



SLSA Past Presidents

Upcoming Events

- ◆ October 15, 2015: Dinner Meeting-Recent Legislation Impacting Your Civil Practice. Legal Professional of the Year and Boss of the Year Presentations. Courtyard Marriott, 4422 Y Street, Sacramento. *See page 4.*
- ◆ October 23-25, 2015: Fairytale Town’s Safe & Super Halloween. *See page 15.*
- ◆ November 19, 2015: Dinner Meeting-Keeping the Grinch out of Christmas-Tips for Holiday Safety. Courtyard Marriott, 4422 Y Street, Sacramento. *See page 30.*
- ◆ December 17, 2015: Annual Holiday Mock Trial. Courtyard Marriott, 4422 Y Street, Sacramento. *See page 31.*

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President's Message Submitted by Crystal Rivera



President
Crystal Rivera

If you weren't able to attend SLSA's 75th Anniversary Gala on September 17th, you missed a great event! Chair Lynne Prescott, CCLS, and her committee worked hard on this event, and it was amazing! Both Joe Genshlea and the Honorable John A. Mendez were very entertaining. The table settings and decorations were beautiful. The memorabilia tables took us through a journey into the past. I, for one, got a kick out of many of

the items that I hadn't seen in years, and am sure the younger generation wondered what many of those items were! We had several history/scrap books from Past Presidents that took us down memory lane and gave us a laugh or two. And there were many great items for the silent auction.

We had ten Past Presidents who we were able to attend and be honored that evening. It gave me pause to think that if it

wasn't for all the members who volunteer to be on the board or be a committee chair or committee member, and sacrifice their personal/family time, this association would not have lasted 75 years, and my hope is that it continues for many, many years into the future.

At our October dinner meeting, we will get some insight into what the California Defense Counsel does and how it works with the Legislature with regard to Judicial Council Forms, and also with regard to civil procedures in general. I am sure I am not the only one who gets frustrated when I have to fill out a Judicial Council Form and it doesn't allow me to put in certain info, or the options I need aren't there, or the fillable part of the form doesn't shrink the type size to fit more into a small space, etc. Well, maybe we will find out who the heck decides how those forms are set up and why – I swear it is not decided by anyone who actually has to use the forms. Maybe we – the legal secretary/paralegal – can somehow have some input.

I'll be on the bus to Reno – will you?

Crystal



Past Presidents' History Books and Scrap Books

Calendar/Dates to Remember

OCTOBER

- October 6 SLSA's Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
- October 10 Reno Bus Trip – Reno Italian Festival.
- October 12 Columbus Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
- October 13 Last day to register at reduced rate for LSI's Second Quarterly Conference in Riverside, California.
- October 15 SLSA's Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15 p.m. Dinner. Legal Professional of the Year and Boss of the Year Presentation. Our guest speaker will be Keith Chidlaw, Esq. who will discuss the California Defense Counsel's business as they work with legislators.
- October 16 National Boss' Day.
- October 17 Placer County LPA's Bunco, 12:00 p.m., Auburn, California.
- October 23 Last day to reserve hotel room for LSI's Second Quarterly Conference in Riverside, California.
- October 23 No refunds after this date for LSI's Second Quarterly Conference in Riverside, California.
- October 23 Deadline to submit articles to the Editor for the November issue of The Legal Eagle.
- October 23-25 Fairytale Town's Safe & Super Halloween event (an SLSA Charitable Project).
- October 28 LSI LSS Transactional Section Webinar: Trick or Treat? The Scary World of Nonprofits.
- October 31 Happy Halloween.

NOVEMBER*

- November 1 Daylight Savings Time Ends. Don't forget to fall back!
- November 4 Election Day.
- November 10 SLSA's Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
- November 11 Veterans Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
- November 13-15 LSI's Second Quarterly Conference, Riverside Marriott at the Convention Center, 3400 Market Street, Riverside.
- November 19 SLSA's Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15 p.m. Dinner. Our guest speaker will be Lt. Scott French of the Elk Grove Police Department. The topic is Keeping the Grinch out of Christmas – Tips for Holiday Safety.
- November 25 Deadline to submit articles to the Editor for the November issue of The Legal Eagle.
- November 26 Thanksgiving Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
- November 27 Day after Thanksgiving. State and federal courts closed.

*Be sure to check court websites for special court closures during the holiday season.

Sacramento Legal Secretaries Association



Dinner Meeting • October 15, 2015

**Courtyard Marriott
4422 Y Street - Sacramento**

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



Recent Legislation Impacting Your Civil Practice



Guest Speaker: Keith Chidlaw
of Schuering Zimmerman & Doyle, LLP and
President of California Defense Counsel

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 **0.5 hours** by the State Bar of California.

RSVP by Noon on Friday, October 9*

Two Ways to Register:

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

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

Make checks payable to SLSA and mail to:

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

Dinner Menu – Choice of:

- **Meat Lasagna with Fresh Marinara and Vegetables.**
- **Penne Pasta with Fresh Tomato Compote and Italian Roasted Vegetables.**

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

SLSA's Vendor Partner for October 2015:



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

Member News

Submitted by Lacy Monserrat, CCLS



Vice President
Lacy Monserrat, CCLS

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

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 vicepresident@slsa.org.

Renewals for Fiscal Year 2015-2016 to date: 95

New Members inducted for Fiscal Year 2015-2016 to date: 12

Birthdays

The following members are celebrating their birthday in October. We wish you a Wonderful Birthday!

Debbie Sidhu	October 1
Nancy M. Vanderhorst, CCLS	October 1
Launa Atkinson, CCLS	October 4
Diana Crow, CCLS	October 4
Jennifer Chastain	October 5
Astrid B. Watterson, CCLS	October 9
Sharon Silva	October 16
Erica Dillard	October 28
Jennifer Estabrook, CCLS	October 30
Maria Reyes	October 30
Sally Brooks	October 31



“Oh, What A Night!”

