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WWW.SLSA.ORG

Inside this issue:

<i>President's Report</i>	2
<i>Of Note</i>	3
<i>Office Products/Mgmt.</i>	3
<i>Membership Chair Report</i>	4
<i>Parliamentarian's Corner</i>	5
<i>Employment Report</i>	6-7
<i>Benefit Highlight</i>	10
<i>CCLS Quiz/ Answers</i>	10/19
<i>Governor's Report</i>	12
<i>Vendor Spotlight</i>	12
<i>Speaker Spotlight</i>	14
<i>Reno Bus Trip</i>	16-18
<i>Legal Procedures</i>	20-21
<i>CCLS Abbreviations</i>	21
<i>Eating with Sophia</i>	29

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Sacramento Legal Secretaries Association



THE LEGAL EAGLE

October Event(s)

- **Regular Dinner Meeting – October 20.** This event will be held at the Courtyard Marriott Midtown Sacramento, 4422 Y Street. You can register online through our website or contact Maimie Chyinski at reservations@slsa.org. *See page 24.*

Mission Statement

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

NON-MEMBERS ARE WELCOME!



President's Report

by Dawn Forgeur, CCLS



“I want your opinions and ideas!”
~Dawn Forgeur,
CCLS

It certainly looks like Fall is almost here, and September went by in a flash! I did see Christmas decorations for sale already – right next to the Halloween decorations!

Coming up in October, SLSA has its annual Fairytale Town Halloween event. This year it's Fairytale Town's 25th Anniversary and they are going all out with their decorations – their theme is Mischief Managed – the World of Harry Potter and Friends! SLSA is sponsoring October 21 and 22 this year and a flyer for the event can be found in the bulletin. Prices are \$10 for adults and children 2-12, although these prices will go up the day of the event. This is a great event for your kids to have a safe and super Halloween while Trick or treating at 17 candy stations as they search for the remaining horcruxes.

Our topic for the dinner meeting this month will be

criminal law and I am very excited to have Sgt. Scott French from the Elk Grove Police Department as our speaker. He will be talking about Criminal Law 101: From The Police Officer to the D.A. This is a very unique opportunity to see things from a police officer's point of view!

October 15 is also the CCLS examination and SLSA wishes those taking the test good luck!

On another note, sometimes I or another chairman might ask for the members' opinion on a topic, yet we get very few responses. Should I institute online polls – behind the members' only section of course – to make it easier for the members to quickly get their opinions heard? Last month I asked for members' opinions as to why they did not attend conferences and only heard from one member. I want your opinions and ideas! Your opinions bring new ideas and programs to our atten-

tion to be considered and can bring change to the association that helps SLSA grow and continue to benefit you!

December is quickly approaching and SLSA will have its annual Mock Trial and ornament exchange, which replaces our regular dinner meeting as most of us our already busy with holiday shopping and Christmas preparations. John Baldwin has written another a great mock trial for us and we should have a flyer in next month's bulletin with a casting call. The best part is that you don't have to memorize lines to participate! This is an ideal time to come and meet other members and participate in a fun event, while volunteering a little bit of your time to help SLSA.

Chapter Achievement Points

Did you know that members who attend another association's monthly dinner meeting, SLSA can earn 50 points?

Also, SLSA members who attend another association's workshop or seminar can earn 25 points for SLSA!

If you have rented a car using the LSI Hertz discount (CDP Card #447698) you have also earned SLSA 200 chapter achievement points!

If you have earned SLSA chapter achievement points, please e-mail the Governor, Andrea Stoll, at andrea@haydulaw.com, and let her know. Each local association in LSI participates in the Chapter Achievement Contest, help SLSA win the contest this year!

Of Note

by Alex Cain



Sacramento County Superior Court has had a filing restriction in effect that will only allow you or your runner to file no more than 7 documents at one time at their windows before you have to get back in line. If you are attempting to file a motion, for example, with 8 or more supporting documents, you must make more than one trip in line to complete your filing.

As of recent, this is no longer in effect. You are still limited, however, to filing documents from seven different cases at one time with the clerks.

Law Office Products/Management

by Corene Rodder

The Sacramento Legal Secretaries Association does not promote specific vendors. The following is for informational purposes only.

Records Management

With electronic documents and email usage growing at such an astonishing rate in law firms, maintaining comprehensive matter files has become more daunting. Records information is often left unclassified in lawyers' inboxes and personal folders. Further, many firms have no way to link physical files with electronic files for a complete matter record. Records personnel and IT staff must work together to make sure that all records, regardless of media type or source of origin, are managed consistently and according to the same taxonomy and retention policies. Without a systematic process for classifying, retaining, retrieving and disposing of all records, firms increase their risk exposure as well as that of their clients.

LegalKEY Records Management provides firms with the ability to track and manage all records from file creation thru to final dis-

position. Drag-and-drop email management features, matter-centric search and retrieve functionality and silent declaration capabilities reduce end-user burden and enhance overall compliance.

* Examples of software options from Open Text are:

[LegalKEY Records Management](#) – Market leading solution. Focus on physical records management.

[eDOCS Records Management](#) – RM for eDOCS DM content. One solution for both electronic and physical records.

[Open Text Records Management](#) – RM solution for the enterprise. Physical and electronic records management for all of the various content stores used in an organization (DMS, email, file shares, accounting, structured content and more)

Parts quoted from LegalKEY software website with permission of Open Text.

Membership Chair Report

by Lynne Gomes

Membership Chair Report (by Lynne Gomes)

Welcome, and congratulations to the following new SLSA members, who were inducted at the September 15, 2011, regular membership meeting.

ACTIVE MEMBERSHIP

Connie Kelley -- Connie is a paralegal at Greenberg Traurig, LLP. She has been a legal professional since 1999, and specializes in litigation and real estate law. Connie celebrates her birthday on March 21, and enjoys camping, wine tasting, ATVs, and running.

Shelly Reyes -- Shelly is a legal secretary with the Law Office of Robert J. Binns. She has been a legal professional since 2001, and specializes in law office management, litigation, probate/estate planning, real estate law, and unlawful detainer. Shelly celebrates her birthday on September 26, and enjoys shopping, spending time with her family, and vacationing.

Kimberly Smith -- Kimberly is a legal secretary at Greenberg Traurig, LLP. She has been a legal professional since 2004, and specializes in litigation. Kimberly celebrates her birthday January 12, and she enjoys golf, reading, and relaxing on the beach.

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

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 gomesl@gtlaw.com.



WHEN YOU NEED IT **FAST!**



Speed and Accuracy are not just words to us, they are the heart and soul of what we do. They are the very foundation of Atkinson-Baker's two decades of lightning fast service and 100% accurate transcripts.

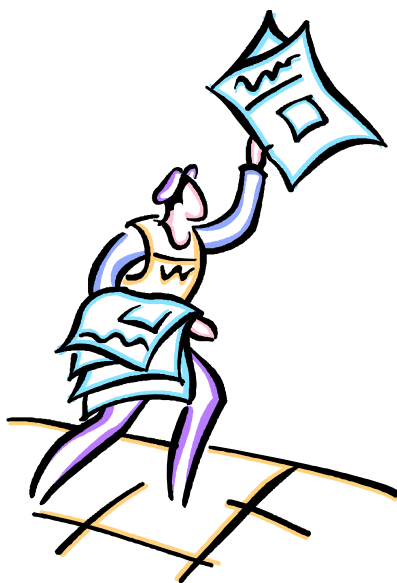
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NATIONWIDE COURT REPORTERS



Parliamentarian's Corner

By Astrid Watterson, CCLS

Postponing and Referring to A Committee

Sometimes during a meeting someone will make a suggestion or a request for a certain action to occur. What happens when there turns out to be more to the suggestion? Recently it was suggested that we have monthly educational seminars aside from the dinner meetings. This particular suggestion did not come in the form of a motion, but let's say it did. If the member made a motion to require SLSA to provide monthly evening seminars, the motion could be up for debate. If during the debate, we learned that there was more involved than could be decided at that moment, the motion to require SLSA to provide monthly evening seminars could be postponed to the next meeting or it could be referred to a committee for further review. According to Robert's Rules of Order, you could move to postpone to a specific date and time or you could move to postpone the motion to the next meeting. If that is the case, the item would come up right after unfinished business at the next meeting. At this time, the membership would first have to vote whether or not to postpone. If the vote is in favor, then you simply postpone the motion as voted on. If the vote is against the motion to postpone, then you revert back to the original motion, which in this case would be to require SLSA to provide monthly evening seminars.

