in obtaining child support orders.
3. **Effective December 3, 2012**, the Juvenile Law courtroom in Pittsburg will be shut down and the cases will be reassigned to a judge in Martinez. In addition, the Juvenile Law courtroom in Richmond will be shut down. East County and West County residents will have to travel to Martinez to have their Juvenile Law matters heard.
4. **Effective January 2, 2013**, one Civil Trial department will be closed and the Civil Discovery/Ex Parte courtroom in Martinez will be shut down. Cases now heard in the to-be-closed Civil Trial department, and matters now heard by the Civil

Superior Court of California
County of Contra Costa
Budget Reduction Plan
Page 2 of 3

Discovery Commissioner will be heard by the remaining Martinez Civil Trial Departments. This will result in increased calendar congestion and will cause delays in hearings, trials, court decisions, and orders.

5. **Effective January 2, 2013**, the Concord Courthouse will close its doors to the public. Traffic cases will be transferred to the Walnut Creek Court. The remaining case types (Small Claims, Unlawful Detainer, Domestic Violence, and Civil Harassment) will be transferred to Martinez. Residents who use the Concord Courthouse will have to travel to new court locations as described above.
6. **Effective January 2, 2013**, the use of the Walnut Creek Courthouse will change significantly. Only traffic cases from Concord and Walnut Creek will be heard in Walnut Creek. All Criminal, Small Claims, Unlawful Detainer, Domestic Violence, and Civil Harassment cases from the Walnut Creek court will be transferred to Martinez. Residents who use the Walnut Creek Courthouse (except for Traffic hearings) will have to travel to Martinez to have their matters heard.
7. **Effective January 2, 2013**, two Commissioners will hear Traffic cases in Pittsburg, Richmond, and Walnut Creek.
8. **Effective January 2, 2013**, Court Reporting services will be eliminated in general in Civil, Family Law, and Probate courtrooms. Details will be provided in the Notice of Availability posted to the court's website at www.cc-courts.org.
9. **Effective January 2, 2013**, specialty courts such as Juvenile Night Court, Juvenile and Adult Drug Court, Domestic Violence Court, Homeless Court, Behavioral Mental Health Court, and Elder Court, may be consolidated or eliminated to allow the judges to focus on mandated calendars.
10. **Effective immediately**, Interpreters in Domestic Violence matters in Family Court will only be provided to the extent grant funding allows. Currently, the grant funds interpreter services through the fall of 2012. The Court is seeking additional grant funds from the state to fund these vital services. Details regarding the status of this request for additional funding will follow.
11. **Effective November 12, 2012**, Clerk's offices will only be open to the public from 8:00 am to 1:00 pm (reduced from 8:00 am – 3:00 pm.) Exceptions will be made for temporary restraining orders and other urgent matters that address the safety of individuals. The reduced hours will provide staff with critically needed time to process the increasing backlog of unprocessed court papers.
12. **Effective November 12, 2012**, Self-help services will be only be available from 8:00 am to 1:00 pm (reduced from 8:00 am to 3:00 pm) in the Spinetta Family Law Courthouse in Martinez, and the number of workshops for self-represented litigants will be reduced.

Superior Court of California
County of Contra Costa
Budget Reduction Plan
Page 3 of 3

- 13. **Effective January 2, 2013**, the number of Traffic night court calendars now held in four branch court locations will be reduced to a single calendar, one night per month, and only in Walnut Creek. The schedule for this calendar will be announced as information becomes available.
- 14. **Effective January 2, 2013**, the number of Small Claims night court calendars now held in four branch court locations will be reduced to a single calendar, one night per month, and only in Martinez. The schedule for this calendar will be announced as information becomes available.

The public is invited to submit comments on these scheduled changes through October 31, 2012 by:

Email: ctweb@contracosta.courts.ca.gov

Mail: Public Information Officer
P.O. Box 911
Martinez, CA 94553

The Honorable Diana Becton, Presiding Judge, said, "The Court deeply regrets having to make these changes. However since the State has cut the court's budget and taken our reserves we no longer have sufficient funds to provide access to justice throughout the county or in a timely manner. We look forward to restoring these services as soon as the State allots sufficient money to the judicial branch that we may do so. The full and fair administration of justice requires no less."

