

The Legal Eagle

NOVEMBER 2015
Book 15, Issue 11



Teri McClory, CCLS
Heather Rodriguez, CCLS,
Legal Professional of the
Year, and Maimie Chynski



Maryanna Rickner, and
Teresa Stinson, Esq.,
Boss of the Year

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Upcoming Events

- November Dinner Meeting
- December Mock Trial
- Stockings for Loaves and Fishes



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President's Message

Submitted by Crystal Rivera



President
Crystal Rivera

October sure was a busy month, and I hope you enjoy the articles and pictures giving you a glimpse of everything SLSA's members did in October.

Our November meeting is one you won't want to miss. We have Elk Grove Police Lieutenant Scott French as our guest speaker. He will give us tips and tricks for staying safe during the holidays. Please note that this meeting does *not* qualify for CLE credit.

Calling on members to volunteer to fill chair positions or assist on committees!
SLSA is in need of additional volunteers.

We urgently need a Bulletin Editor. As some of you know, Liz Gideon, CCLS, recently had to step down as Bulletin Editor and CCLS Chair. I understand that the Microsoft suite of programs includes "Publisher," and the Publisher program can be quite a time saver when creating the bulletin (as opposed to creating it in Word—which is doable). This position requires some time commitment. You would be emailed flyers, articles, reports, pictures, advertisements, etc., throughout the month, with the busiest time usually being near the end and at the first of the month. Being creative is a plus (as I am not). You would also be required to respond to quarterly directives from your LSI counterpart.

We need a Lunch Lesson Chair (or committee). You would secure the speakers, topics, and location for SLSA's lunch time educational programs, create the flyer, pick the menu/order the lunches, handle the registration and collect the fees, set up the meeting, write an article for the bulletin, etc.

We need a Benefits Chair. You would keep the members informed of all benefits and insurance programs available through LSI and the local association, and promote interest in them. This Chair would also prepare a benefits article for the bulletin each month.

We need a Law Offices Products and Management (LOPM) Chair. You would collect and distribute information concerning newly developed office management procedures, office products and equipment,

tools and resources for the legal professional, etc. You would prepare a law office products and management article for the bulletin each month.

The Day In Court Committee could use two more people to help at the registration table for the January and February events.

We do not have a Ways and Means Committee. This committee devises ways and means of raising funds for the association, supervises all functions for the purpose of raising such funds, and responds to quarterly directives from your LSI counterpart.

Our Audit (Financial Review) Committee is also in need of volunteers. It is best if these volunteers are past SLSA officers, and, if possible, the committee should have at least one past SLSA Treasurer.

Please consider becoming more involved in SLSA. See our committee list and vacancies near the back of this bulletin. If there is a committee you are interested in chairing, or being a part of, please contact me at president@slsa.org.

ACTORS WANTED! Lynne Prescott, CCLS, is looking for volunteers to participate in our December Mock Trial. We are sad to say that this is the last script that John Baldwin will write for SLSA's Mock Trial. I'm sure this last one will be just as creative and entertaining as all the rest. Let's make John proud of us by putting on a great performance! If you want to play a role, please contact Lynne at lynne@majlabor.com.

Thank you.
-Crystal

Sacramento Legal Secretaries Association



Dinner Meeting - November 19, 2015

Courtyard Marriott
4422 Y Street - Sacramento
5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting



**Keeping the Grinch out of Christmas -
Tips for Holiday Safety**

Guest Speaker: Lieutenant Scott French,
Elk Grove Police Department

RSVP by Noon on Friday, November 13*

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:

Linda Bianchi
Registration/Reception Chair 2015-2016
c/o Downey Brand
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

Dinner Menu – Choice of:

- **Achiote Marinated Grilled Chicken Breast with Sour Cream Mashed Potatoes and Seasoned Vegetables.**
- **Quinoa Roasted Vegetables and Cilantro Aioli.**

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

ABC Legal Services, Inc.
SLSA's Vendor Partner for November 2015



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

Speaker Spotlight – “Recent Legislation Impacting Your Civil Practice”

Submitted by Dawn Forgeur, CCLS



Dawn
Forgeur,
CCLS

On October 15, 2015, I had the pleasure of attending a presentation given by Keith Chidlaw, Esq. entitled “Recent Legislation Impacting Your Civil Practice.” Mr. Chidlaw is on the Board of Directors for the Association of Defense Counsel of Northern California and Nevada, and he is a partner at Schuering Zimmerman & Doyle, LLP in Sacramento. He passed along information regarding a few laws that will go into effect on January 1, 2016, that those of us in civil practice need to be aware of. Below are a few highlights of the upcoming changes to the laws; as always, please refer to the complete changes at www.leginfo.legislature.ca.gov.

Demurrers - Senate Bill 383

- Before filing a demurrer, the demurring party must meet and confer in person or by telephone with the other party.
- If an amended complaint, cross-complaint, or answer is filed, the responding party shall meet and confer again before filing a demurrer to the amended pleading.
- As part of the meet and confer process, the demurring party shall identify all of the specific causes of action that it believes are subject to demurrer and identify with legal support the basis of the deficiencies.
- The party who filed the complaint, cross-complaint, or answer shall provide legal support for its position that the pleading is legally sufficient or, in the alternative, how the complaint, cross-complaint, or answer could be amended to cure any legal insufficiency.
- Parties shall meet and confer at least five days before the date the responsive pleading is due.
- Automatic 30-day extension of time to respond to complaint is granted with a filed and served declaration.
- Demurring party shall file with the demurrer a declaration regarding the meet and confer process.
- A party shall not demur to any portion of an amended complaint on grounds that could have been raised by demurrer to the earlier version of the complaint.
- A complaint or cross-complaint shall not be amended more than three times after a demurrer, except by stipulation of the parties.
- A party may amend its pleading once after a demurrer is filed but before the demurrer is heard if the amended complaint is filed and served no later than the date for filing an opposition to the demurrer or upon stipulation by the parties after the date for filing an opposition. (In short, if someone is going to file an amended pleading, it must be filed on or before the opposition to the demurrer and not on the day of the hearing!)

For full and complete details of the changes, please review the link to a redline comparison of the changes to these sections: http://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill_id=201520160SB383

Speaker Spotlight – Continued

Senate Bill No. 383 signed by the Governor on October 1, 2015, and goes into effect on January 1, 2016. This bill would repeal its provisions on January 1, 2021.

Expedited Jury Trial - Assembly Bill 555

Expedited jury trial procedures are modified to provide that each party would have up to five hours to complete voir dire and present its case. The Judicial Council to update rules and forms relating to these procedures by July 1, 2016.

Procedures have been established for conducting mandatory expedited jury trials in limited civil cases, including provisions for a jury of eight or fewer members, with one alternate, and a limit of five hours for each side to complete voir dire and to present its case. Either party may opt out of the expedited jury trial procedures if certain requirements are met. The verdict in an expedited jury trial case may be appealed and is subject to any written high/low agreement, as defined. The Judicial Council is to adopt additional rules and uniform procedures, as provided, by July 1, 2016.

Full text of the changes and which Code of Civil Procedure sections amended can be found here: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB555

MSJ/MSA - Senate Bill 470

Code of Civil Procedure section 437c: These amendments provide that, in granting or denying a motion for summary judgment or summary adjudication, the court need rule only on objections made to evidence that the court deems material to the disposition of the motion. The amendments also provide that objections to evidence not ruled on for purposes of the motion would be preserved for appellate review.