SLSA’s 75th Anniversary Diamond Gala Celebration

Submitted by Lynne Prescott, CCLS



Gala Chair
Lynne Prescott, CCLS

“The Gala was, literally, one for the (history) books! September 17, 2015, was a night to remember, as Sacramento Legal Secretaries Association celebrated its 75th anniversary with a Diamond Gala event at the Doubletree by Hilton in Sacramento.

Upon entering the Capitol Ballroom, guests were treated to table after table of vintage office equipment and supplies, books and manuals, images and memorabilia. Some of the vintage items were included in

the silent auction so that guests had the opportunity to take a bit of history home with them. The Decorating Committee did an outstanding job of collecting and showcasing these fun and historical items, and we heard so many comments about how much people enjoyed the displays!

Also among the memorabilia were treasured scrapbooks and history books shared by Past Presidents, covering over 30 years of SLSA history. Many a “Oh my gosh!” and “Look at this!” could be heard coming from the history book tables. Faces, names, events, and special memories from the past were all enthusiastically shared and remembered.

The Capitol Ballroom opened to the Capitol Patio, where guests enjoyed perfect weather for the outdoor cocktail reception. The patio was beautifully lit with strings of lights and paper lanterns, and music spanning the 40s to the present - big band sounds, standards, sock-hop tunes, Motown grooves, classic rock, disco beats and funk, etc. - entertained the crowd during the cocktail reception, as well as during dinner, adding to the fun of the evening.

Elegantly tall candelabras, dripping with glittering beads and surrounded by fresh floral arrangements in classic white adorned the guest tables, and perfectly complimented the black and cream table settings. The head table was also decorated with fresh flowers and beautiful candle holders of silver and white.

The silent auction tables were filled with wonderful items donated by law firms, vendor partners, the Bar Association, and members. Guests bid on gift baskets, bottles of wine, hand-crafted jewelry and crocheted scarves, gift cards, elec-

tronic devices, and much more. The proceeds from the silent auction benefit SLSA’s educational and scholarships programs, as well as charitable projects.

Included in the official Gala program book was a section for autographs where guests could sign each other’s books and write special messages to further commemorate the occasion. In a world where staying in touch can be as simple as sending a text, typing an e-mail, or connecting on social media, attendees commented on how fun it would be to go back and read the messages written by friends at the Gala from time to time and remember the event.

President Crystal Rivera opened the Gala by welcoming everyone and taking us on a walk down memory lane. She shared her remembrances as a young secretary of working with the old-fashioned typewriters, transcribing machines that used the cylindrical “film,” and of course, the holy grail of the secretary world, carbon paper and white out! Crystal also pointed out that while the changes in the role of the legal secretary over the years have been many, the relationship between the legal secretary and an attorney have changed very little. Each still depends on the other and plays a vital role in the success of the attorney’s law practice.

SLSA’s Master of Ceremonies, Joe Genshlea, was charming, witty, and entertaining. In addition to introducing special guests and keeping the evening’s program on track, Joe reminded legal secretaries of the importance of the work they do and to be proud of their profession. He also spoke on the significance of the relationship between attorneys and staff, emphasizing that it’s the relationships and friendships that form over the years that we remember and carry with us.

Our guest speaker for the evening, the Honorable John A. Mendez, Judge, U.S.D.C. Eastern District, was equally entertaining and engaging. Judge Mendez had everyone laughing with a list of secretarial interview questions from the 1950s - - many of which would not be permitted in an interview today, but were enlightening and hilarious, just the same. He spoke fondly of his early career as a young lawyer and the people who guided and supported him, including his legal secretaries. He counted himself very fortunate that in his legal career he has held nine positions and has had nine legal secretaries or assistants. Acknowledging how unusual those statistics are, he credited those legal secretaries for their professionalism, loyalty, and dedication to both him and the legal profession. Judge Mendez echoed Joe Genshlea’s comments regarding the importance of rela-

“Oh, What A Night!” (continued from page 6)

SLSA’s 75th Anniversary Diamond Gala Celebration

Submitted by Lynne Prescott, CCLS

tionships and friendships among attorneys and staff and stated that he sincerely hoped we were all fortunate enough to experience that more than once in our careers.

Both Judge Mendez and Joe Genshlea did a wonderful job in their respective roles as guest speaker and Master of Ceremonies. So many guests at the Gala mentioned how much they enjoyed Judge Mendez’s and Mr. Genshlea’s comments, and that SLSA could not have chosen better speakers for the event.

Mr. Genshlea also had the pleasure of recognizing the ten SLSA Past Presidents in attendance, who were honored with a special gift to commemorate their leadership and service to SLSA:

- Marvelene Breech, CCLS, 1978-1980
- Paula Hefley, 1990-1991
- Sherri Lee Caplette, 1996-1998
- Janice Ainsworth, 2002-2004
- Dawn Willis, 2004-2005
- Astrid Watterson, CCLS, 2005-2007 and 2010-2011
- Cyrene Farrell, CCLS, 2007-2008
- Elicia Allen, CCLS, 2008-2009
- Dawn Forgeur, CCLS, 2011-2013
- Lynne Prescott, CCLS, 2013-2015

The finale of the Gala was the presentation of a legislative resolution to SLSA from Assemblymember Susan Talamantes Eggman commemorating our 75th anniversary. The resolution was beautifully worded and as Mr. Genshlea read it aloud to the Gala attendees, you could feel the excitement and pride of 75 years in the room. It was a very special moment, and for some an emotional one as well. The resolution is now a permanent part of SLSA’s history and legacy.

There are so many people responsible for making the evening such a memorable one, and they have been acknowledged in a separate thank-you article in this bulletin. However, the following SLSA members made this event truly successful, and deserve special recognition:

- Morgan Albanese-Gala Co-Chair & Silent Auction Coordinator
- Rebecca Lerma and Corene Rodder-Decorating Committee
- Deseree Aguillen-Registration/Reservations
- Mary Taylor-Publicity
- Debbie Jordan
- Jeanette Osman-Bravard
- Dawn Willis
- Crystal Rivera

SLSA has so much to be proud of. If the first 75 years are any indication of what’s ahead, we’ve got a lot to look forward to! Congratulations, SLSA, on a wonderful Gala Celebration, a fabulous history, and a glittering diamond anniversary!!