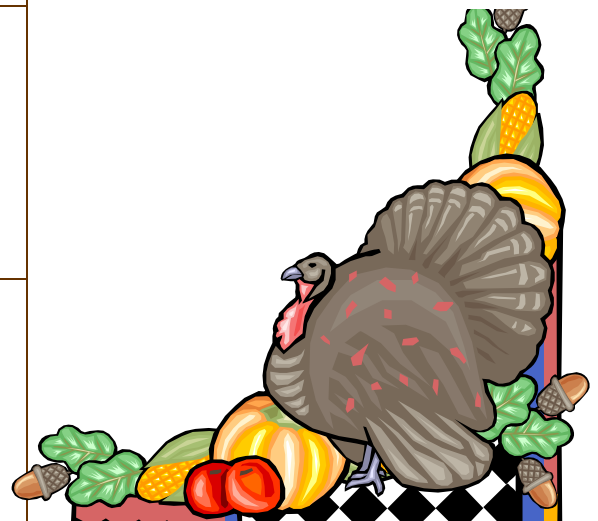


November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 SLSA Executive Board Meeting	6 Lunch Lesson Election Day	7	8	9	10
11	12 Veteran's Day (Courts closed)	13	14	15 Regular Dinner Meeting	16 LSI Conference	17 LSI Conference
18 LSI Conference	19 Last Day for Article Submission	20	21	22 Thanksgiving Holiday	23 Thanksgiving Holiday	24
25	26	27	28	29	30	

Dates to Remember

- **November 5 - SLSA Executive Board Meeting** (Location: Stoel Rives - Time: 6:00 p.m.)
- **November 6 - Election Day - Don't forget to vote!**
- **November 6 - Lunch Lesson** (Location: Downey Brand, 621 Capitol Mall, 18th Floor, Sacramento, See flyer page 42 for more details.)
- **November 12 - Veteran's Day/Courts Closed.**
- **November 15 - Regular Dinner Meeting** (Location: Courtyard Marriott—Midtown, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **November 16-18 - Conference** (Location: Hilton Palm Springs — 400 East Tahquitz Canyon Way, Palm Springs, CA), see flyer pages 18-20 for more details.)
- **November 19 - Last Day to Submit Articles for the December issue of The Legal Eagle**
- **November 22 -23 Thanksgiving Holiday/ Courts Closed.**





Desert Palm Legal Professionals Association Invites you to join us for A Weekend in Paris

November 16 -18, 2012
LSI 2nd Quarterly Conference
Palm Springs, CA

Conference Registration Form

Name (as it will appear on badge): _____
Mailing Address: _____
City/State/Zip: _____
Home Telephone: _____
Work Telephone: _____
E-mail Address: _____
Local Association (please spell out): _____ LSA/LPA

Please check if applicable and include title:

State Officer _____
 State Chairman _____

Please check if you are:

Governor CCLS PLS

SCRIP (includes Registration, Reception, Banquet and Brunch)
POSTMARKED BEFORE OCTOBER 15, 2012 \$114 \$ _____
POSTMARKED OCTOBER 16, 2012 OR LATER \$124 \$ _____

INDIVIDUAL TICKETS			
Registration by October 15, 2012	_____@	\$15.00	\$ _____
Registration after October 15, 2012	_____@	\$25.00	\$ _____
Welcome Reception (Friday)	_____@	\$20.00	\$ _____
Governor's Luncheon (Saturday)	_____@	\$23.00	\$ _____
President's Luncheon (Saturday)	_____@	\$23.00	\$ _____
Membership Luncheon (Saturday)	_____@	\$23.00	\$ _____
Banquet (Saturday Evening)	_____@	\$60.00	\$ _____
Brunch (Sunday)	_____@	\$22.00	\$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Please indicate choice of: Sole Veronique Chicken Breast Dijonaise
 Beef Bourguignon Vegetarian

Special Dietary Restrictions: _____
Please make checks payable to: DPLPA Conference Fund

Mail to: Donna Ellis, Registration Chairman c/o Brian M. Lewis Law Office
44700 Village Court, Suite 100, Palm Desert, CA 92260

