



# The Legal Eagle

## Sacramento Legal Secretaries Association

Book 2014, Issue 10  
October 2014



### In this Issue

[October Charitable Event](#)

#### [Online Classes!](#)

- [Overview of California State Court Discovery](#)

[Fairytale Town Event](#)

[Boss of the Year](#)

[Legal Professional of the Year](#)

### Table of Contents

President's Message	2
October Meeting Flyer	3
Speaker Spotlight	4
Member News	10
Calendar/Dates to Remember	23
Of Note	24
CCLS Report	25
Legal Procedures	29
Vendor Spotlight	34
Law Office Products and Management	35
Benefits	36
Governor's Report	37
CAPs Report	37
Parliamentarian's Report	39
Employment Report	44



### October Meeting Information

Don't miss our next regular dinner meeting! The speaker for the evening will be Barry Spitzer, Esq. Mr. Spitzer's topic is "Bankruptcy Law." The dinner meeting will be on October 16, 2014, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. Meet and Greet at 5:30 p.m. Dinner Meeting at 6:15 p.m.

It's been several years since we have had a speaker on Bankruptcy, so make sure you take advantage of this program and make your reservation ASAP!

#### **President**

Lynne Koroush, CCLS  
Carroll, Burdick & McDonough LLP  
980 9th Street, Suite 380  
Sacramento, CA 95814  
(916) 551-3360

#### **Bulletin Editor**

Corene E. Rodder  
Somach Simmons & Dunn  
500 Capitol Mall, Suite 1000  
Sacramento, CA 95814  
(916) 469-3814





## President's Message: "Fall Bursts with Color and Energy"

Submitted by Lynne Koroush, CCLS

The fall season always kicks off one of the most beautiful and colorful times of the year. It's also a time of great energy and fun activities for SLSA. This month, SLSA will once again host crafts and pass out candy in the castle at Fairytale Town for its Annual Safe and Super Halloween weekend, October 24, 25 & 26. Following that, we will be holding a Halloween Costume Party for the children of St. John's on October 28 as part of its "Program for Real Change."

Volunteers are needed for both of these events. Fairytale Town has chosen "The Adventures of Percy Jackson" as the theme for this year's event. We need at least 5-6 volunteers for each night (you do not have to be there all three nights) to set up the craft stations, help the kids with the crafts, and hand out candy. As you know, we always need donations of candy, since it's not unusual to hand out 1,000 pieces of candy or more each night! Alex Cain and Deseree Gamayo are once again chairing this event, so please contact them to sign up to help or to make a candy donation. Their contact information can be found in the Chairmen listing in this bulletin.

The St. John's Costume Party is expected to bring about 60 children. We will need more than just four or five people to successfully host this event. Setting up, helping kids with costumes, conducting the games, taking care of the trick-or-treat bags, and cleaning up is going to require another 3-5 people to make everything run smoothly. Please help if you can. Contact: Rebeca Lerma at [RMLERMA@stoel.com](mailto:RMLERMA@stoel.com).

Don't forget that October 15 is the deadline to submit your nominations for Boss of the Year and Legal Professional of the Year. Is there an SLSA member that you think should be awarded Legal Professional of the Year? Is your employer the kind of boss that deserves recognition and the honor of being nominated for Boss of the Year? Sometimes that's all we need - - to know that what we do matters and has touched others in a positive way. Why not be that person and make someone feel special and appreciated. See the flyers in this bulletin for nomination requirements and guidelines.

Our speaker for the October 16 meeting will be Barry Spitzer, Esq., who will be discussing Bankruptcy Law. It's been a long time since we've had someone address this topic outside of our annual Federal Day in Court event, so be sure to take advantage of this program and make your RSVP as soon as possible. In November, we will be covering "Sexual Harassment and the Hostile Work Environment" as well as presenting the awards for Boss of the Year and Legal Professional of the Year.

November will also bring LSI's Second Quarterly Conference in Palm Springs. Fall is a great time to visit Palm Springs, so if you're thinking of taking a short get-away weekend, why not join us? Go to a couple of classes, hang out with great people who all share your profession, and just enjoy a change of scenery. The registration form and hotel information are included in this bulletin.

I hope you will enjoy this wonderful season and take advantage of all it has to offer.

--Lynne



# Sacramento Legal Secretaries Association



## Dinner Meeting - October 16, 2014

**Courtyard Marriott**  
**4422 Y Street - Sacramento**

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



### Guest Speaker **Barry Spitzer, Esq.**

**MCLE & CCLS Credit:** Sacramento Legal Secretaries Association is a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing legal education credit in the amount of **0.50 hours** by the State Bar of California.

### RSVP by Noon on Friday, October 10 \*

#### Two Ways to Register:

- Online at [www.slsa.org](http://www.slsa.org) under Upcoming Events (Preferred)
- Via e-mail at [reservations@slsa.org](mailto:reservations@slsa.org) (please include menu choice)

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

#### Make checks payable to SLSA and mail to:

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

#### Dinner Menu – Choice of:

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

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

**SLSA Reminds You**  
**that October is Breast Cancer**  
**Awareness Month - -**  
**Remember to "Sport the Pink!"**



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

## Speaker Spotlight: “Dos and Don’ts for Young (and Old) Lawyers



Submitted by Crystal Rivera

### “Dos and Don’ts for Young (and Old) Lawyers: What Lawyers and Staff Need to Know” and “Sealing Documents Under the California Rules of Court”

For our September 18, 2014, dinner meeting, we were grateful to have return as our guest speaker the Honorable David I. Brown, Judge, Law and Motion Department, Sacramento County Superior Court.

Judge Brown has been practicing law since 1974. In 2008, he was appointed to the Sacramento County bench by former Governor Arnold Schwarzenegger. Prior to that, he was a founding partner in the Law Offices of Bailey & Brown where he worked from 1978 until his judicial appointment. In addition to his litigation practice, he has worked as an arbitrator and mediator, and also served as a judge pro tem in Sacramento, Yolo, and El Dorado County Superior Courts. In November 2012, Judge Brown was honored as the Capital City Trial Lawyers Judge of the Year, and was named as the American Board of Trial Advocates 2013 Judge of the Year.

Currently, Judge Brown and Judge Cadei are the assigned judges for the Sacramento County Superior Court’s Law and Motion Department. They each handle approximately 6,000 motions a year. (Yes, you read that correctly, 6,000!)

Judge Brown hears oral arguments in the afternoon, and Judge Cadei hears oral arguments in the morning. They deal with ex parte matters when they are not on the bench. Both Judge Brown and Judge Cadei have three dedicated research attorneys who prepare bench memoranda, which are published as the tentative ruling. The judges have 90 days to file a submitted ruling; however, Judge Brown tries to get his done within a week or two.

Four years ago, the reservation date for hearing demurrers was 6½ months out. Because of the streamlining of their department, now they are being set 2½ months out. Discovery motions take up approximately 25 percent of the normal daily calendar, and approximately 80 percent of the discovery motions are unopposed.

Below you will find some information that Judge Brown shared with us with respect to motions, and he reiterated several times that you should check California Rules of Court (CRC), Code of Civil Procedure (CCP), and the Local Rules (LR).

Call the court ASAP to reserve a hearing date for an MSJ/MSA, JOP, Anti-Slapp motions, or demurrers. You also need to reserve a date for ex parte hearings. All other motions are self-set. [Tip: if you would like a demurrer to be heard sooner than what the court’s calendar currently has available, Judge Brown suggests filing a motion to advance the demurrer—can be by letter ex parte; be sure to give cause for advancing hearing.] A request for continuance of a motion requires court approval; it cannot be done by stipulation.

An application to exceed the page limits must be filed at least 24 hours in advance of the due date of the subject filing.

Memorandum of P&As are required by CRC. The court may construe absence of P&As as an admission that the motion is not meritorious and cause for its denial.

Make sure your notice of motion states in the opening paragraph the nature of the order being sought and on what grounds. If these are not included in your notice, the court can disregard it.

CCP requires that motions must be filed and served 16 court days prior to hearing. [Practice note: check the court’s website for court holidays; see also CCP § 12a. Defective notice deprives the court of jurisdiction to act.] Add 5 calendar days for mail; add 10 calendar days if out of state; add 2 calendar days if service by fax, overnight, or express mail. Count backwards from hearing date, and then add service days last. **If you don’t give proper notice, the court will drop your matter from the calendar.** On Judge Brown’s calendar, 10-20 percent of the motions are dropped for defective service. What if YOU weren’t given enough notice—state in your P&As that the court has no jurisdiction due to defective service, but still respond to the motion.

**Opposition and Reply Papers.** Oppositions must be filed and served 9 court days prior to the hearing. Replies must be filed and served 5 court days prior to the hearing. Both must be served personally, by fax the close of the (if agreed), or by overnight delivery to ensure receipt by next business day. What if you miss the opposition or reply deadline? Judge Brown suggests that you still file your pleadings. If it is a really critical motion, then file an ex parte as to why your opposition/reply papers are late—but also file your opposition/reply before filing your ex parte.

**Demurrers.** Timing—must be filed within the same time a responsive pleading is due. Absent a court order, they must be set for hearing no more than 35 days from filing. Lack of available reservations (docket conditions) suffices for “good cause” to have the hearing on an earlier or later date. Each ground of the demurrer must be in a separate paragraph and must state whether it applies to the entire complaint or to any specified causes of action/defenses.

**Motions to Compel Depositions.** If the motion to compel is for failure to appear, to proceed, or produce documents, there is a requirement to “meet and confer” before filing your motion. The meet and confer is important; look at the statute to make sure which standard applies. Sanctions “shall” be awarded unless the court finds appropriate basis to deny. If the motion is to compel answer or production, the motion must be made no later than 60 days after completion of the record of the deposition. Notice of motion must be given to deponent if a non-party. Moving party must lodge with the court not less than 5 days before the hearing a certified copy of relevant portions of transcript. Motions must have a Separate Statement of request and response in dispute. Separate Statement must have: (1) each question or request numbered and set forth verbatim; (2) the answer or objection made by opposing party verbatim; (3) statement why further response should be ordered; and, (4) other discovery requests and responses if relevant to why further responses are necessary.