Thank You to SLSA's 75th Anniversary Diamond Gala Celebration Sponsors & Silent Auction Donors

SPONSORS



SILENT AUCTION DONORS

Boutin Jones

Stoel Rives

Crystal Rivera

Lynne Prescott, CCLS

Corene Rodder

Nanette & James Henderson

Sacramento County Bar Association

Litigation Services

Rebecca Lerma

Elizabeth Madden, CCLS

Gary & Karen Messing

U.S. Legal Support

More Thank You's!

The 75th Anniversary Diamond Gala Celebration Committee gratefully acknowledges the contributions and assistance of the following, whose support made the event so special and memorable:

Assemblymember Susan Eggman

Gustavo Medina and Susan Mitchell—Office of Assemblymember Susan Eggman

Tammy L. Hunt, CCLS

The Honorable John A. Mendez, Judge, U.S. District Court, Eastern District of CA

Jane Klingelhoets – Judicial Assistant to the Honorable John A. Mendez

Joe Genshlea

Historical Memorabilia:

Downey Brand

California State Capitol Park—Aime Hayes

Rebecca Lerma

Jeanette Osman-Bravard

Jan Ainsworth

Lynne Prescott, CCLS

Corene Rodder

SLSA History Books:

Past Presidents of SLSA

Barry Miller – Doubletree by Hilton Sacramento

SLSA Executive Board

SLSA Member Volunteers

SLSA's 75th Anniversary Diamond Gala Celebration



*Deena Fawcett and
Debra Jordan*



*Joe Genshlea, Lynne Prescott, CCLS,
and Honorable John A. Mendez*

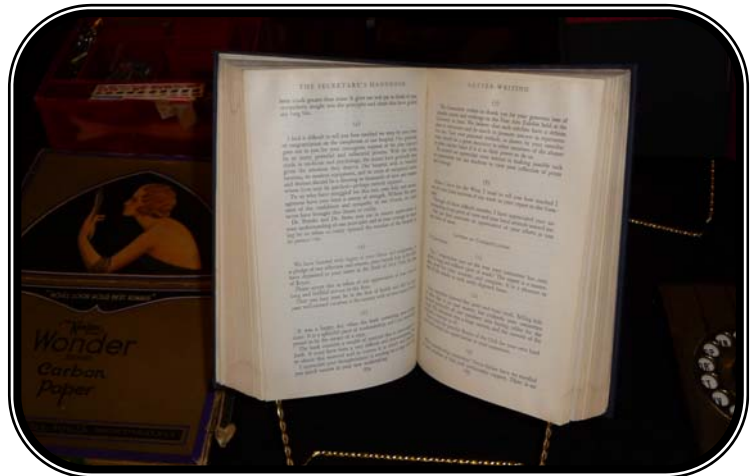


Norma Paterson and Paula Hefley



Dawn Forgeur, CCLS, and Rebecca Lerma

SLSA's 75th Anniversary Diamond Gala Celebration



Professional Liaison

Submitted by Lynne Prescott, CCLS



Professional Liaison
Lynne Prescott, CCLS

I am very pleased to report that SLSA did a fabulous job supporting the Sacramento County Bar Association at the SCBA Bench-Bar Reception on September 24, 2015. Our volunteers assisted with directing attendees to the registration area at the Sacramento Convention Center, and helping with registration and issuing name tags for attendees. SCBA expected nearly 500 attendees, and our volunteers handled everything with great efficiency and professionalism!

The Honorable Robert Hight, Presiding Judge of the Sacramento County Superior Court, was presented with SCBA's Judge of the Year award, and the Women Lawyers of Sacramento presented their scholarship award to this year's recipient. Attendees were also treated to a delicious array of appetizers, live music, an open bar, various vendor displays, and the opportunity to bid on some great silent auction items.

SCBA President Angela Lai personally thanked SLSA from the podium for our dedication and always volunteering for SCBA events. Ms. Lai also forwarded the following message to SLSA, expressing her thanks on behalf of the Sacramento County Bar Association:

Dear Friends at the Sacramento Legal Secretaries Association:

I can't thank you enough for helping us at the Bench-Bar Reception last night. You were there from the moment we entered the Convention Center, and how wonderful and relieving it was to be greeted by good friends! I'm sure you heard all the great comments from our guests last night – from the "Wow's" to "this is so organized" – thank you for making all that possible!

On behalf of the board and Executive Committee of the Sacramento County Bar Association, thank you, once again! We really value our friendship, and we look forward to more collaboration and partnership for many years to come.

With much appreciation,

Angela M. Lai
2015 President
Sacramento County Bar Association

Thanks so much to the following volunteers for being such great ambassadors of SLSA: Dawn R. Forgeur, CCLS; Selena Paradee; Ann Edwards; Coty Lutz; Jan Ainsworth; Elizabeth Madden, CCLS; Dawn Willis; and Maria Cantrell.



SLSA's Reno Bus Trip - 2015



SILVER LEGACY

RESORT · CASINO · RENO

Saturday, October 10, 2015 : 8am - 8pm

While in Reno, Enjoy: The Eldorado Great Italian Festival

Includes:

- \$5 Food Credit Voucher
- \$10 Free Casino Play
- Free Breakfast snacks on destination trip
- Free swag bag on return trip
- Games with Prizes on the Bus

Onboard:

- Restroom
- \$1 Italian Soda / Bottled Water
- \$2 Beers, Mimosas, Bloody Marys & Fuzzy Navels
- Raffle Prizes (Ticket Sales)

Departures & Drop-Offs:

8:00 AM @ Arden Fair Mall (Sears Parking Lot along Royale Rd.)

8:40 AM @ Citrus Heights (Safeway Parking Lot, 5345 Elkhorn Rd.)

Only \$30 per person
Must be 21 years of age or older
Open to Members & Non-Members of SLSA

RSVP BY SEPTEMBER 15, 2015

(no refunds after this date)

Please mail in the form below.

Questions?