What happens if it is referred to a committee? It depends on the instructions that the special committee is given. They could be given instructions to report back as to the cost and requirements SLSA would have to make this happen. The committee would be asked to gather their findings and report back to the membership with their findings. Since this association is made up of volunteers, it would need to be decided and possibly added to the Bylaws and/or Standing Rules to require SLSA to provide monthly evening seminars. The membership would need to know who would put it together, where they would be held, how much money it would cost the association, how much to charge people to attend, who would find the speakers, who would handle registration, who would take care of the speaker gifts, the recap articles, the preparation of financial reports to the executive board, etc. These are all items that may need to be given a bit more thought and research before a debate could occur.

Either way, if you realize that a motion may require more information, you have options – postpone or refer to a committee. If you have any questions on parliamentary procedure, feel free to e-mail me.

“
~Astrid Watterson,
CCLS
”

CHANGE OF ADDRESS:

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



Employment Report/Positions Available

by Jaymie Morales

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

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

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

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

- **(10/5/11) Receptionist/Administrative Assistant** Greenberg Traurig's Sacramento office is seeking a receptionist/administrative assistant with strong organizational skills and attention to detail. The ideal candidate will be proficient in Microsoft Word, Excel, and Outlook, display strong communication (verbal & written) skills, client-service attitude, a friendly, polished demeanor and general clerical skills. Reception duties are typically 3 hours per day. Multi-line telephone experience a plus and a minimum two years general clerical experience required. Law firm library experience also a plus. Regular hours: M-F 9:00 to 6:00. Candidate should be flexible to work occasional overtime. We offer a competitive salary, excellent benefits and a team oriented environment. Greenberg Traurig is an Equal Opportunity Employer. Please send your resume and any supporting documentation via email to chastainj@gtlaw.com (no phone calls please).
- **(8/22/11) Paralegal/Legal Secretary** Immediate need for seasoned Paralegal/Legal Secretary in the Sacramento area. Boutique law firm specializing in Civil Litigation looking for Paralegal/Legal Secretary with a minimum of 5+ years as a Paralegal/Legal Secretary. Litigation and some Transactional work. There are 10 attorneys total over 3 offices. Position to be based out of Sacramento with occasional travel to Stockton Office; needs a self starter, someone who does not leave anything imperfect or incorrect. The cases are very interesting and there is a lot to do - never a dull moment. Base pay 40 - 50K with bonuses. Potential 60 - 80K with bonus. No gaps in employment. Prefers someone currently employed and looking to make a change. Email resume directly to: ihamilton@appleone.com.
- **(8/19/11) Litigation Secretary** Murphy Pearson Bradley Feeny (MPBF) currently has an opening for a Litigation Secretary in our Sacramento office. Ideal candidates should have a Bachelor's degree and at least five years experience as a litigation secretary, preferably supporting multiple attorneys at a time. This position requires experience in all phases of complex litigation from beginning phases of discovery through trial and appeals, including the ability to calculate and calendar legal deadlines in accordance with statutory local, state, federal, and administrative rules. Candidates should be proficient using legal technologies including Word, Outlook, Excel, and Legal Solutions, and be comfortable creating initial drafts of pleadings and correspondence and in a proactive manner. Experience with Pro Law a plus. Strong candidates will have excellent communication, organization, grammar, and proofing skills. Candidates should be dependable, have a positive attitude, a team player approach, and the ability to interact professionally with clients. MPBF is an equal opportunity employer and offers a professional work environment with a competitive salary and benefit package. Please send your resume and cover letter to Human Resources at recruiting@mpbf.com.
- **(8/12/2011) Part-Time File Clerk/Secretary with Experience** Busy small personal injury law office seeks a part-time file clerk/secretary with a minimum 5 years law office experience. The position offers 25 hours or more per week. Duties include answering telephones, precise file organization, back-up assistance to Paralegal, and ordering office supplies. We are looking for someone who preferably has experience with personal injury cases, excellent grammar, punctuation, penmanship, and proof reading skills. Experience in Word, Excel, and operating a transcription machine is a must. You must be able to multi-task, be flexible, self-directed, and have excellent attention to detail and excellent communication skills. Part time: five days per week, 9:30 a.m. to 3:30 p.m. Salary: DOE. Email resume to CALitParalegal@aol.com. Cover letter not necessary. No phone calls please. Position available immediately.
- **(8/12/2011) Legal Secretary** Outside vendor is seeking a legal secretary with 3 to 4 years experience to work in a Sacramento law firm specializing representing injured workers in workers compensation disputes. In addition, the secretary will be trained to appear

Employment Report/Positions Available Cont....

at lien conferences to appear on behalf of our company. Travel to Oakland, San Jose, and San Francisco will be required from time to time so candidate must have good driving record. The candidate must be a team player who is an aggressive self-starter. Salary is competitive with other Sacramento firms and will be based on experience. Please email resume and cover letter to fbritt@arslegal.com.

- **(8/5/2011) Legal Secretary** Small downtown Sacramento law firm specializing representing landlords in landlord-tenant disputes (2 attorneys, 2 staff currently) seeking an experienced legal secretary with familiarity with unlawful detainer process. Preferred candidate will understand how to draft complaints, prepare default judgment, prepare writs, and sheriff lockout paperwork. The candidate must be a team player who is an aggressive self-starter. Salary is competitive with other Sacramento firms and will be based on experience. Please email resume and cover letter to jvc-mhlaw@sbcglobal.net.
- **(7/25/2011) Legal Secretary** The City Attorney for the City of Stockton is accepting applications for the position of Legal Secretary. This position will be responsible for providing a variety of confidential, complex and specialized clerical, secretarial, and paraprofessional legal work. Requirement include possession of a high school diploma or GED and three (3) years of secretarial experience in a law office within the last five (5) years performing increasingly responsible and complex clerical work, including: preparations of various pleadings, motions, discoveries, and calendaring. College or business school course work in law office administration is desirable. Final Filing Date: Thursday, August 11, 2011 by 5:30 pm for detailed info, additional requirements, and to apply on-line, at www.stocktongov.com/jobs.
- **(7/22/11) Litigation Legal Secretary** The Sacramento office of Greenberg Traurig is seeking an experienced (7+ years) Litigation Legal Secretary. Qualified candidates must have a thorough understanding of the processes of state (California) and federal litigation. Must be experienced in, and knowledgeable of, e-filing, trial procedures, discovery, document production, document management, calendaring, and case management. The position requires exemplary organizational skills, attention to detail, strong client service skills, excellent verbal and written communication skills, the ability to work well under pressure, and manage competing priorities. The successful candidate will be a team player with a positive attitude. Computer proficiency in Microsoft products including Word, Outlook, and Excel is required. Full time. Monday through Friday. Candidate should be flexible to work occasional overtime. We offer a competitive salary, outstanding benefits package, and a team oriented environment. Greenberg Traurig is an Equal Opportunity Employer. Please send all cover letters, resumes, and any supporting documentation via e-mail to chastainj@gtlaw.com (no phone calls, please).
- **(7/20/11) Litigation Secretary/Paralegal** Experience Sacramento office of a medium sized law firm seeks a Litigation Legal Secretary with a minimum 5 years experience. Preferred candidate will also have minimum of 2 years experience in general law firm management. Candidate must be proficient in legal technologies including word processing, calendaring, E-filing, State and Federal court filings. Candidate needs to be a self starter, work independently, detail oriented, able to organize files and meet deadlines. Seeking a candidate with a good work ethic and able to handle the day to day challenges of a busy litigation desk. Good benefit package. Salary based on experience. Please email your resume to glosoares@kscsacramento.com.
- **(7/20/11) Experienced Contract Trust Legal Secretary** Attorney needs experienced legal secretary/paralegal to amend or re-state a Husband-Wife Trust. Immediate availability. Telephone: 916-719-3297. Email: asmernes@hotmail.com. Fax: 916-928-3050
- **(07/18/11) Legal Secretary/Paralegal** Stockton law firm seeks experienced Spanish bi-lingual legal secretary or paralegal for probate, estate planning, and social security practice. Must be experienced in drafting wills, trusts, estate planning documents as well as handling probates. Monday - Friday 8-5. Downtown Stockton. Must be able to multitask and work in a fast pace environment. Microsoft Word, Word Perfect, Excel, & Prevail. Minimum experience of three years required. Please email resume to ecerney@cckllp.com. Position available immediately.
- **(5/19/11) Part Time Litigation Legal Secretary with Experience** Five attorney firm in South Natomas seeks a part time litigation legal secretary with a minimum 5 years experience. This is a 2:1 assignment for a partner and one associate. Duties also include filing, ordering supplies, and providing back up on phones. Software used: Word, Excel, Amicus, and Timeslips. We are looking for someone who has experience preparing and filing pleadings in state and federal courts, managing cases with multiple files, calendaring, excellent proof reading skills, can multi-task, is flexible, self-directed, with excellent attention to detail and excellent communication skills. Part time: five days per week, 9:45 a.m. to 3:45 p.m. Salary: DOE. Benefits: Medical and dental insurance, parking. Email resume to Carolyn@cblattys.com. Cover letter not necessary. No phone calls please. Position available immediately.

