

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

THE LEGAL EAGLE

VOLUME 9 BOOK 9 SEPTEMBER 2009



Sacramento Legal Secretaries Association

VISIT OUR WEB SITE:
WWW.SLSA.ORG

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MISSION STATEMENT

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

**NON-MEMBERS
ARE WELCOME!**

SEPTEMBER DINNER MEETING

Date: September 17, 2009
Time: 5:30 p.m. - 6:15 p.m. Meet & Greet
6:15 p.m. - 8:00 p.m. Dinner Meeting & Speaker
Place: Casa Garden Restaurant
2760 Sutterville Road, Sacramento, (916) 452-2809
Speaker: David Bills, Esq., Referee
Placer County Superior Court
Topic: **"The Latest in Medical Malpractice Law"**
Cost: \$25* - SLSA Members; \$29* - Non-Members

Vendor of the Month: Judicial Process

*** Please add \$3 for reservations received after September 15, 2009.**

***** Cancellations must be made 48 hours in advance for refunds.
No shows will be billed. *****

RSVP: Jennifer Shelton
c/o Murphy Austin Adams Schoenfeld LLP
304 "S" Street
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(916) 329-3104 phone; (916) 503-4000 fax
E-mail: jshelton@murphyaustin.com

(See Page 30 of this bulletin for Reservation Form and menu selections.)

Sacramento Legal Secretaries Association, 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.

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EDITOR’S NOTE by Cassandra Baines

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Cassandra Baines, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814 or cbaines@downeybrand.com.

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. 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.

“YOU HAVE NOT LIVED UNTIL
YOU HAVE DONE SOMETHING
FOR SOMEONE WHO CAN
NEVER REPAY YOU.”
~ ANONYMOUS

PRESIDENT'S MESSAGE by Jennifer Rotz

August was an exciting month for SLSA. We welcomed Todd Vlaanderen of the California Secretary of State and Vice President of the Sacramento County Bar Association as our guest speaker at the August Dinner Meeting. We also celebrated our Boss of the Year nominees:

Marcia Augsburger was nominated by her paralegal Christina Robinson;
 Peg Carew-Toledo was nominated by her assistant Cindie Wilding;
 Kelcie Gosling was nominated by her assistant Melissa Haagensen;
 Ronald and Venita Metzinger were nominated by their assistant Terry McClory; and
 Joseph Robinson was nominated by his assistant Angela Kolak;

While all nominees are winners, we could only crown one. Joseph Robinson was crowned as SLSA's 2009-2010 Boss of the Year.

The following Legal Professional of the Year nominees were celebrated:

Alissa Bryce Mackrill was nominated by Terry Olson-Skeahan;
 Dawn Forgeur, CCLS was nominated by Astrid Watterson, CCLS, Kevin Collins, and Rebecca Lerma; and
 Kimberly Smith was nominated by Charity Kenyon and Bill Yeates.

Again, while all nominees are winners, we could only crown one. Dawn Forgeur, CCLS was crowned as SLSA's 2009-2010 Legal Professional of the Year.

I would like to thank the Boss of the Year / Legal Professional of the Year committee for their service this year. They were in charge of marketing the contests, receiving nominations, serving as our impartial judges, and presenting nominees and winners with their certificates and plaques. Patti Alexander, Desiree Delonia, CCLS, and Elizabeth Bomke, CCLS, did a fantastic job and we are grateful to them for their hard work. They orchestrated an entertaining event. If you were not able to make it, I hope you'll consider attending next year.

[Continued on Page 5]

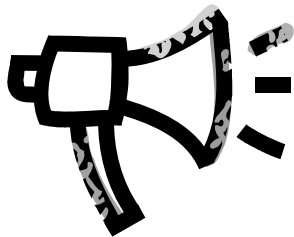


"I HAVE LEARNED THAT SUCCESS IS TO BE MEASURED NOT SO MUCH BY THE POSITION THAT ONE HAS REACHED IN LIFE AS BY THE OBSTACLES WHICH HE HAS OVERCOME WHILE TRYING TO SUCCEED."

BOOKER T.
WASHINGTON

Support our Advertisers!

Sacramento Legal Secretaries Association would like to give special thanks to Mirror Imaging for its complimentary services in printing The Legal Eagle. To support Sacramento Legal Secretaries Association and Mirror Imaging, please call Ron Bodenmann at (916) 447-2000.



ADVERTISERS

- Page 8 - First Legal Network
- Page 28 - Lightspeed Messenger
- Page 29 - On The Dotted Line
- Page 41 - The Rutter Group
- Page 46 - Crucial Times Courier Inc.
- Page 48 - Mirror Imaging

SPEAKER SPOTLIGHT by Rhonda Harrigan



Todd Vlaanderen, First Vice-President of the Sacramento County Bar Association, spoke to us about what is new around the Bar Association and notary public law.

Mr. Vlaanderen has been on the Board of the Sacramento County Bar Association for the last five years. He graduated from McGeorge School of Law in 1997 and immediately opened his own practice. For the next three years, he practiced family law, estate planning and probate law.

He joined the Secretary of State in 2001 and is currently Senior Staff Counsel and Supervising Attorney in the Business Programs department. He is a former president of the Sacramento Law Foundation and is a member of the state-wide Conference of California Bar Associations.

The Sacramento County Bar Association's membership numbers, like many associations these days, are down. They are forming a Long-term Planning committee, and having a phone-a-thon membership drive to increase their numbers.

They are writing a Process and Procedures booklet and have formed a website committee. We should see a revamped website in two to three months.

Mr. Vlaanderen then went over the major notary law changes made in 2008. Some of the notable changes are: Identity can no longer be by personal knowledge; you must use specified identification documents or credible witnesses plus the identification of the credible witnesses; the Certificate of Acknowledgement has been changed to include the verbiage, "Under penalty

[Continued on Page 6]

"THAT WHICH A
MAN WILLINGLY
SHARES, HE KEEPS.

THAT WHICH HE
SELFISHLY KEEPS, HE
LOSES."

~ ANONYMOUS

VENDOR SPOTLIGHT by Alissa Mackrill

On The Dotted Line was our vendor for the August Dinner Meeting. Sabra Malika is the owner and has been a legal assistant off and on for the last 20 years. On the Dotted Line is an approved vendor with the Secretary of the State and has been doing notary trainings ever since the state decided to mandate the notary training in 2005. On the Dotted Line provides courses for new notaries, existing notaries, and renewing notaries. The registration fee includes everything needed! You get a continental breakfast, catered lunch, comprehensive workbooks, classroom supplies, and validated parking.

Check out their website at www.OnTheDottedLineNotaryClasses.com.



PRESIDENT'S MESSAGE (CONTINUED)

This month we will welcome Placer County Superior Court Referee David Bills, Esq., as our guest speaker at our September Dinner Meeting. He will be talking to us about "The Latest in Medical Malpractice Law." The September Dinner Meeting will take place on September 17 at the Casa Garden Restaurant. You can find the registration form in this bulletin and on our website at www.slsa.org.

The September Lunch Lesson will feature our very own Elicia Allen, CCLS, as guest speaker. Elicia is an experienced paralegal for the Law Offices of Todd A. Murray who specializes in unlawful detainers, among other things. She will be talking to us about "Unlawful Detainers – Step by Step." Please show your support on September 22 at McDonough Holland & Allen. You can find the registration form for this lunch lesson in this bulletin and on our website at www.slsa.org.

SLSA will soon be participating in Fairytale Town's Annual Safe & Super Halloween event. This event takes place in October and is great fun for the whole family. SLSA volunteers will be stationed inside King Arthur's Castle, which will be transformed into the Octopus Garden in honor of this year's theme: Magical Mystery Tour. Mark your calendars for October 23 and 24. If you are interested in volunteering, preparing crafts, or donating supplies, please contact Alicia Malerbi at amalerbi@downeybrand.com. You can find additional details on the flyer in this bulletin and on our website at www.slsa.org.

I am sad to report that Alissa Mackrill has resigned as our Vendor Liaison and Scholarship Co-Chair. She has done a phenomenal job as our Vendor Liaison and she will be difficult to replace. While I personally am very sad to see her go, I understand she has personal commitments she must focus on and wish her nothing but the best.

Please consider helping SLSA fulfill its mission by becoming a volunteer. The following opportunities are available:

Interclub
Publicity
Vendor Liaison
Ways & Means

To learn more about any of these committee chair positions, please contact me.

I look forward to seeing you at the next SLSA event.

If you have any ideas, topic suggestions, or feedback of any kind, please do not hesitate to contact me or any other member of the board. We are here for you. Let us come together to make this a successful year for SLSA!



MEMBER NEWS by Jennifer Rotz



Gloriela Garcia welcomed a beautiful baby boy on August 12. Eric Jose Garcia weighed in at 9 pounds, 7 ounces. Congratulations, Gloriela, on your new addition!

Pamela Loftis, CCLS, has moved to Petaluma and will be working in Santa Rosa. She is transferring her membership to our sister association Sonoma County LSA. We wish Pam the best in her new city and job. Congratulations, Pam!

