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Sacramento Legal Secretaries Association



September Event(s)

- **Regular Dinner Meeting – September 15.** This event will be held at the Courtyard Marriott Midtown Sacramento, 4422 Y Street. You can register online through our website or contact Maimie Chyinski at reservations@slsa.org. *See page 24.*

Mission Statement

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

NON-MEMBERS ARE WELCOME!



President's Report

by Dawn Forgeur, CCLS



In August, I accepted the resignation of our Treasurer, Justine Gamayo. She resigned due to personal issues, but we wish her well. Fortunately, Melanie Herman of Perkins & Associates has agreed to serve as SLSA's Treasurer for the remainder of the 2011-2012 fiscal year and the members present at the August 18 regular meeting approved her appointment. We are excited to have Melanie join our team!

At the August 18 regular meeting, we were pleased and honored to have the President of the Sacramento County Bar Association ("SCBA"), Michael Levy, as our guest speaker. Mr. Levy spoke about how diverse the SCBA is, their pipeline community outreach project, the impact that the budget cuts are having on the local courts and how this affects the accessibility of the legal system to everyone. With Mr. Levy's permission, I have reprinted the SCBA's article regarding their pipeline outreach project – Law and Public Policy Academy – in our bulletin, and if you are interested in participating, you can send an e-mail to reception@sacbar.org with "Sac Law Academy" in the subject line.

During this regular meeting, SLSA was very pleased to recognize the following nominees for Legal Professional of the Year: Elizabeth Bomke, CCLS, of Whittall-Scherfee Law Office; Rebecca Lerma of Greenberg Traurig, LLP; Alex Cain of Nationwide Legal; and Astrid Watterson, CCLS of

Somach Simmons & Dunn. The winner this year is Rebecca Lerma, a paralegal at Greenberg Traurig and SLSA's Day in Court Co-Chair! The nominees for Boss of the Year were: Gene and Carol Livingston of Greenberg Traurig; Eric Graves of Stone & Graves; Jon L. Oldenburg of United Law Center; and Kelly Smith of The Smith Firm Attorneys. The Boss of the Year was awarded to Jon L. Oldenburg of United Law Center, submitted by his secretary, Joy Morgan. It really is an honor to be recognized and nominated by your colleagues, congratulations to the winners and to all of the nominees this year! Thank you to our judges, Maimie Chyinski, Lindsey Perry, and Desiree Delonia, CCLS for giving their time to collect the nominees, review them, and present the nominees and winners at our meeting.

At the August conference, I attended the President's Luncheon, and one of the topics discussed was how to get more members to attend conference. Some associations said that they offer to pay all of the costs for a member to attend, including ticket, travel, and hotel, and they do not get anyone taking them up on the offer. SLSA draws five member names before the quarterly conferences and offers to pay for their registration and half of their hotel stay, and we rarely get anyone to accept our offer. I would like to find out what the reason some of our members have for not attending. Please e-mail me and let me know why you don't attend LSI conferences. Is it the cost associated with going, or are the

educational classes not catching your interest, or is it something else entirely? How can LSI get you to attend conference? What can we do to help?

I want to remind everyone that we have our Reno Bus Trip on September 10, and seats are almost sold out – I can't wait to see everyone on the bus! Contact Vice President Lynne Gomes, [gom-esl@gtlaw.com](mailto:gomesl@gtlaw.com), for information on the availability of tickets for this trip. Additionally, we have our Birthday Magic event on September 30. I understand we still need volunteers to purchase the presents for the children when we receive their wants and needs lists. You may contact Crystal Rivera at crivera@somachlaw.com for more information. Finally, the Fairytale Town event will take place on October 21 and 22, and we will need volunteers to come by, dress up, and help hand out candy and complete art activities with the kids that stop by! Unfortunately, Fairytale Town has not informed us of their theme for this year, but as soon as I know it, I will pass along the information to the volunteers. If you would like to volunteer for this event, please contact Jennifer Estabrook, CCLS, at je@wexlerwallace.com.