Dawn Willis : dwillis@doweybrand.com

Mary Taylor : mtaylor@downeybrand.com

Checks Payable to: SLSA

Mail form & payment to:

Dawn Willis, c/o Downey Brand LLP
621 Capitol Mall, 18th Fl., Sacramento, CA 95814-4731

Name: _____

Number of Tickets Requested: _____ Email: _____

Address: _____

City: _____

Business Phone: _____

Pickup Location: Arden Fair Mall or Citrus Heights

CCLS Quiz (Answers on Page 29)

Submitted by Liz Gideon, CCLS



CCLS Chair,
Liz Gideon, CCLS

COURTS OF APPEAL

- A. FRESNO
- B. SACRAMENTO
- C. SAN JOSE
- D. SAN DIEGO, RIVERSIDE, SANTA ANA
- E. LOS ANGELES, VENTURA
- F. SAN FRANCISCO

Match the Court of Appeals District with the correct location above:

- 1. _____ First District
- 2. _____ Second District
- 3. _____ Third District
- 4. _____ Fourth District
- 5. _____ Fifth District
- 6. _____ Sixth District

Read each statement carefully and determine whether it is true or false:

- 7. _____ The primary role of the Courts of Appeal is to retry a case heard in the superior court.
- 8. _____ Cases are decided by 3-judge panels.
- 9. _____ Courts of Appeal have original jurisdiction.
- 10. _____ Courts of Appeal decisions are called opinions.

FAIRYTALE TOWN'S 29TH ANNUAL SAFE & SUPER HALLOWEEN: PIRATES

Davy Jones, Jack Sparrow, the cursed treasure and all of your favorite pirates take center stage at this year's three night extravaganza

October 23 – 25 from 5 – 9 p.m.

Advance tickets are \$7 for members and \$10 for nonmembers. Ticket prices increase beginning Oct. 23rd to \$9 for members and \$12 for nonmembers. Children 1 and under are free.

Please visit www.fairytaletown.org for tickets

Volunteers Needed – each night to help pass out candy and assist the kids in craft projects. Dress up as your favorite pirate.

Donations Needed – Candy, candy and more Candy

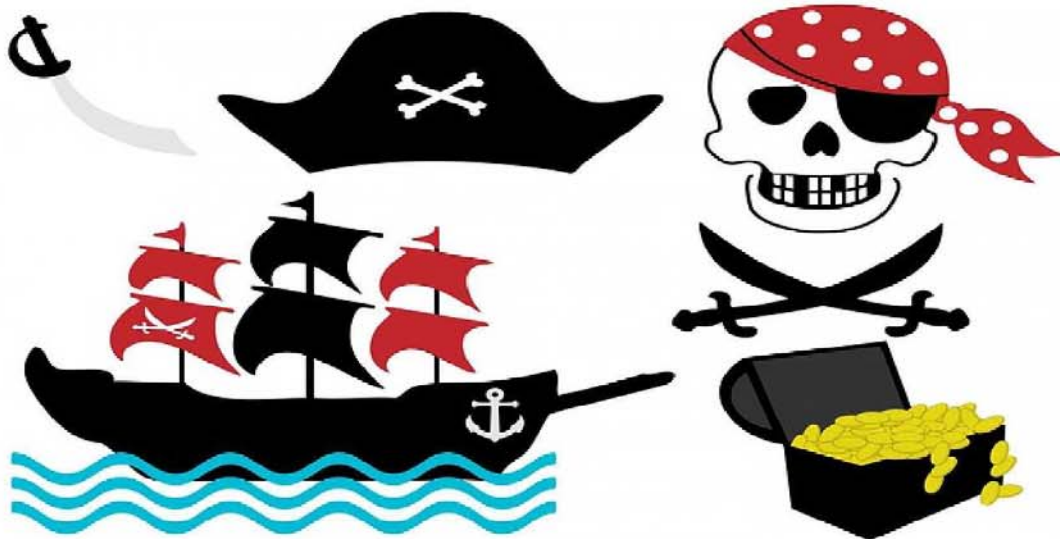
Donations can be picked up by OnDemand Legal for free!!!

Please contact Alex Cain to schedule a pickup

Please contact:

Deseree Aguillen – 916-231-0321 daguillen@stonegraves.com

Alex Cain- 916-990-7486 acain@odlegal.net



Legal Procedures Submitted by Corene Rodder



Legal Procedures Chair
Corene Rodder



Judicial Council of California
Communications, 455 Golden Gate Ave., San Francisco, CA 94102-3688
California Courts Infoline 800-900-5980, www.courts.ca.gov

NEWS RELEASE

Contact: Kevin J. Lane, 619-744-0760

FOR IMMEDIATE RELEASE

September 21, 2015

Fourth Appellate District Announces Destruction of Old Court Records

RIVERSIDE—The [Court of Appeal, Fourth Appellate District](#), Division Two (Riverside), has announced its intention to destroy the following criminal, civil and juvenile records under Rule 10.1028(d) of the California Rules of Court.

The court will destroy all original proceedings filed from 2001 to 2005.

These cases encompass criminal, civil and juvenile cases preserved for a period longer than 10 years.

To request a copy of cases on this list, send an email to kevin.lane@jud.ca.gov.

Anyone who knows of a reason why any of the above cases should be retained, whether for historical or other purposes, should notify Kevin J. Lane, Clerk/Administrator. The reasons for retention should be in writing, should be received by the court by Friday, **October 2, 2015**, and should be addressed to:

Mr. Kevin J. Lane, Clerk/Administrator
Court of Appeal, Fourth Appellate District
750 B Street, Suite 300
San Diego, CA 92101

###

Legal Procedures (continued from page 16)

Submitted by Corene Rodder

Appellate Courts Case Information	CALIFORNIA COURTS THE JUDICIAL BRANCH OF CALIFORNIA
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5th Appellate District

Court data last updated: 09/29/2015 09:35 AM

Disposition

San Joaquin Facilities Management, Inc. v. Superior Court of Kern County
Case Number F072365

Description:	Petition summarily denied by order
Date:	09/28/2015
Status:	Final The "Petition for Writ of Mandate" and request for an immediate stay filed on September 24, 2015, are denied. Levy, Peña, Smith
Publication Status:	
Author:	
Participants:	
Case Citation:	none

[Click here](#) to request automatic e-mail notifications about this case.

