



The Legal Eagle

Sacramento Legal Secretaries Association

Book 2014, Issue 11
November 2014



In this Issue

Online Classes!

- CCLS Online Study Group
- Beginning Legal Secretary

Loaves & Fishes Charitable Project

Annual Mock Trial



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November Meeting Information

Don't miss our next regular dinner meeting! Our speaker for the evening will be Heather Edwards, Esq., and the topic will be "Sexual Harassment & the Hostile Work Environment." The dinner meeting will be on November 20, 2014, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. Meet and Greet at 5:30 p.m. Dinner Meeting at 6:15 p.m.

This program qualifies for .75 hours of MCLE under the category of ethics. Take advantage of this program and make your reservation ASAP!

President

Lynne Koroush, CCLS
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President's Message: "Ready for the Holidays?"



Submitted by Lynne Koroush, CCLS

As I write this, Halloween has just passed and we are fast approaching the holiday season. I continue to be amazed at how quickly the days and months fly by. I

don't know about you, but I am nowhere near ready for the holidays!

SLSA has been so busy and will remain so for the next few months. There's plenty of educational programs and activities for you to take advantage of, so be sure to read your monthly bulletin, check SLSA's website and Facebook page, and keep an eye out for e-blasts that come through your e-mail.

The November 20, 2014 dinner meeting will feature the presentation of SLSA's Legal Professional of the Year and Boss of the Year Awards. I look forward to hearing the nominations that were submitted and seeing the winners honored. Our educational speaker for this meeting is Heather Edwards, Esq., who will be addressing "Sexual Harassment & the Hostile Work Environment."

Just a few weeks later, believe it or not, we will be holding our Annual Mock Trial & Ornament Exchange. This year's mock trial, once again written by SLSA Honorary Member John Baldwin, will take place on December 11, 2014, and is entitled "Santa v. NORAD: Who's Zooming Whom?" (See flyer in this bulletin.) It's a fantastic script and, as usual, full of the humor and legal lessons we have come to expect and appreciate from John. The mock trial requires volunteers for the cast of characters, so please contact me if you are interested in playing one of the characters. It is not necessary to memorize lines, attend rehearsals, etc. We read from the script during the live performance, which always adds to the humor and charm of the mock trial. The ornament exchange follows the mock trial, another fun-filled part of the evening.

As is our tradition, we will also be stuffing the stockings for our holiday charitable project immediately after the mock trial and ornament exchange is concluded. The stockings are filled with toiletries, socks, gloves, hats, toys, and other small necessities which are then donated to Loaves & Fishes to benefit homeless adults and children in our area. Last year, SLSA donated over 60 stockings. Thank you for your continued generosity, and I hope you

will be able to participate in this year's charitable project. Please see the information included in this bulletin for more details and a list of needs.

SLSA members collectively have one of the biggest hearts I have ever seen, and I am always overwhelmed and humbled by the level of giving and compassion that comes from our members and the legal community at large. Thank you for the support you recently showed to the Lymphoma & Leukemia Society and its "Light the Night" event. Thank you, also, to the Charitable Projects Committee and the volunteers who worked the "Safe Super Halloween" event at Fairytale Town on October 24, 25 and 26. This is a huge undertaking, and there are literally hundreds of children that come through Fairytale Town, all receiving candy and taking part in the craft activities organized by SLSA's volunteers. A huge thank you also goes out to all the members and law firms who donated candy for Fairytale Town. You really came through when we needed it and there was more than enough candy for all three nights!

Finally, another thank you goes out to the Charitable Projects Committee and the wonderful volunteers who helped host the Halloween Costume Party for St. John's Program for Real Change on October 28, 2014. I look forward to seeing the photos and reading the Committee's report, but I understand it was a huge success! One of the volunteers I spoke with said it was one of the best experiences she ever had as a volunteer and couldn't wait to do it again.

Everything we do as legal professionals involves giving back, in one form or another. We give back to our clients and law offices. They use the help and expertise we provide to hopefully bring about a positive result and resolution. SLSA and its members give back to our fellow legal professionals through mentoring, teaching, and providing educational opportunities to further growth and development, both personally and professionally. We also give back through acts of service and donations to those in need in our community. All of these examples of giving go way back – 75 years, as a matter of fact – to when SLSA was first formed, and continues to this very day. I couldn't be more proud or more grateful.

Blessings to you and your family as you give, and as you give thanks, this holiday season.

--Lynne

Sacramento Legal Secretaries Association



Dinner Meeting - November 20, 2014

Courtyard Marriott
4422 Y Street - Sacramento

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



Presentation of SLSA Legal Professional of the Year and Boss of the Year Awards

Educational Program: “Sexual Harassment & the Hostile Work Environment”

Guest Speaker – Heather Edwards, Esq.



MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing legal education credit in the amount of **0.75 hours** by the State Bar of California.

RSVP by Noon on Friday, Nov. 14 *

Two Ways to Register:

- Online at www.slsa.org under Upcoming Events (Preferred)
- Via e-mail at reservations@slsa.org (please include menu choice)

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

Make checks payable to SLSA and mail to:

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

Dinner Menu – Choice of:

- Grilled Chicken Breast with Garlic Rice Pilaf and Seasoned Vegetables.
- Penne Pasta with Fresh Tomato Compote and Italian Roasted Vegetables.

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

SLSA's Vendor Partner for November 2014:



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

Speaker Spotlight: “Bankruptcy Basics and More”



Submitted by Teresa Jackson

We were honored to have Barry H. Spitzer, Esquire, as our guest speaker for the October 16, 2014 dinner meeting. Mr. Spitzer received his B.S. in

accounting from Pennsylvania State University and his J.D., with distinction, from the University of the Pacific, McGeorge School of Law. Mr. Spitzer is a sole practitioner representing debtors, Chapter 7 Trustees, and creditors. He serves on the Bankruptcy Clerk’s Advisory committee for the U.S. Bankruptcy Court, Eastern District of California, where he also serves as a Resolution Advocate with the U.S. Bankruptcy Court Dispute Resolution Program.

Mr. Spitzer had a great handout and he provided a lot of information, and then focused his presentation on personal injury versus bankruptcy.

A fundamental goal of the federal bankruptcy laws enacted by Congress is to give debtors a financial “fresh start” from burdensome debts.

The moment a bankruptcy petition is filed, an automatic stay injunction automatically stops lawsuits, foreclosures, garnishments, and all collection activity against the debtor. A motion for relief from stay is a request filed by a creditor to allow the creditor to take action against the debtor or the debtor’s property that would otherwise be prohibited by the automatic stay. Any interest in any kind of asset that a debtor might have becomes part of the “bankruptcy estate.” The case trustee takes ownership of any lawsuits pending outside of the bankruptcy. A relief from stay summary sheet is required by the court to assist the judge with his/her ruling. Hearings are set according to Local Bankruptcy Rule 9014-1 (f)(1) which requires 28 days’ notice or Rule 9014-1 (f)(2) which requires 14 days’ notice. A self-set calendar is located on the Eastern District Bankruptcy Court’s website for reference (www.caeb.uscourts.gov).

Chapter 7. A chapter 7 bankruptcy provides for “liquidation” of primarily consumer debts. The trustee assigned in a chapter 7 case gathers and sells the debtor’s nonexempt assets and uses the proceeds of such assets to pay holders of claims (creditors) in accordance with the provisions of the

Bankruptcy Code.

In chapter 7 cases, the “means test” is used to determine whether a debtor’s filing represents an abuse of the bankruptcy system. Some debtors may be prohibited from filing a chapter 7 case if their income would permit them to make payments to their creditors. See Official Bankruptcy Form B 22A.

A chapter 7 discharge generally occurs 60 to 90 days after the date first set for the meeting of creditors. A discharge may not occur on the deadline if an objection to the debtor’s discharge is filed by a creditor, by the trustee, or by the U.S. Trustee. In some cases, the discharge deadline may be extended for certain parties with the filing of an objection or request for extension.