“ How can LSI get you to attend conference? What can we do to help? ”
~Dawn Forgeur, CCLS

Of Note

by Alex Cain



Filing Statements of Information with the Secretary of State

As many of you may know, filing of Statements of Information with the Secretary of State can take up to 2-6 months if processed over the counter or via mail. This means that if your Statement is rejected, you won't be aware of the error for approximately 6 months, and can take a full year until your statement is filed from when it was initially submitted. To avoid this, the Secretary of State offers E-file service of Statements for corporations only. When filing electronically, Statements will be processed by the next day. You must then order copies to be produced from the Records Counter, and will be made available to you within 10 business days. The filing link can be found at: <https://businessfilings.sos.ca.gov/>

There is also a 24 hour expedite service available for filings of all Articles and Statements for all LLCs, LLPs, and Corporations. Expedite filing requests must be done over the counter, and must also include a \$350 check along with the appropriate document fee. Expedited service provides that the conformed copies will be available the next day.

Law Office Products/Management

by Corene Rodder

Is Electronic Faxing Right For You

Online Fax (also known as e-mail fax, internet fax, and digital fax) utilizes an online fax service provider to convert a facsimile transmission into a digital file that can be received via e-mail and vice versa. Online fax services bridge the gap between the older fax technology and e-mail transmission of documents. Typically, when you sign up with an online fax service, you will be assigned a dedicated fax phone number that will convert incoming faxes to e-mail attachments that are automatically sent to your email address. The majority of these services also allow you to send attachments (like Word documents, PDFs, or pictures) to physical fax numbers that are received just as if you had sent them using a standard fax machine. Most online fax services will send you your documents in a number of different file formats, such as TIF or PDF files.

Why use an online fax service?

Lower Cost: Typically the monthly fee you pay an online fax service is less than the cost of a dedicated phone line, and you have no long distance charges. In addition, you don't have to own a fax machine, which also means you don't have to buy paper or toner.

More efficient use of time: Many carriers allow you to set up multiple receive emails, so your faxes are automatically delivered to whomever you choose. Because

you are receiving faxes via e-mail, you will also receive them on e-mail enabled smart phones.

More reliable: You will no longer have to deal with the limitation of your phone line or fax machines. This means no busy signals, no running out of paper, and no paper jams.

Environmentally Responsible: Reducing consumption not only reduces costs.

Security: Most online fax services support high level encryption technology. Furthermore, you can designate which e-mail addresses the faxes are sent to.

Chapter Achievement Points

Did you attend LSI's August Quarterly Conference? We earn 50 points for your attendance at conference!

Did you attend a seminar at conference last month? We can earn 50 points per seminar you attended!

Have you joined one of LSI's Legal Specialization Sections? SLSA earns 50 points for each Section you've joined!

If you have done any of the above mentioned items, please contact our Governor, Andrea Stoll, at andrea@haydulaw.com and let her know that you have earned SLSA Chapter Achievement Points!

Membership Chair Report

by Lynne Gomes

Welcome, and congratulations to the following new SLSA members, who were inducted at the August 18, 2011, regular membership meeting.



ACTIVE MEMBERSHIP

Susan Gardner -- Susan is a legal assistant/office manager at the law office of Pacheco & Somera. She has been a legal professional since 1983, and specializes in criminal law and litigation. Susan celebrates her birthday on August 10.

Maryanna Rickner -- Maryanna is a legal executive assistant with the Sacramento County Office of Education. She has been a legal professional since 2000, and specializes in education law. Maryanna celebrates her birthday on July 22, and she enjoys genealogy.

ASSOCIATE MEMBERSHIP

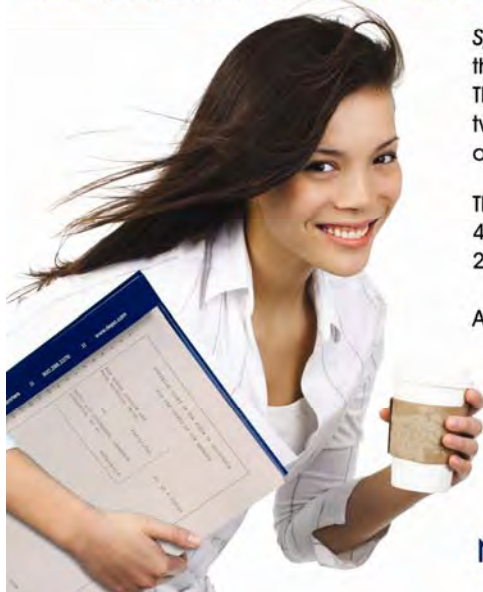
Patricia Porter -- Patricia is presently exploring the legal field for a re-entry position as a legal secretary or paralegal. She previously worked as a legal professional from 1975 to 1980, and has since spent the majority of her career in journalism. Patricia celebrates her birthday on May 4, and enjoys cooking, gardening, and travel.