**Motions to Compel Response to Interrogatories (if no response to rogs served).** Move for order compelling response. If there is no response at all to the interrogatories, there is no requirement to “meet and confer” before the motion is filed. No specific time limit for enforcement other than 15-day discovery cut-off before trial. No need to file Separate Statement.

**Motions to Compel Document Production.** Response to document demand must either (1) state that documents will be produced, or state that responding party lacks ability to comply (searched, but did not find, destroyed, never existed per CCP). Most attorneys tend to mush motion to compel response and motion to compel production. Judge Brown suggests you compel response first then compel production.

**Summary Judgment Motions (MSJ/MSA).** Timing—at least 60 days after general appearance of party against whom summary judgment is sought. At least 75 calendar days notice (notice cannot be shortened by court except on parties’ stipulation). Heard not less than 30 days before trial, unless the court for good cause orders otherwise. [Practice note: the court cannot shorten the 75 day period, but, on proper showing, may “invade” the 30 day period to allow the motion to be heard within 30 days of trial.]

**MSJ Opposition and Reply Papers.** Opposition filed and served not less than 14 calendar days before hearing. Reply papers filed and served not less than 5 calendar days before hearing. Both must be served by method designed to assure delivery the next business day. Continuance—a party opposing the motion may apply ex parte or otherwise to obtain a continuance at any time on or before the date the opposition response to the motion is due, and requires good faith showing by affidavit.

**Separate Statement.** Moving party must support motion with Separate Statement of Facts which movant believes are undisputed. Each must be followed by reference to supporting evidence. Must comply with format in CRC.

**Opposing Separate Statement.** Opposing party must file a Separate Statement that responds to each of the material facts movant contends are undisputed. Separate Statement must indicate whether disputed, nature of dispute and the evidence that establishes that it is disputed. Must cite exhibit, title, page, and line numbers in the evidence submitted.

**Declarations.** Prepare proper declarations that comply with CCP and CRC, and contain evidentiary facts and not mere conclusions. Use proper jurat. If a declarant is out of state, be sure it includes “under laws of the state of California.” If executing declaration within California, don’t need to include “under the laws of the state of California.” Declarations that contradict prior discovery admissions do not create a triable issue of fact. Attorney declarations usually lack personal knowledge and/or contain hearsay. Don’t use hearsay statements.

**Submit Admissible Evidence.** Make sure objections to evidence are in one of the two alternative formats required by CRC. You run the risk that the court will not rule on the objections. Make sure to object to the evidence within the Separate Statement; don't object to the Separate Statement itself.

**Tips for Successful Oral Argument.** Read the tentative ruling. Purpose of oral argument is to convince the court that the tentative ruling should be modified (not for the court to explain itself). If contesting the tentative ruling, be prepared to lay out your best reasons why the ruling should be changed. If the ruling went your way, be prepared to defend it with some argument of substance, not just "I agree with the court's reasoning." The court keeps an open mind at oral argument. Be civil to the court and opposing counsel. Welcome (don't avoid) questions from the bench. Avoid comments like "With all due respect" or "In all my \_\_\_ years of practice."

**Ex Parte Applications.** Make sure you comply with the notice provisions. Be sure your declaration states that notice was given to the other side. Reserve date and time in the department. Make sure you have all required documents, including a proposed order. State up front what relief you are seeking and whether any parties may oppose the application. Try to file documents at the Civil Counter (Main Courthouse) ahead of appointment time (court prefers filing ex parte packet the day before). Serve the other side at "first reasonable opportunity." Demonstrate in your papers that you have been diligent if you are seeking an order shortening time. State why you need ex parte relief (irreparable harm, immediate danger, etc.). Some matters don't require ex parte appointment but can be decided on the papers (e.g., application to exceed page limits). Be mindful of extra requirements in CRC for certain ex parte applications (e.g., appointment of receivers). Don't count on oral argument. Make sure that all required information is in your moving papers; don't expect to supplement with oral argument at ex parte.

**Filing Documents Under Seal.** See the July/August 2014 and September/October 2014 issues of the Sacramento Lawyer Magazine for Judge Brown's 2-part article titled "Sealing Records and Documents, a Primer." Comply with CRC regarding motion to seal, lodging/filing of documents, redacting financial information (SSN's, Bank Account numbers). [Note: you cannot stipulate to seal anything; if a judge does, then he/she is wrong.] The court does not have paper files

anymore. To seal a document, ask the court to seal the whole document, then provide a redacted paper copy that will be scanned and available online. If you do not ask the court to seal the whole document, then the document is scanned and available online for the public to see. You can file a document "conditionally under seal." You attach an expurgated copy in an envelope, and at the same time, you file a motion to seal.



Judge David I. Brown



**LEGAL SPECIALIZATION SECTIONS SEMINARS**  
**LSI 2nd Quarterly Conference – November 7-9, 2014 – Palm Springs Hilton**  
 Hosting Association: Desert Palm LPA

The deadline to register without a late fee is Tuesday, October 28, 2014.

<b>LSI SECTION MEMBER:</b> Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	<b>LSI NON-SECTION MEMBER:</b> \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	<b>NON-LSI MEMBER:</b> \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
<b>Friday, November 7, 2014 – 7:30 p.m. to 9:00 p.m.</b>		
<b><u>CRIMINAL LAW</u></b> Topic: <i>Negotiating for Criminal Lawyers</i> Speaker: John Patrick Dolan, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<b><u>FAMILY LAW</u></b> Topic: <i>Three Parent Law</i> Speaker: Natalie Keller, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
<b>Saturday, November 8, 2014 – 10:30 a.m. to 12:00 p.m.</b>		
<b><u>LAW OFFICE ADMINISTRATION</u></b> Topic: <i>Forensic Document Analysis – Determining the Validity of a Document Using Technology</i> Speakers: Linda Mitchell <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<b><u>TRANSACTIONAL LAW</u></b> Topic: <i>Corporate Filings &amp; Corporate Minute Books</i> Speaker: Matthew Marianno, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
<b>Saturday, November 8, 2014 – 4:00 p.m. to 5:30 p.m.</b>		
<b><u>CIVIL LITIGATION</u></b> Topic: <i>California Civil Cases: Differences in Federal and State Court Procedures from Beginning through Appeals</i> Speaker: Kathy Miller, ACP Senior Paralegal, FedEx <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<b><u>PROBATE/ESTATE PLANNING</u></b> Topic: <i>Handling Debts and Creditor's Claims in Trust Administration</i> Speaker: Valerie A. Powers Smith, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	

Name: \_\_\_\_\_ PLS/CCLS/Paralegal E-mail: \_\_\_\_\_  
 Address/City/State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Local Assn.: \_\_\_\_\_  
 Payment:  Check (made payable to LSI)  Credit Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Name on Credit Card: \_\_\_\_\_ Type of Card: Visa \_\_\_\_\_ M/C \_\_\_\_\_ CVV No: \_\_\_\_\_

**Send completed form and payment to:** Dawn R. Forgeur, CCLS, LSS Coordinator  
 500 Capitol Mall, Suite 1600, Sacramento, CA 95814  
 Email: [drforgeur@stoel.com](mailto:drforgeur@stoel.com)

*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.*

**2014-2015 Legal Specialization Section Leaders**

<b>Civil Litigation:</b> Barbara Barregar lsscivillit@gmail.com	<b>Law Office Administration:</b> Tammy L. Hunt, CCLS loleader@tlhunt.org
<b>Criminal Law:</b> Jill Gardella, CCLS jgardella@nablaw.com	<b>Probate/Estate Planning:</b> Kristi L. Edwards, CCLS kledwards@justice.com
<b>Family Law:</b> Maria C. Morales Hernandez mhernandez@acr.com	<b>Transactional Law:</b> Annie Parrish, CCLS aparrish@health-law.com

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.



LEGAL SECRETARIES, INCORPORATED

## OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY

LSI will be offering an online class on an Overview of California State Court Discovery. This class will be a six-week, work-at-your-own-pace online session commencing October 20 and ending December 1, 2014. During the classes, the following topics will be covered:

Interrogatories	Demand for Physical Examinations
Demand for Production of Documents	Deposition Subpoenas
Requests for Admissions	Discovery Timelines and Service
Depositions	Verifications

### CLASS SESSION OPENS MONDAY, OCTOBER 20, 2014

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

The content of this class is designed for legal secretaries and those studying for the California Certified Legal Secretary examination.

The cost of the class is \$30 for LSI members/\$50 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate of completion from LSI.

### OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY CLASS REGISTRATION

(Please type or print clearly)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Association: \_\_\_\_\_ LSA/LPA

\$30 LSI Member \_\_\_\_\_ \$50 Non-LSI Member \_\_\_\_\_

Payment: Check # \_\_\_\_\_

Visa/MC Credit Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ 3-digit CVV No.: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email registration form NO LATER THAN October 13, 2014, to Shaylene Cortez, CCLS, LSI Legal Secretarial Training/Seminar Chair, [training@lsi.org](mailto:training@lsi.org) or mail to: LSI, P. O. Box 660, Fortuna, CA 95540-0660. Checks should be made payable to LSI (Note: checks must clear before access will be released). Registration will also be offered online at [www.lsi.org](http://www.lsi.org) with PayPal. For further information or inquiries, email [training@lsi.org](mailto:training@lsi.org). No refunds after October 20, 2014.