The discharge is a court order that grants a discharge of debts to the person named as the debtor. The effect of a discharge order is to free the debtor of any personal liability for most debts that arose before the bankruptcy case was filed.

Chapter 13. A chapter 13 bankruptcy enables individuals with regular income to develop a plan to repay all or part of their creditors. The chapter 13 allows a debtor to keep property and pay debts over time (installment payments), usually three to five years depending on the proposed plan. The most significant advantage of the filing of a chapter 13 is the stoppage of foreclosure proceedings and a debtor may cure delinquent mortgage payments over time. The chapter 13 trustee serves as a disbursing agent, collecting payments from the debtor and making distributions to creditors.

A chapter 13 debtor is entitled to a discharge upon completion of all payments under the chapter 13 plan as long as certain conditions have been complied with.

The most common types of nondischargeable debts are certain types of taxes; debts for spousal support or child support or alimony; debts for willful or malicious injuries to person or property; debts to governmental units for fines and penalties; debts for most government funded or guaranteed educational loans; debts for personal injury caused by the debtor’s operation of a motor vehicle while intoxicated; debts owed to certain tax-advantage retirement plans; and debts for certain condominium or cooperative housing fees. See Bankruptcy Code, § 523(a).

The meeting of creditors is required by section 341 of the Bankruptcy Code and occurs under oath by creditors, a trustee, examiner, or the U.S. Trustee about the debtor's financial affairs. Individual debtors must provide government-issued photo identification and proof of Social Security number to the trustee.

Personal Injury vs. Bankruptcy. In a chapter 7 bankruptcy case, any pending lawsuits become the control of the case trustee. The real party in interest is the bankruptcy trustee acting on behalf of the "bankruptcy estate." The trustee has complete authority to pursue the litigation and negotiate settlements. Any settlement is subject to bankruptcy judge approval. In some cases, a debtor may use a "wildcard" exemption to protect monies from a settlement. Consulting with counsel regarding "wildcard" exemptions is greatly advised. Note: a debtor must list all lawsuits on their bankruptcy schedules.

How are exemptions claimed? The Bankruptcy Code allows an individual debtor to exempt real, personal, or intangible property of the estate. Exempt assets are protected by state law from distribution to the creditors. Under bankruptcy law, you are entitled to list assets set forth in section 703 or section 704 of the California Code of Civil Procedure as exempt. If no one objects to exemptions claimed, those assets will not be part of your bankruptcy estate and will not be used to pay creditors. A debtor will normally exempt equity in a home under section 704.

Can property of the estate be abandoned? A party in interest may ask the court to order the trustee to abandon any property of the estate that is burdensome or of inconsequential value and benefit of the estate. In certain instances, the trustee will determine that liquidating particular property in the estate will not yield much for the creditors. The trustee may decide to abandon such property, formally giving control of the property back to the debtor and any other creditor that may have interest in the property.

What should be redacted? Please remember documents filed with the court require redaction of Social Security numbers, individual taxpayer identification numbers, birth dates, names of minors, and financial account numbers pursuant to Fed. R. Bankr. P. 9037.

What is an Adversary Proceeding? An adversary proceeding is a lawsuit filed within a bankruptcy case. It is an action commenced by a plaintiff filing a complaint against one or more defendants.

Stay expiration and repeat filers. If a debtor files bankruptcy and then files another bankruptcy within one year of the dismissal of the first case, the automatic stay will expire after only 30 days unless a request is filed to extend the automatic stay. A bankruptcy judge will use his/her own discretion when banning a debtor from the filing of future bankruptcies.

What is a fraudulent transfer? A fraudulent transfer involves an attempt to avoid debt by transferring property or any obligation to another person or company within two years before the date of the filing of the petition. The trustee may avoid such transfer under certain rules pursuant to 11 U.S.C. § 548.

What is "lien stripping?" Lien stripping is a process possibly available in a chapter 13 bankruptcy which allows a debtor to remove junior liens (second or third mortgages) from their real property estate.

Can a discharge be revoked? The court may revoke a discharge under certain circumstances. A trustee, creditor, or the U.S. Trustee may request that the court revoke a debtor's discharge based on allegations that the debtor: obtained the discharge fraudulently; failed to disclose acquired property of the bankruptcy estate; committed one or several acts of impropriety described in section 727(a)(6) of the Bankruptcy Code; or failed to explain any misstatements discovered in an audit of the case.

What keeps a Chapter 7 case open? If there are assets for the case trustee to administer or lawsuits to pursue, a case can stay open much longer. A case will be closed upon entry of the court's final decree.

See the Eastern District Bankruptcy Court's website (www.caeb.uscourts.gov) for rules and additional material.

October 16, 2014 Dinner meeting



Lynne Koroush, CCLS



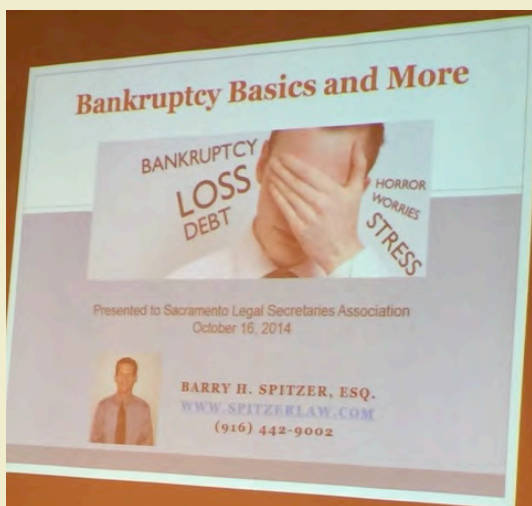
Crystal Rivera and DeAnn Rippey



Barry H. Spitzer, Esq.



Karla Dougherty and
Lynne Koroush, CCLS



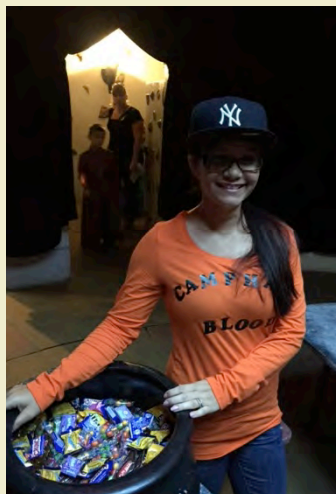
Fairytale Town 2014



Athena



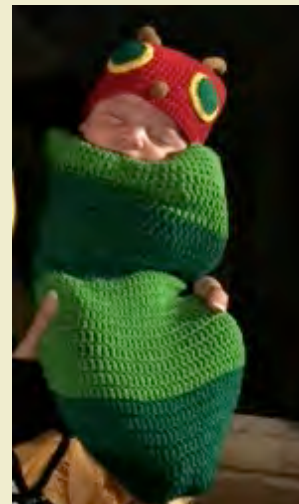
Crystal Rivera and Dawn Forgeur, CCLS



Deseree Gamayo



Crystal Rivera





LEGAL SECRETARIES, INCORPORATED

CCLS ON-LINE STUDY GROUP

January 13, 2015 – March 17, 2015



If you are interested in studying for the California Certified Legal Secretary (“CCLS”) Exam,** join LSI’s CCLS On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- California Legal Procedure (civil, family, probate, real estate, corporate)
- Legal Terminology (citations, terminology)
- Legal Computations (calendaring, math)
- Skills (proofreading, following directions)
- Ability to Communicate Effectively (grammar, punctuation, word usage)
- Law Office Administration (computers, filing)
- Reasoning & Ethics (ability to act reasonably and ethically)

CLASSES BEGIN TUESDAY, JANUARY 13, 2015

Classes will take place once a week via WebEx videoconference on Tuesday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through March 17, 2015. Login information will be provided upon enrollment in the classes. System requirements are available at www.webex.com.

The cost of the Study Group (all classes) is \$100 for LSI members and \$125 for non-LSI members taking classes for first time; and \$50 for LSI members and \$75 for non-LSI members repeating. Each individual must register separately.