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

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

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

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

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

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

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

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

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

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

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

How did you hear about SLSA? _____

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

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

Benefit Highlights

by Jennifer Chastain

Working Advantage Spotlight

Find great deals on books, computers, electronics, office and more! Take "advantage" of these great LSI/SLSA offers and save! Please email me at chastain.j@gmail.com to get LSI's member number. These are just a sampling of what is offered!

Books

[Amazon.com Book Deals](#) - Free Super Saver shipping on \$25+. Don't forget that Amazon is one of the best places to buy textbooks!

[eCampus Textbooks](#) - \$3 off + free shipping on \$60, \$4 off \$80, \$5 off \$100 - easiest, fastest, cheapest way for college students to buy their textbooks online.

[Franklin Covey](#) - 20% off + free shipping on \$75+, 20% off 1 item

Electronics, Computers & Office

[Apple Online Store](#) - FREE shipping on all orders over \$50, Buy any new Mac and get \$30 off your first year of MobileMe subscription, Save up to \$100 when you buy a printer with your new Mac. Plus iPhone - now available with Verizon or AT&T service! The official place to shop online for iBooks, PowerBooks, iPads, iPods, and accessories, the Apple Store has all your Mac needs covered.

[Best Buy](#) - Up to 33% off + free shipping or in-store pickup

[Dell](#) - \$75 off \$899, Save up to 44% on computers, electronics and more!

[Get Organized](#) - 10% off your order

[Office Depot](#) - \$30 off orders \$150+, Free next-day shipping on orders \$50+.

[Staples](#) - Free delivery on orders \$50+

Test Prep & Tutoring

[Kaplan Test Prep & Admissions](#) - Save \$50 on Classroom Courses, Premium Online Courses, and Private Tutoring Programs. Free 7-Day Kaplan Tutoring Trial: Reading and Math help for K-8 students.

[The Princeton Review](#) - 10% off most courses

Cell Phones

[AccessoryGeeks.com](#) - \$10 off \$50+, \$15 off \$75+, Free shipping, Weekly Deals

[Apple Online Store](#) - FREE shipping on all orders over \$50, Free engraving (online only) + free shipping on iPods, Buy any new Mac and get \$30 off your first year of MobileMe subscription, Save up to \$100 when you buy a printer with your new Mac, Save up to 21% with Certified Refurbished iPods + free shipping. Plus iPhones now available with Verizon or AT&T service!

[Sprint](#) - Free or discounted phones, Free SANYO Zio

[T-mobile Premier](#) - 10% discount on monthly service plans, Many FREE phones available, Up to 5 FREE phones (select models) with a family share plan, FREE Activation (savings of \$35), FREE 2-Day Shipping!

[Verizon Wireless](#) - Free or discounted phones, FREE DROID Incredible 2, DROID 2 Global, DROID X, & LG Vortex!

CCLS Quiz

by Jennifer Estabrook, CCLS

1. ____ California Uniform Commercial Code
 - A. Com. Code
 - B. Cal. U. Com. Code
2. ____ Code of Civil Procedure
 - A. Code Civ. Proc.
 - B. Civ. Proc. Code
3. ____ Corporations Code
 - A. Corp. Code
 - B. Corps. Code
4. ____ Education Code
 - A. Ed. Code
 - B. Educ. Code
5. ____ Family Code
 - A. Fam. Code
 - B. Fm. Code
6. ____ Financial Code
 - A. Fnl. Code
 - B. Fin. Code
7. ____ Fish and Game Code
 - A. Fish & Game Code
 - B. Fish & G. Code
8. ____ Food and Agricultural Code
 - A. Food & Agric. Code
 - B. Food & Agr. Code
9. ____ Government Code
 - A. Gov't. Code
 - B. Gov. Code
10. ____ Health and Safety Code
 - A. Health & Saf. Code
 - B. Health & Safety Code

Answers on Page 19

LSI—Experience It!

Membership Drive—August 1-October 20, 2011

by *Lynne Gomes*

LSI will launch its annual membership drive, “LSI -- Experience It!” beginning August 1, and running through October 30. Monetary prizes will be awarded to the associations who place first, second, and third in the contest. Will you help SLSA be a winner??!!

TELL your colleagues and coworkers about SLSA!

INVITE them to an SLSA meeting or event. Just **ASK!** (You never know who will say, “Yes!”)

FORWARD SLSA’s and LSI’s website addresses for them to check out! (www.slsa.org, www.lsi.org)

E-MAIL your boss and other legal professionals about SLSA’s guest speakers and programs!

SHARE the educational information you receive at meetings!

POST flyers for upcoming SLSA meetings and events in your workplace!

PLACE a copy of SLSA’s *The Legal Eagle*, or LSI’s *The Legal Secretary* in your lunchroom!

ATTEND an LSI Quarterly Conference and **BRING** a friend. You will have so much fun, and there is great selection of workshops to choose from! The next two conferences are right in our backyard: August 19-21 in Stockton; November 11-13 in Rancho Cordova!

ASK if your firm pays for SLSA membership as part of its continuing education for support staff! (Perhaps they would share the cost?)

PROMOTE the CCLS Certification Program and the Beginning Legal Secretary classes!

EDUCATE yourself and others about the benefits and discounts that come with SLSA/LSI membership! (Have you checked recently? You could be missing out on some great deals!!)

CONTACT the SLSA Membership/Marketing Chair if you have questions or need additional information about SLSA or LSI membership! (gomesl@gtlaw.com)

If there are several legal professionals in your firm who are interested in SLSA membership, SLSA President Dawn Forgeur, CCLS, and I would be happy to come to your office to make a brief presentation on the requirements and benefits of membership.

Also, if your firm is interested in contributing to the contest prizes, LSI will list the name of each attorney/law firm that makes a \$50 donation in the LSI Quarterly Conference Program. Contact Sandra Jiminez, CCLS, CLA, LSI Vice President and Marketing Coordinator at sjiminez52@yahoo.com.

PASS THE WORD AND LET’S HAVE A GREAT MEMBERSHIP DRIVE!!!!!!!!!!