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Judicial Council of California / Administrative Office of the Courts

Benefits

Submitted by Liz Gideon, CCLS

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Governor's Report Submitted by Jan Ainsworth



Governor
Jan Ainsworth

Greetings and Salutations, Members. I trust you enjoyed last month's report on August conference, the photos, and the like. As mentioned, I touched briefly on items that Governors would be voting upon at November Conference. Attached to my report please find the actual Notices from LSI Parliamentarian, Astrid B. Watterson, CCLS. The first is Bylaw Amendment No. 1 regarding Nominations and Elections. Basically this is a housekeeping

task keeping up with the times regarding mailing. We do not mail any longer – we email. That's the crux of that. The second is an Executive Committee Recommendation to revoke the charter membership of Redding LPA. As you will read from the Notice, this recommendation is based on Redding LPA's failure to pay per capita taxes. Please note that in order for the Bylaw and the Recommendation to be adopted, they must pass with an affirmative vote of 2/3 of the Governors voting at the November 2015 LSI Quarterly Conference Board of Directors meeting. Stay tuned.

In addition to the above, I have some Executive Committee Recommendations to report that were recommended and adopted at August Conference. EC Recommendation No. 1 recommended amending Standing Rule 13.1 by deleting the reference to the LSI magnetic membership pin. EC Recommendation No. 2 recommended amending Standing Rule 13.1 by amending the price of the membership pin from \$3 to \$5 to be in line with the price it has been selling. EC Recommendation No. 3 recommended amending Standing Rule 13.1 by deleting the term "Pendant" for the President's Pin for local association.

November Conference in Riverside, California, is right around the corner and my reservations are in place. This

year is going by too quickly. I saw Christmas decorations in Costco the second to the last week of September.

Lastly, I would be remiss if I did not make mention of SLSA's 75th Anniversary Gala. What a wonderful and magical night of memories and renewal. We all felt the love. Kudos to Lynne Prescott, CCLS, and her entire Committee!!!

Chapter Achievement Chat

News from conference AND worth repeating: (1) a new category has been added to Chapter Achievement. If a local association member accepts an appointment to serve LSI as an appointed officer or chairman that association will earn 100 points; and (2) entries in the category of Advertising has been changed to one per fiscal year.

Speaking of CAPS earned to date: 16,750 points. That is a gain of 10,325 points since last report. Way to go SLSA. Way to go. Keep em' comin'!

Reminder: The second update for the LPH and the LOPM will be coming out September/October time frame. Be sure to send in your CAPS form to earn even more points for our association.

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

Jan



LSI

Educating California's
Legal Support Professionals

OFFICE OF: PARLIAMENTARIAN
ASTRID B. WATTERSON, CCLS
CELL: 209-406-9984
E-MAIL: ASTRID.WATTERSON@GMAIL.COM

August 25, 2015

NOTICE OF PROPOSED BYLAW AMENDMENT NO. 1

TO ALL GOVERNORS:

NOTICE IS HEREBY GIVEN, pursuant to Article XIX, Section 2, subsection (a), of the LSI Bylaws, and within the time period specified, that at the next November 2015 Board of Governors meeting in Riverside, California, a proposed amendment to LSI Bylaw Article XII, Section 2(k)(5) will be presented to the Governors for discussion and voting.

The purpose of the notice to amend the bylaw is to properly describe the procedure as it is currently carried out; paper copies are no longer used.

PROPOSED AMENDMENT TO BYLAW NOTICED

LSI Bylaw Article XII, Section 2(k)(5).

Section 2(k)(5) Nominations and Elections.

~~Not less than 45 days prior to the Annual Conference, the Committee shall mail four copies of send the slate to the Governor of each Local Association, designating that one a copy is be provided for use by the Association and the other three additional copies are to be furnished provided to the delegates of such Local Association. The Committee shall obtain a certificate of mailing or other satisfactory proof of timely mailing, which shall be retained in the file.~~

If passed, the Bylaw Article XII, Section 2(k)(5) would read as follows:

Section 2(k)(5) Nominations and Elections.

Not less than 45 days prior to the Annual Conference, the Committee shall send the slate to the Governor of each Local Association, designating that a copy be provided for use by the Association and three additional copies be provided to the delegates of such Local Association.

Please note that in order for this Bylaw amendment to be adopted, it must pass with an affirmative vote of 2/3 of the Governors voting at the November 2015 LSI Quarterly Conference Board of Governors meeting.

Astrid B. Watterson, CCLS

Astrid B. Watterson, CCLS
LSI Parliamentarian 2012-2016

cc: LSI Executive Committee



LSI

*Educating California's
Legal Support Professionals*

OFFICE OF: PARLIAMENTARIAN
ASTRID B. WATTERSON, CCLS
CELL: 209-406-9984
E-MAIL: ASTRID.WATTERSON@GMAIL.COM

August 24, 2015

NOTICE OF EXECUTIVE COMMITTEE RECOMMENDATION

TO ALL GOVERNORS:

NOTICE IS HEREBY GIVEN, pursuant to Article XIII, Section 2, subsection (e), of the LSI Bylaws, that at the next November 2015 Board of Governors meeting in Riverside, California, the Executive Committee of Legal Secretaries, Inc. shall present to the Governors a recommendation to revoke the charter membership of Redding Legal Professionals Association.

The recommendation is based on Redding LPA's violation of LSI's Bylaw Article XIII, Section 2, subsection (b) "Membership Under Five" and subsection (c) "Failure to Pay Per Capita Taxes."

Pursuant to Article XIII, Section 2, subsection (e), of the LSI Bylaws, a local association's charter may be revoked upon a 2/3 vote of the governors voting. Voting shall take place at the November 2015 Board of Governors meeting.

Please note that in order for this recommendation to be adopted, it must pass with an affirmative vote of 2/3 of the Governors voting at the November 2015 LSI Quarterly Conference Board of Governors meeting.