NEXT CCLS EXAM SATURDAY, MARCH 21, 2015

Students will be provided with homework and handouts. **Students are responsible for providing their own Law Office Procedures Manual, The Gregg Reference Manual (11th Ed.), California Style Manual (4th Ed.), and Pocket Guide to Legal Ethics, by the start of the classes.** Students are also encouraged to have the CCLS Study Guide.

***All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LSI’s website.*

CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: _____ Association: _____ LSA/LPA

Address: _____

Daytime Phone: _____ Evening Phone (during class time): _____

Email (during class time): _____

Payment: Check # _____ Credit Card # (Visa/MC only) _____

Exp. Date: _____ Sec. Code: _____

Send registration form by NO LATER THAN December 31, 2014, to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 3043 4th Avenue, San Diego, CA 92103, email lsiccls@outlook.com. You may also pay via PayPal at www.lsi.org. **NO REFUNDS AFTER JANUARY 6, 2015.**

STRIVE FOR SUCCESS – BE A CCLS!



LSI
*Educating California's
 Legal Support Professionals*

BEGINNING LEGAL SECRETARIAL TRAINING CLASS

LSI will be offering its Beginning Legal Secretarial Training Class online. This class will be an eight-week, work-at-your-own-pace online session commencing January 12 and ending March 9, 2015. During the classes, the following topics will be covered:

- | | |
|--|---|
| Introduction to the Law Office | Transcription and Proofreading Techniques |
| Duties of the Legal Secretary | Court Structure |
| Effective Telephone Skills | Citations |
| Effective Oral Communication Skills | Service of Legal Documents |
| Effective Written Communication Skills | Preparing a Proper Caption |
| Calendaring and Timetables | Preparation of Documents Filed with the Court |
| Basic Grammar Skills | Basics of Civil Litigation |

CLASS SESSION OPENS ON MONDAY, JANUARY 12, 2015

Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.

The cost of the training class, which includes the Legal Secretary's Reference Guide, is \$150 for LSI members/\$200 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate from LSI.

BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION

(Please type or print clearly)

Name: _____ Email: _____
 Address/City/Zip: _____
 Telephone: _____ Association: _____ LSA/LPA

\$150 LSI Member _____ \$200 Non-LSI Member _____

Payment: Check # _____ (made payable to LSI)
 (Note: Checks must clear before books will be mailed and may cause a delay in access to the class.)

Visa/MC Credit Card # _____
 Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____

Email registration form NO LATER THAN January 5, 2015, to Shaylene Cortez, CCLS, LSI Legal Secretarial Training/Seminar Chair, training@lsi.org or mail to: LSI, P. O. Box 660, Fortuna, CA 95540-0660. Registration will also be offered online at www.lsi.org with PayPal. Keep in mind books will not be mailed until registration is processed. For further information or inquiries, email training@lsi.org. No refunds after January 12, 2015.

LSI – Educating California's Legal Professionals

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an online attorney service



OUR JOB IS TO MAKE YOU LOOK GOOD.

As an attorney service, we understand the pressure and deadlines legal support professionals face everyday. Timely and accurate court filing, eFiling and process serving are critical to preventing costly delays and jeopardized cases. That's why, at Rapid Legal, our job is to ensure we make legal support professionals look good by executing their orders on time and without error—every time.

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Submitted by Crystal Rivera

Welcome, and congratulations to the following new SLSA members who were inducted at the October 16, 2014 meeting.

ACTIVE MEMBERSHIP

Sandra Anthony – Sandra is a legal secretary at Kraft Opich, LLP, and has been employed as a legal professional since 1995. She specializes in business/corporate law and litigation. She celebrates her birthday on February 10.

Cheyenne McKay – Cheyanne is a firm administrator/paralegal at Kraft Opich, LLP, and has been employed as a legal professional since 1999. She specializes in law office management, litigation, bankruptcy, and real estate law. She celebrates her birthday on March 30, and enjoys tennis, basketball, swimming, horses, and snowboarding.

Camilla Arnds – Camilla is the firm administrator at Scheuring Zimmerman & Doyle, and has been employed as a legal professional since 1990. She specializes in law office management. She celebrates her birthday on October 22.

Kimberly Bogie – Kimberly is a legal secretary at Scheuring Zimmerman & Doyle, and has been employed as a legal professional since 1985. She specializes in litigation and medical malpractice defense. She celebrates her birthday on April 30 and she enjoys biking, skiing, cooking, gardening, entertaining, and working out.

Brenda Bracy – Brenda is a legal secretary at Scheuring Zimmerman & Doyle, and has been employed as a legal professional for 32 years. She specializes in litigation. She celebrates her birthday on July 10 and enjoys traveling, reading, and being a grandma.

DeAnn Rippy – DeAnn is the operations manager at Legal Pro Resource, and has been employed in the legal support business since 1990. She celebrates her birthday on April 29. She was a member of Stockton/San Joaquin Legal Professionals from 1998-2006.

Catharine Irvine – Catharine is a legal secretary at Downey Brand, LLP, and has been employed as a legal professional since 1997. She specializes in litigation and labor/employment law. She celebrates her birthday on May 11, and enjoys running, soccer, and reading.

MEMBERSHIP UPGRADE

Congratulations! Jeanette Osman-Bravard is now employed as a legal secretary at Meyer & Yee, LLP, and has been upgraded from Associate Member to Active Member.

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

Congratulations!

To Mr. and Mrs. Aguillen. After a very long engagement (8+ years), the former Deseree Gamayo was wed to Juan on October 11, 2014, at Tahoe Paradise Park in South Lake Tahoe. They had about 45 family/friends attend the event. It was a beautiful outside wedding with perfect weather. Deseree and Juan got engaged “way back when,” but then kids and life took over and the wedding plans were put on hold. They planned this wedding in 12 days! The happy couple has settled down in Galt. We wish them all the best.



SLSA Event Registrations Have Gone Paperless!

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

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

Thanks for helping us streamline our registration process!

Birthdays

Wishing the following members a fantastic Birthday!

Kathy Montgomery	November 1
Jaymie Morales	November 1
Maribel Garza Duran	November 2
Janice Ainsworth	November 6
Alice Baber	November 18
Desiree Stockton	November 25





LSI - LEGAL SPECIALIZATION SECTIONS

2014-2015 MEMBERSHIP APPLICATION AND ANNUAL RENEWAL FORM

August 1, 2014 – July 31, 2015

Membership includes access to free quarterly workshops at LSI conferences for those sections you are a member of; quarterly newsletters that include changes to the law and forms; discounted LSS webinars; statewide roster of all LSS members in each section for easy access to local procedural information in other counties; and networking opportunities.

	✓	LSI New Member	LSI Renewal	Non-LSI New Member	Non-LSI Renewal
I would like to join all six sections!		\$75	\$75	\$150	\$150
Civil Litigation		\$20	\$20	\$40	\$40
Criminal Law		\$20	\$20	\$40	\$40
Family Law		\$20	\$20	\$40	\$40
Law Office Administration		\$20	\$20	\$40	\$40
Probate/Estate Planning		\$20	\$20	\$40	\$40
Transactional Law		\$20	\$20	\$40	\$40
Total:					

Name: Mr./Mrs./Ms. _____ CCLS/PLS/CLA/Paralegal

E-Mail Address: _____
[Please note that newsletters, rosters, and other communications will be sent via email unless regular mail is requested.]

Business Name: _____

Complete Address: _____

Local Association: _____ LSA/LPA

Contact Phone: () _____ *I prefer communication via USPS*

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

Credit Card 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, \$25 PENALTY, AND THE ACTUAL COST CHARGED TO LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

Mail to: Dawn R. Forgeur, CCLS, Legal Specialization Sections Coordinator
500 Capitol Mall, Ste. 1600, Sacramento, CA 95814

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

CHANGES?? UPDATES??