Governor's Report

by Andrea Stoll

“ Take advantage of these educational opportunities from LSI! ”

November Quarterly Conference is coming up quickly, and it's being held locally! This means that you can get your educational needs and CLE credits taken care of in one weekend close to home! The theme for November is "Back to Basics: Education, Networking, and Friendship" and will be held at the Sacramento Marriott in Rancho Cordova from November 11 to 13, 2011. The following educational seminars that will be offered are:

Friday: November 11, 7:30pm-9:30pm

Probate/Estate Planning: What You Don't Know Could Hurt You

Civil Litigation: Who's at the Door? Successfully Serving Summonses and Subpoenas

Saturday: November 12, 10:30am-12:00pm

Criminal Law: From Arrest to Conviction

Law Office Administration: Adobe Acrobat - Tips and Tricks

Saturday: November 12, 4:00pm-5:30pm

Transactional Law: Bankruptcy - The Road to Recovery

Family Law: Child Custody - When Things Get Ugly, No One Wins

If you register prior to November 4, the cost for attending each class is only \$10. If you register at the door, the cost is \$15.00. There is a registration form in this bulletin, but if you have any questions, please feel free to contact me at andrea@haydulaw.com, or the president at president@slsa.org.

SLSA will be manning the registration table for conference and we hope to see many of you taking advantage of the location of this conference! Please refer to the flyers in this bulletin for the conference registration form and prices, and if you would like, there is a hotel registration form with discounted rates for conference attendees.

Vendor Spotlight

September Regular Dinner: Carol Nygard & Associates

by Lynne Gomes



Carol Nygard & Associates is a full-service boutique court and deposition reporting firm specializing in complex litigation with offices in Sacramento and San Francisco. Their personalized, comprehensive services include regular seven business-day turn-around on transcripts,

real-time, LiveNote, video, webstreaming, rough ASCIIs, and videoconferencing. The Sacramento office offers six complementary conference suites, and is only eight minutes from Sacramento International Airport, or seven minutes from downtown. The San Francisco office is located in the Finan-

cial District, with four complementary conference suites. Carol Nygard & Associates covers Sacramento, Northern California, the Central Valley, Downtown San Francisco, the North Bay, East Bay, and South Bay. They also offer nationwide scheduling.

Thank you very much to Carol Nygard, Sherry Glass, and all the professionals at Carol Nygard & Associates! We are proud to feature them as our Vendor of the Month, and appreciate the support they have always given to SLSA.

For more information on Carol Nygard & Associates, please visit their website at www.sacramentocourtreporter.com.

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CHAPTER ACHIEVEMENT REPORTING FORM

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

Date of Event

Event

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

Name: _____ Email: _____

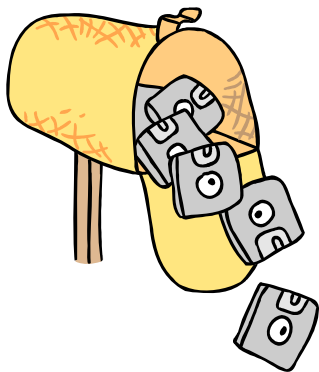
If you have any questions or would like to email this form, you can reach Andrea Stoll, Governor, at andrea@haydulaw.com, otherwise you can mail this form to:

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

Speaker Spotlight

September Regular Dinner Meeting: Michael Cox with Sarnoff Discovery Services

by Sophia Albov, CCLS



The Sacramento Legal Secretaries Association was honored to host Michael Cox of Sarnoff Discovery Services at its September Dinner Meeting. Mr. Cox came to our meeting all the way from Los Angeles to speak to us about the recent advances in e-discovery as well as the uses of computer/iPhone forensics in litigation.

Mr. Cox began his presentation with a very interesting (and a little unsettling) demonstration of the information that can be pulled off a simple iPhone. He had run a forensics examination on his own iPhone prior to meeting us and was able to reconstruct all the movements he had made in the previous few months based on which wireless networks his phone had connected to. Not only did he have information on where

he had been, but he also had all pictures he had taken at each location linked to the wireless networks his phone had accessed. He uploaded this information into Google Earth and was able to present us with a map of everywhere he had been with accompanying images. This exercise was to demonstrate how much information our cell phones can really tell about us if properly mined for information. This type of information could be highly relevant in a case if you had a party that was being dishonest about their whereabouts.

Mr. Cox then described some of the services that his company is able to provide in reference to forensic data collection and e-discovery services. He indicated that while he has not seen much use of forensic data collection in California cases

that it is being used to drive up litigation costs back east regularly. He indicated that plaintiffs will force settlement by demanding large amounts of data. While this data is relevant, it is quite expensive to collect. Besides collecting forensic data, Sarnoff Discovery Services also offers e-discovery services, online hosting of data, and document coding.

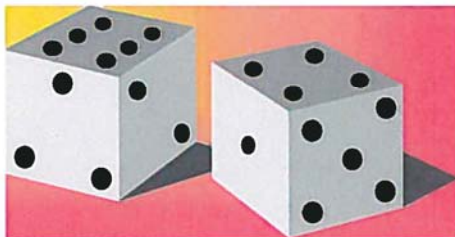
Perhaps one of the most important tidbits that Mr. Cox instilled in us during his presentation is the need for a properly certified professional to handle all forensic evidence gathering. While there are a lot of IT professionals that can take forensic evidence off a computer, the evidence could be less than useful in court if the procedures followed to obtain the evidence do not follow the proper guidelines. It is very important to make sure that anyone performing a forensic data collection is a Certified Computer Examiner (CCE), as the collection of data really is a scientific process.

Mr. Cox is the project manager for the newly opened Sarnoff Discovery Services. He has over 16 years of experience in working with technology in business environments and 13 years working specifically with litigation in the legal field. Prior to joining Sarnoff, Mr. Cox held the position of Litigation Technology Specialist for the firms Lionel, Sawyer & Collins and Cozen O'Conner. For both of these firms he oversaw the litigation technology for all their offices. He has also worked as a database manager and a technical support specialist.



VOLUME 2 ISSUE 26

MEMBER OF LEGAL SECRETARIES, INC. CHARTERED 1980
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PRESENTS**

FALL LUNCHEON

AND



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\$25.00 AT DOOR**

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VICKI YOUNG (530-269-3440)**



Julie Denker and
Lynne Gomes



Lacy Monserrat



Stephanie Hosey



Lynne Gomes
and Fiancé

Reno Bus Trip

by Lynne Gomes

The SLSA/PCLPA Reno Bus Trip was SO MUCH FUN!!! There were 37 people on the bus -- 23 members/guests from SLSA, and 14 members/guests from PCLPA.

We began our trip at 8 AM, with our first pick-up location in South Sac/Elk Grove. We then proceeded to Arden Fair Mall, then to Citrus Heights, and picked up the last passengers in Newcastle. Our bus transportation was provided by Amador Stage Lines. Free coffee, donuts and muffins were offered for breakfast, sponsored by Veritext National Deposition & Litigation Services. Bloody Marys, Screwdrivers, beer, soda and bottled water were available for purchase, with Stone & Graves providing the alcohol for the Bloody Marys and Screwdrivers. We played two games on the way to Reno, and game prizes were provided by Carol Nygard & Associates.

Raffle tickets were sold on the way to and from Reno, with the winning tickets drawn on the return trip. We had 32 raffle prize donations from members, law firms, and vendors!! A list of all our *fantastic, wonderful, generous donors* is included in this bulletin.

We arrived in Reno at 11:30 AM. We were greeted by a representative of the Grand Sierra Resort Hotel-Casino, who provided a \$12 voucher towards their buffet or cafe, as well as \$5 in free slot play for everyone on the bus. We stayed in Reno for six hours, and attendees were free to

enjoy the time at the Grand Sierra or explore other parts of Reno.

Departure from Reno was at 5:30 PM and on the return trip, each attendee was given a goodie bag with a mini water bottle, apples, peanuts, protein bars, pretzels, candy, and gum. The goodie bags and contents were primarily donated by members of PCLPA, with additional contributions from the Law Office of Lynn A. Dean, Greenberg Traurig, Johnny Bateman, and Yolanda De La Cruz. The bus was equipped with video monitors and a DVD player, so we enjoyed watching the movie "My Cousin Vinny" on the drive back. Final drop-off in South Sac/Elk Grove was at 8:40 PM.