For Information, contact Conference Chair:
Jennifer Ellis (808) 542-4376 jennellis21@yahoo.com

NO REFUNDS UNTIL AFTER CONFERENCE



Conference

Desert Palm Legal Professionals Association Invites you to join us for A Weekend in Paris

November 16 -18, 2012
LSI 2nd Quarterly

Palm Springs, CA

HOTEL RESERVATIONS

Hilton Palm Springs
400 East Tahquitz Canyon Way
Palm Springs, CA 92262



ROOM RATES:

\$109 per night plus \$8 per day Resort Fee
Deadline for Group Rate is November 1, 2012

ROOM RESERVATIONS:

Call Hilton Reservations at (800) 445-8667 or call Hilton Palm Springs directly at (760) 320-6868
Online at www.hilton.com
Group Code: **LSI**

CHECK IN/OUT: PARKING:

Check in: 3:00pm Self Parking included in resort fee
Check out: 12:00pm Valet Parking is \$12 per day

AIRPORTS:

Palm Springs International Airport is 1.5 miles from Hilton Palm Springs
Ontario Airport is 65 miles from Hilton Palm Springs

SHUTTLE SERVICE:

Complimentary round-trip shuttle service to/from Palm Springs International Airport
Contact Hotel at (760) 320-6868

FOR MORE INFORMATION:

Contact Jennifer Ellis at jennellis21@yahoo.com or (808) 542-4376



LEGAL SPECIALIZATION SECTION SEMINARS
LSI 2nd Quarterly Conference – November 16-18, 2012 – Palm Springs Hilton
 Hosting Association: Desert Palm LPA



REGISTRATION FORM - DEADLINE IS Tuesday, November 6, 2012

Registration **MUST** be RECEIVED by the LSS Coordinator **on or before the deadline.**

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

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, November 16, 2012 – 7:30 p.m. to 9:00 p.m.		
<u>FAMILY LAW:</u> Topic: <i>Emotional and Economic Divorce</i> Speaker: Thurman W. Arnold, III, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only	<u>PROBATE/ESTATE PLANNING:</u> Topic: <i>Role of the Probate Referee</i> Speaker: Ronald Easton, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only	
Saturday, November 17, 2012 – 10:30 a.m. to 12:00 p.m.		
<u>LAW OFFICE ADMINISTRATION:</u> Topic: <i>Working with a "Document Detective"</i> Speaker: Linda L. Mitchell, Forensic Document Examiner <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only	<u>CRIMINAL LAW:</u> Topic: <i>TBA</i> Speaker: Melanie Roe, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only	
Saturday, November 17, 2012 – 4:00 p.m. to 5:30 p.m.		
<u>TRANSACTIONAL LAW:</u> Topic: <i>The ABC's of Tort Law</i> Speaker: Vincent R. Whittaker, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only	<u>CIVIL LITIGATION:</u> Topic: <i>Litigation Case Management</i> Speaker: Naran Reitman, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only	

Name: _____ PLS/CCLS/CLA/Paralegal 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: _____ Type of Card: Visa M/C AmEx Card Verification No: _____

Mail, Fax, or Email completed form to:

Cheryl L. Kent, PLS, CCLS, LSS Coordinator
 5534 Blackbird Drive, Pleasanton, CA 94566
 925-523-3086 (fax) ~ clkcls@comcast.net

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

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

Speakers and Topics are Subject to Change

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

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

2012-2013 Legal Specialization Section Leaders:

Civil Litigation: Dawn R. Forgeur, CCLS drforgeur@stoel.com	Law Office Administration: Tammy L. Hunt, CCLS loleader@lhunt.org
Criminal Law: Christina Vieira christinavieira@rocketmail.com	Probate/Estate Planning: Kristi L. Edwards, CCLS kledwards@justice.com
Family Law: Mary Lou Floyd, CCLS, M.S. Louloux7@yahoo.com	Transactional Law: Lisa De La O ldelao@fitcheven.com



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

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

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

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

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

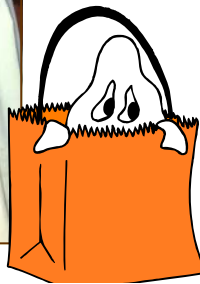
Please submit to:

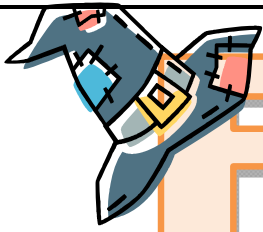
Lynne Koroush
SLSA Vice President and Membership Chair 2012-2013
1201 K St., Ste. 1100
Sacramento, CA 95814
E-mail: vicepresident@slsa.org

Halloween



at





Fairyrtale



TOWN

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

2012-2013 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: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**
5534 Blackbird Drive, Pleasanton, CA 94566

Enclosed is payment of my dues for the fiscal year 8/1/12 through 7/31/13 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 AMEX

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

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PLEASE NOTE PREFERRED EMAIL ADDRESS. NEWSLETTERS, ROSTERS, AND OTHER COMMUNICATIONS, WILL BE SENT VIA EMAIL UNLESS REGULAR MAIL IS SPECIFICALLY REQUESTED.

I prefer mail to: HOME OFFICE

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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



Sacramento Legal Secretaries Association

Dinner Meeting - November 15, 2012

Speaker:
Stephen M. Lerner, Esq.
 of
California Attorney General's Office

Topic:
"Trial Preparation for Legal Secretaries and Paralegals"

5:30 – 6:15 p.m. Meet & Greet
 6:15 – 8:00 p.m. Dinner Meeting
Courtyard Marriott – Midtown Sacramento
 4422 Y Street, Sacramento
\$25 SLSA Members
\$28 Non-Members

Vendor of the Month:
One Legal

RSVP by Tuesday, November 13. Checks should be made payable to SLSA, and mailed to Shelly Reyes, Registration/Reception Chair 2012-2013, c/o Law Office of Robert J. Binns, 3620 American River Drive, Suite 175, Sacramento, CA 95864; fax: 916.487.6314. **NOTE: Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.**

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

ENTRÉE:

Country Grill Buffet
 (includes potato salad, fresh fruit salad, cowboy Cobb salad with chicken, roasted peppers, jalapeno Jack, avocado & charred tomatoes, chipotle BBQ chicken, BBQ Tri-Tip, corn on the cob, baked potatoes with sour cream and chives, biscuits w/butter & honey, warm fruit cobbler, Starbucks coffee and iced tea.)

Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO If "No", are you interested in membership? YES NO

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

At over 200 MPH, the Peregrine Falcon is the fastest animal on the planet.

Rumor has it they trained here at Atkinson-Baker.




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CCLS Terminology List

by *Launa Atkinson, CCLS*

Appraisal	Personal opinion of value of property by a disinterested person.
Conveyance	Transfers of title to property from one person or entity to another.
Grantee	One to whom a grant is made; the recipient of title on a deed.
Real property	Land and all buildings and fixtures permanently attached to land and intended to be part of the land.
Warranty deed	A deed in which the grantor warrants good, clear title to the property.
Personal property	All property which is not land or improvements permanently affixed to land.
Deed	A written document which conveys ownership of real property from one person or entity to another.
Personalty	Things movable, or distinguished from real property or things attached to the realty.
Chattel	Personal property.
Deed of Trust	A document executed by the owner of land by which legal title to the real property is given to a trustee as security for the payment of a note or performance of an obligation.

CCLS Quiz Answers

CCLS QUIZ ANSWERS (from page 10):

ANSWERS—True or False

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



SLSA'S FALL CHARITABLE PROJECT



Sacramento Legal Secretaries Association is participating in Sacramento Food Bank & Family Services' (SFBFS) 19th Annual Spirit of Giving Drive.

Over the past 18 years, the Spirit of Giving (SOG) drive has helped SFBFS organization collect and distribute over 4.6 million pounds of canned and non-perishable food items to local families in need. Help SLSA support families in need by participating in this year's drive. The drive started **October 1** and ends **January 31**.

Lynne Koroush and Greenberg Traurig have generously offered to host a container again this year. Last year SLSA collected 640 lbs.! This year we have the opportunity to surpass that amount. For members who wish to donate, you can bring your food donations to SLSA's regular meetings, and the Charitable Projects Committee will deliver the donations to SFBFS.