**LSI – Educating California’s Legal Professionals**



**RAPID LEGAL®**

*an online attorney service*



## OUR JOB IS TO MAKE YOU LOOK GOOD.

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

What's more, Rapid Legal is an online attorney service that's on the cutting edge of electronic filing and serving. Our secure portal allows customers to quickly and easily manage cases, place orders, upload documents, view job statuses, and retrieve conformed copies, proofs of service and more. So what are you waiting for? Try us for your court filing, electronic filing and process serving needs. You'll be happy you did!



**Ready to let us make you look good?** Simply go to [rapidlegal.com/LSI](http://rapidlegal.com/LSI) and create an account. Then log into our secure portal and place your order within minutes. We'll send you regular status updates until your order is completed. It's that simple.

[www.rapidlegal.com/LSI](http://www.rapidlegal.com/LSI) | [info@rapidlegal.com](mailto:info@rapidlegal.com) | (800) 366-5445



Submitted by Crystal Rivera

*Welcome, and congratulations to the following new SLSA members who were inducted at the September 18, 2014 meeting.*

### **ACTIVE MEMBERSHIP**

**Sarah Martinez** –Sarah is a legal assistant at Perkins & Associates, and has been employed as a legal professional since 2007. She specializes in criminal and family law. She celebrates her birthday on January 31, and she enjoys spending time outdoors with her children.

**Jim Pinter** – Jim is an account executive at First Legal Network, and has been employed by First Legal since 2008. He celebrates his birthday on March 21. He enjoys photography and tennis.

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

### **Get Well**

As some of you know, SLSA Past President (1998-2000) and Legal Procedures Chair Debbie Frias, CCLS, had foot surgery this past spring. Unfortunately, she's had some recent setbacks, but is now recovering. If you wish to send Debbie a card or words of encouragement, please contact our President, Lynne Koroush, CCLS, to get Debbie's address.

### **Congratulations!**

Congratulations to Krysta Guthrie (formerly Wiggins) on her recent nuptials. On August 16, Krysta married her high school sweetheart and U.S. Marine, Toney Guthrie. They had been together for almost 13 years and he finally put a ring on it! They had a small ceremony at their home before immediate family and a few select Marines who had been deployed to Iraq with Toney in 2008. Krysta and Toney were married by a very close friend, also a Marine who had been deployed with Toney. They enjoyed a cruise to the Bahamas for their honeymoon, and have settled in Plumas Lake. We wish the couple all the best!

### **SLSA Event Registrations Going Paperless!**

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

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

Thanks for helping us streamline our registration process!

## Congratulations!

### **WELCOME BABY LUCI!**

At 5:40 a.m. on September 26, Astrid Watterson, CCLS, and Brent Furstner welcomed into the world their baby girl Luciana Marcella-Serafina Furstner! Luci weighs 7.12 lbs and is 19 inches long. They have settled at home in Stockton with Luci's big sisters Alexis and Emily. Congrats on the new addition to your family!



Luci, happy to get to go home!



With her big sister Emily!

## Birthdays

We wish the following members a **Spooktacular** Birthday!

Launa Atkinson, CCLS	October 4
Lori Lasley	October 4
Jennifer Chastain	October 5
Astrid Watterson, CCLS	October 9
Lisa Haddix	October 13
Sharon Silva	October 16
Tina Gravel	October 22
Erica Dillard	October 28
Jennifer Estabrook, CCLS	October 30
Maria Reyes	October 30
Sally Brooks	October 31





**CHANGES?? UPDATES??**

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



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

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

**CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):**

NAME: \_\_\_\_\_

FORMER NAME: \_\_\_\_\_

NEW EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE & ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

BUSINESS E-MAIL: \_\_\_\_\_

NEW HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE & ZIP: \_\_\_\_\_

HOME E-MAIL: \_\_\_\_\_

**CHANGE IN SPECIALTY:**

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

**CHANGES TO MAILING/LISTING INFORMATION:**

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

Please submit to:

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



## ST. JOHN'S HALLOWEEN COSTUME DRIVE AND PARTY

### SLSA'S OCTOBER CHARITABLE PROJECT

St. John's Program for Real Change is a nonprofit organization in Sacramento which provides shelter and food to women and their children, and helps women transform their lives through a unique program consisting of mental health services, GED attainment, and on-the-job training. All the while, their children also receive emotional and developmental support through St. John's Children's Program.

SLSA will be hosting a costume drive and Halloween party to give these kids a fun and memorable experience during what can be an awkward and challenging experience in their lives.

**WHEN:** Tuesday, October 28, 2013, from 6:00 - 8:00 pm

**WHERE:** St. John's - Main Facility, 8401 Jackson Rd., Sacramento

SLSA's sponsorship guarantees the costumes, cupcakes, beverages, decorations, entertainment, and trick-or-treat bags.

#### WHAT WE NEED

- Your help in purchasing or donating new costumes suitable for a boy or girl for ages newborn to 17 for approximately 60 children.
- Your help in purchasing or donating trick-or-treat bags for approximately 60 children.
- Ideas for entertainment - quick craft project, magic show, game(s), etc.
- Volunteers to help set up for the party, help run the party, and help clean up.

If you are interested in joining us for the party, donating costumes, or have any questions, please contact Rebecca Lerma at [rmlerma@stoel.com](mailto:rmlerma@stoel.com) or (916) 319-4790. If you wish to volunteer at the party, you must **RSVP** to Rebecca Lerma by October 10, 2014, and be fingerprinted through the Department of Justice (details to be provided to those who RSVP.) No drop-ins, please.

Your Charitable Projects Committee THANKS YOU!

Rebecca Lerma

Coty Lutz



### PIZZAS FOR THE EVENT DONATED BY:



Fairytale Town's 28<sup>th</sup> Annual Safe & Supper Halloween

# The Adventures of Percy Jackson

October 24 – 26 from 5 – 9 p.m.

Advance tickets are \$7 for members and \$10 for nonmembers. Ticket prices increase beginning Oct. 24<sup>th</sup> to \$9 for members and \$12 for nonmembers. Children 1 and under are free.

Please visit [www.fairytaletown.org](http://www.fairytaletown.org) for tickets

**Volunteers Needed** – for each night to help pass out candy and assist the kids in craft projects. Dress up as your favorite character from The Adventures of Percy Jackson

**Donations Needed:**

## Candy, Candy and More Candy

\*\*\*\*\*Donations can be picked up from OnDemand Legal for free  
Please contact Alex Cain to schedule a pickup\*\*\*\*\*

Please contact:

Deseree Gamayo – 916-231-0321 [dgamayo@stonegraves.com](mailto:dgamayo@stonegraves.com)

Alex Cain- 916-990-7486 [acain@odlegal.net](mailto:acain@odlegal.net)



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

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

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

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

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

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

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

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SPONSOR (IF ANY) \_\_\_\_\_ APPLICATION APPROVED \_\_\_\_\_

**SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)**

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

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

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

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

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



SLSA MEMBERSHIP APPLICATION (continued)

Name: \_\_\_\_\_ Birthday (MO/DAY) \_\_\_\_\_

Talents, Interests, Hobbies: \_\_\_\_\_

**YOUR SPECIALTY:**

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

**EDUCATION:**

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

**TYPE OF OFFICE:**

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

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

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

CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES

CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS

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

E-MAIL PREFERENCE?      [ ] BUSINESS      [ ] RESIDENCE

REGULAR MAIL PREFERENCE?      [ ] BUSINESS      [ ] RESIDENCE

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

How did you hear about SLSA? \_\_\_\_\_

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

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



**Sacramento Legal Secretaries Association  
Membership Renewal Invoice**

**Membership Period: May 1, 2014 – April 30, 2015  
Due Date: May 1, 2014**

Make check payable to:  
Sacramento Legal Secretaries Association

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

Return the completed invoice and full payment to:

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

**MEMBER INFORMATION (PLEASE PRINT LEGIBLY):**

NAME: \_\_\_\_\_

ARE YOU A CCLS? \_\_\_\_\_

BIRTHDAY: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

BUSINESS FAX: \_\_\_\_\_

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

RESIDENCE ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

RESIDENCE PHONE: \_\_\_\_\_

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

**YOUR SPECIALTY:**

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

**MAILING/LISTING INFORMATION:**

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

Where do you want e-mail delivered?  Business  Residence

**INVOLVEMENT:**

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

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

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

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



# LSI

*Educating California's  
Legal Support Professionals*

## **The Continuing Education Council**

PROUDLY PRESENTS

### **INDIAN REAL PROPERTY LEASES AND SALES ON THE AGUA CALIENTE INDIAN RESERVATION**

HISTORY OF INDIAN REAL PROPERTY DEVELOPMENT, ROLE OF BUREAU OF INDIAN AFFAIRS  
AND CURRENT ISSUES



### **CHRISTOFFER THOMSEN, ESQ.**

Partner at Schlecht, Shevlin & Shoenberg, A Law Corporation

**FRIDAY, NOVEMBER 7, 2014\***

5:15 p.m. to 6:15 p.m.

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

Email reservations to: J. Cori Mandy, CCLS  
jcmandy5@gmail.com  
619-515-3256 or 619-954-3603

\*Seminar is free with a paid conference registration

Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1.0 hours.