I would like to thank SLSA Reno Bus Trip Co-Chair Johnny Bateman, and PCLPA Co-President/Bus Trip Chair Julie Denker, for their invaluable help and many contributions towards the success of this event. It was a true pleasure to work with you! HUGE thanks to the kind hearts and generosity of all of SLSA's and PCLPA's members, the law offices and employers who supported the trip with their donations, and our fantastic vendors, who are ALWAYS there for us!! Special thanks to Murphy Austin Adams Schoenfeld, LLP, for their major sponsorship of the Reno Bus Trip! We could not have done this without any of you!

I would be remiss if I did not acknowledge the Grand Sierra Resort Hotel-Casino, as well as Amador Stage Lines (ASL). We had no costs for the bus itself, as we were able to take advantage of the Grand Sierra's deal with ASL that they would pay the bus costs for any group of 35 people or more that ASL brought to the casino for a minimum stay of five to six hours. Obviously, this was a terrific deal for us and cut our trip expenses significantly.

Total income for the bus trip was \$1,960.82, with expenses totaling \$244.93. Income over expenses was \$1,715.89. SLSA and PCLPA will split the proceeds, for a total of \$857.95 to each association for their respective educational programs, scholarship funds, and charitable projects.

The pictures tell the whole story -- it was a great day!! If you weren't able to join us, we're sorry you missed out on such a fun time. There's always next year!!!

Thanks for the memories!!!





Melanie and Alex G.



Astrid, Dawn, and Tammy



Johnny and Dawn



Julie, Johnny, and Lynne



Johnny and Crew

THANK YOU -- RENO BUS TRIP SPONSORS & DONORS!!!!!!

Major Sponsorship

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Breakfast Sponsor

Veritext National Deposition & Litigation Services

Beverage Sponsors

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Lynne Gomes

Johnny Bateman

Tamara Watson

Gloria Lamm

Placer County LPA

Raffle Ticket Sales

Rachel Malerbi



Dawn and Our Driver

Debbie Sidhu	Oct. 1
Nancy Vanderhorst, CCLS	Oct. 1
Launa Atkinson, CCLS	Oct. 4
Lori McCleerey	Oct. 4
Jennifer Chastain	Oct. 5
Leticia Valdez	Oct. 7
Astrid Watterson, CCLS	Oct. 9
Lisa Haddix	Oct. 13
Dimple Kohli	Oct. 16
Jodi Wright	Oct. 18
Johnny Bateman	Oct. 21
Tina Gravel	Oct. 22
Heidi Hernandez	Oct. 22
Molly Mahoney	Oct. 24
Diane Walters	Oct. 26
Erika Dillard	Oct. 28
Jennifer Estabrook, CCLS	Oct. 30
Maria Reyes	Oct. 30
Sally Brooks	Oct. 31



CCLS Quiz Answers

by Jennifer Estabrook, CCLS

CCLS QUIZ ANSWERS (from page 10):

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



Legal Procedures

Submitted by Molly Mahoney and Stevie Garcia



SUPERIOR COURT OF CALIFORNIA COUNTY OF SACRAMENTO

PUBLIC NOTICE CHANGE TO THE CIVIL TRIAL SETTING PROCESS

Effective October 3, 2011, the Court will no longer conduct the Civil Trial Setting process by telephone. Civil litigants will instead utilize a new on-line process accessible on the Court's website.

Litigants referred to the Trial Setting Process are required to submit selected dates 60 days from the date of referral. Dates may be obtained by accessing the Court's website, <http://www.saccourt.ca.gov/civil/trial-setting>. Available dates will continue to be updated as necessary. Dates may also be obtained by accessing a pre-recorded message at (916) 874-6098.

Once the Settlement Conference and Trial Dates are selected, plaintiffs counsel must:

- 1) access the Court's website at <http://www.saccourt.ca.gov>
- 2) select "*Civil*"
- 3) select "*Trial Setting Process*"

You may also type the following link directly into your browser:

<http://www.saccourt.ca.gov/civil/trial-setting>

Counsel must then complete and submit the required form. Court staff will review submitted dates and respond via e-mail.

If you do not have access to the Internet, a Trial Setting Process form may be obtained at the Civil Records Counter (window 18) in Room 102 of the Gordon D. Schaber Courthouse.

If you need further assistance after reviewing the information on the Court's website <http://www.saccourt.ca.gov/civil/trial-setting> you may call the court's main telephone number (916) 874-5522 and select 2 for Civil.

Legal Procedures Cont....

District Courts of Appeal and Supreme Court Fee Change Announcement

By: Molly Mahoney & Stevie Garcia

PUBLIC NOTICE OF FILING FEE

Pursuant to the provisions of Assembly Bill 110, signed by the Governor and effective August 30, 2011, the court will now begin charging a filing fee of three hundred twenty-five dollars (\$325) for the following documents, where they are the first document filed in the Court of Appeal or the Supreme Court by a party other than the appellant or petitioner in a civil case:

- Any application or opposition to an application;
- Any motion or opposition to a motion;
- Any respondent's brief in an appeal in the Court of Appeal;
- Any preliminary opposition to a petition for a writ;
- Any return (by demurrer, verified answer, or both) after the court issues an alternative writ or order to show cause;
- Any opposition after the court notifies the parties that it is considering issuing a peremptory writ in the first instance;
- Any answer to a petition for review in the Supreme Court; and
- Any brief after the Supreme Court grants review.

The new fee will not be charged for any Mediation Statement form, Case Screening form, or other document filed as part of a court's appellate mediation program.

CCLS Abbreviation List

by Jennifer Estabrook, CCLS

Common abbreviations in citations:

Affirmed –	affd.
Certiorari –	cert.
Corpus juris secundum –	C.J.S.
Decision –	Dec.
In the work quoted above –	op. cit supra
Judgment –	judg.
Rehearing –	rehg.
Subsequent opinion –	sub. opn.
Appeal dismissed –	app. disp.
Clerk's transcript –	C.T.
Court of Appeal –	Ct. App.
Hearing denied –	hg den.
In the same place –	ibid.
Modified –	Mod.
Reversed –	revd.



Superior Court Changes

County of Sacramento

Effective October 4, 2011, the Court will accept Visa and MasterCard credit cards for payment of Civil fees (with some exceptions). Payments for filing fees and certified copies will be accepted via credit card transaction. There will be no extra processing fee for using a credit card for payment. Payments for the following fees will not be accepted via credit card: Reporters Transcript Deposit, Jury fees, Court Reporter fees, and Undertaking Deposit. If you are filing via mail or drop box/drop off, and would like to pay your fee via credit card, you may access the Credit Card Authorization Form at <http://www.saccourt.ca.gov/forms> (also attached). All fields of this form must be completed and the form must be submitted with your filing. For attorneys who use runner services to file your documents, you may also use the Credit Card Authorization Form and have the runner present the completed form at the time of filing at the front counter windows. If you need further assistance as to how this process works, you may call the court's main telephone number (916) 874-5522 and select 2 for Civil.

County of Ventura

Notice of Change in Processing of Civil Filings

Effective October 11, 2011, case initiating papers, including complaints, applications and petitions, applications for renewals of judgment, and clerk and court default judgment packets (except for requests for entry of default) will be processed in the Ventura clerk's office, only. For efficiency and timeliness of processing, the Court encourages to the extent possible that all the above listed documents be dropped in the Ventura Court location. (All named documents dropped in the East County must be transported by the Court to Ventura for filing.) Documents relating to Unlawful Detainers will be excluded. Documents may be dropped off at the civil filing counters, or at window 14, in room 210 of the Hall of Justice during regular business hours. A drop box is located directly outside of the clerks' office, and documents placed in the box by 5:00 pm will be deemed deposited for filing that same business day.