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



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

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

BUSINESS E-MAIL: _____

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

HOME E-MAIL: _____

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

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

Please submit to:

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

Sacramento Legal Secretaries Association Presents Its



Annual Holiday Mock Trial

"Santa v. NORAD: Who's Zooming Whom?"

Written by John Baldwin

December 11, 2014, at 6:00 PM
Courtyard Marriott, 4422 Y Street,
Sacramento

MCLE & CCLS Credit: SLSA, 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.

\$20 for Members; \$25 for Non-Members
Assorted Appetizers & Desserts
RSVP By 12:00 Noon on Friday, December 5, 2013

Ornament Exchange!

Bring one gift-wrapped ornament (under \$10) to participate in the ornament exchange (*Immediately following the Mock Trial*)

Make checks payable to "SLSA," and mail to:
Paula Lockard, CCLS, Registration/Reception Chair 2014-2015
c/o Sacramento City Attorney's Office
915 "I" Street, 4th Floor
Sacramento, CA 95814



Register via website at www.slsa.org under "Upcoming Events"
Or via E-mail at reservations@slsa.org

Cancellations must be received 48 hours in advance for a refund.
No-Shows will be billed. Walk-ins and registrations received after the RSVP deadline are subject to a \$5 late fee.

Volunteer Actors Needed!! (*Please contact Lynne at LKoroush@cbmlaw.com*)

Bailiff
Judge
Attorney for Plaintiff
Attorney for Defense
Santa Claus
Jurors

Court Clerk
Winkie Elf (Santa's Head Elf)
General Hysteria (Commanding Officer, NORAD)
Corporal Sandy M. Punishment (Communications Monitor, NORAD)

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

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

Crystal Rivera, Vice President
Sacramento Legal Secretaries Association
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000, Sacramento, CA 95814

NAME OF APPLICANT _____ ARE YOU A CCLS? YES NO
EMPLOYER _____ POSITION _____
BUSINESS ADDRESS _____ CITY/ZIP _____
BUSINESS PHONE _____ BUSINESS E-MAIL _____
RESIDENCE ADDRESS _____ CITY/ZIP _____
RESIDENCE PHONE _____ RESIDENCE E-MAIL _____
EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____
PREVIOUS MEMBERSHIP IN A LEGAL SECRETARIES ASSOCIATION (INCLUDE ASSOCIATIONS, DATES) _____

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

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

SIGNATURE OF APPLICANT _____ DATE _____
SPONSOR (IF ANY) _____ APPLICATION APPROVED _____

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

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

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

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

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

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

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES

CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS

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

E-MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

REGULAR MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

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

How did you hear about SLSA? _____

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

Crystal Rivera, Vice President
Sacramento Legal Secretaries Association
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

Membership Period: May 1, 2014 – April 30, 2015

Due Date: May 1, 2014

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: \$40
Renewals are due May 1, 2014
There will be a late fee of \$5 after June 1, 2014

Return the completed invoice and full payment to:

**Elizabeth Madden, CCLS
SLSA Treasurer
5916 Camray Circle
Carmichael, CA 95608**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

ARE YOU A CCLS? _____

BIRTHDAY: _____

JOB TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

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

Where do you want e-mail delivered? Business Residence

INVOLVEMENT:

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

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

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

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

SCBA's Annual Bench Bar Reception

Sacramento Legal Secretaries Association congratulates Justice Vance Raye, Third District Court of Appeal, recipient of Sacramento County Bar Association's 2014 Judge of the Year Award. Members of SLSA were pleased to attend SCBA's Annual Bench Bar Reception on October 1, 2014, where Justice Raye was honored and presented with this distinguished award.



Justice Vance Raye and Alana Mathews

Future LSI Quarterly and Annual Conferences

2015	
<p>LSI Third Quarterly Conference</p> <p>February 20-22, 2015 Beverly Garland Holiday Inn <i>Host Association: San Fernando Valley LSA</i></p>	<p>LSI 81st Annual Conference</p> <p>May 14-17, 2015 Bahia Resort <i>Host Association: San Diego LSA</i></p>
<p>LSI First Quarterly Conference</p> <p>August 21-23, 2015 Stockton Hilton <i>Host Association: Stockton – San Joaquin County LPA</i></p>	<p>LSI Second Quarterly Conference</p> <p>November 13-15, 2015 Marriott Hotel, Riverside <i>Host Association: Riverside LPA</i></p>
2016	
<p>LSI Third Quarterly Conference</p> <p>February 26-28, 2016 Tenaya Lodge, Fish Camp <i>Host Association: Merced County LPA</i></p>	<p>LSI 82nd Annual Conference</p> <p>May 19-22, 2016 Embassy Suites Hotel, San Rafael <i>Host Associations: Marin County, LPA/San Francisco LPA</i></p>

November 2014 *	
November 2	Daylight Savings Time ends. Don't forget to fall back!
November 4	Election Day.
November 7-9	LSI 2nd Quarterly Conference in Palm Springs.
November 11	Veterans Day. All state and federal courts closed. No U.S. Mail service.
November 12	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9 th Street, Suite 380, Sacramento, CA 92514. All members welcome.
November 20	SLSA Monthly Membership Meeting, 5:30 p.m. Meet & Greet, 6:15 p.m. Dinner Meeting. Courtyard Marriott, 4422 Y Street, Sacramento, CA 95817.
November 24	Deadline to submit bulletin articles to the Editor for the December issue of <i>The Legal Eagle</i> .
November 27	Thanksgiving Day. All state and federal courts closed. No U.S. Mail service.
November 28	Day after Thanksgiving. All state and federal courts closed. No U.S. Mail service.
December 2014 *	
December 8	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9 th Street, Suite 380, Sacramento, CA 95814. All members are welcome.
December 11	SLSA Annual Holiday Mock Trial, 6:00 p.m., Courtyard Marriott, 4422 Y Street, Sacramento, CA 95817.
December 15	Deadline to submit bulletin articles to the Editor for the January issue of <i>The Legal Eagle</i> .
December 25	Christmas Day. All state and federal courts closed. No U.S. Mail service.
December 31	New Year's Eve ... 3 ... 2 ... 1 ... !!!!!
<p>* Be sure to check local court websites for special court closure periods or early closure days during the holiday season</p>	



From the Sacramento County Superior Court

Children's Waiting Room Services: Will be closed on Friday, December 26, 2014, at the following Sacramento Court facilities:

- Juvenile Courthouse - 9605 Kiefer Blvd.
- Carol Miller Justice Center - 301 Bicentennial Circle
- William R. Ridgeway Family Relations Courthouse - 3341 Power Inn Road

The Children's Waiting Room located at the Gordon D. Schaber Sacramento County Courthouse, 720 9th Street, will be open from 8:00 a.m. - 12:00 noon on Friday, December 26, 2014.

Domestic Violence Restraining Order Workshop: Will not be offered on Wednesday, December 24, 2014 or Friday, December 26, 2014. For assistance applying for a domestic violence restraining order on these dates, please contact A Community for Peace (916) 728-7210, My Sister's House (916) 428-3271, or WEAVE (916) 920-2952.

To check on the UPS Christmas delivery shipping dates:

<http://compass.ups.com/last-days-ship-ups-for-christmas-2014-delivery/>



Important: Parking at the Courtyard Marriott

Please be advised that the Courtyard Marriott at 442 Y Street, where SLSA holds its regular monthly meetings, installed an electronic ticket system for parking. **YOU WILL NOT HAVE TO PAY FOR PARKING.** However you **WILL** need to do the following:

1. Pull a ticket from the automated dispenser upon entering the Courtyard Marriott parking lot.
2. **BRING THE TICKET WITH YOU TO THE MEETING.**
3. Use the validation machine located in the meeting room.



Submitted by Liz Gideon, CCLS

Questions: True or False.