We send our deepest condolences to **Debbie Frias, CCLS**, whose mother passed away on July 29. Debbie, our thoughts and prayers are with you and your family during this difficult time.

Are you an SLSA member who has 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 good times and show you our support during tough times. Please send your news to president@slsa.org.

SPEAKER SPOTLIGHT (CONTINUED)

of perjury” and must be used; and the Jurat form has also been changed to exclude identification by personal knowledge.

Notaries being commissioned after January 1, 2008, must present a passport-sized photograph along with their application. New background checks by the FBI are added to fingerprints and Department of Justice background check.

To see all of the 2008 law changes, you can find the 2008 and 2009 Notary Public Handbooks online at www.sos.ca.gov.

Proposed changes to the 2010 Notary laws are: use of Metricula Consular for identification, and mandatory 3-hour refresher course for notaries’ who are renewing their commission and have taken the 6-hour course, among others.

Mr. Vlaanderen was very gracious to take time out of his family leave time to speak to our membership. SLSA always appreciates the support of the Sacramento County Bar Association.



September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9 SLSA Board Meeting	10	11	12
13	14	15	16	17 SLSA Dinner Meeting	18	19
20	21 Legal Eagle deadline	22 SLSA Lunch Lesson	23	24	25	26
27	28	29	30			

DATES TO REMEMBER

- **September 9 - SLSA September Board Meeting**
- **September 17 - SLSA Dinner Meeting**
- **September 21 - Last Day to Submit Articles for the October issue of *The Legal Eagle***
- **September 22 - SLSA Lunch Lesson**
- **October 7 - SLSA Board Meeting**
- **October 12 - SLSA Lunch Lesson**
- **October 15 - SLSA Dinner Meeting**
- **October 23-24 - Fairytale Town's Safe & Super Halloween**
- **November 11 - SLSA Board Meeting**
- **November 13-15 - Quarterly Conference, Sacramento Marriott, Rancho Cordova**
- **November 19 - SLSA Dinner Meeting**

Code of Ethics

Legal Secretaries, Incorporated

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

Dedicated to Joan Moore, PLS

HAPPY "SEPTEMBER" BIRTHDAY!



- Vicki Haynes - Sept. 4
- Gloriela Garcia - Sept. 6
- Dianne K. Chasteen - Sept. 8
- Dawn Willis - Sept. 11
- Alicia Malerbi - Sept. 15
- Dawn R. Forgeur, CCLS - Sept. 17
- Sherry Lee Caplette - Sept. 20
- Pamela Loftis, CCLS - Sept. 22
- Janae Long - Sept. 22
- Sally Day - Sept. 23
- S. Lynne Gomes - Sept. 24

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PICTURES -FIRST ANNUAL CONFERENCE, PALM SPRINGS - 8.15.09



Desiree Delonia, CCLS of SLSA and Schulyer from El Dorado County LPA - Banquet



Ladies from other Associations attending the 1st Annual Conference - Palm Springs



Terry Olson and Jennifer Rotz attending the Conference



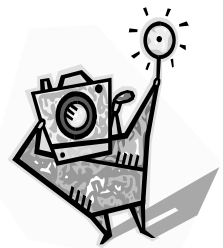
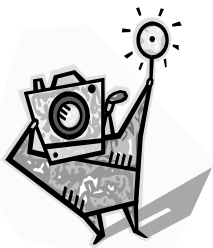
Terry in class at the Conference



PICTURES (CONTINUED)



PICTURES (CONTINUED)



LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
BRASS TACKS* A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 5/06)	\$ 5.00		\$
CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET A 26-page booklet designed to assist local associations in promoting the career of legal secretary. Includes handout materials and an outline for use at career and scholarship promotion events. (Rev. 2/98)	5.00		
CCLS BROCHURE Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 2/08)	N/C		
CCLS MOCK EXAM 2006 Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
CCLS PIN A 1/2" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
CCLS STUDY KIT Contains Mock Exam (see above), Gregg Reference Manual with Basic and Comprehensive Worksheets and Instructor's Resource Manual.	120.00		
GUIDELINES FOR HOSTING LSI CONFERENCES* An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 2/08)	N/C		
GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM A 34-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 8/03)	5.00		
HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES* A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/05)	5.00		
HISTORY OF LEGAL SECRETARIES, INCORPORATED A 50-page memory of people, places and events since 1929. (Rev. 2/06)	5.00		
LAW OFFICE PROCEDURES MANUAL FLYER An 8 1/2" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 9/07)	4.00		
ADOPTIONS CHAPTER (Rev. 9/07)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 9/07)	7.00		
CORPORATIONS CHAPTER (Rev. 9/07)	7.00		
COURT STRUCTURE CHAPTER (Rev. 9/07)	7.00		
CRIMINAL LAW CHAPTER (Rev. 9/07)	7.00		
DISCOVERY CHAPTER (Rev. 9/07)	7.00		
FAMILY LAW CHAPTER (Rev. 9/07)	7.00		
PROBATE CHAPTER (Rev. 9/07)	7.00		
REAL ESTATE CHAPTER (Rev. 9/07)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 9/07)	7.00		
WORKERS' COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 9/07)	7.00		
LEGAL SECRETARY'S REFERENCE GUIDE A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 4/07)	30.00		
TOTAL THIS PAGE			\$

*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	\$ 5 00		\$
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev 2/08)	N/C		
LSI MEMBERSHIP PIN* A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3 00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information (Rev. 5/08) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7 00		
PRESIDENT'S PIN* Same as pendant (see above), but with pin on back.	7 00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
CALIFORNIA SALES TAX (7.25% OF TOTAL ORDER) +			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
TOTAL AMOUNT =			\$

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. COMPLETE PAYMENT INFORMATION BELOW AND MAIL COMPLETED ORDER FORM TO LEGAL SECRETARIES, INCORPORATED, CORPORATE OFFICE, P O BOX 660, FORTUNA, CA 95540-0660; OR, FAX TO (707) 725-1344. CHECK OR CREDIT CARD INFORMATION MUST BE INCLUDED. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY.

DELIVER TO: NAME _____ ASSOCIATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DAY TELEPHONE (____) _____ E-MAIL _____

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

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

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

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

*Item available to LSI members only

(Prices effective 0508)

EMPLOYMENT REPORT/POSITIONS AVAILABLE by Cyrene Farrell



This free benefit provides the legal community with a place to post job openings for all categories of job positions. SLSA assists in every possible manner to procure employment for members of this association, and cooperates with attorneys in filling positions in law offices, but in no event does this committee act as an employment agency. Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney / employer is requested to email the Employment Chair and Webmaster with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Ads are usually posted within 24 hours. It is the responsibility of the applicants to contact the employers, schedule interviews, exchange resumés, and to discuss benefits, salary, etc. All information is listed until notification to drop the name / position is given to the Employment Chair and/or Webmaster.

Positions Available:

(9/8/2009) Legal Secretary. Sacramento labor and employment law firm seeks full-time legal secretary with 5+ years experience. Duties include court filing (electronic and standard), calendaring state and federal deadlines, organizing and maintaining paper and electronic files, high volume case management, assisting attorneys with legal document preparation, transcription, proofreading and formatting, correspondence and communication with clients, courts, and attorneys, and general office responsibilities. Strong writing, proofreading and editing skills employing proper usage, spelling, grammar, and punctuation and advanced Microsoft Word skills required. Familiarity with federal and state local rules of court, California Rules of Court and civil procedure required. Must be able to work cooperatively, communicate well, and have a professional demeanor, good judgment, and exceptional attention to detail and accuracy. Salary commensurate with skills and experience. Please email resume and salary requirements to smills@rmlaw.net.

(9/4/2009) Records Clerk/Receptionist. The Sacramento office of Seyfarth Shaw LLP, emphasizing in labor and employment, litigation, and trade secrets, is seeking a dependable and responsible Records Clerk/Receptionist. Responsibilities include providing a high level of customer service to clients, attorneys, paralegals, and staff requesting assistance in areas of case filing and case file maintenance/retrial. Additionally this position performs general reception duties including greeting visitors, processing mail and deliveries, and managing conference room schedules. Type at least 45 wpm. Proficiency in Microsoft programs (Word, Outlook, Excel). Knowledge of LegalKey or comparable records system. Excellent organizational and communication skills and attention to detail. EOE. Please email resume and cover letter to Cindy Pilon, Office Administrator, at cpilon@seyfarth.com.