If you're unable to attend a regular meeting between now and the end of December and wish to donate food, please contact Teri McClory; it's possible that the Charitable Projects Committee can arrange to pick up and deliver your donations to SFBFS.

Thank you for your involvement. If you have any questions regarding this project, please contact Teri McClory at teretad@metzlawonline.com or (916) 716-9956.

Crystal Rivera, Chair crivera@somachlaw.com
Teri McClory, Co-Chair teretad@metzlawonline.com
Corene Rodder, Co-Chair rodderc@gtlaw.com



FOOD Program

Wish List

NOV-Jan collections

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Jennifer Rotz



Jennifer Sachs

October Regular Meeting Speaker Spotlight: Third District Court of Appeal, California

by Jennifer Rotz and Jennifer Sachs

Sacramento LSA had the honor of hosting Colette Bruggman, Esq. and Darlene Warnock of the Third District Court of Appeal, California, at its October Dinner Meeting. Ms. Bruggman and Ms. Warnock presented on “The ABCs of Filing a Writ of Mandate.” Our speakers gave an excellent and informative presentation, providing equally excellent and informative handouts, including: three interactive quizzes, frequently asked questions, glossary of terms, procedural guidelines for filing a writ petition, and a quick guide.

Ms. Bruggman and Ms. Warnock explained that a writ is an order or mandate in process issued in the name of the court to command a person to perform or stop performing a certain act. There are several types of writs: writs of prohibition, peremptory writs, habeas corpus, mandamus, extraordinary writs, writs of certiorari, writs of error, original writs, alternative writs, and writs of supersedeas.

Writ petitions are filed with the court with red covers, bound on the left hand side, and must be verified with an original signature and contain a certificate of word count. Petitioners must file an original plus four copies. The petition covers must contain the petitioners’ attorneys’ contact information and state bar number(s). Ms. Bruggman and Ms. Warnock highly recommended that petitioners also provide after hours phone numbers for the attorneys, particularly on urgent writ petitions, so that the court can contact the attorneys after hours with questions or results.

If the writ petition requests an immediate stay, the front cover should also contain the words “STAY REQUESTED.” These petitions must state the reason for the urgency and the filer of the petition must be prepared to tell the clerk the nature of the immediate stay request.

Exhibits to writ petitions cannot exceed 300 pages per volume, must be tabbed using right-sided, consecutively numbered tabs, and must include a table of contents. Writ petitions require a proof of service showing that service was effected on respondents and real parties in interest. The proof must contain an original signature and must identify the attorneys for the parties.

There is a \$775 filing fee for civil original proceedings. There is a \$390 filing fee for each responsive document in a civil case. This includes a preliminary opposition, unless it is requested by the court, and a return.

Ms. Bruggman and Ms. Warnock provided a handy flow chart illustrating the life of a writ. Here are the steps from the flow chart in the life of a writ: (1) petition filed with the clerk’s office; (2) managing attorney assigns to writ attorney; (3) writ attorney presents to panel; (4) panel grants or denies petition. If denied: clerk’s office prepares order. If granted: (1) alternative writ issues; (2) assigned to panel as regular calendar case.

Our speakers provided a wealth of information and helpful handouts. Additional information can be obtained on the Third District Court of Appeal’s website (<http://www.courts.ca.gov/3dca.htm>) and by contacting the court via phone or email. We would be happy to welcome Ms. Bruggman and Ms. Warnock back in the future. When they do return, I hope you will attend.





Maryanna Rickner and Devika Datt



Elizabeth Bomke, CCLS and Michelle Chavez, CCLS



Debbie Frias, CCLS and Yolanda De La Cruz



Lisa Haddix and Debra Yurgelevic



Lynne Koroush

October Vendor Spotlight: BZEB, Inc. (The B8Zipr)

by Lynne Koroush

Sharon Self-Griswold, owner of BZEB, Inc., and inventor of the B8Zipr (Bates Zipper), was SLSA's October Vendor of the Month.

Sharon is a 32-year veteran civil litigation paralegal who came up with the idea of using a plastic dispenser that is filled with a roll of 500 pre-printed sequentially numbered labels that are applied in a manner similar to correction tape for Bates labeling. She says, "What most people do not know is that the Bates numbering machine was invented by Edwin G. Bates, who patented it in 1893, and for the most part, that same machine is still in use in law offices all across the country to this day!"