437c(q) In granting or denying a motion for summary judgment or summary adjudication, the court need rule only on those objections to evidence that it deems material to its disposition of the motion. Objections to evidence that are not ruled on for purposes of the motion shall be preserved for appellate review.

437c(t) Notwithstanding subdivision (f), a party may move for summary adjudication of a legal issue or a claim for damages other than punitive damages that does not completely dispose of a cause of action, affirmative defense, or issue of duty pursuant to this subdivision.

(1)(A) Before filing a motion pursuant to this subdivision, the parties whose claims or defenses are put at issue by the motion shall submit to the court both of the following:

(i) A joint stipulation stating the issue or issues to be adjudicated.

(ii) A declaration from each stipulating party that the motion will further the interest of judicial economy by decreasing trial time or significantly increasing the likelihood of settlement.

(1)(B) The joint stipulation shall be served on any party to the civil action who is not also a party to the motion.

(2) Within 15 days of receipt of the stipulation and declarations, unless the court has good cause for extending the time, the court shall notify the stipulating parties as to whether the motion may be filed. In making this determination, the court may consider objections by a nonstipulating party made within 10 days of the submission of the stipulation.

Speaker Spotlight – Continued

(3) If the court elects not to allow the filing of the motion, the stipulating parties may request, and upon request the court shall conduct, an informal conference with the stipulating parties to permit further evaluation of the proposed stipulation; however, the stipulating parties shall not file additional papers in support of the motion.

(4)(A) A motion for summary adjudication made pursuant to this subdivision shall contain a statement in the notice of motion that reads substantially similar to the following: “This motion is made pursuant to subdivision (t) of Section 437c of the Code of Civil Procedure. The parties to this motion stipulate that the court shall hear this motion and that the resolution of this motion will further the interest of judicial economy by decreasing trial time or significantly increasing the likelihood of settlement.”

(4)(B) The notice of motion shall be signed by counsel for all parties, and by those parties in propria persona, to the motion.

(5) A motion filed pursuant to this subdivision may be made by itself or as an alternative to a motion for summary judgment and shall proceed in all procedural respects as a motion for summary judgment.

Full text of the changes can be found here:

http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160SB470

998 Offer to Compromise - Assembly Bill 1141

Code of Civil Procedure section 998: Existing law permits a party to serve an offer in writing upon any other party to an action prior to commencement of trial or arbitration to allow judgment to be taken or an award to be entered in accordance with agreed upon terms and conditions. Existing law provides that if an offer made by a defendant is not accepted and the plaintiff fails to obtain a more favorable judgment or award, the court or arbitrator may require the plaintiff to pay a reasonable sum to cover costs of the services of expert witnesses, as specified.

This bill would clarify that this provision requires a plaintiff to cover only expert witness costs that arose post-offer. http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1141

Deposition Notices - Assembly Bill 1197

Code of Civil Procedure 2025.220: This change adds extra disclosure statements to deposition notices. See the addition to the code below.

(8) (A) A statement disclosing the existence of a contract, if any is known to the noticing party, between the noticing party or a third party who is financing all or part of the action and either of the following for any service beyond the noticed deposition:

- (i) The deposition officer.
- (ii) The entity providing the services of the deposition officer.

(B) A statement disclosing that the party noticing the deposition, or a third party financing all or part of the action, directed his or her attorney to use a particular officer or entity to provide services for the deposition, if applicable.



Crystal Rivera and Keith Chidlaw, Esq.

October Dinner Meeting 2015



Reviewing the Minutes



Michelle Chavez, CCLS, Linda Bianchi,
Dawn Willis



Danette Rugg, Johnny Bateman, John Salvini

Member News

Submitted by Lacy Monserrat, CCLS



Vice President
Lacy Monserrat,
CCLS

Welcome, and congratulations to the following new SLSA members who were inducted at the October 15, 2015 meeting.

Active Membership

Debora Hansen – Debora is a paralegal at Meyer & Yee, LLP, and has been employed as a legal professional since 1980. She specializes in probate and estate planning. She celebrates her birthday on March 6.

Johnny Bateman – Johnny is the Director of Business Development at Aptus Court Reporting. He specializes in deposition services. He celebrates his birthday on October 21.

Michael Henry – Michael is an Account Executive at Nationwide Legal North, LLC, and has been employed as a provider to the legal profession since 2009. He specializes in litigation support services. He celebrates his birthday on March 26, and he enjoys traveling, world languages, and astronomy.

Vivian Sanchez – Vivian is a legal secretary at the State of California, and has been employed as a legal professional since 2014. She specializes in labor and employment. She celebrates her birthday on May 22.

Victoria Robinson – Victoria is a legal secretary at the State of California, and has been employed as a legal professional since 1992. She specializes in labor and employment. She celebrates her birthday on June 28.

Ria Z.S. Collado – Ria is a legal secretary at the State of California, and has been employed as a legal professional since 2002. She specializes in labor and employment. She celebrates her birthday on June 6.

Janae L. Christopher – Janae is a legal secretary at the State of California, and has been employed as a legal professional since 2008. She specializes in labor and employment. She celebrates her birthday on November 26.

Annamarie Argumedo – Annamarie is a legal secretary at the State of California, and has been employed as a legal professional since 2003. She celebrates her birthday on December 28, and she enjoys sewing, Aztec culture, traveling and beading.

If you are interested in membership in SLSA, please contact Vice President Lacy Monserrat, CCLS, at (916) 551-3302, or via e-mail at lacy@majlabor.com.

Member News – Continued

November Birthdays

Happy Birthday to all of SLSA’s November babies!!

Kathleen Montgomery	November 1
Jaymie Moralez	November 1
Janice Ainsworth	November 6
Brittany Monday	November 12
Alice Baber	November 18
Desiree Stockton	November 25
Janae L. Christopher	November 26



Lacy Monserrat, CCLS, Johnny Bateman, and Michael Henry

Code of Ethics

Legal Secretaries, Incorporated

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

Dedicated to Jean Moore, FLS

CCLS News

Submitted by Elizabeth Madden, CCLS

Attention all future CCLS exam takers: a new LSI CCLS On-Line Study Group will begin on January 21, 2016. (OMG-that is only three months away!) More information on how to sign up for this study group will be available soon.

CCLS and non-CCLS members who are attending the November conference may be interested in the CCLS Workshop: **Ability to Communicate Effectively—Word Usage**. According to LSI's CCLS Chairman, Terri Quinton, CCLS, this will be an **interactive** workshop on choosing the correct form of words or the correct word in a given sentence. Come see who/whom between/among the attendees answers the highest number/amount of questions correct/correctly.

For all members who currently have the privilege of placing "CCLS" after their name, the CCLS Certifying Board has updated the Standards for Recertification and are now posted on LSI's website.