## Future LSI Quarterly and Annual Conferences

<b>2014</b>	
<b>November 7–9, 2014</b>	
<b>LSI Second Quarterly Conference</b> Palm Springs Hilton <i>Host Association: Desert Palm LPA</i>	
<b>2015</b>	
<b>LSI Third Quarterly Conference</b>  <b>February 20-22, 2015</b> Beverly Garland Holiday Inn <i>Host Association: San Fernando Valley LSA</i>	<b>LSI 81st Annual Conference</b>  <b>May 14-17, 2015</b> Bahia Resort <i>Host Association: San Diego LSA</i>
<b>LSI First Quarterly Conference</b>  <b>August 21-23, 2015</b> Stockton Hilton <i>Host Association: Stockton – San Joaquin County LPA</i>	<b>LSI Second Quarterly Conference</b>  <b>November 13-15, 2015</b> Marriott Hotel, Riverside <i>Host Association: Riverside LPA</i>
<b>2016</b>	
<b>LSI Third Quarterly Conference</b>  <b>February 26-28, 2016</b> Tenaya Lodge, Fish Camp <i>Host Association: Merced County LPA</i>	<b>LSI 82nd Annual Conference</b>  May 19-22, 2016 Embassy Suites Hotel, San Rafael <i>Host Associations: Marin County, LPA/San Francisco LPA</i>



# Desert Palm Legal Professional Assoc.



DPLPA will be honored with your presence at the LSI Quarterly Conference - **November 7-9, 2014**

## HOTEL REGISTRATION

- Single or Double Room Rates \$119 + Tax & Utility User Fee (per night.)
- Resort fee is included in room rate.  
(Includes: free airport shuttle, self-parking, high speed internet, local calls, 24hr fitness center, 15% discount on services at Elements Spa and 2-for-1 dinner coupons in the Terrace Rest.);
- Check in 4:00 p.m. & Check out 12:00 p.m. (Contact the hotel for any early arrival/late departure);
- Each reservation must be accompanied by a one-night room revenue deposit. Click link below.  
[http://www.hilton.com/en/hi/groups/personalized/P/PSPPSHF-LGI-20141106/index.jhtml?WT.mc\\_id=POG](http://www.hilton.com/en/hi/groups/personalized/P/PSPPSHF-LGI-20141106/index.jhtml?WT.mc_id=POG)

### Group Code: LGI

Group Name: Legal Secretaries, Inc. 2014 Fall Conference

**Hilton Palm Springs**, 400 East Tahquitz Canyon Way, Palm Springs, California, 92262-6605

TEL: (760) 320-6868

[Hilton Palm Springs](#)



**Hotel Registration Deadline: October 23, 2014**

- Fitness Room
- Pool
- Automated Teller (ATM)
- Baggage Storage
- Clothing Store
- Electric Service
- Elevators
- Gift Shop
- Laundry/Valet Service
- Lounge
- Luggage Hold
- Multi-Lingual Staff
- News Stand
- On-Site Convenience Store
- Room Service
- Safety Deposit Box

REV. 8/2014



**Desert Palm Legal Professionals Association  
Invites you to join us for a**

*Masquerade Ball*

NOVEMBER 7 – 9, 2014 - Hilton Palm Springs

**CONFERENCE REGISTRATION FORM**

Name (as it will appear on badge): \_\_\_\_\_  
 Association Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact #: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_ (E): \_\_\_\_\_

**Please Check if Applicable and Include Title:**

LSI Officer  
 LSI Chairperson

**Please Check if You Are:**

Governor  
 CCLS  
 PLS

**SCRIP TICKET (Price includes: Registration, Reception, Ball and Brunch):**

POSTMARKED ON OR BEFORE **OCTOBER 3, 2014**..... @ \$125.00 \$ \_\_\_\_\_  
 POSTMARKED AFTER **OCTOBER 3, 2014** @ \$135.00 \$ \_\_\_\_\_

**INDIVIDUAL TICKETS:**

Registration by October 3, 2014	_____ @ \$ 15.00	\$ _____
Registration after October 3, 2014	_____ @ \$ 25.00	\$ _____
Welcome Reception (Friday)	_____ @ \$ 20.00	\$ _____
President’s Luncheon (Saturday)	_____ @ \$ 28.00	\$ _____
Governor’s Luncheon (Saturday)	_____ @ \$ 28.00	\$ _____
Open Luncheon (Saturday - Open to All)	_____ @ \$ 28.00	\$ _____
Luncheon: Chicken Salad w/ Cashews on Croissant _____ Veggie _____		
Masquerade Ball (Saturday Night)	_____ @ \$ 66.00	\$ _____
Dinner: Beef _____ Chicken _____ Veggie _____		
Brunch (Sunday)	_____ @ \$ 30.00	\$ _____
	<b>TOTAL AMOUNT</b>	<b>\$ _____</b>

Please specify Any Dietary Requests: \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO: **DPLPA 2014 CONFERENCE**

**RETURN THIS FORM WITH PAYMENT TO:**

***(Reminder: No Refunds After October 17, 2014!)***

**Registration Co-Chair:**

Mary Carter  
 c/o SBEMP  
 1800 E. Tahquitz Canyon Way  
 Palm Springs, CA 92262  
 Tel: (760) 322-2275 / Fax: (760) 322-2107 / Email: [carter@sbemp.com](mailto:carter@sbemp.com)



<b>October 2014</b>	
October 1	The Sacramento County Bar Association Annual Bench-Bar Reception honoring Judge of the Year.
October 8	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9th Street, Suite 380, Sacramento, CA 92514. All members welcome.
October 11	Placer County Legal Professionals' Fall Luncheon and Bunco event.
October 13	Columbus Day. All Courts closed. No U.S. Mail service.
October 15	Last day to email your essay for the 2014-2015 Legal Professional and Boss of the Year Contest.
October 16	Last day to respond to LSI directives.
October 16	SLSA Monthly Membership Meeting, 5:30 p.m. Meet & Greet, 6:15 p.m. Dinner Meeting. Courtyard Marriott, 4422 Y Street, Sacramento, CA 95817
October 20	Deadline to submit bulletin article to the Editor for the November issue of <i>The Legal Eagle</i> .
October 24-26	Fairytale Town, The Adventures of Percy Jackson
October 28	SLSA's October Charitable Project – St. John's Halloween Costume Drive and Party.
October 31	Happy Halloween! Trick or Treat!
<b>November 2014</b>	
November 2	Daylight Savings Time ends. Don't forget to fall back!
November 4	Election Day.
November 7-9	LSI 2nd Quarterly Conference in Palm Springs.
November 10	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9th Street, Suite 380, Sacramento, CA 92514. All members welcome.
November 11	Veterans Day. All state and federal courts closed. No U.S. Mail service.
November 20	SLSA Monthly Membership Meeting, 5:30 p.m. Meet & Greet, 6:15 p.m. Dinner Meeting. Courtyard Marriott, 4422 Y Street, Sacramento, CA 95817
November 24	Deadline to submit bulletin article to the Editor for the December issue of <i>The Legal Eagle</i> .
November 27	Thanksgiving Day. (All state and federal courts closed.) No U.S. Mail service.
November 28	Day after Thanksgiving. (All state and federal courts closed.) No U.S. Mail service.



## Veterans Treatment Court



Veterans Treatment Court (VTC) is a new Sacramento County collaborative court presided over by the Honorable David W. Abbott in Department 39. This pilot court is a collaboration between law enforcement and community treatment providers. The goal of this pilot program is to offer veterans of the United States Armed Forces a comprehensive, treatment-based alternative to incarceration for non-violent criminal offenses.

Each veteran who qualifies and is willing to enter VTC will participate in treatment, counseling, and various other services for a period of 12 to 18 months. In addition, each veteran will be assigned a mentor, who is also a veteran and understands the issues that veterans experience. Mentors will be matched to each veteran participant and will serve as a coach, advocate, and source of support. Upon successful completion of the program, the majority of veterans will have the charges against them dismissed.

Veterans Treatment Court is the newest collaborative court program in Sacramento County in addition to Drug Court, Community Realignment Re-entry Court, Loaves & Fishes Court, Mental Health Court, and Violation of Probation (VOP) Court.



### **Important: Parking at the Courtyard Marriott**

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

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





Submitted by Liz Gideon, CCLS

### **Questions: True or False.**

1. \_\_\_\_\_ All papers opposing a motion shall be served and reasonably calculated to ensure delivery to the other parties not later than the close of the next business day after the papers are filed.
2. \_\_\_\_\_ Notice of the hearing for a summary judgment motion shall be given 16 court days prior to the date of the hearing.
3. \_\_\_\_\_ You are allowed only 15 pages for the MPAs in a regular motion.
4. \_\_\_\_\_ You may use either California Style Manual or The Bluebook for citations in a motion.
5. \_\_\_\_\_ A reply to an opposition to a motion for summary adjudication must be filed and served not less than five calendar days prior to the hearing.
6. \_\_\_\_\_ Notice of the ex parte application must be made on all interested parties by 10 a.m. two court days preceding the court appearance.
7. \_\_\_\_\_ You must include a separate statement with regular motions.
8. \_\_\_\_\_ Upon request, a party must provide, within three days, an electronic version of such separate statement.
9. \_\_\_\_\_ The motion papers may be filed as separate documents, or combined in one or more documents if the party filing the combined pleading specifies the documents separately in the caption of the combined pleading.
10. \_\_\_\_\_ In calculating the last day to serve a regular motion (not an MSJ), you will count weekends and holidays.

### **Definitions:**

<b>Ex parte</b>	A special hearing among all counsel at a time when the court is not generally in session. A document presented to, or an order granted, by a judge without the opposing party's appearing, or in some cases, without the opposing party being given notice of the action.
<b>Motion for summary adjudication</b>	A motion intended to dispose of some, but not all of the issues in a case.
<b>Authorities</b>	Sources for legal points.
<b>Calendar days</b>	Every single day on the calendar, including weekends and holidays.
<b>Stipulation</b>	An agreement between opposing parties in a pending proceeding or action.
<b>Motion for summary judgment</b>	A motion intended to dispose of a case entirely.
<b>Brief</b>	A memorandum of material facts, points of law, precedents, etc., prepared to familiarize the court with the facts and law of a particular case.
<b>Point</b>	Legal theory upon which a motion is based.
<b>Court days</b>	Only the days that the court is actually open for business.
<b>Motion</b>	An application made to the court requesting a specific order or action

**California Certified Legal Secretary**

A Program of  
Legal Secretaries, Incorporated



**APPLICATION**

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

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

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

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

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

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

\* Fees subject to change without notice.