Reduction in Operating Hours- All Clerk's Offices

Effective **Tuesday, January 3, 2012**, -the hours of the Clerk's Office, Monday through Friday, shall be 8:00 a.m. to 3:00 p.m. for traffic, civil, small claims, family law, criminal, juvenile, probate, appeals and records. Phone hours will be from 8:00 a.m. - 11 :30 a.m., and 1 :30 p.m. - 3:00 p.m. The Walk-up Express Window at the main Ventura Courthouse for Criminal/Traffic and Collections' payments, however, will remain open from 8:00 a.m. to 6:45 p.m. Monday through Friday. Drop boxes are currently provided outside each Clerk's Office for filing papers or submitting payments. Documents placed in the boxes by 5:00 p.m. are deemed deposited for filing that same business day.

November 23, December 23, 27, 28, 29 and 30, 2011- Partial Closures

The majority of the courtrooms and all clerk's offices will be closed on November 23, 2011, December 23, 27, 28, 29 and 30, 2011 to mitigate the impact of additional unpaid employee furlough days on court operations. These partial closure days are not court holidays, so statutory deadlines will not be extended. However, drop boxes are currently provided outside each clerical office for filing papers or submitting payments. Documents placed in the boxes by 5:00 p.m. are deemed deposited for filing that same business day. Most cases already calendared for hearing will be rescheduled and the affected parties notified by the court. An exterior walk-up window on the north side of the Hall of Justice, Government Center, 800 South Victoria Ave., will be open between 8:00 a.m. and 6:45 p.m. for handling criminal/traffic and collections payments only. Limited courtrooms will be open to hear urgent matters, and a judge will be available to sign any other necessary documents on an emergency basis at the Hall of Justice. A courtroom will also be open at the Juvenile Justice Center for urgent juvenile matters. All Simi Valley courtrooms will be closed.



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Harry Potter

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Sacramento Legal Secretaries Association

Dinner Meeting - October 20, 2011

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Elk Grove Police Department

Criminal Law 101
From The Police Officer to the D.A.

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

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Midtown Sacramento

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

R.S.V.P. by October 18. Checks should be made payable to SLSA, and mailed to: Maimie Chyinski, Registration/Reception Chair 2011-2012, SLSA, c/o Fagen Friedman & Fulfroost, LLP, 520 Capitol Mall, Ste. 400, Sacramento, CA 95814; or fax: 916-443-0030; or email to: reservations@slsa.org. You may also register online at www.slsa.org. Please add \$3 for reservations made after October 18. **NOTE:** Cancellations must be received 48 hours in advance for a refund. **No-Shows will be billed.**

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Entrée Selection:

Mexican Buffet:

- Spicy Chicken Tortilla Soup
- Seasoned Shredded Beef and Chicken Fajitas
- Cheese Enchiladas
- Refried Beans and Mexican Rice
- Mixed Greens with cheddar cheese, black beans, roasted yellow corn, diced tomatoes, jalapeno ranch dressing
- Assorted Gourmet Brownie Bars

Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO

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

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

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

2011-2012 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

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

Mail to: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**
5534 Blackbird Drive, Pleasanton, CA 94566

Enclosed is payment of my dues for the fiscal year **8/1/11** through **7/31/12** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

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

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

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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



California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

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

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

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

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

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

* Fees subject to change without notice.

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

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

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

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

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

Signature of Applicant _____ Date _____

PLACER COUNTY LEGAL PROFESSIONALS' ASSOCIATION

General Meeting
Tuesday, October 25, 2011

Event Location:
Heald College - Commons Area
Seven Sierra Gate Plaza
Roseville, CA 95678

Speaker:
Denise Pagh
Law Library Manager
Kronic Moskovitz Tiedemann & Girard

Topic:
Savvy Internet Searching
(You will not want to miss this speaker)

Time:
5:30 pm to 6:00 pm - Social
6:00 pm - Speaker

Dinner will be provided

You must RSVP by: Friday, October 21, 2011

Michelle Davidson
Heald College
Seven Sierra Gate Plaza
Roseville, CA 95678
(916) 780-4456
Michelle_davidson@heald.edu

Eating with Sophia: Getting Fancy on the Grid

by Sophia Albor, CCLS

Sometimes you just want to have a fancy night out on the town. Sacramento is full of wonderful restaurants that you can get dressed up for. This month I am going to run through a few of the places that I like to go on special occasions (or places I go when I want to feel special!). So get out your fancy dresses and heels and get ready to hit the town!

Ella Dining Room
1131 K St
Sacramento, CA 95814
Neighborhood: Downtown
(916) 443-3772
www.elladiningroomandbar.com/

Ella has a certain *je ne sais quois*. The interior is clean and modern. There is a phenomenal bar and it has great tables perfectly suited for larger groups. I have been lucky enough to come here for intimate dinners at the bar and also for a company Christmas party. The service and food were phenomenal for both occasions. They have great oysters on the half shell and a diverse wine list. I have never had the cocktails, but I have heard they are also quite a treat.

The Press Bistro
1809 Capitol Ave
Sacramento, CA 95811
Neighborhood: Midtown
(916) 444-2566
www.thepressbistro.com/

I cannot say enough great things about The Press Bistro.

This restaurant is a newcomer on the Sacramento restaurant scene. They have been open for a little over a year. This is a great place to come with a group or on a date. There is a wonderful communal table that runs down the center of the restaurant. The food is also very delicious, especially the tapas and small plates. It is a great way to try out a variety of items without bursting your stomach or your wallet. The food is wonderful, but the true highlight of The Press is the sophisticated cocktail menu. Perhaps one of the best things I have ever drunk is the Salt and Pepper, which is a gin based cocktail with rosemary and grapefruit juice (it really does taste like salt and pepper!!).

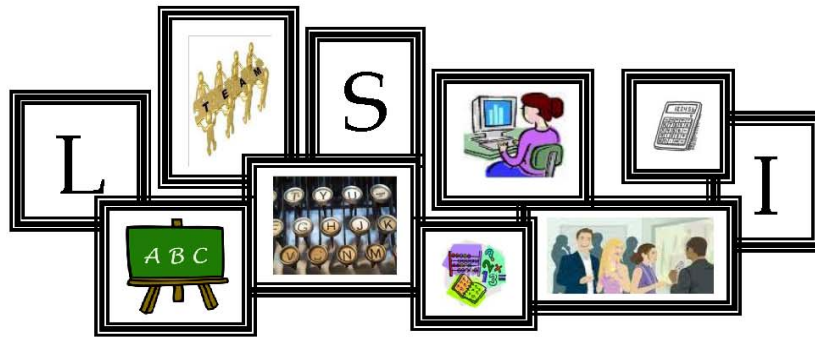
Mulvaney's B&L
1215 19th St
Sacramento, CA 95814
Neighborhood: Midtown
(916) 441-6022
www.culinaryspecialists.com

Mulvaney's blends amazing food with an intimate atmosphere. This restaurant really concentrates on fresh and local food. In addition to the restaurant's main dining room, there is also a well-appointed space next door to the restaurant. This space is used for private events and special events put on by the restaurant. I have had the pleasure of attending one of their family style dinners. Every dish that was put on our table was fabulous!! The family style dinners are really fun if you have an open palate and are ready for a culinary adventure.

Tuli Bistro
2031 S St
Sacramento, CA 95814
Neighborhood: Midtown
(916) 451-8854
www.tulibistro.com

Tuli Bistro is a sophisticated little gem on the outskirts of midtown. At the corner of 21st and S, one could easily miss this tiny treasure (they have no sign on the building). However, if you can make your way there you will be in for quite a treat. The majority of the tables at this restaurant are located on their patio. The actual interior of the restaurant is quite tiny with a bar, a few open tables, and a great view into the open kitchen. Do not let the outdoor tables scare you into only dining there when the weather is perfect...they have designed the space in a way that makes it functional for all seasons and temperatures. The menu at Tuli is a nice mix of adventurous items and homey favorites (with the obligatory twist of course!). This is a great place to come on an intimate dinner date, however, I would not recommend it for a group due to the space constraints.