CCLS Quiz – Law Office Administration

1. Which of the following comes first alphabetically:
 - [A] Ronald McKay
 - [B] Samantha MacKay-Andrews
 - [C] Terry MacKay
 - [D] Walter Mackey
2. The form most frequently completed by a notary public is:
 - [A] Jurat
 - [B] Acknowledgment
 - [C] Proof of Execution
 - [D] Certification of Documents
3. In order to record information over existing information on a CD, use one that is labeled:
 - [A] CD-ROM
 - [B] CD-R
 - [C] CD-RW
 - [D] CD
4. Which of the following is not correct:
 - [A] Dr. John Smith, DDS
 - [B] John Smith, Ph.D., M.D.
 - [C] John Smith, M.D., Ph.D.
 - [D] Mr. John Smith, Attorney at Law
5. Which of the following are font types acceptable for court filings:
 - [A] Arial, Times New Roman, Script
 - [B] Courier, Garamond, Times New Roman
 - [C] Arial, Courier, Times New Roman
 - [D] Comic, Arial, Book Antiqua
6. A woman who wants to indicate her preference for *Ms.* should use the title in both her typed and handwritten signature.
 - [A] True
 - [B] False
7. The acronym DVD stands for "digital versatile disc."
 - [A] True
 - [B] False
8. The modified-block style has only the complimentary closing starting at center.
 - [A] True
 - [B] False
9. Only a notary public's seal must be kept in a locked and secure location.
 - [A] True
 - [B] False
10. The mail merge feature of a word processing program automatically creates an envelope from correspondence the user types.
 - [A] True
 - [B] False

CCLS - Vocabulary

Abscond	Hide or sneak away to avoid arrest, a lawsuit, or creditors
Acquiescence	Silent agreement; knowing about an action or occurrence and remaining quietly satisfied about it, or appearing to be satisfied
Aforesaid	Archaic term meaning something previously mentioned in the same document
Bona Fide	In good faith; meeting all the requirements
Capricious	Not based on fact, law, or reason
Conciliation	The process of bringing together two sides to agree to a voluntary compromise
Deviation	A departure from usual conduct, such as an employee's use of work time for personal business
Digest	A summary of law or legal principles which condenses or explains the information
Ergo	Therefore; consequently; hence
Onerous	Unreasonably burdensome or one-sided

Vendor Spotlight

Submitted by Crystal Rivera

This month's Vendor of the Month (VOM) was Aptus Court Reporting. Johnny Bateman, Director of Business Development, and Danette Rugg, Director of Business Development joined us and talked to us about the services that Aptus offers. Aptus gave everyone a water bottle with diffuser, and donated a \$50 Amazon Gift Card for the raffle prize!

Aptus is a full-service court reporting firm, with offices in San Diego, Orange County, Riverside County, San Francisco, and now in Sacramento. They also provide trial support, and videography services. They have global coverage and worldwide deposition support. They provide comprehensive litigation technology, along with personalize service for concise results. They provide free and instant access to your online case portal, and online management of your calendar settings, transcripts, exhibits, and invoices. Aptus provides deposition technology to streamline your workflow. Electronic exhibits, remote depositions, streaming text, document sharing with witnesses and other participants, cloud-based private workspace to create and share electronic binders and documents, video, transcripts, web research, etc.

Aptus is delivering a new technology package with new deliverable features as:

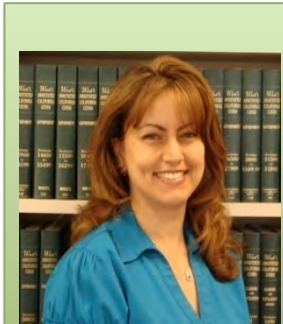
- Linked exhibits throughout your PDF transcript files;
- Listed as a PDF hyperlink in the bookmark menu;
- Linked word index pages on your PDF transcript files;
- Eleven different source files of your transcript and video data.

You can easily create and export clips of your video depositions, create annotations and notes throughout your transcript files, and more.

You can contact Aptus for nationwide scheduling at: scheduling@aputsCR.com or (866) 999-8310.

Winners of SLSA's Boss of the Year and Legal Professional of the Year

Submitted by Maimie Chyinski



Maimie
Chyinski, Chair

The Committee presented the winners of SLSA's 2015-2016 Boss of the Year and Legal Professional of the Year at the October 15, 2015 Dinner meeting.

Heather M. Rodriguez, CCLS, Legal Secretary with Messing Adam & Jasmine, LLP was selected as SLSA's Legal Professional of the Year. The nomination essay submitted by Lacy A. Monserrat, CCLS, described Mrs. Rodriguez as being "supporter, motivator and friend." Mrs. Rodriguez is not only a legal secretary and office manager, but a payroll specialist, a billing coordinator and let's just call it a "Jill of all Trades" as Lacy gracefully writes about our well deserved winner. She currently serves as SLSA's Treasurer.

Mrs. Teresa Stinson, General Counsel at the Sacramento County Office of Education (SCOE) was selected as SLSA's Boss of the Year. The nomination essay submitted by Maryanna Rickner described her boss as "collaborative, perseverant and supportive." Mrs. Stinson has over 15 years in the legal field providing legal advice and representation to the Sacramento County Board of Education, the Sacramento County Superintendent of Schools, and the Sacramento County Office of Education. She is an effective communicator who keeps the entire support team on-board and maintains stellar professionalism even during difficult situations. She also encourages Maryanna's participation in the legal education opportunities held by SLSA and LSI as well as the annual program hosted by the SCOE called "Operation Recognition."

The winners in each category were awarded a wooden plaque to acknowledge their accomplishment. The Committee also presented certificates of recognition to each of the Boss of the Year nominees. Keith Chidlaw, Schuering Zimmerman & Doyle, LLP was described in the nomination essay submitted by Brenda Bracy as being "pleasant, friendly and patient."

The Committee congratulates SLSA's 2015-2016 Boss of the Year, Legal Professional of the Year, and all of the nominees. We thank them all for their contributions to the legal field.



I would also like to give a big "THANK YOU" to my fellow Committee Members, Christie Kaelber and Teri McClory, CCLS, who co-chaired this event with me and volunteered hours of their personal time to the planning, judging, and carrying out of this event to ensure its success.

Calendar and Dates to Remember



November	
November 1	Daylight Savings Time Ends. Don't forget to fall back!
November 4	Election Day.
November 10	SLSA's Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
November 11	Veterans Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
November 13-15	LSI's Second Quarterly Conference at the Riverside Marriott at the Convention Center, 3400 Market Street, Riverside.
November 19	SLSA's Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15 p.m. Dinner. Our guest speaker will be Lt. Scott French of the Elk Grove Police Department. The topic is Keeping the Grinch out of Christmas – Tips for Holiday Safety. The flyer has been posted on SLSA's website.
November 25	Deadline to submit articles to the Editor for the December issue of <i>The Legal Eagle</i> .
November 26	Thanksgiving Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
November 27	Day after Thanksgiving. State and federal courts closed.
* Be sure to check court websites for special court closures during the holiday season.	
December	
December 8	SLSA's Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
December 17	SLSA's Annual Holiday Mock Trial, Courtyard Marriott, 4422 Y Street, Sacramento; Meet and Greet; 6:00 p.m.
December 21	First Day of Winter.
December 24	Deadline to submit articles to the Editor for the January issue of <i>The Legal Eagle</i> .
December 25	Christmas Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
December 31	New Year's Eve.
* Be sure to check court websites for special court closures during the holiday season.	

Charitable Project

Submitted by Corene Rodder

A big "THANK YOU" to everyone that donated clothing to the Veteran's Center at Mather. As you can see from the pictures, we gave them a TRUCK LOAD! Thank you to the Volunteers of America for all their hard work to maintain the clothes closet for our veterans. I was happy to see the closet be bursting at the seams with our donation. Thank you to Maryanna Rickner and Crystal Rivera for all the organization and connecting SLSA with Volunteers of America. Save any of your unwanted professional clothing because this need will not go away.