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

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

Name: \_\_\_\_\_ Last 4 Digits of SSN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Dates: \_\_\_\_\_ Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Duties: \_\_\_\_\_

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. Mar. 2014

# Back By Popular Demand

Sacramento Legal Secretaries Association

## 2014-2015 BOSS OF THE YEAR CONTEST



Nominations for SLSA's 2014-2015 BOSS OF THE YEAR are now being accepted. In an essay of 500 words or less, explain why your boss should be BOSS OF THE YEAR, and describe your boss in three words.

Please email your essay by October 15, 2014 to the following judges:

Maimie Chyinski – [mchyinski@f3law.com](mailto:mchyinski@f3law.com)

Teri McClory, CCLS – [teretad@metzlawonline.com](mailto:teretad@metzlawonline.com)

Maryanna Rickner – [mcrickner@gmail.com](mailto:mcrickner@gmail.com)

All essays submitted by the deadline will be considered. The BOSS OF THE YEAR winner will be announced at the November 20, 2014 SLSA Dinner Meeting. The winner's nominating assistant will receive a gift card, and the winner will receive a plaque.



## Back By Popular Demand

Sacramento Legal Secretaries Association

**2014-2015**

### **LEGAL PROFESSIONAL OF THE YEAR CONTEST**



Nominations for SLSA's 2014-2015 LEGAL PROFESSIONAL OF THE YEAR are now being accepted. In an essay of 500 words or less, explain why your nominee (who must be a member of SLSA) should be LEGAL PROFESSIONAL OF THE YEAR, and describe the nominee in three words.

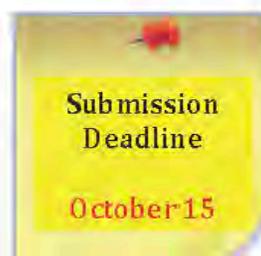
Please email your essay by October 15, 2014 to the following judges:

Maimie Chyinski - [mchyinski@f3law.com](mailto:mchyinski@f3law.com)

Teri McClory, CCLS - [teretad@metzlawonline.com](mailto:teretad@metzlawonline.com)

Maryanna Rickner - [mcrickner@gmail.com](mailto:mcrickner@gmail.com)

All essays submitted by the deadline will be considered. The LEGAL PROFESSIONAL OF THE YEAR winner will be announced at the November 20, 2014 SLSA Dinner Meeting. In recognition of his or her accomplishment, the winner will be awarded a plaque, certificate of recognition, and a gift card.





Submitted by Lynne Koroush, CCLS

## **EL DORADO COUNTY SUPERIOR COURT: NOTICE OF JUDICIAL OFFICER REASSIGNMENT AND CALENDAR CHANGES FOR CRIMINAL, JUVENILE, TRAFFIC, FAMILY LAW, PROBATE, AND CIVIL DEPARTMENTS**

Judicial Officer Assignment: Beginning the week of October 6, 2014, Commissioner and Judge-Elect Dylan M. Sullivan will be assigned to Department 7, the West Slope Criminal Pre-trial Department.

A Commissioner will continue to cover the DCSS matters on Mondays in Department 5 and Department 12, with visiting judges covering the Tuesday through Friday dockets.

Calendar Changes: Beginning October 13, 2014, there will be changes to all department calendars. For detailed calendar information for all Superior Court Civil, Probate, Family Law, Juvenile, Guardianship, and Mental Health calendars, go to the Court's website, [www.eldoradocourt.org](http://www.eldoradocourt.org). For a detailed look at the Superior Court Criminal Department calendars, you can also visit the Court's website.

## **UPDATE FROM NAPA COUNTY SUPERIOR COURT RE EARTHQUAKE DAMAGE TO HISTORIC COURTHOUSE** (from the home page of the Court's website)

Due to significant seismic damage caused by the 5.9 magnitude earthquake centered near Napa on August 24, 2014, to the exterior and oldest interior areas of the Napa County Historic Courthouse, the building will be closed indefinitely while it undergoes structural testing and analysis. Until this further evaluation occurs, a date to reopen the courthouse remains unknown. In the interim, civil and family clerk's office services and courtroom proceedings have been transferred to the Criminal Courts Building at 1111 Third Street in Downtown Napa. The Criminal Courts Building is open for business with the usual business hours.

At this time, we hope to hold all courtroom proceedings previously scheduled for the Historic Courthouse in the Criminal Courts Building at their scheduled times and dates. Matters previously scheduled for the courtroom at Juvenile Court will be held as scheduled.

In the meantime, questions about ongoing court operations can be directed to court staff at (707) 299-1100. The Court's judicial officers and staff appreciate your patience and flexibility while we work diligently to mitigate this disaster's effects on our local justice services.

## **UPDATE FROM SACRAMENTO SUPERIOR COURT** (from Meredith Bostian, Director of Operations, Civil Division)

1) Attached please find a new local form for your use (the following two pages). The purpose of this form is to provide an easy mechanism for law firms to change who the lead attorney is on a case. This form will not be accepted if a Substitution of Attorney is required by statute/rule. Please let me know if you have any questions or if this is unclear. This form is posted on our website.

2) Joseph Ford has been promoted and is now the Director of Operations, Juvenile Division. We are in the midst of recruiting and hiring to fill the now vacant Civil Manager position. I will be attempting to do double duty until that process has been completed. If you have issues, questions, concerns please bring them directly to me. I will do my best to address them as quickly as possible.

ATTORNEY (NAME, STATE BAR # AND ADDRESS):  TELEPHONE NO. _____ FAX NO. (Optional) _____ EMAIL ADDRESS (Optional) _____ ATTORNEY FOR (NAME): _____	FOR COURT USE ONLY
<b>Superior Court of California, County of Sacramento</b> 720 Ninth Street, Room 102 Sacramento, CA 95814-1380 (916) 874-5522—Website www.saccourt.ca.gov	
PLAINTIFF/PETITIONER:  DEFENDANT/RESPONDENT:	CASE NUMBER:
<b>NOTICE OF CHANGE OF HANDLING ATTORNEY WITHIN-FIRM</b>	

I, \_\_\_\_\_, hereby provide this Notice of Change of  
*Name of Attorney*  
 Handling Attorney to the Court and request the court take notice and change within-firm representation as follows:

My firm/government agency, \_\_\_\_\_,  
*(Firm/Agency Name)*  
 by, \_\_\_\_\_,  
*(Current Handling Attorney)*

has made an appearance in the above-entitled action. I request to be replaced as counsel of record for the party(ies) on whose behalf the above-named attorney has appeared and further request the court to remove the above-named attorney from the Court's service list for this case only.

Please forward all further notices, pleadings, discovery and writings to my attention.

Attached is a proof of service for all case participants.

Date: \_\_\_\_\_  
 \_\_\_\_\_  
*Signature*

Notice of Change of Handling Attorney  
Within-Firm

PLAINTIFF:	CASE NUMBER:
DEFENDANT:	

**PROOF OF SERVICE**

I served the Notice of Change of Handling Attorney Within-Firm by depositing a true copy thereof, enclosed in separate and sealed envelopes with the postage fully prepaid, in the United States mail, addressed to each party or their attorney on \_\_\_\_\_, at \_\_\_\_\_, California.

At the time of service I was at least 18 years of age, a United States citizen employed/residing in the county where the mailing occurred, and not a party to the action. My residence/business address is:

\_\_\_\_\_.

I declare under penalty of perjury that the foregoing is true and correct and this declaration was executed on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Declarant*

\_\_\_\_\_  
Notice of Change of Handling Attorney  
Within-Firm



# United States Bankruptcy Court Eastern District of California

[www.caeb.uscourts.gov](http://www.caeb.uscourts.gov)

October 2014

## **Now Available!!**

Substitution of Attorney, EDC form 3-506 and Order on Substitution of Attorney, EDC 6-506 were created for your use and are now available by searching the Forms and Publications section of our website.

## **Holiday Court Closure Dates**

In observance of the Thanksgiving, Christmas and New Year Holidays, the Court will be closed on the following dates:

Thurs., Nov. 27, 2014

Fri., Nov. 28, 2014

Thurs., Dec. 25, 2014

Fri., Dec. 26, 2014

Thurs., Jan. 1, 2015

Fri., Jan. 2, 2015

For questions or concerns, contact our help desk at 855-542-0992 or by email at [efilers\\_helpdesk@caeb.uscourts.gov](mailto:efilers_helpdesk@caeb.uscourts.gov).

## **Mailing Address Change for the Modesto Division**

Effective immediately, unless directed by Court Order, mail regarding cases filed in the Modesto Division should be sent to the following address:

United States Bankruptcy Court

501 I St., #3-200

Sacramento, CA 95814

The Modesto Divisional Office will continue to remain staffed and open to the public from 9:00 a.m. to 4:00 p.m., Monday - Friday, excluding Court holidays.

## **Change of Address Procedures have Changed in eCalWebFiling**

The eCalWebFiling Change of Address feature has been modified to prompt the filer to enter the reason for their address change. Once the address has been updated, a letter detailing the change will be generated and sent to both the new and former addresses.



## **Changes Coming to the Bakersfield Self-Set Calendar**

Effective December 2014, Judge W. Richard Lee, Dept. B, Fresno Division, will no longer have a self-set calendar in Bakersfield for chapters 9, 11 and 12 matters originating in Kern and Inyo Counties. Hearings will be set in Bakersfield by special setting for cause only. All general chapters 9, 11 and 12 matters should otherwise be self-set for hearing on the Fresno calendar.

## **Form, Fee and Rule Changes on the Horizon**

Beginning Dec. 1st, various form, fee and rule changes will be in effect. More information concerning these changes will be available on the court's website as it becomes available.