1. ____ When using the short form of a case, it is usually done by enclosing the shortened form in parenthesis immediately after the initial cite.
2. ____ When citing California code sections within parentheses, use code abbreviations followed by a comma and the sections symbol.
3. ____ Citations must always be cited in full every time they are cited throughout a document.
4. ____ In citations, abbreviate all states and territories.
5. ____ The signal “cf.” is a Latin abbreviation for confer, meaning compare with.
6. ____ The default feature that treats ordinal suffixes as superscripts should not be used except in writing of an informal nature.
7. ____ For amounts under a dollar, always use figures and the cent sign.
8. ____ When addressing a letter, do not abbreviate the city name.
9. ____ The names of well-known government and international agencies are often abbreviated. They are written without periods or spaces.
10. ____ When a measurement consists of several elements, be sure to always use commas to separate the elements.

Definitions:

In rem	Against the thing.
Ex post facto	After the deed is done.
Ex officio	By virtue of his office.
Mandamus	We command.
Per annum	For each year.
Compos mentis	Of sound mind.
Erratum	Error.
Lis pendens	Litigation pending.
Opere citato	In the work cited.
Proximo	In the next month.

California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

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

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

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

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

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

* Fees subject to change without notice.

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

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

Name: _____ Last 4 Digits of SSN: _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____ Email: _____

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

Dates: _____ Position: _____

Employer: _____

Address: _____

Supervisor: _____ Phone: _____

Summary of Duties: _____

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

Signature of Applicant: _____ Date: _____

Rev. Mar. 2014

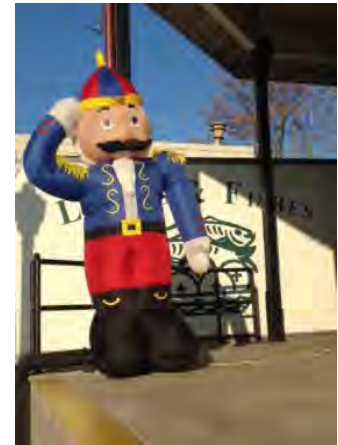
SLSA'S DECEMBER CHARITABLE PROJECT

SLSA is again participating in the Sacramento Loaves & Fishes Christmas Stocking Giveaway.

Let's try to fill at least 40 stockings this year!

We are looking for the following items:

- New or gently used Christmas Stockings
- McDonald's \$5 Gift Certificate(s)
- New socks, one size fits all
- Stretch/knit hat, gloves and scarves
- Travel-size toiletry items (lotions, Vaseline, conditioners, shampoos, soap, hand sanitizer)
- Deodorant
- Chapstick
- Toothbrush and toothpaste
- Decks of cards
- Gum
- Shoelaces
- Hand Warmers
- Feminine products



We are also looking for items specific to children.

Donations of filled Christmas stockings OR items to put in the stockings should be brought to SLSA's December 11 Annual Holiday Mock Trial

If you're unable to attend the December Mock Trial but have items to donate for the stockings, please contact any of the Charitable Projects Committee Chairs to make other arrangements. SLSA will be dropping off the donated stockings by December 19.

A BIG THANKS for your support of SLSA's charitable projects!

Rebecca Lerma, Chair rmlerma@stoel.com; (916) 319-4790
Crystal Rivera, Co-Chair crivera@somachlaw.com; (916) 469-3813
Coty Lutz, Co-Chair clutz@murphyaustin.com; (916) 446-2300, ext. 3068





Submitted by Lynne Koroush, CCLS

From the Alameda County Superior Court – The Self Help Center, Hayward Office, has moved. New location across the courtyard:

Hayward Hall of Justice
Clerk's Office – 1st Floor
24405 Amador Street, Hayward, CA

This office no longer takes walk-ins. You may call and leave a message at (510)-272-1393
Monday – Thursday from 2-4 P.M.

From the 2nd District Court of Appeal – Local Rules Change Effective September 2, 2014.

Rule 7. Copies of Briefs, Original Proceedings (Writs), Oppositions or Replies to a Writ Petition including Any Exhibits or Appendices Electronic or Paper.

A party submitting an electronic copy of a brief, writ petition, opposition or reply to a writ petition is required to file only an original and three (3) paper copies. For separately bound exhibits or appendices, one (1) paper copy is still required.

If the exhibits exceed 5 MB, the petition may be submitted electronically (e-submitted) alone and the parties may provide an electronic copy of all exhibits in searchable form, with one pdf file for each volume, on a CD, DVD, or thumb drive.

A party that does not submit an electronic copy of any document, is required to submit one of the paper copies as scan-ready at the time of filing. "Scan-ready" means the document is unbound and does not have tabs or (for original proceedings) a red cover.

From the Napa County Superior Court – Continuation of Friday 2 P.M. Court Closures.

As you know, the state financial crisis has resulted in severe trial court budget reductions throughout the state over the past six years. In addition to closing

every Friday at 2:30 p.m., as well as Christmas and New Year's Eve in 2012 and 2013, the court has absorbed these reductions with the cooperation of its employees through measures such as furloughs, layoffs, elimination of prior agreed upon cost of living increases, hiring freezes, and all other reasonable efforts to control labor, supply, and contractual service costs.

As a result, the court will continue to close at 2:30 p.m. on each Friday. In addition, the court plans to be closed on the following days:

- Wednesday, November 26, 2014
- Friday, December 26, 2014
- Friday, January 2, 2015

The court regrets having to continue this action and appreciates your understanding and cooperation.

From the Judicial Council of California – Adoption and Permanency Month Resolution. The council adopted a resolution (see following pages) proclaiming November to be Court Adoption and Permanency Month. The proclamation recognizes the ongoing efforts of California's juvenile courts and their justice partners—such as Adoption Saturdays and expedited adoption proceedings—to provide children and families with access to fair, understandable judicial proceedings that lead to just permanency outcomes. About 62,500 children in California live apart from their families in child welfare-supervised out-of-home care, and 38 percent of those children in foster care have lived apart from their families for two or more years.



JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue · San Francisco, California 94102-3688

www.courts.ca.gov

REPORT TO THE JUDICIAL COUNCIL

For business meeting on: October 28, 2014

Title	Agenda Item Type
Court Adoption and Permanency Month: Judicial Council Resolution	Action Required
Rules, Forms, Standards, or Statutes Affected	Effective Date
None	October 28, 2014
Recommended by	Date of Report
Family and Juvenile Law Advisory Committee	October 16, 2014
Hon. Jerilyn L. Borack, Cochair Hon. Kimberly J. Nystrom-Geist, Cochair	Contact Audrey Fancy, 415-865-7706 audrey.fancy@jud.ca.gov

Executive Summary

The Family and Juvenile Law Advisory Committee recommends adopting a resolution proclaiming November to be Court Adoption and Permanency Month. As it has for the past 14 years in observance of National Adoption Month, the Judicial Council can recognize the ongoing efforts of California's juvenile courts and their justice partners to provide children and families with access to fair, understandable judicial proceedings leading to timely, well-informed, and just permanency outcomes. The proclamation will also give courts the opportunity to hold special events finalizing adoptions from foster care and raising community awareness of the importance of finding safe, stable, and permanent homes for every child or youth in foster care.

Recommendation

The Family and Juvenile Law Advisory Committee recommends that the Judicial Council adopt the attached resolution, effective October 28, 2014, proclaiming November 2014 to be Court Adoption and Permanency Month.

Previous Council Action

The Judicial Council first declared November to be Court Adoption and Permanency Month in California in 1999. Since that successful observance, the council has continued to reaffirm this declaration, demonstrating its commitment to judicial procedures and collaborative practices that promote timely case resolution and permanency for children and youth in foster care. The council's Family and Juvenile Law Advisory Committee, other advisory groups, and council staff have worked to implement council and legislative directives relating to adoption and permanency, as well as to support the juvenile courts and their local justice partners each November to highlight both ongoing and special adoption and permanency efforts.