SLSA'S DECEMBER CHARITABLE PROJECT

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

Let's try to fill at least 30 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)
- Disposable razors (adult stockings only)
- 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 can be brought to SLSA's December 17 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.

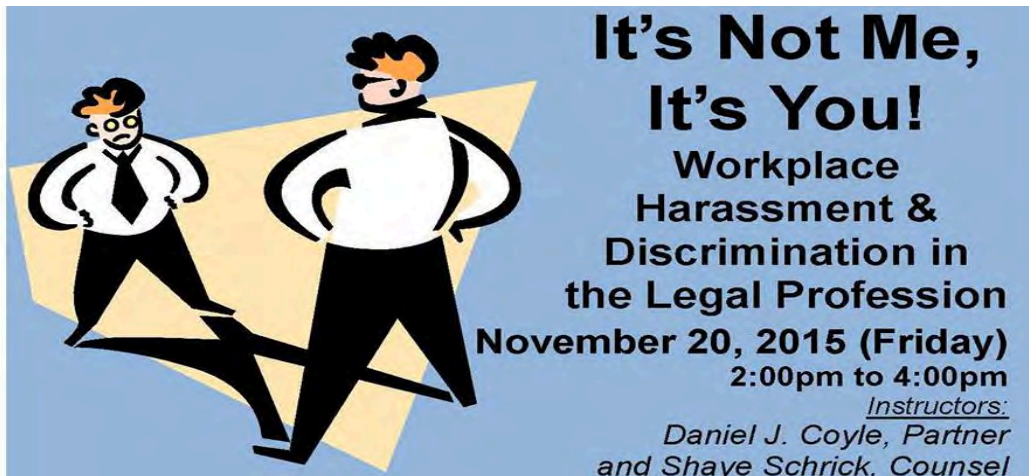
Deadline for SLSA to drop off donated stockings is December 18.

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

Corene Rodder, Chair crodder@somachlaw.com (916) 469-3814



Sacramento County Public Law Library



What happens if a co-worker accuses you of harassment and files a complaint within your law firm?

How should you handle workplace bias against another co-worker?

Listen to experts discuss how to identify, avoid, and eliminate workplace harassment and discrimination in the legal profession.

- Cost: \$55
- MCLE Credits: 2
- (1 "Elimination of Bias in the Legal Profession" credit)
- <http://saclaw.org/product/mcle-classes/its-not-me-its-you-workplace-harassment-and-discrimination-in-the-legal-profession-2015/?date=2015-11-20&time=2:00PM>

Sacramento Legal Secretaries Association Presents Its

Annual Holiday Mock Trial



**“Burgermeister Meisterburger v. Kris Kringle:
Duck . . . Duck . . . Whoops!”
Written by John Baldwin**

December 17, 2015, 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.

\$25 Per Person
Baked Potato Bar, Roasted Veggies & Salad Bar!
RSVP By 12:00 Noon on Friday, Dec. 11, 2015

Ornament Exchange Immediately Following Mock Trial!
Bring a gift-wrapped ornament (under \$10) to participate

Make checks payable to “SLSA,” and mail to:
Linda Bianchi, Registration/Reception Chair 2015-2016
c/o Downey Brand
621 Capitol Mall, 18th 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 and Jurors Needed!!

- | | |
|----------------------|-----------------------------|
| Bailiff | Burgermeister Meisterburger |
| Judge | Kris Kringle |
| Plaintiff’s Attorney | Lieutenant Grimsby |
| Defense Attorney | Susie Dour |
| Court Clerk | Ms. Jessica |
| Jurors | Winter Warlock |

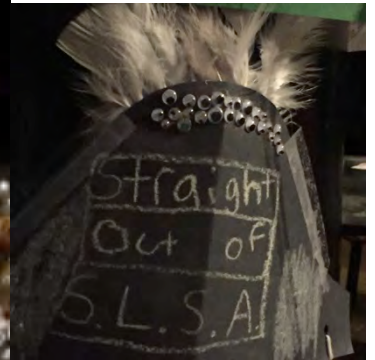
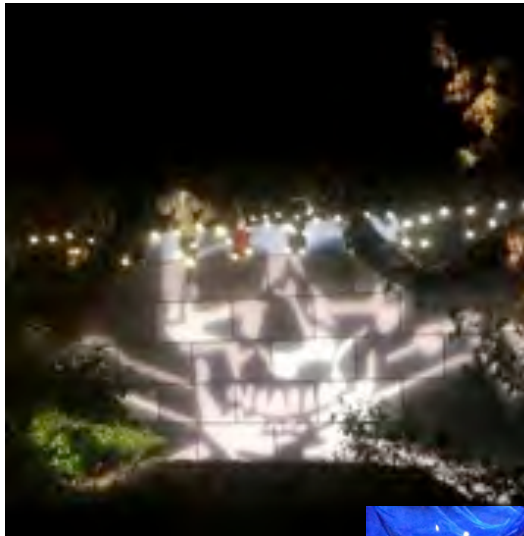
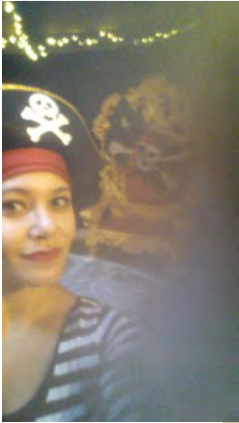
(Please contact Lynne Prescott, CCLS, at lynne@majlabor.com to volunteer!)

PLEASE REMEMBER TO BRING YOUR ITEMS FOR THE LOAVES & FISHES CHARITABLE PROJECT TO THIS MEETING!

Fairytale Town 2015

Submitted by Deseree Aguillen

This year's Fairytale Town Safe & Super Halloween: Pirates was a success. There were over 4,600 attendees! This year's crafts were pirate hats and eye patches; there were also coloring sheets for the younger children. A huge "THANK YOU" to all the firms/individuals who donated candy and to the volunteers; this event couldn't have been possible without all you.



Technology Tip of the Month


Submitted by Dawn Forgeur, CCLS

Making Reviewer Names Anonymous in Word 2010

1. Open the Word document that you want to inspect for hidden data and personal information.
2. Click the **File** tab, click **Save As**, and then type a name in the **File name** box to save a copy of your original document.
3. In the copy of your original document, click the **File** tab, and then click **Info**.
4. Click **Check for Issues**, and then click **Inspect Document**.
5. Make sure that the **Document Properties and Personal Information** box is checked.
6. Click **Inspect**.
7. Click **Remove All** next to **Document Properties and Personal Information**.
8. Click **Reinspect**, and then save the document.
9. When you reopen the document, all comments that appear in the document will appear without names or initials.

It is a good idea to use a **copy** of your original document, because it is not always possible to restore the data that the Document Inspector removes.

Making Reviewer Names Anonymous in Word 2007

1. Open a document that has been saved with comments that you want to make anonymous.
2. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Inspect Document**.
3. Click **Inspect**.
4. Click **Remove All** next to **Document Properties and Personal Information**.
5. Click **Reinspect**, and then save the document.
6. When you reopen the document, all comments that appear in the document will appear without names or initials.

Do not click **Remove All** next to **Comments, Revisions, Versions, and Annotations**, which will permanently delete all of the comments from the document.