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

CHANGES?? UPDATES??

Are you an SLSA member who has moved? Changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you!! Let us celebrate your accomplishments with you during the good times, and support you during the tough times. Please send your news to gomesk@gtlaw.com.

WHEN YOU NEED IT **FAST!**



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

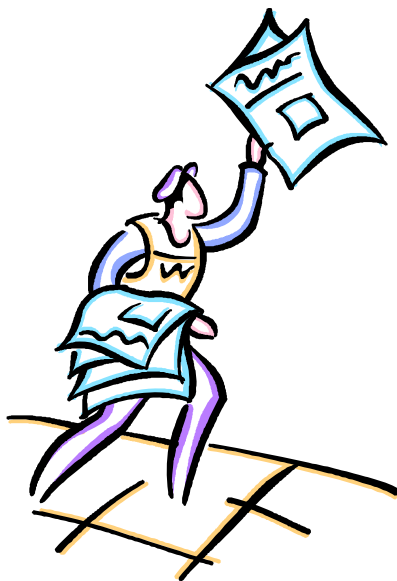
They are the reason we have delivered over 460,000 deposition transcripts in 50 states and 25 foreign countries.

And we do it all at great rates.

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NATIONWIDE COURT REPORTERS



Parliamentarian's Corner

By Astrid Watterson, CCLS

What happens when a crowd becomes unruly or the debate goes on forever? Luckily in our association, we haven't had this situation happen, but it can. At the August conference, there was a lot of debate over whether the executive board should allow article submissions from an "anonymous" author. Someone made a motion to not allow "anonymous" author submissions, which stemmed from a recent article in *The Legal Secretary* addressing the proper dress code for meetings. Many Governors and members attending the conference alike, seemed to be very passionate either way about this particular motion. People stood up and wanted to be heard. It went on and on. Finally, from the back, somewhere, someone called for the question. Robert's Rules of Order states that the proper method is to "move for the previous question," which essentially stops all debate and also prevents the making of a number of secondary motions, including those to amend, commit, and postpone to a certain time. Robert's continues on to say that this particular motion cutting off debate, infringes on the right of members to speak. The question now is, what do you do when someone calls for the question? The President, who is considered the chair, recognizes the member who made the motion and restates the motion. You now have to

stop debating the previous motion (excluding articles from anonymous authors) and deal with the current motion (stopping the debate). It will take a two-thirds vote to pass the motion for the previous question. If it passes, then the chair moves on to the previous motion (excluding articles from anonymous authors) and the voting begins.

Moving for the previous question can be an effective way to get a group of people back on track, but it also takes a leader with strong parliamentary knowledge to know how to handle these types of situations. You want to appear fair and composed, willing to listen to all of the members' concerns, but you must also keep in mind that there is business still to be completed. Understanding the various motions and what they can do can be helpful. Understanding when a motion requires a two-thirds vote or a majority vote is a valuable piece of knowledge for the chair. A governor attending a conference, should also be aware of basic parliamentary procedure in order to be an effective representative of their association. They should be able to understand what is being debated, how it's being debated, and how to participate in the debate.

If you have any questions on parliamentary procedure, feel free to contact me.

“Understanding when a motion requires a two-thirds vote or a majority vote is a valuable piece of knowledge for the chair.”

~Astrid Watterson,
CCLS

Welcome SLSA's
New Treasurer

Melanie Herman

c/o Perkins & Associates
300 Capitol Mall, Suite 1800
Sacramento, CA 95814
916-446-2000