## **341 Event Modifications**

Recently, docket events used to enter the Reports of 341 meetings were modified. The events were changed to prompt the Trustee to manually enter the name of the attorney appearing for the debtor at the 341 meeting if the counsel of record for the debtor did not appear. Counsel of the same firm, but not listed as counsel of record, would also be manually entered and appear on the docket.

## **eFiling Training**

Effective October 2014, the court's current eFiling training will be replaced with Captivate modules. These modules are designed for quick, anytime use and are intended to assist new and experienced eFilers with their filing needs. We will continue to create and post these training modules as it appears necessary.





Submitted by Alex Cain

Our Vendor of the Month for September was Luke Patterson, owner of Capitol Legal Investigations. Luke spent most of ten years and 20,000 hours preparing to found his California Licensed Private Investigation business, Capitol Legal Investigations. It was very nice to have him present his diverse services to us all during our September dinner meeting. I have seen several examples of his experience in the field, and I do not doubt that Capitol Legal Investigations can provide an excellent tool for your office needs. Please do not hesitate to call Luke Patterson for those difficult problems that you might have.

His services include:

Individual Locates which include witnesses and defendants, Trial Preparation- Interviews and Recorded Statements, Records Research, Evidence Gathering, Surveillance involving people asserting disability, and Workers Compensation Claims.

Luke Patterson  
Private Investigator/CEO  
Capitol Legal Investigations, Inc.

CA License PI 23680 PI 16573  
102 Lincoln Street  
Roseville, CA 95678  
Tel (916) 784-3920  
Fax (916) 784-3929  
[capitollegal@yahoo.com](mailto:capitollegal@yahoo.com)



**PLEASE REMEMBER TO SUPPORT OUR VENDORS,**

**Court Reporters & Conference Rooms In Walnut Creek**

- Conveniently Located
- Easy Freeway Access
- Free Parking

**(925) 932-5200**

Professional Reporting Services  
1600 South Main Street, Suite 125  
Walnut Creek, CA 94596  
Prs@PrsDepo.com | [www.ProRepSvs.com](http://www.ProRepSvs.com)

### Answers to CCLS Quiz

4. True
5. False
6. True
7. True
8. True
9. False
10. False
11. True
12. True
13. False



Submitted by Dawn Forgeur, CCLS

### **California Adds 'Abusive Conduct' to Sexual Harassment Prevention Training for Supervisors**

Date: 9.16.2014

Employers subject to California's mandatory "AB 1825" sexual harassment training requirement for supervisors will need to revise their programs to include prevention of "abusive conduct," following an amendment (AB 2053) to California's Fair Employment and Housing Act (FEHA).

AB 1825 (codified at Cal. Gov. Code § 12950.1) requires employers with at least 50 employees anywhere to provide two hours of classroom or other effective interactive training regarding sexual harassment prevention to California supervisory employees every two years (the first training deadline was December 31, 2005). New supervisors must be trained within six months of being promoted or hired into a supervisory position and, thereafter, every two years. The next training deadline is December 31, 2015. The amendment, which becomes effective January 1, 2015, will apply to that training.

Under the amendment, "abusive conduct" means:

conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.

The amendment did not formally add "abusive conduct" as a protected category under FEHA; rather, it amended only the training requirement.

Employers also must be sensitive to discussing California's "abusive conduct" standard without run afoul of National Labor Relations Board decisions under proscribing overbroad, undefined terms that allegedly restrict employees' protected, concerted

activity under the National Labor Relations Act ("NLRA"). Thus, it may be important to distinguish the application of the new California term from the NLRB's case law faulting employer policies prohibiting "abusive" conduct.

Required AB 1825 training must include "information and practical guidance" regarding federal and state laws concerning the prohibition against and prevention of sexual harassment, and the remedies available to victims of such harassment. The training must be provided by "trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation," and must include practical examples aimed at instructing supervisors. In light of the interactive training requirement, an employer cannot comply with AB 1825 by simply showing a video to employees.

Employers have to track compliance with AB 1825 by keeping training records indicating the date and type of training provided and the supervisor-trainee's name, as well as the name of the instructor. These records must be maintained for at least two years. Employers can provide trained supervisors with a certificate of attendance and place a copy of the certificates in their personnel files for the duration of their employment plus four years post-employment.

The Department of Fair Employment and Housing can penalize employers who fail to comply with the training requirement. The law states that compliance with AB 1825 is not a defense to a sexual harassment claim and, conversely, that a supervisor's failure to receive training is not grounds for establishing liability for harassment under the Fair Employment and Housing Act.

© 2014 Jackson Lewis P.C. Reprinted with permission. Originally published at [www.jacksonlewis.com](http://www.jacksonlewis.com). Jackson Lewis P.C. is a national workplace law firm with offices nationwide.

<http://www.jacksonlewis.com/resources.php?NewsID=4955>



Submitted by Lynne Koroush, CCLS

SLSA is interested in finding businesses that would be willing to offer discounts to members. If you have a favorite establishment you do business with that you think our members would enjoy receiving a discount from, please contact President Lynne Koroush, CCLS, at [lkoroush@cbmlaw.com](mailto:lkoroush@cbmlaw.com).

Some ideas for businesses that may offer discounts:

Beauty Salon/Nail Salon/Barber Shop  
Automobile Service & Repair  
Dry Cleaner  
Housecleaning  
Child Care Services

Restaurant  
Florist  
Car Wash  
Lawn Service  
Hotel/Motel



# October 16



## LSI CODE OF ETHICS

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

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



Submitted by Lacy Monserrat

The November LSI Second Quarterly Conference is nipping at our heels. Break out those masks from

Sacramento's August Conference because this year Desert Palm Legal Professionals Association is inviting you to join them for a Masquerade Ball. In addition to the usual business that will be handled, below is a listing of the various education seminars that will be held:

### **Friday, November 7, 2014**

**Criminal Law:** Negotiating for Criminal Lawyers

**Family Law:** Three Parent Law

### **Saturday, November 8, 2014**

**Law Office Administration:** Forensic Document Analysis – Determining the Validity of a Document Using Technology.

**Transactional Law:** Corporate Filings and Corporate Minute Books

### **Still Part of Saturday's Line-up.**

**Civil Litigation:** California Civil Cases: Differences in Federal and State Court Procedures from Beginning through Appeals

**Probate/Estate Planning:** Handling Debts and Creditor's Claims in Trust Administration.

In this bulletin, you will find a conference registration form, hotel registration information, CCLS workshop registration, Continuing Education Council seminar information and a Legal Specialization Section seminar registration form. If you are not able to attend in person but see a topic that catches your eye, please note there is a checkbox indicating "handout only" so that you don't miss out on this useful information.

## Chapter Achievement Points

Submitted by Lacy Monserrat

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

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

**CHAPTER ACHIEVEMENT REPORTING FORM 2014-2015**

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

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

**Date of Event**

**Event**

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

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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



## Editor's Note

Submitted by Corene Rodder

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

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

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



## Parliamentarian's Report: Corrections to Minutes

Submitted by Astrid Watterson, CCLS

Mistakes happen everywhere and to anyone. Of course, we all try to avoid making them, but it inevitably happens. So, what happens when there are corrections that need to be made to an organization's minutes? *Robert's Rules of Order* offers suggestions based on two scenarios: (1) are the corrections made at the time they are presented for approval, or (2) are the corrections made after the minutes have already been approved?

Question: If minutes of a previous meeting are corrected, are the corrections entered in the minutes of the meeting at which the corrections were made?

Answer - Scenario 1: If corrections to minutes are made at the time those minutes are originally submitted for approval, such corrections are made in the text of the minutes being approved. The minutes of the meeting at which the corrections are made should merely indicate that the minutes were approved "as corrected."

Answer - Scenario 2: If it becomes necessary to correct minutes after they have initially been approved, such correction can be made by means of a motion to *Amend Something Previously Adopted*. In this event, since the motion to *Amend Something Previously Adopted* is the main motion, the exact wording of the motion, whether adopted or rejected, should be entered in the minutes of the meeting at which it was considered.

(*Robert's Rules of Order*, (10th ed.) at pp. 452 and 458.)

**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><b>WORKING ADVANTAGE</b> Toll Free: (800) 565-3712 <a href="http://www.workingadvantage.com">www.workingadvantage.com</a> Discount on event tickets, movie tickets, family events, gift cards and more. Member ID: Contact LSI Corporate Office, <a href="mailto:lsiorg@suddenlinkmail.com">lsiorg@suddenlinkmail.com</a>, or LSI Vice President</p>	<p><b>HERTZ CORPORATION</b> Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 <a href="http://www.hertz.com">www.hertz.com</a></p>
<b>FINANCIAL PROVIDERS</b>	
<p><b>CAPITAL INVESTMENT ADVISERS</b> Emerson J. French, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 <a href="http://www.ciadvisers.com">www.ciadvisers.com</a> Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>	<p><b>LEGACY WEALTH MANAGEMENT</b> Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: <a href="mailto:daniel@legacywealthmanagement.biz">daniel@legacywealthmanagement.biz</a> <a href="http://www.legacywealthmanagement.biz">www.legacywealthmanagement.biz</a> Offering John Hancock Long Term Care Insurance and Life Insurance Annuities, Retirement, Investment and Estate Planning, Mutual Funds and 401K</p>
<p><b>DAVID WHITE &amp; ASSOCIATES</b> Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (Ext. 2682) <a href="mailto:rgonzales@dwassociates.com">rgonzales@dwassociates.com</a> or Matt Kay (Ext. 2628) <a href="mailto:mkay@dwassociates.com">mkay@dwassociates.com</a> Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance</p>	<p><b>ATHLETES BUSINESS CONSULTANTS</b> Jory Wolf, President/Founder 350 10<sup>th</sup> Avenue, Suite 1000 San Diego, CA 92101 Office: (858) 886-9842 Cell: (510) 919-9062 <a href="mailto:jory@athletesbiz.com">jory@athletesbiz.com</a> California Insurance License: 0E88330  10% Discount on Long Term Care. Call for Information on Life, Long Term, and Disability Insurance, as well as Commercial and Residential Lending.</p>
<b>CREDIT UNIONS</b>	
<p><b>LA FINANCIAL FEDERAL CREDIT UNION</b> P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 <a href="http://www.lafinancial.org">www.lafinancial.org</a> Open to Anyone Living, Working or Worshipping in Los Angeles County, or Referral From existing Member.</p>	<p><b>PROVIDENT CREDIT UNION</b> 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603 (800) 632-4699 or (650) 508-0300 <a href="http://www.providentcu.org">www.providentcu.org</a> All LSI Members are Eligible to Join.</p>