(9/1/2009) Litigation Secretaries. McDonough Holland & Allen PC (McDonough) is a premiere full-service law firm, focused on providing powerful legal solutions for businesses, individuals, government and health agencies. We are known for the quality, style and effectiveness of our 90-plus attorneys and their work product. While continually seeking exceptional candidates with a desire to work in an environment that prides itself on its services, work products and people, our Sacramento is currently seeking Litigation Secretaries with experience in Bankruptcy and/or Construction. We are seeking candidates with Bankruptcy experience including insolvency and monetary defaults, municipal bankruptcy proceedings, enforcement of creditor's rights and remedies, business reorganization, lender liability, producer liens, inventory financing, real estate finance and foreclosures. We are also seeking candidates with Construction experience including bidding and protest issues, government contract law, mechanic's liens, construction contracts, false claims, licensing, bidding, surety bonds and alternative dispute resolution. Candidates should have at least 5 years experience as a litigation secretary, preferably in a large firm setting supporting multiple attorneys. Ideal candidates will be able to respond to changing priorities and effectively work under tight deadlines with multiple responsibilities. Candidates should have strong communication, organization, grammar and proofing skills, along with strong attention to detail and follow through. Candidates should have experience in all phases of complex Litigation from beginning phases of discovery through trial and appeals, while strong candidates will also have experience with

[Continued on Page 44]

GOVERNOR'S REPORT by Elicia Allen, CCLS



The heat of Palm Springs couldn't keep us from a wonderful weekend of fun, sun and education. My attendance at conference representing SLSA, was joined by Jennifer Rotz, Terry Olson-Skeahan and Desiree Delonia, CCLS (who was the winner of the partial sponsorship by SLSA to attend). Desert Palm LPA threw a smash hit of "Hanging Loose" at the Hilton Hotel in Palm Springs.

As always, the Friday Welcome Reception was held. Attendees could be seen hanging loose enjoying appetizers, mixing and mingling, and checking out the great vendors. Following the reception, attendees could choose to attend one of two really great Legal Specialization Workshops, "Unlawful Detainer – From the Day You Don't Pay to the Day You Go Away" and "Criminal 101 – From Doing the Crime to Doing the Time."

Bright and early Saturday morning, LSI got down to business, with the reports of appointed and elected officers of LSI. All respective reports of LSI Officers have been forwarded to SLSA chairs, if you have not received a report and believe you should have please contact me. There was a recommendation from the Executive Committee that LSI Standing Rules be amended as follows:

To increase the registration fee for a Quarterly Conference from \$18 to \$25 and to increase the registration fee for a Quarterly Conference from \$8 to \$15 if payment is received by the host association 20 days before the Conference commences. To increase the Friday night reception from \$8 to to not exceed \$20. To increase the registration fee for an Annual Conference from \$21 to \$30 and to increase the registration fee for a Quarterly Conference from \$11 to \$20 if payment is received by the host association 20 days before the Conference commences. To increase the Friday night reception from \$11 to to not exceed \$25. All of these recommendations passed. These Standing Rule revisions will go into effect May 2010.

Additionally, the Continuing Education Counsel presented a recommended new CCLS Study Kit, which has been revamped for those individuals that want to do independent study. The Kit will now be sold by separate section, but each section will include CCLS information, study tips, list of suggested materials on each individual section, and multiple choice questions and answer key for each individual section. The separate sections and prices are now as follows; Legal Procedures \$35, which will include California Style Manual, Reasoning & Ethics \$25, which will include a copy of the State Bar rules, Legal Commutation \$35, which includes a copy of Schaum's, Legal Terminology \$35, which include legal terminology flash cards, Skills \$25, which includes a sample skills set for each section of law covered, Law Office Administration \$55, which will include terms from Gregg and a copy of the Legal Secretary Reference Guide and Ability to Communicate Effectively \$125, which will include the Gregg Reference Manual, Basic Worksheets and Gregg Answer Key. The total cost of kit as a whole is \$310. This new Kit will be implemented May 2010. This recommendation passed.

The Governor's Lunch was a very productive lunch of idea exchange. In addition to exchanging ideas to help keep your association strong during the struggling economy, getting more traffic to our website, which associations are still printing bulletins and/or which associations are posting on websites.

Legal Specialization Workshops continued during Saturday, holding informational workshops "Rogue Executors, Administrators & Trustees," "When Bankruptcy & Divorce Collide," "Surviving Layoffs" and "The ABC's of e-Discovery."

During the weekend I also received lots of great flyers of some events that our sister-associations are holding. I wanted to take a moment to share those with you, in case you are interested in any of them and just to see all the great events the legal community is holding all over the state. Alameda County LSA and San Francisco LPA are co-hosting a Judges Night featuring four Judges from the California Supreme Court, Alameda Superior Court, California Court of Appeal-First District, and U.S. District Court-Northern District. This great event is being held on November 3, 2009 in San Francisco. If you want more information please feel free to contact me. Placer County LPA and Capitol City LPA are hard at work planning LSI November Quarterly Conference which is here in our own backyard at the Sacramento Marriott Hotel in Rancho Cordova, November 13-15, 2009. The weekend theme is "All Jazzed Up" and surely will be a weekend packed of great Sacramento area educational speakers. I highly encourage you to attend. Also I received a great flyer from JAMS Institute that is holding an ADR Certification for Paralegal and Legal Administrators. This 16-hour program will allow participants, upon completion of the

GOVERNOR'S REPORT (CONTINUED)

program, to be certified ADR Specialists. The classes are being held in San Francisco and begin at 4:00 pm. Again, if you would like more information, please contact me.

The relaxing weekend of hanging loose ended with a great breakfast on Sunday and no further business was conducted. Thank you for allowing me to represent SLSA and I look forward to the rest of the year.

SLSA Charitable Project!

Help distribute food to low-income & homeless families in YOUR community

“There is no better exercise for your heart, than reaching down and helping to lift someone up.”

~ Bernard Meltzer



WHO: SLSA for Sacramento Food Bank & Family Services

WHAT: Volunteers with Helping Hands – No Donations Needed!

WHERE: Del Paso Baptist Church
1335 Los Robles Blvd, Sacramento

WHEN: 8:30 a.m. – 11:00 a.m.
~Last Saturday of Every Month!~

Next Date: September 26, 2009

To Volunteer Contact: Elicia Allen, CCLS at (916) 488-1795 or eallen@tamurrylaw.com





Fairytale Town's

24th Annual Safe & Super Halloween Celebration

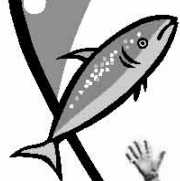
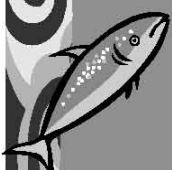


OCTOBER 23 -24
5:00 p.m. – 9:00 p.m.

VOLUNTEERS & DONATIONS NEEDED:
More than one way to participate!

Supplies to Donate:
Styrofoam Caps,
Popsicle Sticks,
Craft Glue,
Orange Construction Paper,
Black Construction Paper,
Googly Eyes,
White Chalk, and
Large Blue Pom-Poms

- Come in costume & be part of the **OCTOPUS GARDEN**
 - Pass out candy to Trick-or-Treaters
- Assist kids with arts & crafts
- Prep Supplies in Advance
- Donate Supplies
(cash donations accepted)



If you would like to donate supplies or are interested in volunteering, please contact
Alicia Malerbi
amalerbi@downeybrand.com

A MESSAGE FROM LSI PRESIDENT TO ALL LSI MEMBERS

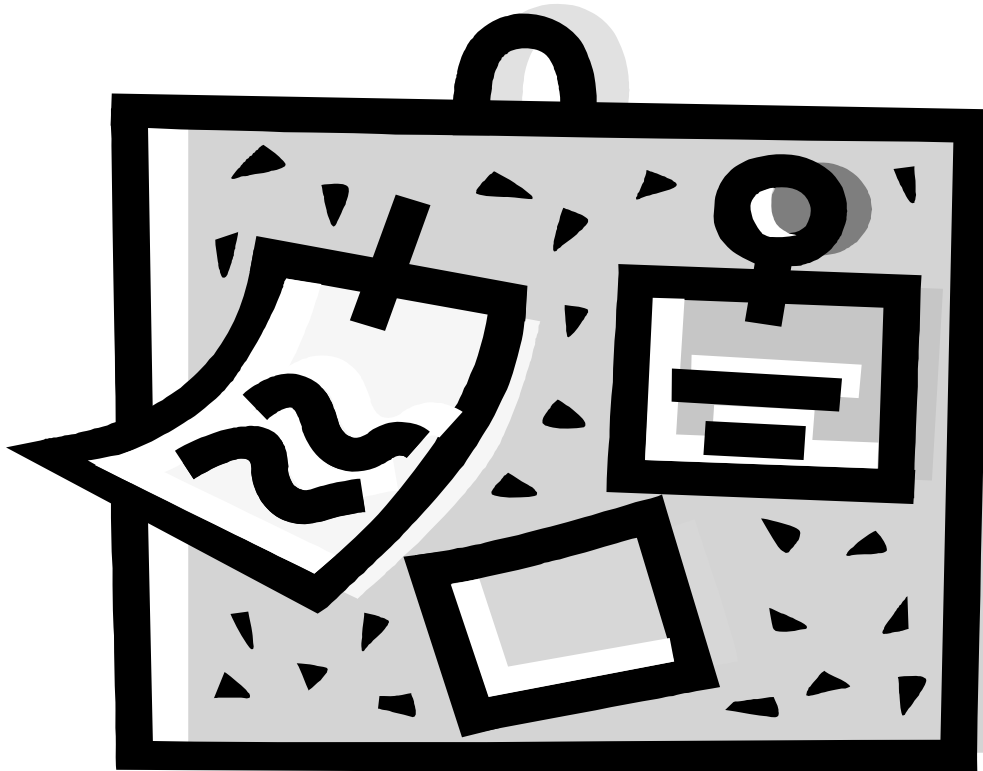
Win one of ten full memberships for the 2009-2010 fiscal year in all six Legal Specialization Sections, courtesy of Janney & Janney.