mherman@perkins-lawoffice.com



Employment Report/Positions Available

by Jaymie Moralez

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

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

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

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

- **(7/25/2011) Legal Secretary** The City Attorney for the City of Stockton is accepting applications for the position of Legal Secretary. This position will be responsible for providing a variety of confidential, complex and specialized clerical, secretarial, and paraprofessional legal work. Requirement include possession of a high school diploma or GED and three (3) years of secretarial experience in a law office within the last five (5) years performing increasingly responsible and complex clerical work, including: preparations of various pleadings, motions, discoveries, and calendaring. College or business school course work in law office administration is desirable. Final Filing Date: Thursday, August 11, 2011 by 5:30 pm for detailed info, additional requirements, and to apply on-line, at www.stocktongov.com/jobs.
- **(7/20/11) Litigation Secretary/Paralegal** Experience Sacramento office of a medium sized law firm seeks a Litigation Legal Secretary with a minimum 5 years experience. Preferred candidate will also have minimum of 2 years experience in general law firm management. Candidate must be proficient in legal technologies including word processing, calendaring, E-filing, State and Federal court filings. Candidate needs to be a self starter, work independently, detail oriented, able to organize files and meet deadlines. Seeking a candidate with a good work ethic and able to handle the day to day challenges of a busy litigation desk. Good benefit package. Salary based on experience. Please email your resume to glosoares@kscsacramento.com.
- **(7/20/11) Experienced Contract Trust Legal Secretary** Attorney needs experienced legal secretary/paralegal to amend or re-state a Husband-Wife Trust. Immediate availability. Telephone: 916-719-3297. Email: asmernes@hotmail.com. Fax: 916-928-3050
- **(07/18/11) Legal Secretary/Paralegal** Stockton law firm seeks experienced Spanish bi-lingual legal secretary or paralegal for probate, estate planning, and social security practice. Must be experienced in drafting wills, trusts, estate planning documents as well as handling probates. Monday - Friday 8-5. Downtown Stockton. Must be able to multitask and work in a fast pace environment. Microsoft Word, Word Perfect, Excel, & Prevail. Minimum experience of three years required. Please email resume to ecerner@cckllp.com. Position available immediately.
- **(5/19/11) Part Time Litigation Legal Secretary with Experience** Five attorney firm in South Natomas seeks a part time litigation legal secretary with a minimum 5 years experience. This is a 2:1 assignment for a partner and one associate. Duties also include filing, ordering supplies, and providing back up on phones. Software used: Word, Excel, Amicus, and Timeslips. We are looking for someone who has experience preparing and filing pleadings in state and federal courts, managing cases with multiple files, calendaring, excellent proof reading skills, can multi-task, is flexible, self-directed, with excellent attention to detail and excellent communication skills. Part time: five days per week, 9:45 a.m. to 3:45 p.m. Salary: DOE. Benefits: Medical and dental insurance, parking. Email resume to Carolyn@cblattys.com. Cover letter not necessary. No phone calls please. Position available immediately.



LSI—Experience It!

Membership Drive—August 1-October 20, 2011

by *Lynne Gomes*

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

TELL your colleagues and coworkers about SLSA!

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

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

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

SHARE the educational information you receive at meetings!

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

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

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

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

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

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

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

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

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

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

CHANGE OF ADDRESS:

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



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

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

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

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

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

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

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

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

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

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

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

How did you hear about SLSA? _____

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

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

Benefit Highlights

by Jennifer Chastain

Working Advantage Spotlight

Take “advantage” of these great LSI/SLSA offers and save! Please email me at chastain.j@gmail.com to get LSI’s member number. These are valuable discounts, and there are so many more! Want to get away? Check out these great travel deals!

ORBITZ:

Caribbean Cruises from \$50 per night

ALAMO:

Save up to 20% and receive a free upgrade, thru 12/31/11

OR

Save up to 20% and receive a free day, thru 12/31/11

HOTWIRE

Hotels - 4-star hotels at 2 star prices - Save up to 60% off retail rates

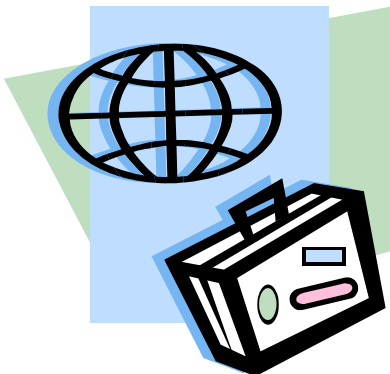
Cars - Find rental cars from \$13.95/day

SPAFINDER

5% off gift certificate orders over \$100, thru 9/14/11

HOTELS.COM

Up to \$100 Cash Back Rebate



CCLS Quiz

by Jennifer Estabrook, CCLS

1. _____
A. Right-of-way
B. Right of way
2. _____
A. In-laws
B. Inlaws
3. _____
A. Child-support dispute
B. Child support dispute
4. _____
A. At-will employee
B. At will employee
5. _____
A. Post-traumatic stress
B. Posttraumatic stress
6. _____
A. So-called expert
B. So called expert
7. _____
A. Mid-term elections
B. Midterm elections
8. _____
A. Half-a-mile away
B. Half a mile away
9. _____
A. Federally-mandated payment
B. Federally mandated payment
10. _____
A. Three-to-four feet wide
B. Three to four feet wide



HEADS-UP FOR CHARITABLE PROJECTS!