Rationale for Recommendation

Each year in California, nearly half a million¹ reports are made of child abuse and neglect, and approximately 23,400² children enter foster care for the first time. Currently, about 62,500³ children in the state are living apart from their families in child welfare-supervised, out-of-home care. Thirty-eight percent of these children have been in foster care for more than two years; 9,800 children remain in "temporary" care after more than five years.⁴ Of the nearly 26,000 children who were able to leave foster care in the fiscal year ending June 30, 2014, 58 percent were reunited with their families, 22 percent were adopted, and 7.5 percent were emancipated.⁵ Permanent placement of a child in a committed relationship intended to last a lifetime—with the child's family if that is possible or another loving family if it's not—is the goal of the juvenile court process. Children and families deserve access to a timely, understandable, and fair process that actively engages them, as well as the placement agency, in the work needed to achieve this goal. It is critical that California's courts continue to learn and implement new strategies to ensure that each child leaves foster care as quickly as possible with one or more lifelong connections to a caring adult and that the courts continue to promote the placement of every child in a safe, loving, permanent home.

The state has been working on innovative programs to improve the lives of foster children. One initiative—a collaboration of the California Department of Social Services (CDSS), Judicial Council staff, and other state organizations—provides training to help family members or significant others maintain a permanent and responsible role in a youth's life. Experience shows

¹ Barbara Needell et al., *Child Welfare Services Reports for California* (2014), retrieved September 29, 2014, from the University of California, Berkeley, Center for Social Services Research website at http://cssr.berkeley.edu/ucb_childwelfare. Specific reports on referrals are at http://cssr.berkeley.edu/ucb_childwelfare/allegations.aspx.

² *Ibid.* Specific reports on first entries to care are at http://cssr.berkeley.edu/ucb_childwelfare/entries.aspx.

³ *Ibid.* Specific point-in-time reports on children in child welfare-supervised foster care are at http://cssr.berkeley.edu/ucb_childwelfare/PIT.aspx.

⁴ *Ibid.* Specific reports on the amount of time in care are at http://cssr.berkeley.edu/ucb_childwelfare/PIT.aspx.

⁵ *Ibid.* Specific reports on exits from foster care are at http://cssr.berkeley.edu/ucb_childwelfare/exits.aspx. The remaining 12.5 percent were placed in guardianships or other types of placement.

that without permanent connections, youth leaving foster care face even more overwhelming odds against a successful adulthood.⁶

Court Adoption and Permanency Month is one way California courts can raise awareness, demonstrate commitment, and bring about changes in the court system to stabilize children's lives. The month of November was selected to coincide with National Adoption Month, when government agencies and nonprofit organizations highlight innovative efforts to promote permanency, including adoption, and to raise awareness of the need for safe, permanent homes for children in foster care.

Since Court Adoption and Permanency Month was initiated in 1999, many individual California courts have dedicated specific adoption days in November—including Adoption Saturdays and Adoption Fridays—as well as other events, to clear their backlogs of adoption cases. The Judicial Council encourages courts to do so as circumstances permit.

The Judicial Council also encourages courts with no backlog of adoption cases to hold adoption celebrations or commemorate other permanent connections for foster children and to institute local system programs as part of the statewide November effort to raise awareness of adoption and permanency.

Many local courts—in conjunction with county social services, local nonprofit agencies, and others—celebrate and highlight Court Adoption and Permanency Month in November and throughout the year. Events honoring permanent connections for foster children this year include the following:

- ***Alameda County***

The Superior Court of Alameda County will join with the Alameda County Social Services Agency to finalize a full calendar of adoptions in celebration of the county's 15th annual Adoption Day.

- ***Los Angeles County***

Los Angeles will celebrate its 15th annual National Adoption Day (and 17th overall) on Saturday, November 22, 2014, at the Edmund D. Edelman Children's Court in Monterey Park. On this special day, more than 120 children's adoptions from foster care will be finalized and celebrated. The day brings together volunteer judicial officers, attorneys, social workers, court staff, and others to complete adoptions, often for hundreds of children and families in a day. Presiding Juvenile Court Judge Michael Nash, who was instrumental in launching the first Adoption Day in 1998, will hold a press conference. The adoption hearings will begin at 9 a.m. and continue until noon. There will be balloons, arts and crafts, books, and refreshments for the children and families.

⁶ Cal. Dept. of Soc. Services, *Improving the Lives of California's Children and Families: Accountability in Action* (rev. Aug. 2004).

In addition, the Los Angeles juvenile court has partnered with the county Department of Children and Family Services and the Children's Law Center to celebrate Family Reunification Week for the fifth consecutive year from September 8–12. The week recognizes the many families who have successfully navigated the dependency court and child welfare system to emerge healthier, stronger, and intact.

- ***Placer County***

Placer County and PlacerKids will be holding their 13th annual National Adoption Day celebration. There will be music, food, balloons, face painting, crafts, and much more as they celebrate many of their children finding forever homes.

- ***San Bernardino County***

San Bernardino County Children and Family Services and the San Bernardino County Juvenile Dependency Court will collaborate on their 18th annual Adoption Finalization Celebration. This year, four juvenile court judges will conduct individual adoption ceremonies for an anticipated group of more than 65 children at a circus-themed gala, "Celebrating Children and Families Under the Big Top," which will include music, children's activities, games, and photo opportunities.

- ***San Diego County***

The Superior Court of San Diego County, the county Health and Human Services Agency, and other partners will celebrate National Adoption Day on Friday, November 21, 2014, at Juvenile Court Central. More than 20 children will celebrate with their forever families on that day. As every year, the court will dedicate two courtrooms to finalizing adoptions and will fill the lobby area full of fun and festivities. This year's event will include live music, refreshments, and plenty of picture taking and smiles. A clown will paint faces and make balloon figures while everyone enjoys lots of goodies donated by various organizations. Each child also receives a special gift bag with various goodies. Families often spend the afternoon rather than leaving after their adoption hearing.

- ***Santa Clara County***

The Superior Court of Santa Clara County will celebrate its 9th Annual Adoption Day on November 21, 2014, at the Downtown Superior Court.

Many California courts also support the Heart Gallery program, which raises community awareness through professional photography exhibits of children and youth in foster care who need adoptive families and permanent lifelong relationships. The number of Heart Galleries continues to grow throughout the nation, with California locations in Alameda, Fresno, Kern, Los Angeles, Orange, Riverside, Sacramento, San Bernardino, San Diego, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Shasta, and Solano Counties.

A wide variety of resources on adoption and permanency are available on the [California Dependency Online Guide](#) website, maintained by council staff in the Center for Families, Children & the Courts (CFCC). These materials provide ideas, resources, and best practices for collaboration among courts and their communities to raise awareness of the necessity for safe and permanent homes for all foster children. Available materials on permanency and adoption include articles; research reports; more than 50 California cases; manuals, including the *Court Adoption and Permanency Resource Guide (2006)* and the *California Judges Benchguide 130: Adoptions*; toolkits on concurrent planning, family engagement, and other permanency topics; and links to online courses, fact sheets, and resource libraries. The materials are searchable by type of document or by topic, such as adoptability, adoption assessments, concurrent planning, and permanency. The California Dependency Online Guide is available free of charge to all California judicial officers, attorneys, and child welfare professionals, and it is currently used by more than 4,000 subscribers.

Comments, Alternatives Considered, and Policy Implications

The annual resolution declaring November as Court Adoption and Permanency Month continues to be well received and celebrated by courts, court-connected professionals, and the adoption and permanency community. It does not require circulation for comment as part of an official invitation to comment cycle.

The Judicial Council could choose not to proclaim November 2014 to be Court Adoption and Permanency Month and instead rely on the resolutions of 1999 through 2013 to promote adoption and permanency activities in November. However, the Family and Juvenile Law Advisory Committee believes that a new proclamation each year highlights the ongoing critical need to seek permanence for foster children.

Implementation Requirements, Costs, and Operational Impacts

Court Adoption and Permanency Month is a voluntary program. Every court can participate at a level it considers appropriate to its jurisdiction. Suggested commemorative events range from no-cost activities for promoting adoption and permanency to higher-cost, systemwide programs.