Santa Clara County Legal Professionals Association

PROUDLY PRESENTS

CAROLS & CLASSICS

HOLIDAY BENEFIT CONCERT

Featuring

The Silicon Valley Diversity Choir

Directed by Frank Patterson, III

With special appearances by:

Mr. & Mrs. Santa Claus & Rudolph the Red Nose Reindeer

Saturday, December 5, 2015 at 8:00 PM

First United Methodist Church

625 Hamilton Avenue, Palo Alto, CA 94301



Tickets: \$20 per person (children 10 and under free)
[\$15 early bird special until October 31, 2015]

To order tickets: <http://scolpa-charityconcert.eventbrite.com>
For more information and to learn about sponsorship opportunities, please contact
Maria Patterson at scolpa.holiday.concert@gmail.com or 408.568.6658



Portions of the proceeds will be donated to *The Asian Law Alliance* and
The Portuguese Organization for Social Services & Opportunities.



Governor's Report

Submitted by Jan Ainsworth



Governor
Jan Ainsworth

LSI's Second Quarterly Conference is quickly upon us the weekend of November 13-15, 2015. In my last month's article, I relayed an LSI Bylaw and Recommendation that Governors will be voting upon at November Conference. As you will remember, the first is a housekeeping task keeping up with the times regarding mailing. We do not mail any longer – we email. The second is an Executive Committee Recommendation to revoke the charter membership of Redding LPA. This recommendation is based on Redding LPA's failure to pay per capita taxes and a membership of less than five. In order for the Bylaw and the Recommendation to be adopted, they must pass with an affirmative vote of 2/3 of the Governors voting at the November 2015 LSI Quarterly Conference Board of Directors meeting. At SLSA's October's dinner meeting you voted in favor of me going instructed and vote in favor of both.

Chapter Achievement Chat

Speaking of CAPS earned to date: 18,210 points. Way to go SLSA. Keep em' comin'!

Reminder: The second update for the LPH and the LOPM was to come out September/October time frame. Expect it soon and be sure to send in your CAPS form to earn more points for our association.

As always, feel free to email me with questions or comments at jainsworth@murphyaustin.com. I am interested, here to serve, and will respond promptly.

Did Someone Say Bunco?

Submitted by Jan Ainsworth

I attended my first BUNCO on October 17. I attended Placer County LPA's Annual Fall Luncheon and BUNCO along with four other SLSA members, Crystal Rivera (who offered to drive us in her big blue bus as we affectionately refer to it), Lynne Prescott, CCLS, Elizabeth Madden, CCLS, Jeanette Osman-Bravard, and her husband too. I must say that Placer County LPA is one hospitable group. I asked what the heck is BUNCO and was informed that there are tables and you roll three dice trying to get the assigned number and then move from table to table. Huh?! Umm. Okay. Don't make judgments Jan. Hmm. I thought at the very least there is a potato and salad bar and raffle prizes to be had so I went. Let me just say – I'm hooked. I will go again each and every year it is offered. I did not win any raffle prizes; however, there were many to be had. Several SLSA members also in attendance won big at the raffle and I am happy for them. And, oh yes, you do move from table to table – but only if you were a winner. The losers stayed at the same table. I passed the dealer table twice. So what is BUNCO? Well I had (ah hem) three myself and can tell you that it is when you have three dice in the exact number of the assigned number if that makes any sense. For example, the number is three and I roll three threes. That's BUNCO and you yell it out. My hoorah moment came when I made it to the dealer table the first time and got to ring the cowbell to announce the start and finish of play. It was new. It was exciting. It was different. Sounds silly but it was a rush and I enjoyed it. We even were able to witness rain falling in Auburn. It was a sight to behold for sure. The air smells so clean and crisp in the foothills. Makes me almost want to move but I would hate the commute downtown; but I digress. On the ride home, we gals discussed starting our own group here in Sacramento.

P.S. This interclub event brought in 250 Chapter Achievement points.

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

A Member of Legal Secretaries, Incorporated

PROUDLY PRESENTS

ANNUAL STATE COURT UPDATES 2016

Speakers Include Court Clerks and Executive Officers from Numerous Counties
 ~ Door Prizes ~ Exhibitors ~ Information from the Courts ~

JANUARY 21, 2016

EXHIBITOR GALLERY & NO-HOST BAR: 4:45 P.M. TO 6:15 P.M.
 DINNER: 6:15 P.M.

HILTON - SACRAMENTO ARDEN WEST

2200 Harvard Street
 (at Business 80 and Arden Way West)
 Sacramento
 Parking will be validated for all attendees



SLSA Members: \$45

Non-Members: \$50

Deadline to RSVP is January 14, 2016

\$5 late fee will apply to all reservations made after the deadline

**Cancellations must be made 72 hours in advance for a refund. No-shows will be billed!!*

RSVP by January 14, 2016*

Two Ways to Register:

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

Make checks payable to SLSA and mail to:

Deseree Aguillen
 c/o Stone & Graves
 11335 Gold Express Drive, Suite 145
 Gold River, CA 95670

Menu Choices:

- Sliced New York Steak with Mushroom Demi Glace
 - Chicken Toscana with Artichokes, Roasted Red Peppers and Lemon Beurre Blanc
 - Roasted Vegetable Ravioli with Sage Crème
- Meals include:
 Mixed Winter Greens with Tangerine and Cranberries, Goat Cheese, Sliced Almonds
 Champagne Vinaigrette Dressing, Rolls & Butter and Tuxedo Mousse Kahlua Cake

Contact Deseree Aguillen (916) 231-0321, daguillen@stonegraves.com

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

Legal Procedures

Submitted by Corene Rodder

NOTICE OF RELOCATION OF SAN FRANCISCO DIVISION AND CLERK OF COURT

In December 2015, the Clerk of Court and the San Francisco Division of the United States Bankruptcy Court for the Northern District of California will relocate to the Phillip Burton Federal Building and United States Courthouse, 450 Golden Gate Avenue, San Francisco, California, 94102.

The San Francisco Division, including the intake counter, chambers and courtrooms of Judges Blumenstiel and Montali, will relocate effective Monday, December 14, 2015. PLEASE NOTE that, due to this relocation, neither Judge Blumenstiel's nor Judge Montali's courtrooms will be available for hearings December 14-18, 2015. Judges Blumenstiel and Montali will conduct their respective San Francisco Chapter 13 calendars on Wednesday, December 9, 2015 at 235 Pine Street at the regularly scheduled times. Friday, December 11, 2015 will be the last day on which the San Francisco Division will conduct business at 235 Pine Street.

At 450 Golden Gate, courtrooms for Judges Blumenstiel and Montali will be located on the 16th Floor. Judge Blumenstiel will preside in Courtroom 19; Judge Montali will preside in Courtroom 17. The San Francisco Division's intake counter will be located on the 18th Floor. All telephone and facsimile numbers associated with the San Francisco Division will remain the same, as will its post office box.

The Clerk of Court and his administrative staff will relocate to 450 Golden Gate effective December 21, 2015 and will conduct business on the 5th floor. All telephone and facsimile numbers associated with the office of the Clerk of Court will remain the same.

Thank you,

CANB HELP DESK
U.S. Bankruptcy Court, NDC Information Technology Division

Sacramento Superior Court

1) For those of you who have been down to the courthouse in the last few weeks, you know that there has been some renovation work happening that impacts the work areas in Room 101 and 102. One of the impacts to our customers is that effective 10/28, the **Civil Appeals Customer Service Counter** was moved **FROM Room 101 TO Room 102, Window 15**. The work that impacts civil case processing has been completed.