Your 2011-2012 SLSA Charitable Projects Committee is considering hosting a few Donation Drives for area charities—in addition to the Birthday Magic and Fairytale Town events.

We are still in the initial contact and planning stages, but we wanted to give SLSA members a heads-up of what we are hoping to get involved with over the next several months. Please look for flyers in upcoming bulletins.

The flyer for the September 30 Birthday Magic event was in the August bulletin, and will be the September bulletin.



Our next donation drive will be a Food Drive, probably for the Sacramento Food Bank, for delivery in November. Details and logistics need to be worked out, but we might start collecting food donations as early as the September Dinner Meeting.

We are hoping to again participate in Loaves & Fishes' Stocking Stuffer Drive for Christmas.

In addition to our Stocking Stuffer donations to Loaves and Fishes, SLSA will be purchasing new Pillow Pets as Christmas gifts for the children at Shriners Hospital in Sacramento.

We are also looking into holding a Clothing Drive, possibly for WEAVE, for delivery of our donations in January or February.



We would also like to do a Pet Food/Pet Supply Donation Drive for the Sacramento SPCA, which would probably be in the Winter or Spring of 2012.



Again, details and logistics are in the works, but in the meantime if you are doing some cleaning, please keep in mind donations for these possible upcoming charitable drives. We also encourage you to pass on information about SLSA's charitable projects to your employer, family, and friends!

Thank you, and we appreciate everyone's continued involvement in our charitable projects/events!

Crystal Rivera, Chair crivera@somachlaw.com
 Teri McClory, Co-Chair teretad@aol.com
 Lacy Monserrat, Co-Chair lmonserrat@cbmlaw.com



Save the Date!



“LSI THROUGH THE YEARS”

LSI’s 79th Annual Conference

May 16-19, 2013

Hosted by Santa Clara County LPA
San Jose Marriott, San Jose, CA



Don’t Miss Out!

Enter to win a \$100 Visa Gift Card
\$10 for 20 tickets

Drawing date: August 21, 2011
Make checks payable to SCCoLPA
Tickets may be purchased this weekend
from Rod Cardinale, Elise Dresser,
CCLS, or Lesa Medley

Proceeds to benefit the
LSI 2013 Annual Conference

For further information contact
Rod Cardinale @ rodcardinalejr@sbcglobal.net
or Elise Dresser, CCLS @
edresser@newtonremmel.com



BIRTHDAY MAGIC!! SLSA'S SEPTEMBER CHARITABLE PROJECT

Birthday MAGIC is a program of the Volunteer Center of Sacramento that provides personalized birthday parties to children currently living in Sacramento area homeless shelters, transitional living facilities, or residential treatment centers.

The goal of Birthday MAGIC is to brighten the lives of children by providing fun, meaningful, and memorable birthday parties during what can be an awkward and challenging experience in their lives.

Each month, children living in these shelters will celebrate birthdays – through financial support, volunteer help, and the Birthday MAGIC program, these wonderful children will receive a birthday party thrown in their honor.



WHO: SLSA is sponsoring Birthday MAGIC!!

WHERE: Cowell Children's Center
Sacramento

WHEN: Friday, September 30, 2011, from 4:30 to 6:00 pm



SLSA's sponsorship guarantees the birthday cake, pizza, beverages, decorations, goodie bags, and entertainment.

WHAT WE NEED

- volunteers to help set up for the party, help celebrate and run the party, and then help clean up
- your help in purchasing presents for the kids

It is recommended that each child receive 5 presents: 2 presents from their "Wants" list, 2 presents from their "Needs" list, and 1 "Surprise" present. Approximately 2 weeks prior to the party, we will be advised how many children will be having their birthday in September, and we will be given their birthday lists. We will then distribute the lists to our members to review and help purchase gifts.

Please contact Crystal Rivera at crivera@somachlaw.com or (916) 469-3813, if you are interested in joining us for the party, donating presents (or party supplies), or have any questions. If you wish to volunteer at the party, you must **RSVP** Crystal Rivera; drop-ins are **not** welcome at the children's center.