**QUESTIONS AND CONCERNS, CONTACT:**

Jennifer L. Page, CCLS, LSI Vice President  
LSI Marketing Committee Coordinator  
P.O. Box 150427  
San Rafael, CA 94915  
Home: (415) 989-1010  
Cell: (415) 710-3402  
[jlpage@ix.netcom.com](mailto:jlpage@ix.netcom.com)



**LEGAL SECRETARIES, INCORPORATED  
MEMBERSHIP LIST AS OF 07/31/14**

Total Members (Fiscal Year-end 4/30/14)	Association		New Members	Transfer Members	Continuing Members	Total Members
42	Alameda County	LSA	5		27	32
6	Antelope Valley	LSA				
40	Beverly Hills/Century City	LSA	3		29	32
15	Butte County	LPA	0		4	4
17	Conejo Valley	LPA	1		13	14
15	Desert Palm	LPA	11		14	25
17	El Dorado County	LPA	5		14	19
71	Fresno County	LPA	32		41	73
37	Humboldt County	LPA	1		28	29
36	Imperial County	LPA	3		13	16
33	Livermore-Amador Valley	LPA	0		18	18
55	Long Beach	LPA	6		40	46
58	Los Angeles	LSA	11		43	54
33	Marin County	LPA	2		17	19
38	Merced County	LPA	6		33	39
0	Monterey County	LSA				
60	Mt. Diablo	LPA	2		27	29
14	Napa County	LSA			14	14
82	Orange County	LSA	11		45	56
24	Placer County	LPA	3		11	14
1	Redding	LPA				
18	Rio Hondo District	LPA	5		12	17
19	Riverside	LPA	5		14	19
168	Sacramento	LSA	33		96	129
217	San Diego	LSA	20		156	176
55	San Fernando Valley	LSA			27	27
84	San Francisco	LPA	10		54	64
41	San Gabriel Valley	LSA	1		22	23
72	San Mateo County	LSA	1		34	35
24	Santa Barbara	LPA	4		14	18
84	Santa Clara County	LSA	21		53	74
6	Santa Cruz County	LPA	0		5	5
20	Santa Maria	LPA	8		12	20
30	Sonoma County	LSA	5		22	27
7	Southern Butte	LSA	1		7	8
36	Stanislaus County	LPA	1		30	31
27	Stockton-San Joaquin	LPA	0		23	23
4	Trinity County	LSA	0		4	4
23	Ventura County	LPA	1		12	13
46	Members at Large		3		11	14
<b>1733</b>	<b>YTD TOTALS</b>					<b>1260</b>

LSI MEMBERSHIP LIST AS OF 7-31-2014

**LEGAL SECRETARIES, INCORPORATED**

# LEGAL PROFESSIONAL'S HANDBOOK FOR CALIFORNIA LAW PRACTICE

compiled by Legal Secretaries, Incorporated  
published by The Rutter Group



## LEGAL STAFF'S ULTIMATE RESOURCE GUIDE FOR OVER 75 YEARS!

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

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

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

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

2 Volumes

LSI Members-Only Price: **\$250.60**

Nonmembers Price: **\$358**

*Price includes shipping.*

Updated annually for subscribers  
by replacement pages.

### CONTENTS

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

### LEGAL PROFESSIONAL'S HANDBOOK ORDER FORM

TITLE	PRICE	QTY.	SUBTOTAL	TAX	AMOUNT
Legal Professional's Handbook	\$250.60 (LSI Members-Only Price)				
Legal Professional's Handbook	\$358 (Nonmembers Price)				

**MY PAYMENT IS ENCLOSED.** 45-day return privileges apply.

**PLEASE BILL ME.** 45-day return privileges apply.

NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ STATE BAR NUMBER \_\_\_\_\_

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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

Charge \$ \_\_\_\_\_ on my  VISA  MASTERCARD  AMERICAN EXPRESS

CREDIT CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

SIGNATURE (required for all orders) \_\_\_\_\_

**To order or for more information, call 1-800-747-3161 (ext. 2)  
or visit [www.RutterGroup.com](http://www.RutterGroup.com)**

OR Mail to **THE RUTTER GROUP**, 15760 Ventura Blvd., Suite 530 • Encino, CA 91436 • OR fax to **1-818-377-7839**

**YES, I WANT TO SUBSCRIBE to this title with Updates,** new editions and/or supplements automatically shipped to me until I cancel my subscription. I will be billed separately at then-current rates for these Updates, plus tax. **See back side for Subscription Details and other terms and conditions.**

If you do not check this box, this title will be processed as a one-time order, and you will not receive automatic Updates.

This title is updated annually by replacement pages.

 **THE RUTTER GROUP**

 **THOMSON REUTERS**

LEGAL SECRETARIES, INCORPORATED

# LAW OFFICE PROCEDURES MANUAL FOR CALIFORNIA LAW PRACTICE

compiled by Legal Secretaries, Incorporated  
published by The Rutter Group



**THE IDEAL TRAINING MANUAL FOR NEW STAFF!  
QUICK REFERENCE FOR EXPERIENCED STAFF!**

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

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

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

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

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

1 Volume

LSI Members-Only Price: **\$150.50**

Nonmembers Price: **\$215**

Price includes shipping.

Updated biannually for subscribers  
by replacement pages.

## CONTENTS

- Court Structure
- Civil Procedure
- Local Rules
- Discovery
- Unlawful Detainer
- Real Estate
- Criminal
- Family Law

- Adoptions
- Probate
- Conservatorships and Guardianships
- Corporations and Limited Liability Companies
- Bankruptcy [to be added in 2013]
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel;

- Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
- Glossary

## LAW OFFICE PROCEDURES MANUAL ORDER FORM

TITLE	PRICE	QTY.	SUBTOTAL	TAX	AMOUNT
Law Office Procedures Manual	\$150.50 (LSI Members-Only Price)				
Law Office Procedures Manual	\$215 (Nonmembers Price)				

**MY PAYMENT IS ENCLOSED.** 45-day return privileges apply.

**PLEASE BILL ME.** 45-day return privileges apply.

NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ STATE BAR NUMBER \_\_\_\_\_

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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

Charge \$ \_\_\_\_\_ on my  VISA  MASTERCARD  AMERICAN EXPRESS

CREDIT CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

SIGNATURE (required for all orders) \_\_\_\_\_

To order or for more information, call 1-800-747-3161 (ext. 2)

or visit [www.RutterGroup.com](http://www.RutterGroup.com)™

OR Mail to **THE RUTTER GROUP**: 15760 Ventura Blvd., Suite 630 • Encino, CA 91436 • OR fax to 1-818-377-7839

**YES, I WANT TO SUBSCRIBE to this title with Updates**, new editions and/or supplements automatically shipped to me until I cancel my subscription. I will be billed separately at then-current rates for these Updates, plus tax. See back side for Subscription Details and other terms and conditions.

If you do not check this box, this title will be processed as a one-time order, and you will not receive automatic Updates.

This title is updated biannually by replacement pages.

**THE RUTTER GROUP™**

**THOMSON REUTERS**



Submitted by Jaymie Moralez

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 committee 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 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.

**(10/1/14) Full-Time Legal Secretary/Paralegal.** Immediate opening for a full-time legal secretary/paralegal. Boutique plaintiff's law firm seeks experienced and knowledgeable litigation secretary/paralegal who is highly organized, self-motivated, professional, reliable, and able to efficiently multi-task. Responsibilities and Qualifications: 2+ years legal experience or equivalent office experience/education; heavy transcription; exceptional communication, organizational and executive assistant skills; ability to apply strong attention to detail to all levels of work; ability to multi-task, prioritize work, and meet deadlines; ability to complete job assignments in an accurate and timely manner; highly proficient with Apple computers and Windows based software including Microsoft Word and Excel; excellent word processing skills (70-80 wpm). Please submit cover letter and resume to [maricar@psyclaw.com](mailto:maricar@psyclaw.com).

**(9/30/14) Experienced Litigation Secretary (Sacramento).** Sacramento law firm seeks experienced litigation secretary, minimum 5 years of experience as a legal secretary. Duties/Experience Required include: heavy typing (minimum 90 words per minute); preparation and electronic filing of legal pleadings; data entry; managing attorney calendars; correspondence and communication with clients, courts, and attorneys.

This position requires in depth knowledge of WordPerfect, Outlook, Sage Timeslips and Adobe. Knowledge of federal and state rules of court and civil procedure is necessary. Applicants must be able to work under deadlines, communicate effectively, and have exceptional attention to detail and accuracy. Problem solving skills, a good memory, and organization are a must for this busy desk. We are located in Sacramento in the Howe Ave./Fair Oaks Blvd. vicinity. We are a bankruptcy firm that has a select group of clients that we serve, not the general public. Bankruptcy experience is desired. Please submit cover letter, resume, references, and salary requirements to [bushsusie@gmail.com](mailto:bushsusie@gmail.com) for consideration. Please detail in your cover letter what specific experience you have that corresponds with the duties listed above. Please only reply to this ad if you have the skills listed in the experienced required section.