Astrid B. Watterson, CCLS

Astrid B. Watterson, CCLS
LSI Parliamentarian 2012-2016

cc: LSI Executive Committee

CHAPTER ACHIEVEMENT REPORTING FORM 2015-2016

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, 2015, through March 31, 2016.

Please complete this form and mail or email it to SLSA's Governor, Jan Ainsworth. 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 2015-2016 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 attended an educational workshop or seminar via webinar. (50 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, 2016. (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: Jan Ainsworth, Governor
Murphy Austin, 555 Capitol Mall, Suite 850, Sacramento, CA 95814 governor@slsa.org

SLSA'S DECEMBER CHARITABLE PROJECT

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

Let's try to fill at least 30 stockings this year!



We are looking for the following items:

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

We are also looking for items specific to children.

Donations of filled Christmas stockings OR items to put in the stockings can be brought to SLSA's December 17 Mock Trial. If you're unable to attend the December Mock Trial but have items to donate for the stockings, please contact any of the Charitable Projects Committee Chairs to make other arrangements.

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

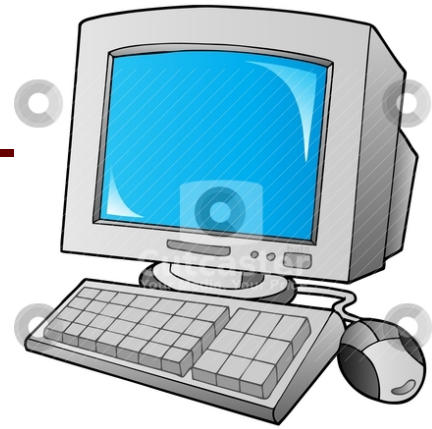
A BIG THANKS for your support of SLSA's charitable projects!

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



Technology Tips of the Month

Submitted by Dawn R. Forgeur, CCLS



Add A Line Break In A Cell - Excel 2010

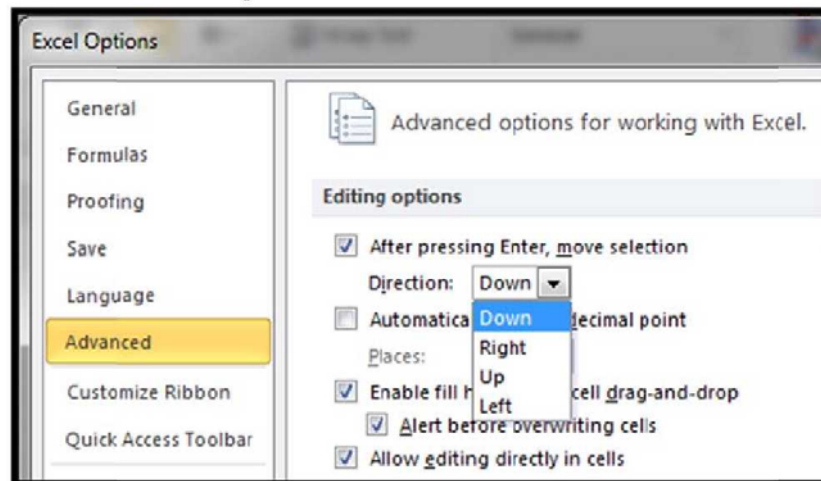
To add spacing between lines or paragraphs of text in a cell, use a keyboard shortcut to add a new line.

Double-click the cell in which you want to insert a line break. Click the location where you want to break the line. Press **ALT+ENTER** to insert the line break.

Changing the Default Action of the Enter Key

When you type information into a cell, it is normal to press the **Enter** key at the end of your entry. Excel allows you to specify exactly what should happen after you press **Enter**. You can specify that nothing happen (the cell into which you entered information remains the currently selected cell) or that a different, adjacent cell is automatically selected.

To change the default, follow these steps:



Display the Excel Options dialog box. (In Excel 2007 click the Office button and click Excel Options. In Excel 2010 and Excel 2013 display the **File** tab of the ribbon and click **Options**.) At the left side of the dialog box, click the **Advanced** option.

Select the **After pressing Enter, move selection** check box and use the drop-down list to pick which direction you would like the cursor to go after hitting **Enter**. Click on **OK**.



PLACER COUNTY LEGAL PROFESSIONALS ASSOCIATION
PRESENTS

FALL LUNCHEON AND BUNCO

SATURDAY, OCTOBER 17, 2015

12:00 – 4:00 P.M.

SALAD AND BAKED POTATO BAR

AUBURN SENIOR CENTER

ZNEW LOCATION
********550 HIGH STREET********
AUBURN, CA

\$20 PER PERSON ADVANCE PURCHASE
\$25.00 AT DOOR

*Portion of Proceeds to:
Local Charities & Educational
Programs & Scholarships*

FOR INFORMATION/TICKETS CALL:
MARY AYALA (916) 788-1960 (w)
(916) 207-0083 (cell)

Checks can be made payable to: PLCPA
P. O. Box 4907, Auburn, CA 95604-4907



Mary L. King, CCLS
10/1/36 – 4/12/12

San Mateo County Legal Secretaries Association Celebrates
Mary L. King Day at the Races
Sunday, October 25, 2015

Golden Gate Fields

Gates open at 11 a.m.

Cost: \$40 per person

\$20 for children 5 to 17 (4 and under/free)

Includes: Valet preferred parking,
Program, Turf Club Seating*
Prime Rib Buffet Lunch

**Make this a fundraising opportunity for your Association.
For details contact your local Inter-Association Chairman**

Bonnie Stensler, PLS, CCLS

Inter-Association Chairman San Mateo County LSA

bjstensler@comcast.net or call: 415-613-9873

*Turf Club Dress Code: All guests including children are requested to dress in a smart casual style. Sweat pants/suits, T-shirts, baseball hats, and thong style shoes are strongly discouraged; Stylish casual footwear including tennis shoes are welcome. Guests arriving in shorts, tank tops or clothing with offensive logos will be denied access into the Turf Club.

Employment Report

Submitted by Jaymie Moralez



Employment Chair
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 association act as an employment agency.