Governor's Report

by *Andrea Stoll*



“If you know of a legal professional who you think might be interested in joining our association, please contact our membership chair, Lynne Gomes, at GomesL@gtlaw.com or our President, Dawn Forgeur, CCLS, at forgeurd@gtlaw.com.”

~Andrea Stoll

Goodbye summer.... Hello Autumn! Is it just me or did this summer fly by? I feel like it was just last week I was writing my article on my experience at Annual Conference in L.A. Now here it is, already September, and I get to tell you about another great time I had at Legal Secretaries, Inc.'s First Quarterly Conference in Stockton last month. It was held from August 19-21, 2011, in Stockton, California and was hosted by Stockton-San Joaquin County Legal Professionals Association. The theme was "Celebrate the Seasons in Stockton." What an amazing job they did with hosting! From the decorations, the raffle prizes and the luncheons, I was excited to have another LSI conference under my belt.

I attended the Board of Governors' Meeting on Saturday, August 20. All of the officers and chairmen of LSI submitted reports to the attendees. I have forwarded copies of these reports to our own SLSA officers and chairmen for review. There were several items discussed at the Board of Governors' meeting of interest. First, LSI's membership chair, Sandra Jimenez, CCLS, CLA wanted to remind us that membership retention and recruitment is vital! With that being said, membership is down this year. Last year, we ended the fiscal year with **1,688** members. To date, we have **1,285**. The good news is the LSI-Experience It! membership drive is in full effect. LSI wants us to get motivated and plan to participate in this worthwhile cause to increase LSI's membership. The winning associations will be announced at the November

Conference. So if you know of a legal professional who you think might be interested in joining our association, please contact our membership chair, Lynne Gomes, at GomesL@gtlaw.com or our President, Dawn Forgeur, CCLS, at forgeurd@gtlaw.com.

Also discussed was the possibility of LSI offering funds to local associations to attend conference. Some members suggested offering one free script ticket to all associations for their governors to attend one yearly conference. Other members brought up the possibility of LSI paying a down payment when booking the hotel for conference in order to get a room rate reduction that could, in turn, be passed on to all attendees for a cheaper hotel room rate per night. These were just a few examples of ideas being thrown around and I have to say, I think they were both great ideas that could really increase the number of members who are able to attend conference.

There were several recommendations voted on in the second half of the Board of Governors' meeting. First, LSI recommended that LSI's Administrator, Catherine Culver, CCLS, hourly rate of pay be increased from \$20 to \$25, retroactive from June 1, 2011. SLSA voted in favor of the recommendation passed with 24 ayes and 6 no's.

LSI recommended that we amend Standing Rule 17.1.1 by adding, "reasonable or necessary is defined as committee members required to attend an a.m. meeting, the prior nights lodging will be reimbursed as

indicated above. If committee members are required to attend a p.m. meeting, the prior nights lodging will not be reimbursed unless prior approval is obtained from the LSI President". SLSA voted in favor of the recommendation. The recommendation passed.

LSI recommended amending Standing Rule 17.4 by striking \$10 and inserting \$15 for the amount of total pier diem that will be paid to a member of the Executive Committee. SLSA voted in favor of the recommendation. The recommendation was passed.

LSI recommended striking Standing Rule 37, Helen A. Wright Memorial Fun, and striking Standing Rule 27.1. SLSA voted in favor of the recommendation. The recommendation was passed.

LSI recommended that LSI pay for sponsorship level advertisement with LawBiz.com (Ed Poll) at the cost of \$2,500. SLSA voted in favor of the recommendation. The recommendation was passed.

LSI recommended that the cost of the CCLS Study Kit be increased from \$180 to \$199 effective immediately. SLSA voted in favor of the recommendation. The recommendation was passed.

Not on the agenda, but brought up by a member, I voted on a motion to uphold the LSI's magazine *The Legal Secretary's* rules to not allow anyone to submit an article as anonymous. SLSA voted against the Motion, however, the motion passed by a majority vote.

Continues on Page 30

CHAPTER ACHIEVEMENT REPORTING FORM

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

Date of Event

Event

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

Name: _____ Email: _____

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

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

Speaker Spotlight

September Regular Dinner Meeting: Michael J. Levy, Esq.— President of the Sacramento County Bar Association

by Sophia Albov, CCLS



Pictured from l to r: Dawn Forgeur, CCLS, Michael J. Levy, Esq.