**(9/24/14) Office Services Clerk.** CONTACT: Please forward referral form and resume to [SacramentoRecruiting@jacksonlewis.com](mailto:SacramentoRecruiting@jacksonlewis.com) LOCATION: Sacramento, CA. DUTIES AND RESPONSIBILITIES: Providing pleasant and professional customer service to all office personnel and guests as it relates to firm business; upkeep of all general office areas, maintenance of all office equipment and monitoring/stocking of all office supplies maintained in all general office areas; assisting with all aspects of document reproduction and processing: copying, scanning, bates-stamping, document binding and faxing; troubleshooting and performing minor repairs (i.e., clearing paper jams, changing toners/ink cartridges, emptying equipment waste receptacles, etc.); scheduling service calls as needed; conference room set-up and clean up; covering receptionist duties as needed; cleaning the kitchen and related equipment on a regular basis, including filling, running and emptying the dishwashers; prioritize multiple projects, adjust workload accordingly, and timely seek guidance; flexibility with assigned work

**SKILLS AND EDUCATIONAL REQUIREMENTS:** High School Diploma or equivalent; two (2) years of experience; ability to understand written and verbal instructions; must be able to lift 25 - 50 pounds properly; position requires some lifting and moving of various office equipment; ability to retrieve and distribute files or boxes, written documents or office supplies weighing up to 25 pounds and ability to retrieve and replace objects to/from shelves of up to 8 feet high; must have working knowledge of general office equipment: copy, postage, binding, shredding and hole punch, etc.; experience troubleshooting the same equipment a PLUS; experience producing within Microsoft Office programs as necessary; flexibility to work overtime as needed; ability to work independently and collaboratively; must be professional, organized, responsible, detail oriented, take ownership of work and have clear and accurate communication skills.

**(9/19/14) Legal Assistant.** Healthcare and Employment firm is seeking a full-time legal assistant with at least five years experience. Essential duties: Perform a full range of litigation-related secretarial duties, including drafting and filing legal documents such as correspondence, pleadings and orders, transcribing dictation, proofreading and editing documents for correct grammar, spelling, punctuation and format, calendaring, and opening and closing files. Knowledge/Skills/Abilities: MS Word, Excel, federal, state and local rules, court filing procedures, e-filing, calendaring, strong spelling and grammar skills. Paralegal certificate a plus. Salary based on experience. Full benefits offered. Send resume to [kkennaday@kldlawgroup.com](mailto:kkennaday@kldlawgroup.com).

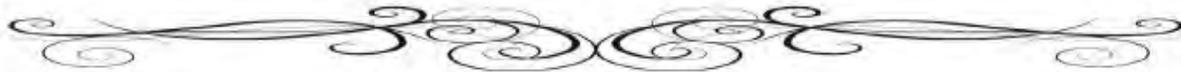
**(9/17/14) Litigation Secretary.** Downey Brand LLP, Sacramento's largest law firm, seeks a Litigation Secretary for its Downtown Sacramento office. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Requires 75+ wpm accurate typing, word processing, and proficiency with MS Office applications. Ability to accurately proofread documents, set priorities and work under pressure is critical. Must have a positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, a strong work ethic, and be highly organized with an extreme level of attention to detail. Salary commensurate with experience, and firm-paid health benefits and parking are provided. Qualified applicants may submit a cover letter and resume in confidence via the firm's [web application](#). No telephone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.

**(9/17/14) Legal Secretary – Litigation/Bankruptcy.** Downey Brand LLP, Sacramento's largest law firm, seeks a Litigation/Bankruptcy Secretary for its Downtown Sacramento office. Background and/or experience in commercial bankruptcy is preferred. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Requires 75+ wpm accurate typing, word processing and proficiency with MS Office applications. Ability to accurately proofread documents, set priorities and work under pressure is critical. Must have a positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, a strong work ethic, and be highly organized with an extreme level of attention to detail. Salary commensurate with experience, and firm-paid health benefits and parking are provided. Qualified applicants may submit a cover letter and resume in confidence via the firm's [web application](#). No telephone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.

**(9/17/14) Family Law Paralegal.** The Family Law practice group at Downey Brand LLP, Sacramento's largest law firm, seeks an experienced paralegal interested in enhanced work-life balance as a full-time family law paralegal in its Sacramento office. This position requires a minimum of 3-5 years of experience as a paralegal. The person hired for this position will have significant responsibility early on, and will be expected to: perform research; coordinate subpoenas; prepare initial drafts of correspondence, discovery responses, moving and opposing pleadings including discovery motions, and settlement conference statements; attend client meetings, depositions, document productions, and court appearances; interact with clients, co-counsel, opposing counsel, investigators, and various vendors; have significant involvement in trial preparation; and complete other tasks as assigned by supervising attorneys. Strong research skills are essential; experience with Lexis, and with MS Office applications including Excel is required. This position requires exceptional attention to detail and organizational skills, as well as strong written and verbal communication skills. A solid work ethic, impeccable attendance and punctuality, and the ability to work independently as well as part of a team are critical. A positive attitude, the ability to set priorities and work under pressure, and the ability to establish a good rapport with firm attorneys and clients are vital. Salary is commensurate with experience. Qualified applicants must have a Paralegal Certificate, five years of litigation experience and be in compliance with CLE requirements. Please submit a cover letter, resume and a brief, recent writing sample in confidence via the firm's [web application](#). No phone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.



**(9/17/14) Docketing Specialist** - Sacramento Office. Downey Brand LLP, Sacramento's largest law firm, seeks an experienced docket/calendar clerk. The primary function of the position will be to provide docketing support to attorneys, paralegals and legal secretaries. Responsibilities include, but are not limited to: calendaring daily incoming mail; maintaining docket due dates and remarks in the docket system; researching state and federal court rules; preparation of daily and weekly calendar reports; performing conflict searches; reviewing client intake forms and communicating with attorneys to resolve potential conflicts of interest. Skills and experience required/desired: Must have three or more years of substantial experience computing calendar deadlines for state and federal courts using CompuLaw/Vision docketing software. Knowledge of court rules and procedures for both state and federal courts is a must; familiarity with legal terminology and documents involved in the court filing process is essential, as is a working knowledge of the litigation process. Attention to detail, excellent organizational skills, the ability to communicate effectively with all levels of personnel, adaptability to change, and balancing competing demands in a fast-paced environment are imperative. Qualified applicants may submit a cover letter and resume in confidence to the Director of Human Resources via the firm's [web application](#). No phone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.



### **October is Breast Cancer Awareness Month**

Breast Cancer Awareness Month is an annual campaign to increase awareness of the disease. While most people are aware of breast cancer, many forget to take the steps to have a plan to detect the disease in its early stages and encourage others to do the same. Following are some suggestions for how you and your firm can support, increase awareness, and participate in Breast Cancer Awareness Month:



- Create an Early Detection Plan and invite others to do the same.
- Get a mammogram!
- Host a fundraiser to help provide mammograms for women in need.
- Offer your employees a freebie – paid time off (not using their sick/medical leave) – to get their mammogram taken care of.
- Donate to the National Breast Cancer Foundation, American Cancer Society, Susan G. Komen Foundation, or other non-profit organization that provides breast cancer awareness, education, free mammograms, and/or support to breast cancer patients, survivors, and their families.
- Designate a “Sport the Pink” Day in your office where everyone wears pink in support of Breast Cancer Awareness Month.

## SLSA Executive Board 2014 - 2015



### President

Lynne Koroush, CCLS  
(916) 551-3360  
president@slsa.org



### Vice President

Crystal Rivera  
(916) 446-7979  
vicepresident@slsa.org



### Secretary

Jennifer Estabrook, CCLS  
(916) 442-0033  
secretary@slsa.org



### Treasurer

Elizabeth Madden, CCLS  
(916) 847-2953  
treasurer@slsa.org



### Governor

Lacy Monserrat  
(916) 551-3302  
Governor@slsa.org



### Parliamentarian

Astrid Watterson, CCLS  
parliamentarian@slsa.org



### Executive Advisor

Dawn Forgeur, CCLS  
(916) 319-4786  
executiveadvisor@slsa.org

### OUR MISSION STATEMENT

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.

### Every Experience Inspired by Excellence



#### Global Litigation Support with a Genuine Local Focus

DeMichelle-Huseby is *simplifying* the way you do business. *HusebyWeb* brings your office to your mobile device allowing you to work anywhere, anytime!

#### COURT REPORTING & TRIAL SERVICES

- Web Resource Center
- Secure Web Conferencing
- Mobile Solutions
- Real-time Solutions
- Videography Services
- Interpreting Services
- Transcribing Services Custodian of Records Services
- Document Depository / Repository Services ... and more!

Call or click today for more information



www.demichelle.com  
Phone: 707.425.6000  
Fax: 707.425.6019  
Email: info@demichelle.com



**Free Pickup & Delivery in the Greater Sacramento Area**  
**Available 24 hours a day—Seven days a week!**

**No Rush Fees**

**(916)449-2820**

**Electronic Discovery**

**Web Hosting**

**Litigation Copying**

**Ligation Scanning**

**Bates Numbering**

**On-site Copying & Scanning**

**Coding**

**Banner and Court Exhibit Boards**

**Labeling**

**Oversized Copying, Scanning & Printing**

**Binding**

**Color Copying, Scanning & Printing**

**High Volume Copying**

**Video & Audio Duplication**

**X-Ray Duplication & Scanning**

**File Conversion**



**Contract Holder**  
Contract 0123456789



555 Capitol Mall, Suite 235 • Sacramento, CA 95814 • (916) 449-2820

[WWW.CAPITOL-DIGITAL.COM](http://WWW.CAPITOL-DIGITAL.COM)