BACK TO BASICS: EDUCATION, NETWORKING AND FRIENDSHIP

LSI Quarterly Conference
 Sacramento Marriott Rancho Cordova
 November 11-13, 2011

CONFERENCE REGISTRATION FORM

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

PLEASE INDICATE IF YOU ARE:

- State Officer (Specify) _____
- State Chairman (Specify) _____
- Governor
- CCLS
- PLS

LEGAL TRIVIA THROWDOWN: Interested in Being Team Member? Yes No

SCRIP (Includes Registration, Welcome Reception, Banquet, and Brunch)
 POSTMARKED ON OR BEFORE October 11, 2011 \$100.00 \$ _____
 POSTMARKED October 12, 2011 OR LATER \$110.00 \$ _____

INDIVIDUAL TICKETS

_____ Registration PRIOR to October 11, 2011	\$15.00	\$ _____
_____ Registration AFTER October 12, 2011	\$25.00	\$ _____
_____ WELCOME RECEPTION (Friday)	\$20.00	\$ _____
_____ Presidents' Luncheon (Saturday)	\$30.00	\$ _____
_____ Governors' Luncheon (Saturday)	\$30.00	\$ _____
_____ Membership Luncheon (Saturday)	\$30.00	\$ _____
_____ BANQUET (Saturday Evening)	\$40.00	\$ _____
_____ BRUNCH (Sunday)	\$25.00	\$ _____
Total Amount Enclosed		\$ _____

MENU CHOICES: (Please Indicate Choice):
 Banquet: Chicken Marsala, Baked Sole, or Italian Vegetable Calzone
 Luncheons: Baja Chicken Wrap or Vegetarian Wrap
 Special Dietary Restrictions: _____

Please make checks payable to: LSI
 Mail to: LSI Corporate Office, P.O. Box 660, Fortuna, CA 95540-0660



**Legal Secretaries,
Incorporated
2nd Quarterly Conference**

November 11-13, 2011

**BACK TO BASICS: EDUCATION, NETWORKING &
FRIENDSHIP**

Sacramento Marriott Rancho Cordova
11211 Point East Drive
Rancho Cordova, CA 95742
Tel: (916) 638-1100
Fax: (916) 638-5803

HOTEL REGISTRATION FORM

Name: _____
 Mailing Address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 E-mail Address: _____
 Local Association: _____ (LSA / LPA)
 Arrival Date: _____ Departure Date: _____

ACCOMMODATIONS:

- Single/Double \$94.00 (plus 12% tax plus a \$1 tourism assessment fee)
 3rd and 4th person in each guest room is \$10.00 per person, per day.
 Check In – 3:00 p.m. Check Out – 12:00 p.m.
 Complimentary on-site Parking

RESERVATIONS: Please call hotel at (800) 228-9290 or (916) 638-1100 and mention Legal Secretaries, Incorporated to get conference rate.

Or reserve on-line (group code built into web addresses below) at:

Leglega (King Bed):

<http://www.marriott.com/hotels/travel/sacmc?groupCode=leglega&app=resvlink&fromDate=11/10/11&toDate=11/13/11>

Leglegb (2 Queen Beds):

<http://www.marriott.com/hotels/travel/sacmc?groupCode=leglegb&app=resvlink&fromDate=11/10/11&toDate=11/13/11>


Deadline to reserve room at negotiated rate – **October 20, 2011**

AIRPORT: Sacramento International Airport (SMF) (27 miles)

NO airport shuttle

Alternate transportation: SuperShuttle - \$38.00 USD (one way)
 Estimated taxi fare - \$75.00 USD (one way)

General Information, contact:
 Catherine Culver, CCLS, Conference Chair
 Tel: (800) 281-2188 / Fax: (707) 682-6888
 E-mail: lsiong@suddenlinkmail.com

<p>LEGAL SPECIALIZATION SECTION SEMINARS 2nd Quarterly Conference – November 11-13, 2011 – Sacramento Marriott Rancho Cordova Host: Legal Secretaries, Incorporated REGISTRATION FORM - DEADLINE IS FRIDAY, November 4, 2011 Registration MUST be RECEIVED by each Section Leader on or before the deadline. Please make advance reservations so materials may be prepared. Please check appropriate boxes below. Mail, Fax or E-Mail a copy of this form to each corresponding Section Leader. Send a self-addressed, stamped envelope if you wish confirmation of your reservation. PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"</p>		
LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
<p>Friday, November 11, 2011 -- 7:30 p.m. to 9:00 p.m.</p>		
<p><u>PROBATE/ESTATE PLANNING:</u> Topic: <i>Estate Planning: What You Don't Know Could Hurt You</i> Speaker: Lynn Dean, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Linda Moore, CCLS, Probate/Estate Planning Section Leader c/o Stutz Artiano Shinoff & Holtz, APC 2488 Historic Decatur Rd., Ste. 200, San Diego, CA 92106 (O) 619-232-3122 ext. 404 (F) 619-232-3264 Email: lmoore@stutzartiano.com</p>	<p><u>CIVIL LITIGATION:</u> Topic: <i>Who's at the Door? Successfully Serving Summonses & Subpoenas</i> Speaker: Mark Schwartz, One Legal <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Denise Aguilar, CCLS, Civil Litigation Section Leader 8279 Philodendron Way, Buena Park, CA 90620-2120 (H) 714-670-0215 Email: daguilar57@att.net</p>	
<p>Saturday, November 12, 2011 — 10:30 a.m. to 12:00 p.m.</p>		
<p><u>CRIMINAL LAW:</u> Topic: <i>From Arrest to Conviction</i> Speaker: Brandon T. Williams, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Linda Lane, Criminal Law Section Leader P. O. Box 12582, La Crescenta, CA 91224 (H) 818-248-0739 (C) 818-434-6600 Email: l.lane44@yahoo.com</p>	<p><u>LAW OFFICE ADMINISTRATION:</u> Topic: <i>Adobe Acrobat – Tips and Tricks</i> Speaker: Brooke Greene, One Legal <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Sara E. Mull, CCLS, Law Office Administration Section Leader Harris, Sanford & Hamman P. O. Box 908, Gridley, CA 95948 (O) 530-846-5691 (F) 530-846-5738 Email: sara@sacvalleylaw.com</p>	
<p>Saturday, November 12, 2011 — 4:00 p.m. to 5:30 p.m.</p>		
<p><u>TRANSACTIONAL LAW:</u> Topic: <i>Bankruptcy – The Road to Recovery</i> Speaker: TBA <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Belinda Owens, Transactional Law Section Leader 3163 Easy Street, San Diego, CA 92105 (C) 619-261-9323 Email: bowens0913@aol.com</p>	<p><u>FAMILY LAW:</u> Topic: <i>Child Custody - When Things Get Ugly, No One Wins</i> Speaker: Diane Wasznicky, Esq., CFLS <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only Send to: Judith Williams, Family Law Section Leader 2368 Lincoln Street, Suite A, Oroville, CA 95966 (O) 530-534-8973 (F) 530-534-6551 Email: pwplgl2@yahoo.com</p>	

Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____
 Address/City/State: _____
 Phone: (Work) _____ (Home) _____ Local Assn.: _____ LSA/LPA
 Method of Payment: Check Credit Card Number _____ Expiration Date: _____
 Name on Credit Card: _____ Type of Card: Visa _____ M/C _____ AmEx _____ Card Verification No: _____

PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.
 The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 <i>Execu- tive Board Meeting</i>	12	13	14	15
16	17	18	19	20 <i>Regular Dinner Meeting</i>	21 <i>Fairytale Town</i>	223
23	24 <i>Last Day to Submit Articles</i>	25	26	27	28	29
30	31					

Dates to Remember

- **October 11- SLSA Executive Board Meeting** (Location: Greenberg Traurig, LLP - Time: 6:00 p.m.)
- **October 20 - Regular Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **October 21—Fairytale Town**
- **October 24 - Last Day to Submit Articles for the November issue of The Legal Eagle**



Legal Secretaries, Incorporated

LEGAL SPECIALIZATION SECTIONS

CIVIL LITIGATION

CRIMINAL LAW

FAMILY LAW

LAW OFFICE ADMINISTRATION

PROBATE/ESTATE PLANNING

TRANSACTIONAL LAW



ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?