Attend the August and November Quarterly Conferences and you could win a full membership in all six of the Legal Specialization Sections for the 2009-2010 fiscal year!

The names of all LSI members registered to attend the August Quarterly Conference will be eligible to win one of five full memberships for one year in all six of the Legal Specialization Sections. If, at the time of the drawing you have already paid your Legal Specialization Section dues for the 2009-2010 fiscal year, you will be reimbursed for that cost!

At the November Quarterly Conference, we again will award five full Legal Specialization Section memberships for the 2009-2010 year. All LSI members registered to attend the November Quarterly Conference will be eligible to win, and if you have already paid your Legal Specialization Section dues for the 2009-2010 fiscal year, you will be reimbursed for that cost.

What a deal! In addition to networking with the finest of California's legal community, and the opportunity to attend quality educational workshops, you now have the opportunity to win a full membership for all six Legal Specialization Sections for the 2009-2010 fiscal year. What more do you need to decide whether you should attend conference?! Hope to see you at conference.



STARS OF THE MONTH by Jennifer Rotz

In an effort to get to know our members, and in order for our members to get to know each other, SLSA selects two members each month to feature as Stars of the Month. This month we celebrate Debbie Cervantes and Lois Greene as our September Stars of the Month. Congratulations, Debbie and Lois!



Debbie Cervantes began her legal career running conflict checks and working in the records department for Diepenbrock Wulff Plant and Hannegan in 1997. Since then, she continues to run conflict checks, maintain all records, as well as the master calendar, and handles facility issues for Murphy Austin Adams Schoenfeld. Last fall, she returned to school and is enrolled in Sierra College working towards an A.A. degree in Business Management. She has been married to her husband, Tony, for 25 years. Together, they raised two men and have two beautiful grandchildren - Isaiah, four years old, and Aria, three months old. And, there is Sammy, their three year old long-hair Chihuahua who soaking wet weighs no more than 6 lbs. Debbie and her husband enjoy traveling and wine tasting and, of course, shopping!! In her spare time, she enjoys reading and, when the weather permits, she loves gardening and working in her yard. SLSA keeps her updated with the legal community as well as with changes in the legal field. Debbie celebrates her birthday on April 10.



Lois Greene works for McCallum & McCallum Law Office, a husband and wife team - Don McCallum and Barbara Eiland McCallum. Don is the last of the dinosaurs. His is a general practice which includes bankruptcy, drunk driving, civil and criminal law, and real estate law. Barbara practices probate law and family law, including divorce, child custody, guardianship, and conservatorship. Lois lives with her with her son, who is on dialysis, and their cat, Paws. Her interests include photography, reading, and watching movies and DVDs. She enjoys SLSA because of the friendly members and informative speakers that come to the meetings. Lois celebrated her birthday on August 30.



LEGAL SPECIALIZATION SECTIONS

Of LEGAL SECRETARIES, INCORPORATED

2009-2010 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

Mail to: **MARGARET TOVAR, CCLS, Legal Specialization Coordinator,**
12412 Camilla Street, Whittier, CA 90601

Enclosed is payment of my dues for the fiscal year **8/1/09** through **7/31/10** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS _____ PLS/CCLS/CLA/PARALEGAL
 ADDRESS/CITY/STATE/ZIP _____
 LOCAL ASSOCIATION: _____ LSA/LPA
 RESIDENCE PHONE () _____ BUSINESS PHONE: () _____
 E-MAIL ADDRESS(ES): _____
 EMPLOYER: _____
 EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____
 SPECIALTY: _____
 FAMILIAR WITH PRACTICE IN COUNTIES OF (Please indicate each County, not area):

CHAPTER ACHIEVEMENT REPORTING FORM

Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2009 through March 31, 2010. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete the form each time you attend a function and mail it to the person named below. 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. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.**

Month/Year	Function
_____	I submitted a potential advertiser to the Editor of <i>The Legal Secretary</i> magazine. (25 points per advertiser)
_____	I submitted an article to <i>The Legal Secretary</i> magazine. (50 points per article)
_____	I attended an LSI Quarterly Conference and/or Annual Conference. (50 points)
_____	I attended an Officer/Chairman Workshop at the LSI Annual Conference. How many? ____ (25 points)
_____	I attended the President's Roundtable at the LSI Annual Conference. (25 points)
_____	I belong to an LSI-sponsored credit union. (100 points)
_____	I am insured through an LSI plan. (100 points)
_____	I rented a car through Hertz and received the LSI discount. (200 points per rental)
_____	I enrolled in an LSI-approved retirement planning program. (100 points)
_____	I sponsored a CCLS study group. (200 points)
_____	I participated in a CCLS study group. (25 points)
_____	I conducted a CCLS Mock exam. (150 points)
_____	I took the CCLS exam. (Test date: _____) (100 points)
_____	I passed the CCLS exam. (Test date: _____) (200 points)
_____	I submitted questions to the Continuing Education Council for use on the CCLS Mock exam. How many? ____ (25 points)
_____	I recertified as a CCLS during the 2009-2010 fiscal year. (50 points)
_____	I gave a presentation on legal secretarial careers at a local educational institution. (50 points per presentation)
_____	I attended another Association's monthly meeting, installation, or other function. (50 points per event)
_____	I taught an educational workshop or seminar. (75 points per event)
_____	I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points per event)
_____	I attended an educational workshop or seminar sponsored by a Forum, CEB or The Rutter Group. (25 points per event)
_____	I conducted a short session on legal procedures at an SLSA dinner meeting. (25 points per meeting)
_____	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, 2009. (100 points)
_____	I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? ____ (50 points per meeting)
_____	I attended a Legal Specialization Section Regional Seminar. (75 points)
_____	I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
_____	I submitted an article to LSI Director of Public Relations for publication in the <i>Daily Journal</i> . (50 points per article)
_____	I gave a formal presentation on benefits of membership to a law office. (50 points per presentation)
_____	I gave a formal presentation on benefits of membership to the local bar association. (100 points per presentation)
_____	I purchased the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I purchased the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I am an SLSA officer or committee chair. I timely responded to my LSI counterpart's quarterly directive(s). Attached is (are) a copy (copies) of my response(s). (20 points per directive)

Name: _____ Phone: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

Please attach additional pages if necessary. Thank you for your assistance. If you have any questions, you can reach Elicia Allen, CCLS at (916) 488-1795; or e-mail at eallen@tamurraylaw.com. Otherwise mail to:

Elicia Allen, CCLS
 SLSA Governor 2009-2010
 Law Offices of Todd A. Murray
 1050 Fulton Avenue, Suite 218
 Sacramento, CA 95825

VOCABULARY by Elizabeth Bomke, CCLS

Workers' Compensation Vocabulary



- Agreed Medical Evaluator - Qualified Medical Evaluator selected by agreement between the employer and employee to resolve disputed medical issues referred by the parties in a workers' compensation proceeding.
- Alternative Work - Work that the employee has the ability to perform, that offers wages and compensation that are at least 85 percent of those paid to the employee at the time of injury, and that is located within reasonable commuting distance of the employee's residence at the time of injury.
- Claim - As it relates to Workers' Compensation it is a request for compensation by filing a claim form or notice of injury under section 5400 or 5402 of the Labor Code .
- Commutation - An order by a Workers' Compensation Administrative Law Judge for a lump sum payment of part of all of an injured worker's permanent disability award. This can only be requested after the case is settled by Stipulation with Request for Award or the injured worker has received a Findings and Award.
- Cumulative Injury - An injury or illness that occurs over a period of time, *e.g.*, Carpal Tunnel Syndrome.
- Date of Injury - Date employee was injured; either specific injury date or cumulative trauma period.
- Disability Evaluation Unit (DEU) - Under the Administrative Director of Department of Industrial Relations, the DEU issues ratings of permanent disability.
- Electronic Adjudication Management System (EAMS) - A computer-based system designed to simplify and improve the Division of Workers' Compensation (DWC) case management process. The goals of EAMS are to better serve injured workers and employers by eliminating redundancy, creating efficiency in the system and making the system more accessible to users, while preserving confidentiality.
- Maximum Medical Improvement (MMI) - The injured worker's condition is well stabilized and unlikely to change substantially in the next year with or without medical treatment.
- Medical Provider Network (MPN) - Any entity or group of providers approved as a Medical Provider Network by the Administrative Director. An insurer or employer may establish or modify a medical provider network for the provision of medical treatment to injured employees.
- Modified Work - Regular work modified so that the employee has the ability to perform all the functions of the job, that offers wages and compensation that are at least 85 percent of those paid to the employee at the time of injury, and that is located within a reasonable commuting distance of the employee's residence at the time of injury.