The Sacramento Legal Secretaries Association (SLSA) was able to share its August monthly dinner meeting with attorney Michael Levy, the current President of the Sacramento County Bar Association. Mr. Levy came to talk to us about a variety of subjects, including his advice to young attorneys, the recent budget cuts in the court system, and some of the activities that the Sacramento County Bar is involved with.

Perhaps one of the most exciting programs that the Sacramento County Bar is involved with is the launch of a new Law and Public Policy Academy at

C.K. McClatchy High School with a focus on law and public services. This “school within a school” focuses on career development for students in grades 10 through 12. The Academy will integrate academics and real life experiences through mentors, speakers, field trips, and internship opportunities that are designed to educate about the law and create interest in the legal profession. A sample of McClatchy’s alumni is: U.S. Supreme Court Justice Anthony Kennedy, California Chief Justice Tani Cantil Sakauye, Court of appeal Presiding Justice Arthur Scotland, and Federal District Court Judge Morrison England. The

Academy is about to launch its inaugural year and Mr. Levy indicated that to make this Academy as rich and fulfilling as possible they are looking for volunteers from all facets of the legal community from judges to legal secretaries. You can read more about the Academy Mr. Levy’s article, which is reprinted in this issue of The Legal Eagle with permission.

Mr. Levy works for the California Energy Commission. He received his undergraduate degree from University of California, Davis and his J.D. from the University of San Diego.



General Dinner



Vendor Spotlight

August Regular Dinner: Macro-Pro

by Lynne Gomes



Our featured vendor for the August 18 membership meeting was Macro-Pro. Rebecca Hughes and Diann Cohen presented the “Top 10 Reasons” to go with Macro-Pro for all your document retrieval and subpoena needs.

10--They are Experts! Macro-Pro has been in business for over 23 years, so their procedures and infrastructures are mature and able to quickly accommodate your needs

9--Extra Services. *Super Rush* same-day serve or notice, special subpoena messages, in-house training. Information services: background, court, and asset checks. Judgment docket and liens. DMV.

8--Certificate of No Records. Macro-Pro is the *only* company with a Certificate of No Record (CNR) Quality Review Depart-

ment. Their reviews reduce CNR's by 50 to 75%. Macro-Pro's CNR rate of 12% is *by far the lowest* in the industry.

7--Dedicated Customer Service Rep. One will be assigned to your account. Regardless of what city, state or country the records are located, you can work with the same person.

6--Fastest Turn-Around Time in the Industry! And proud of it!

5--Free, Time-Saving Online Tools. Doctor/hospital search; track orders, even during the shipping process; easy to add on to orders; save unfinished orders; long “time-out” period.

4--Free Records Review. Macro-Pro find records for you! They search for additional locations and report their findings back to you. Bonus: CD ROMs and downloads are searchable!

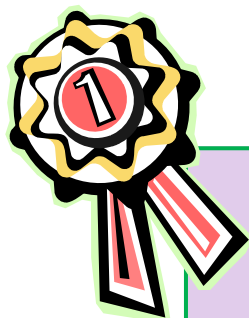
3--Free Basic Research. Macro-Pro's *Intake Department* finds records even investigators can't find and all normal research is done at no charge to the client.

2--Medical Record Summaries. Performed by experienced nurses, saves your firm time and money. This is a powerful and time-saving tool!

And the #1 reason to use Macro-Pro Copy and Subpoena Services . . . They make you look like a genius!

Thank you very much to Rebecca, Diann, and the Macro-Pro team for their continued support of SLSA and for being our featured vendor!

For more information on Macro-Pro's services, you can locate them at www.macropro.com.



*Boss of the Year:
Jon L. Oldenburg,
pictured with his
secretary and
SLSA member Joy
Morgan*





Vicki Haynes	Sept. 4	Dawn Forgeur, CCLS	Sept. 17
Justine Gamayo	Sept. 5	Sherri Lee Caplette, CCLS	Sept. 20
Kate Moore	Sept. 7	Lorrie Lele	Sept. 21
Joy Morgan	Sept. 9	Janae Long	Sept. 22
Lindsey Perry	Sept. 10	Sally Day	Sept. 23
Dawn Willis	Sept. 11	Lynne Gomes	Sept. 24
Alicia Malerbi	Sept. 15	Lacy Monserrat	Sept. 25
Tammy Chacon	Sept. 17	Corene Rodder	Sept. 28

CCLS Quiz Answers

by Jennifer Estabrook, CCLS

CCLS QUIZ ANSWERS (from page 10):

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



Legal Procedures Budget Cuts

Submitted by Molly Mahoney and Stevie Garcia



Superior Court of California, County of San Francisco Notice of Courtroom Closures Daily Limited Services Hours

COURT ANNOUNCEMENT

Pursuant to Government Code section 68106, the Superior Court of California, County of San Francisco, hereby provides public notice that effective October 3, 2011, the Court will indefinitely close 25 civil courtrooms and reduce daily hours in all clerks' offices. The Courtroom closures and reduction of public hours in all clerks' offices are the result of state budget cuts made by the governor and the legislature.