2) The Civil Law and Motion Departments (Department 53 and Department 54) will have dark days during the holidays. No self-set or reserved matters will be placed on calendar on the days noted in the attached announcement. If you submit matters with a dark date/time/department, your documents will be rejected and returned to you. **Ex Parte matters will continue to be set and heard as normal even on those days that are otherwise not having a calendar.**

Please let me know if you have any questions or concerns!



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION



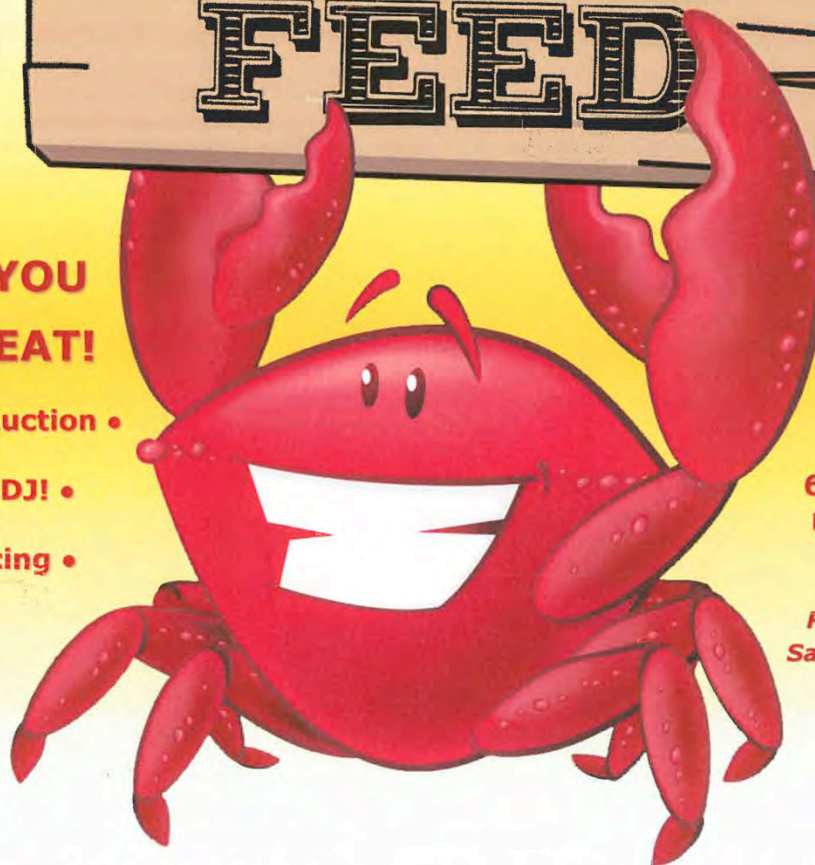
- invites you to its -



6TH ANNUAL CRAB FEED

ALL YOU CAN EAT!

- Silent Auction •
- Live DJ! •
- Dancing •



Social Hour
6:00 p.m.
 (No Host Beer/
 Wine/Soda/Water
 \$15 Corkage Fee)

Crab Feast
6:30pm- 8:30pm
 Fresh Cooked Crab,
 Garlic Bread,
 Pasta - featuring
Rod's Famous Pasta
 Sauce, Salad & Dessert



Saturday,
February 6, 2016

ALMADEN COMMUNITY CENTER
6445 Camden Avenue
San Jose, CA 95120

Adults: \$45.00 - Children (4-12): \$20.00

For more information, contact Rod Cardinale Jr. - rodcardinalejr@sbcglobal.net

Register and pay online at <http://www.sccolpa.org/events.php> or email reservation to

reservations.sccolpa@gmail.com and send your check to

SCCOLPA, P.O. Box 90509, San Jose, CA 95109.



All proceeds to benefit our local community projects

SACRAMENTO LEGAL SECRETARIES ASSOCIATION**A Member of Legal Secretaries, Incorporated**

Proudly Presents

Federal Day In Court — Annual Court Updates 2016

Featuring Speakers from the USDC, Eastern District

~Door Prizes ~ Exhibitors ~ Information from the USDC~

**February 18, 2016**

Exhibitor Gallery & No-Host Bar 4:45 PM

Dinner: 6:15 PM

Hilton - Sacramento Arden West**2200 Harvard Street, Sacramento, CA
(at Business 80 and Arden Way West)**

Parking Will Be Validated For All Attendees

SLSA /LSI Members: \$45**Non-Members: \$50****Deadline to RSVP is February 11, 2016****\$5 late fee will apply to all reservations made after the deadline***Cancellations must be made 72 hours in advance for a refund. No-Shows will be billed!**Deadline to RSVP is February 11, 2016. A late fee of \$5 will apply to all reservations made after the deadline***

- Online at www.slsa.org under Upcoming Events (Preferred)
- Via E-mail at daguillen@stonegraves.com (Please Include Menu Choice)

Menu Choices:

- ◇ Spice Rubbed Tri-Tip with BBQ Vinaigrette
- ◇ Salmon Tapenade with Tomato, Olive & Pine Nut Relish
- ◇ Grilled Portobello Mushroom Stuffed with Cheesy Herb Polenta and Roasted Tomato Aioli

Accompanied by Mixed Field Greens with Grape Tomato, Cucumber, Carrots with dressing, Chef's Risotto, Fresh Vegetable Du Jour, Rolls & Butter and Lemon Crème Chiffon Cake**Make Checks Payable to: "SLSA" and Mail To:**

Deseree Aguillen
c/o Stone & Graves
11335 Gold Express Drive, Suite 145
Gold River, CA 95670

Questions?

Deseree Aguillen (916) 231-0321, daguillen@stonegraves.comMCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing legal education credit in the amount of 1.0 hour by the State Bar of California.

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 07/31/15**

Total Members (Fiscal Year-end 4/30/15)	Association		New Members	Transfer Members	Continuing Members	Total Members
38	Alameda County	LSA	8		32	40
6	Antelope Valley	LSA	0		6	6
37	Beverly Hills/Century City	LSA	2		28	30
15	Conejo Valley	LPA	0		13	13
25	Desert Palm	LPA	8		14	22
19	El Dorado County	LPA	0		0	0
90	Fresno County	LPA	35		46	81
30	Humboldt County	LPA	2		24	26
19	Imperial County	LPA	5		13	18
18	Livermore-Amador Valley	LPA	2		11	13
47	Long Beach	LPA	11		34	45
67	Los Angeles	LSA	14		44	58
27	Marin County	LPA	2		13	15
48	Merced County	LPA	4		33	37
57	Mt. Diablo	LPA	7		47	54
14	Napa County	LSA	0		14	14
78	Orange County	LSA	3		44	47
20	Placer County	LPA	1		14	15
1	Redding	LPA	0		0	0
17	Rio Hondo District	LPA	7		16	23
20	Riverside	LPA	1		19	20
151	Sacramento	LSA	8		89	97
211	San Diego	LSA	13		114	127
27	San Fernando Valley	LSA	14		19	33
102	San Francisco	LPA	5		49	54
37	San Gabriel Valley	LSA	6		16	22
51	San Mateo County	LSA	2		32	34
20	Santa Barbara	LPA	3		14	17
84	Santa Clara County	LSA	20		57	77
5	Santa Cruz County	LPA	0		5	5
21	Santa Maria	LPA	2		10	12
27	Sonoma County	LSA	8		18	26
9	Southern Butte	LSA	1		9	10
38	Stanislaus County	LPA	1		32	33
27	Stockton-San Joaquin	LPA	2		20	22
4	Trinity County	LSA	0		0	0
15	Ventura County	LPA	0		9	9
24	Members at Large		5		15	20
1546	YTD TOTALS					1175

Employment Report

Submitted by Jaymie Moralez



Jaymie
Moralez, Chair

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

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

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

posted as soon as possible.