In our ever increasing digital age, electronic document discovery (EDD) software can electronically "stamp" Bates numbers onto each page. However, high-speed scanners, printers and computers are necessary to complete the

task of Bates numbering. Moreover, this technology will not Bates number original documents. Additionally, converting original documents into electronic formats can be very time consuming, especially if the original documents are not of uniform size and have to be hand-placed on the scanner.

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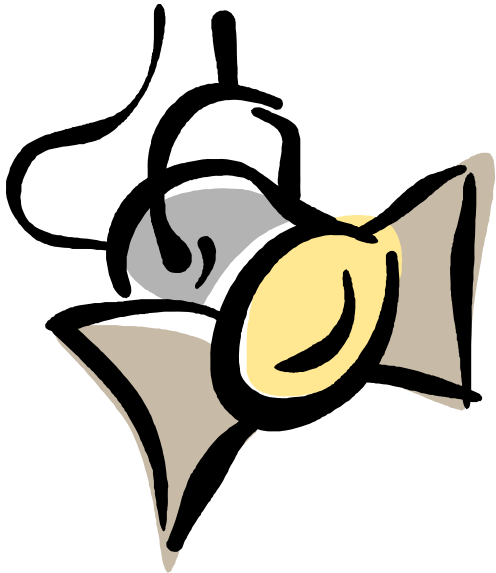
Please visit Sharon's website, www.b8zipr.com, to learn more about the B8Zipr. To contact Sharon, please call 1-888-782-2922.

Thank you again, Sharon, and SLSA wishes you much success on your new venture!

“ Please remember to support our vendors, because they support us!! ”
~Lynne Koroush



Lynne Koroush and Sharon Self-Griswold



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Lynne Koroush, SLSA Vendor Liaison (koroushl@gtlaw.com)
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**Lynne Koroush, Vice President
Greenberg Traurig LLP
1201 K Street, Suite 1100
Sacramento, CA 95814**

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

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SIGNATURE OF APPLICANT _____ DATE _____
SPONSOR _____ APPLICATION APPROVED _____

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P.O. BOX 660
FORTUNA, CA 95540-0660
FACSIMILE: 707.725.1344 E-MAIL: lsiorg@suddenlinkmail.com

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

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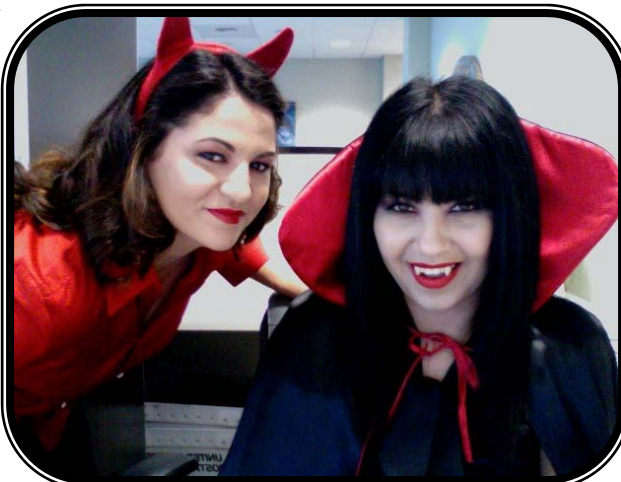
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**Caroll, Burdick and McDonough
Halloween**



Weintraub Tobin



Jaymie Moralez and Gwen Gomez of SSD

Tammy Hunt, CCLS at the City of Stockton



Pacific Legal Foundation



Sacramento Legal Secretaries Association

LUNCH LESSON



Date: November 6, 2012
Time: 12-1 p.m.
Location: Downey Brand LLP
 621 Capitol Mall, 18th Floor
 Sacramento, CA 95814
Cost: \$15 LSI Members
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 NO REFUNDS

*Handouts only: \$5
 Lunch will be provided. Public parking
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Speaker: *Adrian Webber, Esq.*
Downey Brand LLP

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Nov. 5
Nov. 6
Nov. 29

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--	--

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

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	Examination fee: \$ 100.00		Examination fee: \$ 100.00
	Total \$125.00		Total \$175.00

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

* Fees subject to change without notice.