**SACRAMENTO LEGAL SECRETARIES ASSOCIATION
PRESENTS A LUNCH LESSON on**

"The Tao of Everest"

The Gentle Art of Personal Inspiration & Practical Leadership

Date/Time: October 12, 2009 - 12 p.m. to 1 p.m.
Registration begins at 11:45; speaker will begin promptly at noon.

Location: McDonough Holland & Allen, 500 Capitol Mall, 18th Floor, Sacramento

Topic: "The Tao of Everest" The Gentle Art of Personal Inspiration & Practical Leadership

Speaker: Ian Woodall; Ian was born in England, but then spent 22 years in South Africa, before returning to the UK. Between 1996 and 2007 Ian conceived, planned and led five expeditions to Mount Everest, reaching the summit on two occasions. Before embarking on his Everest expeditions Ian worked as a school teacher, a catering manager, an internal auditor, as well as serving as an officer in the British Army. Ian lives in the Principality of Andorra, deep in the Pyrenees Mountains on the border between France and Spain. More at www.ianwoodall.com

Vendor: Moe's Process Serving

Cost: \$15 for LSI Members \$17 for non-LSI Members **Seating is Limited – Register Today!**

Lunch will be provided. **Last day to register or cancel: October 9, 2009.** No shows will be billed.

Name

Daytime Phone

Firm

Are you a Member of SLSA?

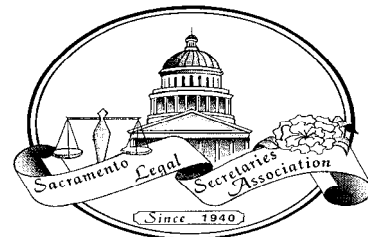
Email

Would you like information on SLSA Membership?

*Public parking is available in the building for a cost.
If you cannot attend this event but are interested in membership, please call (916) 488-1795
Visit our web-site: <http://www.slsa.org>*

Make checks payable to: SLSA; mail reservation to:

Paula Lockard CCLS
McDonough Holland & Allen, PC
500 Capitol Mall, 18th Floor
Sacramento, CA 95814-4692
Phone: 916.403.2531
Fax: 916.444.8334
Email: plockard@mhalaw.com



CCLS QUIZ by Elizabeth Bomke, CCLS**Workers' Compensation Quiz**

1. ____ The basic statutory provisions are contained in the Labor Code and are amplified by administrative rules and regulations.
a. True b. False
2. ____ An employer is required to provide an Employee's Claim for Workers' Compensation Benefits form to the employee within 48 hours of leaving of a work injury.
a. True b. False
3. ____ If the employer or the employer's insurer has not established a medical provider network, after 45 days from the date of injury is reported, the employee may be treated by a physician of his/her choice.
a. True b. False
4. ____ Temporary compensation generally equals two-thirds of the average weekly wage.
a. True b. False
5. ____ Vocational rehabilitation benefits have been repealed for injuries occurring on or after January 1, 2004.
a. True b. False
6. ____ After January 1, 2004, a non transferable voucher in place of vocational rehabilitation is available based on the percentage of disability.
a. True b. False
7. ____ Penalties are increased by 75 percent in compensation if the injury is due to the serious and willful misconduct of the employer.
a. True b. False
8. ____ Penalties will increase by ten percent of compensation plus employee's attorneys' fees for the employer's willful noninsurance.
a. True b. False
9. ____ The jurisdiction of the WCAB and the administrative director depends upon there being an injury arising out of and occurring in the court of employment.
a. True b. False
10. ____ The following documents shall not be filed with or sent to the WCAB: letters to opposing parties or counsel; subpoenas; notices of taking depositions; medical appointment letters.
a. True b. False

ANSWERS

- | | |
|---------------------------|-----------------------------|
| 1) a [LOPM M-15] | 6) a [LOPM M-19] |
| 2) b 24 hours [LOPM M-15] | 7) b 50 percent [LOPM M-20] |
| 3) b 30 days [LOPM M-18] | 8) a [LOPM M-20] |
| 4) a [LOPM M-18] | 9) a [LOPM M-22] |
| 5) a [LOPM M-19] | 10) a [LOPM M-25] |

LEGAL PROCEDURES by Annamaria Dugan

Internet Crimes – An Online Complaint Avenue

As active internet and email users, we often receive emails we quickly designate as SPAM or unwanted solicitations. Recently, as I was researching several topics online, I stumbled upon the Internet Crime Complaint Center's ("IC3's") website offering internet users who have been the victim of a crime an avenue to submit online complaints. The IC3 website can be found at: <http://www.ic3.gov>. The IC3, via its website, not only offers an online medium for complaint submission, but identifies the current and ongoing internet schemes with detailed explanations, descriptions, as well as crime prevention tips.

The IC3's currently identified list of internet schemes are as follows:



Auction Fraud	Investment Fraud
Auction Fraud - Romania	Lotteries
Counterfeit Cashier's Check	Nigerian Letter or "419"
Credit Card Fraud	Parcel Courier Email Scheme
Debt Elimination	Phishing/Spoofing
Employment/Business Opportunities	Ponzi/Pyramid
Escrow Services Fraud	Reshipping
Identity Theft	Spam
Internet Extortion	Third Party Receiver of Funds

As background, pursuant to the IC3 website, the IC3 was established as a partnership between the Federal Bureau of Investigation (FBI) and the National White Collar Crime Center (NW3C) to serve as a means to receive Internet related criminal complaints and to further research, develop, and refer the criminal complaints to federal, state, local, or international law enforcement and/or regulatory agencies for any investigation they deem to be appropriate. The IC3 was intended, and continues to emphasize, serving the broader law enforcement community to include federal, as well as state, local, and international agencies, which are combating Internet crime and, in many cases, participating in Cyber Crime Task Forces.

Since its inception, the IC3 has received complaints crossing the spectrum of cyber crime matters, to include online fraud in its many forms including Intellectual Property Rights (IPR) matters, Computer Intrusions (hacking), Economic Espionage (Theft of Trade Secrets), Online Extortion, International Money Laundering, Identity Theft, and a growing list of Internet facilitated crimes. Since June 2000, it has become increasingly evident that, regardless of the label placed on a cyber crime matter, the potential for it to overlap with another referred matter is substantial. Therefore, the IC3, formerly known as the Internet Fraud Complaint Center (Internet Fraud Complaint Center), was renamed in October 2003 to better reflect the broad character of such matters having an Internet, or cyber, nexus referred to the IC3, and to minimize the need for one to distinguish "Internet Fraud" from other potentially overlapping cyber crimes.

If you or anyone you know has been victim of a cyber crime, I highly recommend reviewing the IC3 website for additional information and how to file a complaint.

SACRAMENTO LEGAL SECRETARIES ASSOCIATION
PRESENTS A LUNCH LESSON on
"Unlawful Detainers – Step by Step"

Date/Time: September 22, 2009 - 12 p.m. to 1 p.m. **CCLS Credit: 1.0**
MCLE Credit: 1.0
Registration begins at 11:45; speaker will begin promptly at noon.

Location: McDonough Holland & Allen, 500 Capitol Mall, 18th Floor, Sacramento

Topic: "Unlawful Detainers – Step by Step"

Speaker: Elicia Allen, CCLS, is the current Governor, and past president of the Sacramento Legal Secretaries Association. She is a paralegal at the Law Offices of Todd A. Murray. She is a 2002 graduate of MTI College with an A. A. in Paralegal Studies and she became a California Certified Legal Secretary in March 2008.

Vendor Rapid Legal has been providing customers across the country with the easiest, fastest, and most reliable court filing, service of process, and document retrieval services in the industry with a demonstrated track record of excellence and exceptional customer service. Rapid Legal has offices throughout California and a nationwide network of affiliates to handle your requirements. www.rapidlegal.com.

Cost: \$15 for LSI Members \$17 for non-LSI Members **Seating is Limited – Register Today!**

Lunch will be provided. **Last day to register or cancel: September 21, 2009.** No shows will be billed.

Name

Firm

Mailing Address

Daytime Phone

Are you a Member of SLSA? _____

Would you like information on SLSA

Membership? _____

Do you require an MCLE/CLE/CCLS certificate?

MCLE/CLE CCLS Attorney

E-mail _____

Public parking is available in the building for a cost.

Make checks payable to: SLSA; mail reservation to:

Paula Lockard CCLS
McDonough Holland & Allen, PC
500 Capitol Mall, 18th Floor
Sacramento, CA 95814-4692
Phone: 916.403.2531
Fax: 916.444.8334
Email: plockard@mhalaw.com



If you cannot attend this event but are interested in membership, please call (916) 488-1795

Visit our web-site: <http://www.slsa.org>

Sacramento Legal Secretaries Association, 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 1 hour.