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

Paralegal – Environmental Law and Litigation. Somach Simmons & Dunn, a mid-size environmental law firm, seeks a paralegal with at least 5 years litigation experience that includes case management and trial preparation. This individual will work closely with attorneys and other paralegals handling cases in their day-to-day and pretrial management. Essential functions include: Gather, organize, summarize and index documents from various sources. Draft correspondence, pleadings, discovery, motions, subpoenas, client reports and other related documents. Cite check and shepardize pleadings. Review and analyze discovery productions. Accurately maintain and update data to detailed client and case-specific databases. Assist attorneys in discovery preparation and implementation, and preparation for hearings and trials. Be able to analyze and accurately interpret court procedures and rules, and have a knowledge of federal and state court deadlines. **Requirements:** A minimum 5 years of litigation/case management paralegal experience with either a four-year degree or paralegal certificate. Ability to efficiently gather, maintain and organize information and voluminous documents. Ability to analyze, categorize and accurately summarize documents in an efficient manner. Organizational skills to work independently and meet deadlines. Time management skills to handle multiple tasks accurately. Must be computer literate and proficient on Word, Excel, and PowerPoint; experience with Lexis and Concordance is a plus. Must be detail oriented and have ability to work in a fast-paced environment. Team player attitude is essential. We are looking for someone who can work independently and anticipate the needs of the client and the attorney who handles them. This is a great opportunity for a self-starter who likes to work closely with attorneys providing excellent client service. **May consider less than full time employment for the right candidate.** Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Insurance benefits are 100 percent employer paid for both the employee and their dependents. Interested candidates should send their resume with cover letter including salary requirements to info@somachlaw.com or Somach Simmons & Dunn, Attn: Human Resources, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please). Somach Simmons & Dunn is committed to being an equal opportunity employer and in providing a work environment free of discrimination, harassment, and retaliation. The firm does not unlawfully discriminate based upon race, color, religion, sex, sexual orientation, national origin, citizenship, age, marital status, genetic information, medical condition, physical or mental disability, pregnancy, veteran status, all other characteristics proscribed by law, and discrimination on the basis of gender identity are strictly prohibited.

Employment Report - Continued

Litigation Legal Secretary. The Law Office of Christian B. Green, a CNA staff counsel office located in Sacramento, CA is currently seeking an experienced litigation legal secretary. This role, under general supervision, assists attorneys and other legal staff by providing legal administrative support, which includes all aspects of document preparation, and coordination of schedules and calendars for attorneys and case work as well as scanning and e-filing. Collaboratively works with Claim, Claim Legal and clients as well as other third parties to produce desired results in litigation matters including construction defect, personal injury, property damage, medical malpractice, and general liability matters. *Essential Duties & Responsibilities:* Handles all aspects of document preparation. May draft, prepare, and distribute legal correspondence and memoranda under management/attorney direction. Files documents timely and appropriately with courts and other parties. Collaboratively assists in gathering and organizing exhibits, documents, trial data and other materials in response to subpoenas, discovery requests, interrogatories, motions for summary judgment, etc. Accountable for organizing and maintaining all files (electronic, paper, and other) and legal archives. Schedules and coordinates attorney and case load calendars. May perform additional duties as assigned. *Skills, Knowledge & Abilities:* In-depth knowledge of legal terminology, procedures, and practices as well as overall general knowledge of the insurance industry and the business units. Excellent internal/external customer interactive skills. Strong computer skills including Microsoft Office Suite and other business related software systems. Excellent organizational skills including ability to prioritize and coordinate multiple tasks. Excellent written and verbal communication skills including professional phone etiquette and the ability to draft complex written correspondence. Acts with a sense of urgency to advance priorities of the organization. *Education & Experience:* Associates degree with course work or applicable certifications preferred or equivalent experience. Typically a minimum four years of experience in a related legal administrative environment. If interested, please e-mail your resume to karen.jackson@cna.com.

Legal Secretary (Downtown Sacramento). Downtown Sacramento litigation defense firm seeks highly organized, self-motivated Legal Secretary for its Tort Litigation Department. Full-time position. Salary DOE. Benefits include medical, dental, vision, disability, long term care, group life and 401(k). Parking provided. *Job Qualifications:* minimum 5 years of experience in civil litigation; strong communication skills, both written and verbal; strong work ethic, dependable; upbeat, pleasant and professional, a team player; organizational and time management skills; ability to work with a high degree of accuracy; ability to follow instruction closely; proficient in the use of MS Office, including Word and Outlook; knowledge of current court rules, calendaring, e-filing, both state and federal; experience with discovery, trial preparation, and motions, briefs, creating tables of contents and table of authorities; ability to transcribe dictation. For consideration, please mail your resume along with references and a cover letter to: Firm Administrator, 1000 G Street, Suite 200, Sacramento, CA 95814. PLEASE NO PHONE CALLS.

Legal Secretary/Legal Assistant. Roseville-based bankruptcy, creditors' rights and commercial litigation law firm seeks legal secretary/legal assistant for part-time or full-time position. *Position Highlights:* Facilitate all office workflow and communication between attorneys, clients, opposing counsel and others. Prepare pleadings, motions, and supporting documents in both state court and bankruptcy court matters. Serve as primary communication bridge with clients. Manage or assist various internal operations of firm. *Position Requirements:* Team player attitude. Strong people skills. Excellent communication skills. Organization of priorities and tasks, as well as all client and office files. Knowledge of both federal and state court litigation procedures. Good administrative skills. *Bonus Points:* Prior bankruptcy experience. Above-average computer software savvy. Above-average written communication skills. Social media marketing experience. *Compensation depends on qualifications and experience. Equal opportunity employer. E-mail letter of interest and resume to pjrhodes@philrhodeslaw.com. No phone calls please.*

Contract Administrator. The Contract Administrator will work part time and be responsible for assisting Sway Group's general counsel and other Sway personnel with drafting contracts and the contract management process, as well as other administrative matters related to legal documents. *Essential Duties & Responsibilities:* Essential duties include the following. Other duties may be assigned as appropriate. Conserve general counsel's time by drafting standard contracts using Sway's template library and contract details provided by the Sway sales team; revise contracts as appropriate based on feedback from other Sway personnel or clients; follow up on delegated assignments, and know when to act independently and when to refer matters to general counsel or other managers; keep sensitive information

Employment Report - Continued

confidential; and actively utilize and manage electronic filing and retrieval system for contracts, e-mail and other documents, including: Echosign, Podio, and Highrise. *Qualifications, Education/Experience:* The requirements listed above and below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. High school diploma or equivalent, Associate's Degree in related field preferred. Great attention to detail. At least two (2) years experience in a similar role. Excellent communication and client-relations skills, strong e-mail etiquette, with proficiency in spelling, punctuation, grammar and other English language skills. Excellent typing and computer software skills. Ability to manage projects of varying complexity and follow-up to complete tasks in a timely manner with minimum supervision. Ability to establish and maintain effective working relationships as well as gain the cooperation of colleagues, clients, and prospective clients. *Computer/Technical Skills:* This position requires a working knowledge of personal computers, the Microsoft Office Suite (Word, Excel, PowerPoint, etc.), and various other software systems. Please send your resume, cover letter, and any references to Danielle Wiley at Danielle@swaygroup.com.