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

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

Legal Secretary-Insurance Defense Claim Litigation Counsel. State Farm Insurance Company's claim litigation counsel law firm, Tiza Serrano Thompson & Associates, is seeking an experienced legal secretary with 3-15 years of insurance defense experience for the Sacramento Corporate Litigation Counsel office. Applicants must have excellent customer service, communication, organizational and prioritization skills, as well as an affinity for working in a team environment. Qualified candidates must possess attention to detail, be highly organized, able to work well under pressure, and demonstrate initiative and excellent communication skills. Accountability, dependability, punctuality, and a strong work ethic are job requirements. College graduate and prior civil trial support experience preferred. Prior insurance defense law firm experience and Bilingual Spanish skills are a plus. Knowledge of MS Office software and ability to learn software applications required.

Only online applications will be considered and we encourage you to complete the application and the resume text section as well. Applicants must thoroughly complete all fields for your online application at statefarm.com/careers and refer to Job ID number 45289. You may also include your salary requirements. Please do not telephone or contact the office about this position directly. We offer a competitive salary and comprehensive health and welfare package including a company defined pension benefit plan and 401(k) plan. Our Total Rewards benefits package includes: competitive starting salary, annual merit reviews, and annual bonus potential. You may also be eligible to participate in medical, dental, life and disability insurance, vision, 401(k) plan, credit union, a fully funded retirement pension plan, and more. For more information about our company, careers and Total Rewards, visit www.statefarm.com/careers. You can also learn more about what to expect from our employment process here. State Farm Insurance is an equal opportunity employer. Apply Here: <http://www.Click2apply.net/c7h6j598sg>.

Family Law Paralegal. Delfino Madden O'Malley Coyle Kowler LLP, a corporate, business, employment, and family law firm located in downtown Sacramento, is seeking an experienced family law paralegal to join its growing litigation team. You must be a self-starter, organized, and have a minimum of three years of experience, including at least one year of family law experience. *Responsibilities:* Organizing and maintaining files (paper and electronic) and client document databases; mastery of legal formatting and experience drafting pleadings and judicial council forms, assisting in preparation for trial, contested hearings, and mediation; interviewing clients, drafting declarations, preparing financial schedules and drafting and responding to written discovery; extensive correspondence and communication with clients, courts, and attorneys.

Qualifications: Proficient use of Windows, Word, Excel, Outlook, Dissomaster, propertizer, and Adobe Acrobat; knowledge of Legal Solutions, Timeslips, Dissomaster, Westlaw, and Worldox; experience with California Rules of Court and Civil Procedure; must have a thorough knowledge of California court filing requirements; must have strong knowledge of calendaring (i.e., court rules, dates, procedures); exceptional attention to detail, grammar, and proofreading skills; basic understanding of tax and business valuation concepts preferred; a professional appearance and demeanor; and work independently and manage deadlines. The firm offers an excellent compensation and benefit package and a collegial, friendly-working environment. Please submit your resumes online to admin@delfinomadden.com. No phone calls please. Equal Opportunity Employer.

Employment Report (continued from page 26) Submitted by Jaymie Moralez

Legal Secretary. Cohen Durrett, LLP, a small Sacramento business law firm seeks a full-time legal secretary with strong civil litigation experience. Please do not respond if you have no litigation experience and/or have never worked as a civil litigation assistant in a law office. Must have good interpersonal skills for client contact. Attention to detail, competency with Word (including formation of tables), Excel, Outlook and excellent proofreading skills essential. The position requires experience in managing and maintaining civil litigation files and calendaring in both paper and electronic formats. Respond with cover letter and resume. Please no phone calls, no faxes and no walk-ins. Salary DOE. *Essential Duties Include:* managing a calendar for multiple attorneys, litigation-related duties including document preparation in Word (including formation of tables), drafting and filing legal documents including correspondence, pleadings and orders, transcribing dictation, proofreading and editing documents, opening and closing files. This position requires exemplary organization skills, attention to detail, strong client service skills, excellent verbal and written communication skills, and the ability to work well under pressure. *Knowledge/Skills/Abilities:* MS Word, Outlook, Abacus, federal court rules, California state and local rules, court filing procedures, e-filing, strong spelling and grammar skills. A successful candidate would be able to work independently and be a team player. Please submit your cover letter, salary requirements and resume to: sgini@cohendurrett.com.

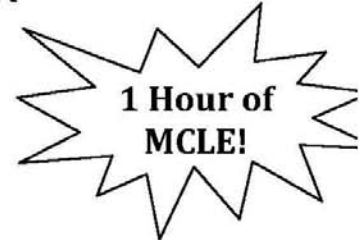
Civil Litigation Secretary. Klinedinst PC is seeking an enthusiastic, hard-working and focused Civil Litigation Secretary with at least 5 years of experience for our downtown Sacramento office. Klinedinst PC is a team-oriented law firm that is dedicated to providing the utmost of service to our clients. If you are interested in joining our team of professionals and are ready for immediate responsibility with growth opportunities, Klinedinst is the place. For more information please visit our website at www.klinedinstlaw.com/careers.

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

Legal Secretary/Legal Assistant. A well-established mid-size Sacramento law firm is seeking a full-time experienced (10 years minimum) litigation secretary/legal assistant for a partner who handles personal injury and medical malpractice defense in California and Nevada. This individual must have previous law and motion, discovery and trial preparation experience. Must have knowledge of California and federal court rules. Knowledge of Nevada rules and procedures a plus but is not required; however, should be willing to learn Nevada rules and procedures. *Essential Duties Include:* managing a calendar for multiple attorneys, litigation-related duties including document preparation, drafting and filing legal documents including correspondence, pleadings and orders, transcribing dictation, proofreading and editing documents, opening and closing files. *Knowledge/Skills/Abilities:* MS Word, Outlook, Legal Solutions, Abacus, federal court rules, California state and local rules, court filing procedures, e-filing, strong spelling and grammar skills. A successful candidate should be able to work independently and be a team player. The firm offers health/dental/life/disability benefits as well as a pension/profit sharing plan. Please submit your cover letter and resume to: phile@ltglaw.net.