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2009 – April 30, 2010
Due Date: May 1, 2009**

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: **\$40**
*(Renewals are due May 1 and will incur a late fee of \$5
after the date of June 1, 2009.)*

Return the completed invoice and full payment to:
**Debbie Frias, CCLS
c/o The Crow Law Firm
700 E Street
Sacramento, CA 95814**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

BIRTHDAY: _____

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"/> 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: _____ |

MAILING/LISTING INFORMATION:

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

Where do you want e-mail delivered? Business Residence

Which address should be listed in the membership roster? Business Residence

If you do NOT want to be listed in the membership roster, check here: No roster listing

INVOLVEMENT:

Have you been awarded lifetime membership in SLSA? Yes No

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

Are you interested in being on the ballot for an Executive Board position? Yes No

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

**** SLSA USE ONLY ****

Date Received: _____ On Roster: _____

Check no.: _____ On LSI: _____

To Editor: _____

Benefit highlight by Cassandra Baines

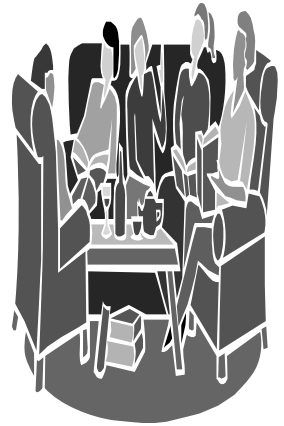
Capital Investment Advisors, Inc. specializes in providing professional financial advice and investment management to individuals and small businesses. With objectivity being the hallmark of the services, they are absolutely committed to providing sound financial advice without regard to compensation arrangements. Capital is not tied to any product line, nor do they accept commission for investment, insurance, or other financial services that are provided. Need an honest, objective opinion on my money matters? Contact Capital Investment Advisors, Inc. and arrange an appointment.

When you meet with an advisor at Capital your situation is assessed according to YOUR GOALS AND OBJECTIVES. With that in mind, they will focus on the following factors:

- Current Income / Employment Situation
- Future Family Plans
- Retirement Planning
- Estate Planning / Legacy Plans

Once these components have been discussed and properly prioritized it is their job to formulate an investment strategy that will fit your specific needs.

For more information about what Capital can do for you, and to learn about their (SWAN) technique, check their website at <http://www.yourwealth.com>.



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LIGHTSPEED916@GMAIL.COM

WWW.LIGHTSPEED916.COM

NOTARY PUBLIC TRAINING 2009 STATE APPROVED SEMINAR RENEW OR BECOME A NOTARY !



NOTARY PUBLIC EDUCATION SERVICES

Training Fee Includes:

Continental Breakfast, Catered Lunch, workbook, materials, Supplies, snacks, Starbucks...

Offered Same Day:

Exam (\$40.) Live-Scan Fingerprinting, FBI, DOJ (\$71.) Photos (\$6.00) all separate fees to separate vendors-

RSVP:

916-753-8399

www.OnTheDottedLineNotaryClasses.com

DATE: Monday, September 21, 2009 or Sat. 9-26-09

TIME: 8:00 am – 5:30 (including exam)

PLACE: Training Room- 8517 Bond Road, Elk Grove, 95624

New Laws = ALL Notaries:

Live scan fingerprinting is mandated- even to renew!

And, color 2 x 2 photo attached w/ your application.

Bring your ID!

Secretary of State recommends beginning renewal process at least 6 months before current commission expires!

\$110.00 / training fee

Workbooks are distributed with each registration.



Legal Secretaries, Incorporated

LEGAL SPECIALIZATION SECTIONS

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



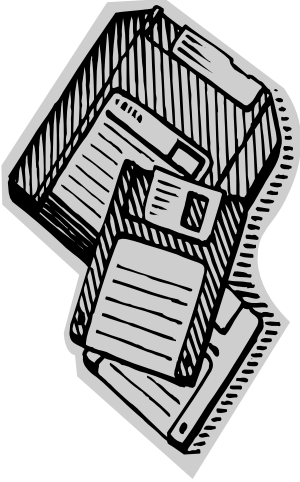
ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?

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

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

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

LAW OFFICE PRODUCTS/MANAGEMENT by Beba Maletic-Arsov



Before I begin research for the Law Products column, I always seek input from my fellow legal secretaries as to new products they've come across or have a chance to work with and after stopping by the Construction section of my firm, I was enlightened by Serengeti Tracker. Not only does it have a cool name, but Serengeti Tracker is the legal industry's highest-rated and most widely used system for managing legal projects and spending. Tracker simplifies the collection and organization of information used by legal teams and allows in-house counsel to monitor developing areas of activity, track budgets, create reports, and select the best outside counsel for new work based upon performance. (As an online Application Service Provider – "ASP", Serengeti manages all maintenance, upgrades, and support, so no IT involvement or new hardware/software are required – this is music to an IT staff persons ears!).

With one system, Serengeti provides the same functionality that many companies try to build by connecting disparate software from separate vendors. The all-in-one model eliminates the time, cost, and inevitable data inconsistencies that result from these integration projects. Serengeti's shared system with outside counsel for both matter management and electronic invoicing helps solve the "garbage data" problem and allows law departments to keep data timely and complete:

- 1) Collects Information at the Source: Tracker provides a convenient online workspace to submit electronic bills, budgets, status updates, and documents – all organized for quick review.
- 2) Priorities at the Desktop: One click of the mouse brings the personal dashboard "alerts" to your attention along with links to the relevant information. Automated email reminders; integrates with Outlook and Lotus Notes
- 3) Budget Management: Tracker allows standardizing requirements for each matter type (e.g. budget type, frequency of status reports, type of exposure assessments, which users are invited, etc...). Once a budget is approved, Tracker automatically provides actual-to-budget comparisons by month, fiscal year, and life of matter. Budget reports help assess outside counsel performance against budget, and prepare departmental budget!
- 4) On-Demand Reports: Trackers hundreds of reports put key management information at your fingertips. Filters by business unit, practice group, matter type, date range, etc., allow to quickly create reports online. Tracker data can also be easily exported to customized report writers.
- 5) Electronic Bill Auditing: Tracker delivers electronic bills from all of your law firms, large and small, foreign and domestic, in a single system. Custom audits highlight changes, adjustments can be made by line item or to the total bill, and any bills requiring multiple approvals are automatically routed until final approval is obtained, and then are transmitted to the A/P System.

The intuitive interface makes it easy to use. The search for new outside counsel by jurisdiction and/or practice area allow for exploration of thousands of law firms all over the world. Online help provided by Serengeti and customizable by company, training with no travel required.

For more information such as fixed pricing and cost to value, go to: Serengetilaw.com



Sacramento Legal Secretaries Association

Dinner Meeting - September 17, 2009

Vendor of the Month:

*Judicial
Process*

Speaker:
David Bills, Esq., Referee
of the
Placer County Superior Court

Topic:
***"The Latest in
Medical Malpractice Law"***

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting
Casa Garden Restaurant
2760 Sutterville Road, Sacramento
Tel: (916) 452-2809
\$25 SLSA Members*/\$29 Non-Members*
*Benefitting the Sacramento
Children's Home*

RSVP by SEPTEMBER 11. Complete & detach reservation form, enclose check payable to SLSA, and mail to: Jennifer Shelton, Murphy Austin Adams Schoenfeld, 304 "S" St., Sacramento, CA 95811; phone: 916.329.3104; fax: 916.503.4000; email: jshelton@murphyaustin.com. ***Please add \$3 for reservations made after SEPTEMBER 11.** NOTE: *Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.*

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

ENTRÉE SELECTION:

Pork Loin
(sliced pork with maple glaze and roasted potatoes or tomato/basil sauce with roasted polenta)

Ravioli Primavera*

*Vegetarian entrees must be ordered 24 hours or more in advance.



Are you an SLSA member? YES NO If "No", are you interested in membership? YES NO

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

LEGAL SPECIALIZATION SECTION WORKSHOPS
2nd Quarterly Conference –November 2009 – Sacramento Marriott Rancho Cordova –
Host: Capitol City LPA and Placer County LPA

REGISTRATION FORM - DEADLINE IS MONDAY, November 9, 2009

Registration **MUST** be **RECEIVED** by each Section Leader **on or before the deadline.**

Please make advance reservations so materials may be prepared. Please check appropriate boxes below.

Mail or Fax a copy of this form to **each** corresponding Section Leader.

Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"



LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
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Friday, November 13, 2009 -- 7:30 p.m. to 9:00 p.m.

<p>FAMILY LAW: <i>"ICWA - Indian Child Welfare Act"</i></p> <p>Speaker: Elizabeth Sandoval, Esq., California Dept. of Social Services</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Stephanie Harrison, Family Law Section Leader c/o Law Offices of Marvin J. Brown 720 West 19th St., Merced, CA 95340 (H) 209-723-4479 (O) 209-384-0123 FAX: 209-384-1661 Email: stephmjb@sbcglobal.net</p>	<p>CRIMINAL LAW: <i>"No Money, No Justice?"</i></p> <p>Speaker: Jessie Morris, Jr., Esq., Sacramento Public Defender's Office</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Cheryl Kent, PLS/CCLS, Criminal Law Section Leader 5534 Blackbird Drive, Pleasanton, CA 94566 (H) 925-462-3440 (O) 925-837-0585 FAX: 925-838-5985 Email: clkccs@comcast.net</p>
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Saturday, November 14, 2009 — 10:30 a.m. to 12:00 p.m.