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

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

*For more information, contact Margaret Tovar, Legal Specialization Sections Coordinator.
12412 Camilla Street, Whittier, CA 90601; Email: mtovar@kbblaw.com*

LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

2010-2011 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

Mail to: **LESLIE AMES, CCLS, Legal Specialization Coordinator,**
4248 Crestview Place, Eureka, CA 95503

Enclosed is payment of my dues for the fiscal year **8/1/10** through **7/31/11** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

NEW	RENEWAL	
		Criminal Law
		Family Law
		Law Office Administration
		Litigation
		Probate/Estate Planning
		Transactional Law



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
BRASS TACKS* A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 1/2010) No charge for PDF [<input type="checkbox"/>] Send hard copy [<input type="checkbox"/>]	\$ 5.00		\$
CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET Currently under revision and not available at this time			
CCLS BROCHURE Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 2/08)	N/C		
CCLS MOCK EXAM (Revised 2010) Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	25.00		
CCLS PIN A ½" high, 10-karat gold-filled pin with CCLS logo. For the CCLS.	35.00		
CCLS STUDY KIT Contains Mock Exam (see above), Gregg Reference Manual with Instructor's Resource Guide, Basic and Comprehensive Worksheets.	199.00		
GUIDELINES FOR HOSTING LSI CONFERENCES* An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 12/09)	N/C		
GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM A 34-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 8/03)	5.00		
HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES* A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/08)	5.00		
HISTORY OF LEGAL SECRETARIES, INCORPORATED A 50-page memory of people, places and events since 1929. (Rev. 3/2010)	5.00		
LAW OFFICE PROCEDURES MANUAL FLYER An 8 ½" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/2010)	N/C		
LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 9/07)	4.00		
ADOPTIONS CHAPTER (Rev. 6/11)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 6/11)	7.00		
CORPORATIONS CHAPTER (Rev. 6/11)	7.00		
COURT STRUCTURE CHAPTER (Rev. 9/07)	7.00		
CRIMINAL LAW CHAPTER (Rev. 9/07)	7.00		
DISCOVERY CHAPTER (Rev. 6/11)	7.00		
FAMILY LAW CHAPTER (Rev. 6/11)	7.00		
PROBATE CHAPTER (Rev. 9/07)	7.00		
REAL ESTATE CHAPTER (Rev. 6/11)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 6/11)	7.00		
WORKERS' COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 6/11)	7.00		
LEGAL SECRETARY'S REFERENCE GUIDE A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 11/09)	30.00		
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	5.00		
TOTAL THIS PAGE			\$

*Item available to LSI members only.

(Prices effective 07/01/2011)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/2010)	\$ N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* (Magnetic) A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	5.00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information. (Rev. 5/08) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7.00		
PRESIDENT'S PIN* Same as pendant (see above). Specify magnetic or pin back. [] Magnetic [] Pin back closure	7.00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
SUB-TOTAL, INCLUDING MAILING/SHIPPING AND HANDLING =			\$
CALIFORNIA SALES TAX (7.25% OF SUB-TOTAL ABOVE) +			\$
TOTAL DUE =			\$

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. COMPLETE PAYMENT INFORMATION BELOW AND MAIL COMPLETED ORDER FORM TO LEGAL SECRETARIES, INCORPORATED, CORPORATE OFFICE, PO BOX 660, FORTUNA, CA 95540-0660; OR, FAX TO (707) 682-6888. CHECK OR CREDIT CARD INFORMATION MUST BE INCLUDED. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY.

DELIVER TO: NAME _____ ASSOCIATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DAY TELEPHONE (_____) _____ E-MAIL _____

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

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

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

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

*Item available to LSI members only.

(Prices effective 07/01/2011)

BENEFITS

LEGAL SECRETARIES INCORPORATED (LSI)

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.

<p>DISCOUNT THROUGH CEB</p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit http://ceb.com/LSI/</p>	<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorq@suddenlink.com, or LSI Vice President</p>
<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
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<p>AFLAC AND WORKER'S COMPENSATION QUOTES Steven C. Dannenberg (Independent Broker) 11091 Rhyolite Drive, Suite 4 Redding, CA 96003 Direct: (530) 339-5889 - Office: (530) 243-9879 Fax: (530) 243-9880 E-mail: dannenberginsurance@gmail.com Offering supplemental insurance for Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke.</p>	<p>CAPITAL INVESTMENT ADVISERS Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
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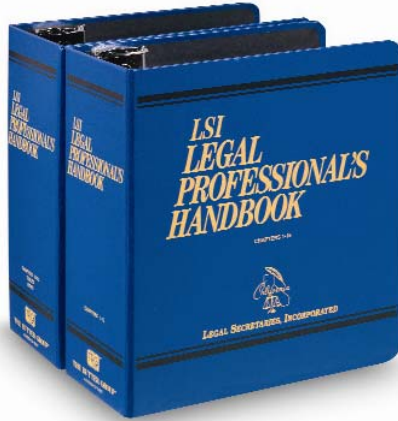
Total Members (Fiscal Year-end 4/30/10)	Association		New Members	Transfer Members	Continuing Members	Total Members
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21	Antelope Valley	LSA				0
49	Beverly Hills/Century City	LSA	13		37	50
22	Butte County	LPA	4		18	22
29	Capitol City	LPA	7		21	28
8	Conejo Valley	LPA	1		5	6
22	Desert Palm	LPA	2		15	17
24	El Dorado County	LPA	1		15	16
43	Fresno County	LPA	13		36	49
46	Humboldt County	LPA	9		39	48
30	Imperial County	LPA	13		24	37
35	Livermore-Amador Valley	LPA	4		23	27
55	Long Beach	LSA	9		55	64
34	Los Angeles	LSA	20		26	46
16	Marin County	LPA	4		13	17
35	Merced County	LPA	9		29	38
20	Monterey County	LSA	2		12	14
66	Mt. Diablo	LPA	11		51	62
16	Napa County	LSA			15	15
80	Orange County	LSA	21		57	78
22	Palo Alto	LSA	7		18	25
26	Placer County	LPA	5		34	39
13	Redding	LPA	8		11	19
23	Rio Hondo District	LPA	5		12	17
27	Riverside	LPA	4		16	20
158	Sacramento	LSA	63		118	181
205	San Diego	LSA	99		140	239
60	San Fernando Valley	LSA	6		28	34
46	San Francisco	LPA	12	-2	31	43
30	San Gabriel Valley	LSA	8		23	31
80	San Mateo County	LSA	14		63	77
28	Santa Barbara	LSA	6		20	26
52	Santa Clara County	LSA	15		44	59
20	Santa Cruz County	LPA	1		7	8
23	Santa Maria	LPA	4		12	16
38	Sonoma County	LSA	13		26	39
8	Southern Butte	LSA	3		9	12
37	Stanislaus County	LPA	3		33	36
46	Stockton-San Joaquin	LPA			29	29
4	Trinity County	LSA			4	4
25	Ventura County	LPA	5		17	22
28	Members at Large					36
1685	YTD TOTALS					1688

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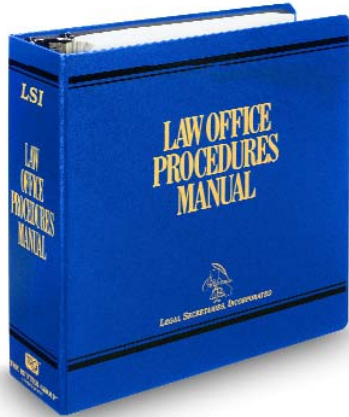


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by *Liz Gideon*

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