Participation by families in any special event or project in any court is also voluntary. The emphasis on the month of November is not intended as a rationale for scheduling adoption hearings just so they coincide with a special event. Each case should be heard as soon as it can be calendared, and the families involved should be offered the opportunity to participate in a court's later-occurring event.

Attachments and Links

1. Judicial Council resolution proclaiming November 2014 to be Court Adoption and Permanency Month

JUDICIAL COUNCIL OF CALIFORNIA



RESOLUTION

Whereas consistent with its commitment to support practices and procedures that promote access to justice and improved case outcomes for California's children and families, the Judicial Council has recognized November as Court Adoption and Permanency Month every year since 1999;

Whereas nearly half a million incidents of child abuse and neglect are reported each year in California, and about 23,400 children enter foster care for the first time;

Whereas about 62,500 children in California live apart from their families in child welfare-supervised out-of-home care;

Whereas 38 percent of the children in foster care in California have lived apart from their families for two or more years;

Whereas, of the 26,000 California children who left foster care in the 12 months preceding July 2014, 58 percent were reunited with their families, 22 percent were adopted, and 7.5 percent were emancipated;

Whereas local courts and communities throughout California have created programs promoting permanency that have resulted in a reduction in the number of children waiting to live in safe, stable, and permanent homes; and

Whereas the Judicial Council remains committed to working with the Governor, the Legislature, and local courts and communities to ensure that every abused or neglected child finds a safe, stable, and permanent home with a loving family as quickly as possible;

Now, therefore, be it resolved that I, Tani G. Cantil-Sakauye, Chief Justice of California, on behalf of the Judicial Council of California, do hereby proclaim November 2014 to be Court Adoption and Permanency Month, during which the courts and their communities are encouraged to join in activities to promote permanency.

In witness whereof

I have hereunto set my hand this 28th day of October, 2014

TANI G. CANTIL-SAKAUYE
Chief Justice of California and
Chair of the Judicial Council of California

Attest:

MARTIN HOSHINO
Administrative Director



Submitted by Corene Rodder

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

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

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Answers to CCLS Quiz

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



Submitted by Lynne Koroush, CCLS

Are there rules of grammar and punctuation that consistently cause you trouble? Are there certain words that always trip you up with their spelling and correct usage? Me, too!

Even after achieving my CCLS certification, there are still certain words, articles of punctuation, and rules of grammar that consistently cause me problems and cause me to second-guess myself. I figure if it's something I struggle with, chances are you do, too.

This article, while not intended to be comprehensive, will hopefully serve as a refresher and a reminder of

the rules for some of the most common, troublesome areas.

The three end marks of punctuation tell the reader that a sentence has come to a complete stop.

Periods, Question Marks, and Exclamation Points

There are only three ways to end a sentence: with a period (.), a question mark (?), or an exclamation point (!). Because most of us state more often than we question or exclaim (with the exception of the four-year-old whose entire vocabulary consists of Why? or No!), the period is by far the most popular end mark of punctuation.

- Use a **period** at the end of a sentence that makes a statement.

EXAMPLE: "Hello. My name is Inigo Montoya. You killed my father. Prepare to die." Notice that a period goes inside a closing quotation mark.

- Use a **question mark** after direct questions.

EXAMPLE: Is this a book about kissing?

However, at the end of indirect quotations (that is, reporting someone else's question in our own words), use a period instead of a question mark.

EXAMPLE: The boy asked if there was kissing in the book.

- Use an **exclamation point** at the end of a sentence to express strong emotion.

EXAMPLE: I switched glasses when your back was turned! Ha ha! You fool!

Commas

The most popular mark of punctuation, the comma (,) is also the least law-abiding. In Greek, the komma was a "piece cut off" from a line of verse--what in English today we'd call a phrase or a clause. Keep in mind that these four guidelines for using commas effectively are only guidelines; there are no unbreakable rules for using commas.

- Use a comma **before a coordinator** (and, but, yet, or, nor, for, so) that links two main clauses.

EXAMPLES: "The optimist thinks that this is the best of all possible worlds, and the pessimist knows it." "You may be disappointed if you fail, but you are doomed if you don't try."

However, do not use a comma before a coordinator that links two words or phrases.

EXAMPLE: Jack and Diane sang and danced all night.

- Use a comma **to separate items in a series.**
- Use a comma between words, phrases, or clauses that appear in a series of three or more.

EXAMPLES: You get injected, inspected, detected, infected, neglected, and selected. "It is by the goodness of God that in our country we have three unspeakably precious things: freedom of speech, freedom of conscience, and the prudence never to practice either of them." (Notice that in each example a comma appears before but not after the coordinator.)

- Use a comma **after an introductory word group.**
- Use a comma after a phrase or clause that precedes the subject of the sentence.

EXAMPLE: "When you get to the end of your rope, tie a knot and hang on."

However, if there's no danger of confusing readers, you may omit the comma after a short introductory phrase.

EXAMPLE: "At first I thought the challenge was staying awake, so I guzzled venti cappuccinos and 20-ounce Mountain Dew's."

- Use a pair of commas **to set off interruptions.**
- Use a pair of commas to set off words, phrases, or clauses that interrupt a sentence.

EXAMPLE: "Words are, of course, the most powerful drug used by mankind."

Watch for Part 2 of this series, which will cover colons, semicolons, dashes, apostrophes, and quotation marks.



Submitted by Lynne Koroush, CCLS

This month, SLSA reminds you of a free benefit we offer to the legal community with a place to post job openings for all categories of legal-related job positions. You may already know about this benefit, but did you know that **we offer this service to non-members as well as members?** That's right – anyone who accesses SLSA's website can view the employment listings. Because one of our stated purposes is to promote the legal profession, we do not place this information under the "Members Only" section of our website; rather, we believe all legal professionals can and should benefit from this free service.

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 way do we act as an employment agency.

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

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

Not every legal secretaries association offers this benefit. We are very proud to be able to do so, and we receive requests regularly from law offices throughout the Sacramento area (and beyond). Employment listings are added and updated regularly, so those looking for employment should check the listings frequently for newly-posted information.

For questions about this free benefit, or to have a job listing posted, please contact Jaymie Moralez, Employment Chair, at (916) 654-0194, or e-mail her at jaymie.moralez@jud.ca.gov.

LSI CODE OF ETHICS

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

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

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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.

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QUESTIONS AND CONCERNS, CONTACT:

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P.O. Box 150427
San Rafael, CA 94915
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Cell: (415) 710-3402
jlpage@ix.netcom.com



Submitted by Lacy Monserrat

Are you thinking of becoming a member of the SLSA Executive Board? Nominations will be here before you know it! In this article I will tell you a little

more about what my role as acting Governor of SLSA consist of.

Governor, as defined by the current Bylaws of the Association:

“It shall be the duty of the governor to attend all meetings of LSI conferences to act as a representative of this Association and to make a written report to the Association at the next regular meeting and to perform such other duties as ordinarily pertain to this office.”

There are four LSI Conferences each fiscal year. With LSI's Second Quarterly Conference in Palm Springs only days away, I could not think of a more perfect time to share my itinerary with you so you can see how a typical conference flows for the governor:

Friday

6:30 p.m. – 8 p.m.

Reception

Saturday

9 a.m. – 10:15 a.m.

Board of Governors' Meeting – First Session

12:15 p.m. – 1:30 p.m.
2 p.m. – 4 p.m.

Governors' Luncheon
Board of Governors' Meeting – Second Session
Reception
Banquet

6:30 p.m. – 7:30 p.m.
7:30 p.m. – 10:00 p.m.

Sunday

9 a.m. – 10:30 a.m.

Brunch

Not included in the above schedule are the various educational workshops offered on Friday and Saturday. Since my term as Governor, I have found that there is at least one workshop relevant to my field that I make sure not to miss!

As an Executive Board member your duty shall be to attend each monthly board meeting as well as the Association's regular monthly membership meeting. Monthly board meetings are to discuss the business of the Association and vote on any necessary motions. Motions come directly from LSI and as a liaison between SLSA and LSI it is your responsibility to give the Executive Board notice of any such motions.