<p>TRANSACTIONAL LAW: <i>"Avoiding Rejection by the Secretary of State"</i></p> <p>Speakers: Connie Christenson (Business Entity Filing Unit) and Terry Sharp (Business Programs Division), Secretary of State's Office</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Mae Brooks, CCLS, Transactional Law Section Leader 1050 S. Kimball Road, Ventura, CA 93004 (H) 805-642-6478 (O) 805-659-6800 FAX: 805-659-6818 Email: mbrooks@fcoplaw.com</p>	<p>LAW OFFICE ADMINISTRATION: <i>"Civil Rights – Past, Present & Future:"</i></p> <p>Speaker: Windie Scott, Chief Deputy Director Department of Fair Employment and Housing</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Jan Vornkahl, CCLS, LOA Section Leader 3553 Sutton Loop, Fremont, CA 94536 (H) 510-790-8337 (O) 415-984-8341 FAX: 415-226-0735 Email: jvornkahl@nixonpeabody.com</p>
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Saturday, November 14, 2009 — 4:00 p.m. to 5:30 p.m.

<p>PROBATE & ESTATE PLANNING: <i>"Qualified Domestic Trust (QDOT) – What It Is and How It Works"</i></p> <p>Speaker: John Burghardt, Esq.</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Leslie Ames, CCLS, Probate/Estate Planning Section Leader 1036 – 5th Street, Eureka, CA 95501 (O) 707-442-2927 FAX: 707-443-2747 Email: eurekalaw@aol.com</p>	<p>CIVIL LITIGATION <i>"CEQA (the California Environmental Quality Act) – Writ Practice"</i></p> <p>Speaker: Howard Wilkins, Esq. and Jennifer Holman, Esq.</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Elizabeth Adame, CCLS, Civil Litigation Section Leader P.O. Box 4344, El Centro, CA 92244 (H) 760-352-8333 (O) 760-352-4001 Fax: 760-352-5561 Email: liz.adame@sbcglobal.net</p>
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Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____
Address/City/State: _____
Phone: (Work) _____ (Home) _____ Local Assn.: _____ LSA/LPA
Method of Payment: Check Credit Card Number _____ Expiration Date: _____
Name on Credit Card: _____ Card Verification Number: _____

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

ALL JAZZED UP
 WITH
PLACER COUNTY LEGAL PROFESSIONALS ASSN. and
CAPITOL CITY LEGAL PROFESSIONALS ASSN.
 NOVEMBER 13-15, 2009
 LSI QUARTERLY CONFERENCE
 SACRAMENTO MARRIOTT RANCHO CORDOVA
 RANCHO CORDOVA, CALIFORNIA



CONFERENCE REGISTRATION FORM

NAME (ON BADGE): _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____
 E-MAIL ADDRESS: _____
 LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)

PLEASE CHECK IF APPLICABLE AND INCLUDE TITLE: PLEASE CHECK IF YOU ARE:
 STATE OFFICER _____ GOVERNOR CCLS PLS
 STATE CHAIRMAN _____

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)
 POSTMARKED ON OR **BEFORE OCTOBER 14, 2009** **\$78.00** \$ _____
 POSTMARKED **OCTOBER 15, 2009 OR LATER** **\$88.00** \$ _____

INDIVIDUAL TICKETS

REGISTRATION BY OCTOBER 14, 2009	_____ @	\$ 8.00	\$ _____
REGISTRATION OCTOBER 15, 2009 OR LATER	_____ @	\$18.00	\$ _____
WELCOME RECEPTION (FRIDAY)	_____ @	\$ 8.00	\$ _____
LUNCHEONS _____ VEGETARIAN			
GOVERNOR'S (SATURDAY)	_____ @	\$29.00	\$ _____
PRESIDENT'S (SATURDAY)	_____ @	\$29.00	\$ _____
MEMBERSHIP (SATURDAY)	_____ @	\$29.00	\$ _____
SATURDAY NIGHT BANQUET	_____ @	\$40.00	\$ _____
_____ CHICKEN MARSALA _____ BAKED SOLE _____ VEGETARIAN CALZONE			
SUNDAY BRUNCH	_____ @	\$28.00	\$ _____
TOTAL AMOUNT ENCLOSED			\$ _____

SPECIAL DIETARY NEEDS: _____

PLEASE MAKE CHECKS PAYABLE TO: PCLPA/CCLPA 11/09 CONFERENCE FUND
 MAIL TO: CHERYL EWING
 1513 ZELDA WAY
 SACRAMENTO, CA 95822

FOR GENERAL INFORMATION CONTACT:
 REGISTRATION CHAIR – CHERYL EWING (916) 273-1848 – cewing@wkblaw.com
 OR CONFERENCE CO-CHAIR – MICHELLE RODGERS, CCLS, (916) 442-1298 – mrodgers@lawpolicy.com

NO REFUNDS AFTER OCTOBER 23, 2009

ALL JAZZED UP
WITH
PLACER COUNTY LEGAL PROFESSIONALS ASSN. and
CAPITOL CITY LEGAL PROFESSIONALS ASSN.
NOVEMBER 13-15, 2009
LSI QUARTERLY CONFERENCE
SACRAMENTO MARRIOTT RANCHO CORDOVA
RANCHO CORDOVA, CALIFORNIA



HOTEL REGISTRATION FORM

SACRAMENTO MARRIOTT RANCHO CORDOVA
11211 POINT EAST DRIVE
RANCHO CORDOVA, CA 95742
PH: (916) 638-1100

NAME: _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
HOME PHONE: _____ WORK PHONE: _____
E-MAIL ADDRESS: _____
LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)
ARRIVAL DATE: _____ DEPARTURE DATE: _____

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)
 SINGLE/DOUBLE - **\$104.00**

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, 916-638-1100. PLEASE IDENTIFY YOURSELF AS
BEING A PART OF **LSI** IN ORDER TO GET THE GROUP RATE. YOU MAY ALSO RESERVE A ROOM ONLINE
AT

[http://www.marriott.com/hotels/travel/SACMC?groupCode=LEGLEGB&app=resvlink
&fromDate=11/11/09&toDate=11/16/09](http://www.marriott.com/hotels/travel/SACMC?groupCode=LEGLEGB&app=resvlink&fromDate=11/11/09&toDate=11/16/09)

OR ENTER IN THE GROUP CODE "**LEGLEGB**" AND YOUR DATES

FOR GENERAL INFORMATION CONTACT:
REGISTRATION CHAIRMAN: CHERYL EWING, (916) 273-1848, cewing@wkblaw.com or
CONFERENCE CO-CHAIRMAN: MICHELLE RODGERS, CCLS, (916) 442-1298,
mrodgers@lawpolicy.com

HOTEL REGISTRATION DUE BY OCTOBER 22, 2009

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

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

Terry M. Olson-Skeahan
Bartkiewicz, Kronick & Shanahan
1011 22nd Street
Sacramento, CA 95816

NAME OF APPLICANT _____

EMPLOYER _____ POSITION _____

MAILING ADDRESS _____ CITY/ZIP _____

BUSINESS TELEPHONE (____) _____ RESIDENCE TELEPHONE (____) _____

BUSINESS E-MAIL _____ RESIDENCE E-MAIL _____

EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

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

~ CIVIL LITIGATION

~ CRIMINAL LAW

~ FAMILY LAW

~ LAW OFFICE ADMINISTRATION

~ PROBATE/ESTATE PLANNING

~ TRANSACTIONAL LAW

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

_____ Administrative Law	_____ Criminal Law	_____ Real Estate Law
_____ Appellate Law	_____ Family Law	_____ Taxation
_____ Arbitration	_____ Law Office Management	_____ Other
_____ Bankruptcy	_____ Litigation	Specify: _____
_____ Business/Corporate Law	_____ Probate/Estate Planning	_____

EDUCATION:

_____ High School Diploma	_____ Four Year Bachelor's Degree
_____ Secretarial Training Course	_____ Additional Education Above Four Year Degree
_____ Two Year Junior/Business College	

TYPE OF OFFICE:

_____ Law Office	_____ Self-Employed
_____ Government Services	_____ Corporate Legal Department
_____ Court System	_____ Other Specify: _____

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

_____ Retirement/401(k)	_____ Major Medical	_____ Vacation
_____ Disability Income Plan	_____ Life Insurance	_____ Dental
_____ Hospitalization	_____ Vision	_____ Other
		Specify: _____

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

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

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

How did you hear about SLSA? _____

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

Terry M. Olson-Skeahan
Bartkiewicz, Kronick & Shanahan
1011 22nd Street
Sacramento, CA 95816

California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

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

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, March 21, 2009
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, October 17, 2009

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

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

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

* Fees subject to change without notice.