LEGAL SPECIALIZATION SECTIONS LUNCHTIME LEARNING WEBINAR



The Transactional Law Section Presents

“Trick or Treat? The Scary World of Nonprofits”

Speaker: Arthur Rieman, Esq. from The Law Firm for Non-Profits

October 28, 2015, 12:00 p.m. - 1:00 p.m.

Transactional Law Section Member	LSI / Local Association Member	Non-LSI Member / <u>Attorney</u>
Free with Advanced Reservations \$5 After October 23, 2015 <input type="checkbox"/>	\$10 with Advanced Reservation \$15 After October 23, 2015 <input type="checkbox"/>	\$15 with Advanced Reservation \$20 After October 23, 2015 <input type="checkbox"/>

Name: _____

CLE Certificate Requested: CCLS -- Paralegal -- Attorney [Bar No. _____]

E-mail: _____ Phone: _____

Address/City/State: _____

Local Association: _____ (No abbreviations, please.)

Payment: Check (made payable to LSI) PayPal Available at www.lsi.org Credit Card: Visa MasterCard

Credit Card Number _____ Exp. Date: _____ CVV (Security) No: _____

Name on Credit Card: _____

Send completed form and payment (check made out to LSI) to: Dawn R. Forgeur, CCLS, LSS Coordinator
 500 Capitol Mall, Suite 1600, Sacramento, CA 95814
 Email: dawn.forgeur@stoel.com

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that this seminar has been approved for minimum MCLE/CLE credit of 1 hour by the State Bar of California.

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

CCLS Vocabulary

Submitted by Liz Gideon, CCLS

Assent	Consent
Facetious	Witty
Accede	To comply with; to give one's consent
Accept	To take; to receive
Disburse	To pay out
Infer	To deduce; to guess
Illusive	Misleading; unreal
Phase	A state of development
Equitable	Just; right
Gibe	A sarcastic remark

<u>CCLS Answers</u>	
1.	F
2.	E
3.	B
4.	D
5.	A
6.	C
7.	False
8.	True
9.	False
10.	True



Sacramento Legal Secretaries Association



Dinner Meeting - November 19, 2015

Courtyard Marriott
4422 Y Street - Sacramento

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



Keeping the Grinch out of Christmas - Tips for Holiday Safety

Guest Speaker: Lieutenant Scott French,
Elk Grove Police Department

RSVP by Noon on Friday, November 13*

Two Ways to Register:

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

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

Make checks payable to SLSA and mail to:

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

Dinner Menu – Choice of:

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

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

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



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

Sacramento Legal Secretaries Association Presents Its

Annual Holiday Mock Trial



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

December 17, 2015, at 6:00 PM
Courtyard Marriott, 4422 Y Street, Sacramento

MCLE & CCLS Credit: SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.5 hours.

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

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

Make checks payable to “SLSA,” and mail to:
Linda Bianchi, Registration/Reception Chair 2015-2016
c/o Downey Brand
621 Capitol Mall, 18th Floor
Sacramento, CA 95814



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

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

Volunteer Actors and Jurors Needed!!

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

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

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



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2015 – April 30, 2016
Due Date: May 1, 2015**

Make check payable to:

Sacramento Legal Secretaries Association

Amount Due: **\$40**

Renewals are due May 1, 2015

There will be a late fee of \$5 after June 1, 2015

Return the completed invoice and full payment to:

Heather Rodriguez, CCLS

SLSA Treasurer

Messing Adam & Jasmine LLP

980 9th Street, Suite 380

Sacramento, CA 95814

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

ARE YOU A CCLS? _____

BIRTHDAY: _____

JOB TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered?

Business Residence

Where do you want e-mail delivered?

Business Residence

INVOLVEMENT:

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

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

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

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



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: Lacy Monserrat, CCLS
SLSA Vice President 2015-2016
c/o Messing Adam & Jasmine, LLP
980 9th Street, Suite 380
Sacramento, CA 95814
E-mail: lacy@majlabor.com

**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:

**Lacy Monserrat, CCLS, Vice President
Sacramento Legal Secretaries Association
c/o Messing Adam & Jasmine, LLP
980 9th Street, Suite 380, 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 as 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)

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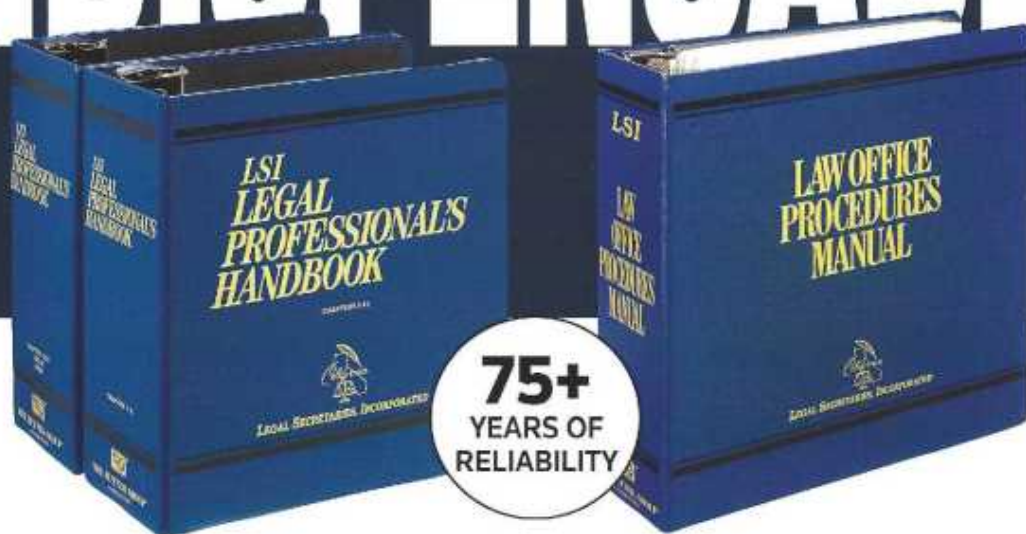
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37	San Gabriel Valley	LSA	6		16	22
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84	Santa Clara County	LSA	20		57	77
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Editor's Note Submitted by Liz Gideon, CCLS

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