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Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

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Summary of Duties _____

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

Signature of Applicant _____ Date _____

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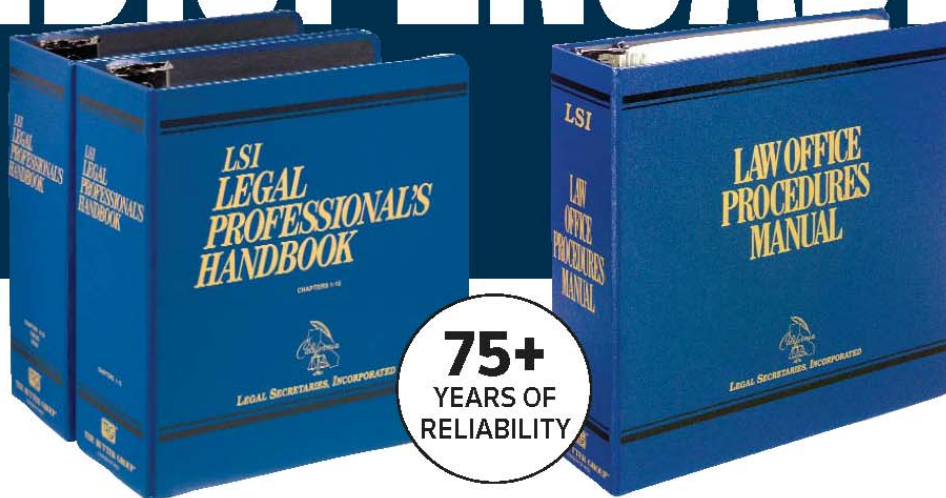
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19	Butte County	LPA			12	12
17	Capitol City	LPA	1		7	8
7	Conejo Valley	LPA	5		6	11
21	Desert Palm	LPA	5		19	24
21	El Dorado County	LPA			11	11
45	Fresno County	LPA	15		25	40
40	Humboldt County	LPA	3		30	33
40	Imperial County	LPA	4		19	23
27	Livermore-Amador Valley	LPA	4		23	27
72	Long Beach	LSA	7		51	58
43	Los Angeles	LSA	6		36	42
17	Marin County	LPA	5		15	20
44	Merced County	LPA			39	39
5	Monterey County	LSA				0
73	Mt. Diablo	LPA	5		52	57
13	Napa County	LSA			12	12
94	Orange County	LSA	11		51	62
14	Palo Alto	LSA				0
20	Placer County	LPA	1		16	17
9	Redding	LPA			4	4
21	Rio Hondo District	LPA	3		13	16
21	Riverside	LPA	2		18	20
164	Sacramento	LSA	44		91	135
211	San Diego	LSA	37		148	185
65	San Fernando Valley	LSA	11		39	50
46	San Francisco	LPA	7		25	32
33	San Gabriel Valley	LSA	11		22	33
68	San Mateo County	LSA	9		46	55
26	Santa Barbara	LSA	3		20	23
81	Santa Clara County	LSA	23		50	73
7	Santa Cruz County	LPA	1		7	8
12	Santa Maria	LPA	1		8	9
35	Sonoma County	LSA	9		31	40
12	Southern Butte	LSA			11	11
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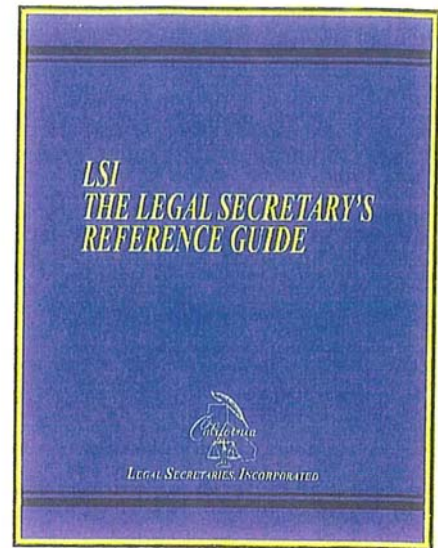
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2012-2013

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Editor's Note

by Liz Gideon, CCLS

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