One final task as Governor is to tally the CAPs for all members of the Association.

If you think a position as Governor sounds right up your alley, shoot me an email or give me a buzz and I can fill you in on all the fun I've had this last year! Get involved, it's fun!!

Chapter Achievement Points

Submitted by Lacy Monserrat

Have you renewed your CCLS certification? If so, let me know so I may count this towards SLSA's Chapter Achievement Points (CAPs).

If you would like to email me any activity that you feel may count for Chapter Achievement Points, you can email me at governor@slsa.org. Remember, if you're a member of SLSA and have participated in any capacity at any SLSA events, chances are you qualify for CAPs.

CHAPTER ACHIEVEMENT REPORTING FORM 2014-2015

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

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

Date of Event

Event

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

Name: _____ Email: _____

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

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 10/31/14**

Total Members (Fiscal Year-end 4/30/14)	Association		New Members	Transfer Members	Continuing Members	Total Members
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6	Antelope Valley	LSA	0		6	6
40	Beverly Hills/Century City	LSA	3		31	34
15	Butte County	LPA	0		4	4
17	Conejo Valley	LPA	1		13	14
15	Desert Palm	LPA	11		14	25
17	El Dorado County	LPA	5		14	19
71	Fresno County	LPA	45	-1	41	85
37	Humboldt County	LPA	2		28	30
36	Imperial County	LPA	4		13	17
33	Livermore-Amador Valley	LPA	0	-1	19	18
55	Long Beach	LPA	6		39	45
58	Los Angeles	LSA	16		44	60
33	Marin County	LPA	5		22	27
38	Merced County	LPA	9		34	43
0	Monterey County	LSA				
60	Mt. Diablo	LPA	7		47	54
14	Napa County	LSA	0		14	14
82	Orange County	LSA	18		47	65
24	Placer County	LPA	3		14	17
1	Redding	LPA				
18	Rio Hondo District	LPA	5		12	17
19	Riverside	LPA	6		14	20
168	Sacramento	LSA	45		100	145
217	San Diego	LSA	25		161	186
55	San Fernando Valley	LSA	0		27	27
84	San Francisco	LPA	19	2	70	91
41	San Gabriel Valley	LSA	7		25	32
72	San Mateo County	LSA	5		43	48
24	Santa Barbara	LPA	4		15	19
84	Santa Clara County	LSA	29		55	84
6	Santa Cruz County	LPA	0		5	5
20	Santa Maria	LPA	9		12	21
30	Sonoma County	LSA	5		22	27
7	Southern Butte	LSA	1		7	8
36	Stanislaus County	LPA	8		30	38
27	Stockton-San Joaquin	LPA	0		24	24
4	Trinity County	LSA	0		4	4
23	Ventura County	LPA	2		13	15
46	Members at Large		5		15	20
1733	YTD TOTALS					1444

LSI MEMBERSHIP LIST AS OF 10-31-2014

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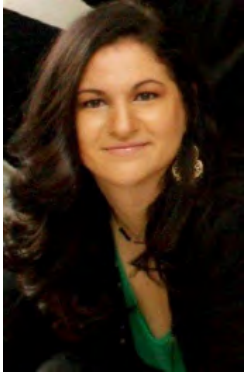
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Submitted by Jaymie Moralez

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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.

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Full-Time Litigation Secretary. Donahue Davies LLP, a well-established Folsom area 12 attorney Insurance Defense/Litigation Firm is seeking an experienced and knowledgeable litigation secretary who is organized, detail-oriented, professional, able to efficiently multi-task and has proven experience working with managing partner plus two attorneys.

Qualifications include: 5 + years' current experience in insurance/litigation defense, excellent communication skills, advanced skills in MS Word, Outlook, and Excel. Current knowledge of state and federal court rules is mandatory as well as efficiency in an automated calendaring program. The firm offers competitive salary and benefits. Please include salary requirements when submitting cover letter, resume, and professional references to: cdavis@donahuedavies.com.

Litigation Secretary. Natural Resources. Downey Brand LLP seeks a Litigation Secretary for its Downtown Sacramento office. The person hired for this position will work within the firm's Water Law practice. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Experience dealing with public/administrative agencies is also desired. Requires 75+ wpm accurate typing, word processing and proficiency with MS Office applications including Office 2010 and Windows 7. 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 is commensurate with experience, and firm-paid health benefits and parking are provided. Qualified applicants may submit a cover letter and resume in confidence to the HR Director via the firm's web application:

https://lawcruit.micronapps.com/sup/v3/lc_supp_app_frm.aspx?lawfirm=169&id=42. No telephone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.

Full-Time Legal Secretary. O'Laughlin & Paris LLP (Firm) is looking for both legal secretary and office manager support. The Firm currently has four attorneys, three in the Sacramento office and one in the Chico office. The Firm practices in natural resources law, focused on water right and quality laws. Candidates must have at least five years' experience as a legal secretary. Excellent organizational and verbal skills, knowledge of court rules, calendaring, e-filing and filing procedures, and strong computer skills are desired. Candidates must be comfortable communicating and multi-tasking with multiple attorneys. Expected work week will be 8:30 to 4:30, Monday through Friday. Salary will be commensurate with experience and full medical benefits are offered.

Responsibilities and Qualifications: Welcome guests and clients by greeting them in person or on the telephone; answering or directing inquiries. Transcribe, format, input, edit, retrieve, copy, and transmit communications. Review, format, and route correspondence, reports and legal documents; draft letters and documents. Initiate telecommunications and conferences; organize client conferences, and attorney meetings; schedule couriers, court reporters, and other special functions. Maintain attorney calendars; plan and schedule conferences, teleconferences, dispositions, and travel; calendar and monitor court appearance dates, pleadings, and filing requirements; anticipate changes in litigation or transaction preparation requirements. Prepare pleadings; have knowledge of local and federal filing requirements; file documents with court; file documents electronically; and provide general litigation support. Format court documents pursuant to local and federal court rules; review documents for proper citation and format. Follow-up on delegated assignments. Maintain client confidence by keeping client/attorney information confidential.

Office Manager Duties: Maintain office supplies by checking stocks; placing and expediting orders; evaluating new products. Ensure operation of equipment by completing preventive maintenance requirements and coordinating necessary repairs. Develop and utilize filing and retrieval systems; maintain files in chronological, subject matter, or other organized fashion. Maintain office services by organizing office operations and procedures; document and input attorney billable time and reimbursable expenses; prepare invoices and bills; track payments in accounting software. Track, monitor and ensure compliance with continuing legal education requirements. Track and inform management regarding the expiration and renewal options of policies and protections carried by the firm, including, but not limited to insurance, health care, and other policies. Maintain current copy of employment handbook for reference and reliance by employees; track vacation and sick leave of employees. Maintain and make minor changes to firm website and firm marketing materials. Please submit cover letter and resume to: vkincaid@olaughlinparis.com.

Litigation Secretary. The Sacramento office of Lewis Brisbois Bisgaard & Smith LLP is seeking an experienced and knowledgeable litigation secretary who is highly organized, detail-oriented, self-motivated, professional, reliable, able to efficiently multi-task and has proven experience working with three attorneys. Minimum requirements include: 5 years' experience, defense litigation a plus, excellent word processing skills, advanced skills in MS Word, Outlook and Excel, very familiar with state and federal court rules, efficient in calendaring through an automated program, able to generate TOA and TOC, and experience in e-filing. Candidates should be able to grasp a variety of computer software programs with little training. Candidates must be able to work independently and with teams. Competitive salary and benefits. Please send in confidence cover letter and resume, with professional references to sachr@lbbsslaw.com.



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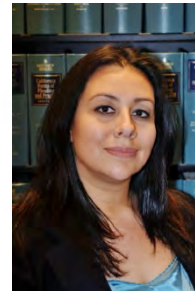
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