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

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

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

Dates _____ Position _____
Employer _____
Address _____
City/State/Zip _____
Supervisor _____ Phone _____
Summary of Duties _____

Dates _____ Position _____
Employer _____
Address _____
City/State/Zip _____
Supervisor _____ Phone _____
Summary of Duties _____

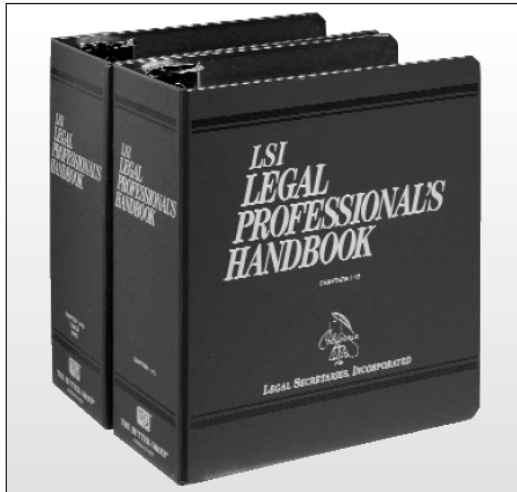
I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified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

Signature of Applicant _____ Date _____

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK

... THE *ULTIMATE RESOURCE* GUIDE!



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

FORMS: Included are official Judicial Council forms, 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 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

ORDER FORM

Please send me **LEGAL PROFESSIONAL'S HANDBOOK**. If I decide not to keep the book, I will return it within 45 days at my expense.

Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 1554-pg. 2006 Update was \$103.)

My payment is enclosed

Please bill me

Legal Secretaries, Incorporated
LEGAL PROFESSIONAL'S
HANDBOOK

2 Volumes • Over 2500 Pages

LSI Members-Only Price \$229.50

Nonmembers Price \$255

(Includes shipping)

Subtotal	\$
Add applicable sales tax	\$
TOTAL	\$

NAME _____ PHONE (____) _____

E-MAIL ADDRESS _____ STATE BAR NO. _____

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 _____

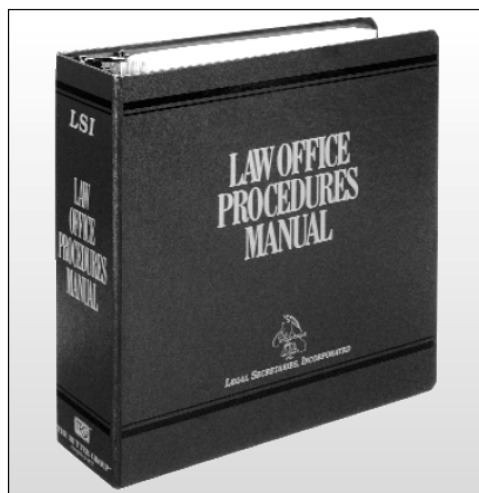


THE RUTTER GROUP • 15760 Ventura Blvd., Suite 630, Encino, CA 91436 • (818) 990-3260 or (800) 747-3161 (EXT. 2) • www.RutterGroup.com™

LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

... THE IDEAL TRAINING MANUAL FOR NEW 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.

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
- Workers' Compensation
- 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

ORDER FORM

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Of Note by Cassandra Baines



SUPERIOR COURT OF CALIFORNIA
County of San Joaquin

NOTICE OF CHANGE IN BUSINESS HOURS

Effective Monday, August 3, 2009

NEW HOURS

CLERK'S OFFICE HOURS: 8:00 A.M. to 3:00 P.M.

PHONE HOURS: 8:00 A.M. to 4:00 P.M.

DROP BOX FILING DEADLINE: 5:00 P.M.

(Drop Box Filing Deadline for Family Law Annex is 4:00 P.M.)

Effective Monday, August 3, 2009, the Clerk's offices at all Superior Court branches within San Joaquin County will be open to the public from 8:00 A.M. to 3:00 P.M., Monday through Friday. Phone hours will be from 8:00 A.M. to 4:00 P.M., Monday through Friday.

This reduction of office hours is the result of California's financial crisis and increasing demands on our case processing resources during this economic downturn. Court employees are being furloughed one day per month and courts will be closed the third Wednesday of each month as a cost savings measure. Business hours have been shortened to give staff additional uninterrupted time to process case filings; staff time that will be lost as a result of furloughs.

Drop boxes are available outside the Clerk's offices at all court locations. Documents placed in the boxes by 5:00 P.M. will be deemed deposited for filing that same business day.

Regular business and phone hours for the Stockton Jury Assembly Room will not change. The Assembly Room is open from 7:30 A.M. to 5:00 P.M. and phone hours are from 8:00 A.M. to 4:00 P.M.

Stockton (Main Branch) • 222 E. Weber Avenue, Stockton, CA 95202
Stockton (Family Law Annex) • 540 E. Main Street, Stockton, CA 95202
Lodi Branch • 217 W. Elm Street & 315 W. Elm Street, Lodi, CA 95240
Manteca Branch • 315 E. Center Street, Manteca, CA 95336
Tracy Branch • 475 E. 10th Street, Tracy, CA 95376
Juvenile Justice Center • 535 W. Matthews Road, French Camp, CA 95321

Positions Available (Continued)

e-filing and Summation. Candidates should be proficient in legal technologies including Word, Outlook, Excel, document management systems, styles, templates and document comparison programs. Strong candidates will also be proficient creating TOCs, TOAs and preparing initial drafts of pleadings. Bachelor's degree preferred. McDonough offers a very rich benefits package, paying up to 100% of employee coverage and 75% of dependent coverage for the majority of plan options based on tenure with the firm. Our major medical benefit offerings include a HMO, PPO and High Deductible Plan. In addition, we offer dental, vision, disability, long term care and life insurance coverage at no cost to the employee. McDonough also offers an unprecedented profit sharing program with 100% vested after two years of service with the firm, 22 paid time off days (PTO), 9-11 paid holidays per year and either paid parking or an alternative transportation stipend. McDonough is an equal opportunity employer and is committed to an active Nondiscrimination Program. Please visit us at www.mhalaw.com for more information about our firm and its rich benefits. Please email your resume and cover letter to recruiting@mhalaw.com.



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21	Antelope Valley	LSA	3		15	18
57	Beverly Hill/Century City	LSA	3		41	44
24	Butte County	LPA	1		20	21
46	Capitol City	LPA	0		28	28
10	Conejo Valley	LPA	1		7	8
26	Desert Palm	LPA	5		13	18
22	El Dorado County	LPA	3		14	17
38	Fresno County	LPA	9		27	36
53	Humboldt County	LPA	5		34	39
35	Imperial County	LPA	7		18	25
39	Livermore-Amador Valley	LPA	2		31	33
84	Long Beach	LSA	1		43	44
33	Los Angeles	LSA	3		19	22
18	Marin County	LPA	6		10	16
31	Merced County	LPA	7		28	35
31	Monterey County	LSA	0		20	20
55	Mt. Diablo	LPA	8		27	35
19	Napa County	LSA	0		16	16
85	Orange County	LSA	14		48	62
32	Palo Alto	LSA	3		19	22
21	Placer County	LPA	0		0	0
9	Redding	LPA	0		0	0
19	Rio Hondo District	LPA	1		13	14
31	Riverside	LPA	3		24	27
153	Sacramento	LSA	22		107	129
219	San Diego	LSA	20		149	169
46	San Fernando Valley	LSA	19		39	58
49	San Francisco	LPA	3		27	30
35	San Gabriel Valley	LSA	2		22	24
68	San Mateo County	LSA	5		55	60
27	Santa Barbara	LSA	7		15	22
50	Santa Clara County	LSA	0		39	39
20	Santa Cruz County	LPA	3		17	20
28	Santa Maria	LPA	1		14	15
42	Sonoma County	LSA	6		31	37
14	Southern Butte	LSA	0		8	8
37	Stanislaus County	LPA	0		34	34
43	Stockton-San Joaquin	LPA	7		34	41
5	Trinity County	LSA	0		0	0
32	Ventura County	LPA	2		23	25
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1787	1ST QUARTER TOTALS		195		1174	1369

Membership list as of 7/31/09



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):

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CITY: _____

STATE & ZIP: _____

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

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Of Note (Continued)



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
720 9TH STREET
SACRAMENTO, CA 95814

NOTICE EFFECTIVE 8/24/09**RE: "Unofficial" Transcripts and Electronic Recording Tape Requests
for Matters Heard in Civil Law and Motion, Family Law and Probate
Departments**

Senate Bill X4-13 was signed as urgency legislation on July 28, 2009. This bill, in part, revised Government Code Section 69957 to clarify the use of electronic recording equipment in court proceedings. As part of the Superior Court of California, County of Sacramento's efforts to comply with this law, the following procedures apply:

FAMILY LAW AND PROBATE

- Electronic recording equipment will no longer be used to tape record any family law or probate proceeding. However, electronic tapes will be available for sale as unofficial copies if the proceeding was recorded before July 28, 2009.
- Departments 120, 121, 122, 123, 124, 125, 127, 128, 129, and 132 are not normally staffed with a court reporter. Parties desiring an official record of a family law or probate proceeding held in these Departments must make arrangements for reporting services with the court not later than 48 hours prior to the hearing. Parties may do so by telephoning (916) 876-7588 to arrange for a court reporter and by depositing any required fees prior to the commencement of the proceeding through the Family Law or Probate Front Counter located at 3341 Power Inn Road. Please be prepared to provide the following:
 - Case name
 - Case number
 - Hearing/trial date
 - Department
 - Requestor's name
 - Requestor's telephone number



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