Probate/Trust Administration Paralegal. Roseville law firm seeking a paralegal with a minimum of 5 years of experience in probate, trust administration, conservatorships, guardianships and estate litigation. Estate Planning experience would be a plus. Must know court procedures and filing requirements. Applicants must have attention to detail, excellent organization, and communication skills and be able to manage a sizeable workload. Looking for someone who is dependable and accountable. A friendly personality and strong team spirit are a must. Full time or possible part-time schedule. Pay DOE, with benefits. Please send resume to Natalie: natalie@mylawyersllp.com.

Office Assistant. We are a Workers' Compensation Defense Law Firm located in Rancho Cordova, CA. We are seeking a dependable, professional, and detail-oriented office assistant to provide support to our staff and team of attorneys. This position is full time. Potential candidates must be organized, professional, dependable, have good communication and computer skills and the ability to handle multiple tasks at one time to keep up with a fast-paced job. At least 1 year of office experience required. Duties would include but are not limited to making copies, processing mail/postage, scanning documents, phones, set up of new claims and searching database on computer. Must be able to work in a fast-paced environment and complete tasks quickly. Proficiency in Microsoft Office (Word and Excel), Outlook, Adobe Reader and Adobe Acrobat are a must. Wage will vary depending on experience and background. Benefits are provided for this full-time position. Please send your resume, cover letter, and any references to Elizabeth Trimm at hannabrophyhiring@gmail.com.

Legal Secretary-Insurance Defense Claim Litigation Counsel. State Farm Insurance Company's claim litigation counsel law firm, Tiza Serrano Thompson & Associates, is seeking an experienced legal secretary with 3-15 years of insurance defense experience for the Sacramento Corporate Litigation Counsel office. Applicants must have excellent customer service, communication, organizational and prioritization skills, as well as an affinity for working in a team environment. Qualified candidates must possess attention to detail, be highly organized, able to work well under pressure, and demonstrate initiative and excellent communication skills. Accountability, dependability, punctuality, and a strong work ethic are job requirements. College graduate and prior civil trial support experience preferred. Prior insurance defense law firm experience and Bilingual Spanish skills are a plus. Knowledge of MS Office software and ability to learn software applications required. Only online applications will be considered and we encourage you to complete the application and the resume text section as well. Applicants must thoroughly complete all fields for your online application at statefarm.com/careers and refer to Job ID number 45289. You may also include your salary requirements. Please do not telephone or contact the office about this position directly. We offer a competitive salary and comprehensive health and welfare package including a company defined pension benefit plan and 401(k) plan. Our Total Rewards benefits package includes: competitive starting salary, annual merit reviews, and annual bonus potential. You may also be eligible to participate in medical, dental, life and disability insurance, vision, 401(k) plan, credit union, a fully funded retirement pension plan, and more. For more information about our company, careers and Total Rewards, visit www.statefarm.com/careers. State Farm Insurance is an equal opportunity employer. Apply Here: <http://www.Click2apply.net/c7h6j598sg>.

Employment Report - Continued

Full-Time Receptionist. King Williams & Gleason LLP, a Sacramento-area boutique law firm, is seeking a full-time Receptionist, who can work Monday through Friday from 8:30 a.m. to 5:30 p.m. This position will provide clerical support to multiple attorneys. The successful candidate is punctual, reliable, detail-oriented, and takes pride in maintaining a well-organized and professional work environment. *Required Skills and Abilities Include:* Assist with general office duties, including but not limited to setting out refreshments for clients. Answer calls and route them to appropriate departments or persons. Create clients for life by meeting and greeting clients upon arrival and directing them to appropriate meeting rooms. Ensure lobby and conference rooms are neat and tidy, adequately supplied and professional at all times. Assist with rush production requests, i.e., binding transcripts, uploading exhibits. Assist with faxes, scanning, and copying as needed. Other duties as assigned. Interested candidates should forward their resume and reference list to Brittany Phillips at bphillips@kwgattorneys.com with Receptionist in the subject line. The firm provides competitive compensation and paid garage parking. Please no phone calls.



Reno Bus Trip

Submitted by Dawn Willis

It happened Saturday, October 10th. Members, family, and friendly side-kicks of SLSA, PCLPA, SCCoLPA, SMCLPA, and SDLSA gathered to board All West Coach Lines, captained by bus driver Awesome Alan, for SLSA's annual bus trip to Reno to lay our money down. This year, the trip also coincided with The Eldorado Great Italian Festival for even more enjoyment. Committee members, Dawn Willis, Mary Taylor, Linda Bianchi, and Johnny Bateman planned a trip of fun and games surely to be a hit with everyone, even if one wasn't a gamblin' wo/man.

Riders handled the snafu encountered with Security at Sears Parking Lot with ease, redirecting the parking to the lot at Kohl's. A second stop at Safeway in Citrus Heights picked up the last bunch of betting boarders without a hitch. Thanks to Linda Bianchi, we had hot coffee ready, and to Lynne Prescott, CCLS, who provided homemade yummy pastries and quiches; all to be doled out in transit. So, no worries; no lack of energy, and no hunger pangs had. Aptus Court Reporting donated our awesome booty bags that doubled as a back-pack for those who found them handy in trapesing through the Italian Festival to stomp some grapes. (And, BTW, that's Ih-talian, not Eye-talian -- per Jan Ainsworth, our Italian language guru). Liquid refreshments were mixed by Linda Bianchi (of Downey Brand), despite her unfortunate current orthopedic challenge. Bartender Bateman (of Aptus Court Reporting), Lucky Luke (of Capitol Legal Investigations), and Alex the Ace (of OnDemand Legal Inc.) gave their utmost at servicing every rider's wish and command.

Once en route, riders found energy boosts, snacks, handy supplies, and games in their booty bags to help pass away the time of ride. But, wait...

All of a sudden, Mary "the Tinkle" Taylor and Dawn "the Wizz" Willis welcomed the spectators each dressed to the Nines to the 75th running of the SLSA Stakes. With blue skies overhead and a really dry fast track, excitement was in the air. Running in the first Italian Stallion Horse Race was Adventurous Anna, Long-Legged Luigi, Trotting Tito, and Mannerly Maria. Spectators placed their bets with Bookie, Alex the Ace. The trumpet sounded, the gates flew open, and the horses were off. Coming around the bend, Long-Legged Luigi was in the lead. Then Wizz rolled the dice for Trotting Tito, moving 11 lengths -- just barely passing Luigi by a nose. About this time, some of the jockeys lost their saddles. The dice rolled again, and Trotting Tito hit the finish line in exact time. All wages for Tito paid 40:6. Another two races of the Stakes and we were in Reno before we knew it; all warmed up and ready to stretch our legs and come out winning.

Silver Legacy comp'd us a \$5 food credit and \$10 casino play. Some went straight for the food, some straight to the games, some to the Italian Festival, and some to the bar. Whatever you preferred, all you had to do was make that choice, and it was a full day of great fun.



Reno Bus Trip - Continued

The ride home consisted of raffle prizes and time for conversing with your cohorts – precious time to be able to do so when we're not at work.

Please consider joining us next year to help raise the ante!



Dawn, Mary, Linda, and Johnny express our special thanks to our sponsors...

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Updated: 10/20/15

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