In total for FYs 2011-12, 2012-13, and 2013-14, the Court faces a cumulative \$20.4 million deficit.

LIMITED SERVICE HOURS

Effective October 3, 2011, all clerks' offices in the San Francisco Superior Court will open at 8:30 a.m. – 30 minutes later than usual, Monday through Friday. In addition to the later opening each weekday morning, the 40 percent reduction in staff also will require the Court each day to close the Criminal clerk's office and the Traffic Division clerk's office at 4 p.m. – 30 minutes earlier than usual.

PLEASE NOTE THAT BEGINNING OCTOBER 3, 2011, THE NEW CLERKS' OFFICE SCHEDULE REPLACES THE PREVIOUS LIMITED SERVICE DAYS ON FRIDAYS IN EFFECT SINCE JANUARY 21, 2011.

The effect of these new limited service hours is summarized below:

- **Monday – Friday – All clerks' offices will be open from 8:30 a.m. to 4 p.m.****

****Drop boxes will no longer be available. Please note that anyone not being assisted at a window at 4 p.m. will not be allowed to file their papers until the next business day.****

The San Francisco Superior Court Clerks' offices are located at:

Hall of Justice:	Criminal clerk's office:	Room 101
	Traffic Division clerk's office:	Room 145
Civic Center Courthouse:	Civil clerk's office:	Room 103
	Unified Family Court clerk's office:	Room 402
Youth Guidance Center:	Juvenile Delinquency clerk's office:	Room 101

Preventing Fraud

by Dawn Forgeur, CCLS

At conference last month, I had the privilege of attending an educational seminar by speaker Suzanne Schultz, Family Crimes Coordinator with the San Joaquin County District Attorney's Office. Ms. Schultz is part of a program entitled CASE Partnership which stands for Communities Against Senior Exploitation. CASE is a program that provides fraud prevention, intervention, and victim support for seniors, who may not be savvy to all of the new ways that thieves use to get your information and money. Although she specializes in preventing fraud against seniors, her fraud prevention tips apply to all ages and I wanted to pass along some of her tips.

She advised that "dumpster diving" has risen due to the current economy. Dumpster diving is when thieves take trash from your garbage can or the dumpster and look through it for personal information that can be used to steal your identity. Be very cautious with phone calls and people who are asking for more information from you – you can always tell the caller that you will call them back and look up the company's phone number in the phone book or on their official website—never use the number that the caller gives

you to call them back! If you write checks, use a gel ink pen, not a ball point pen. Gel ink cannot be "washed" off of checks like ball point pen ink. The thieves will "wash" the ink off your check and then write in a new payee and amount on that check.

To prevent identity theft, reduce the items you carry in public, such as extra credit cards, a Social Security card, and check-books. Shred, tear into small pieces, or cut up all mail and documents that contain bank and credit card numbers. Place mail with bills to be paid at the Post Office.

Telemarketing Fraud – Never, under any circumstances, give any portion of your credit card, bank account, or Social Security numbers to a caller! Sign up for the National DO NOT CALL Registry for both your home and cell phone at 888-382-1222 or www.donotcall.gov.

Mail and Internet Fraud – Stop participating in sweepstakes, lottery, and contest offers. If you were to truly win something, you NEVER have to pay any fees, taxes, or costs of ANY kind before receiving our winnings! If you receive a mailing or e-mail that requests verification of account numbers, throw the envelope away or delete the e-mail without opening it. Federal law prohibits

mailing payments to purchase any ticket, share, or chance in any foreign lottery. Foreign crooks have conned thousands of Americans into sending millions in payments for "taxes" on phony Canadian, Jamaican, Australian, etc. lottery winnings.

Home Improvement Fraud – Beware of door-to-door contractors who use high-pressure or scare tactics to get an immediate decision, and don't do business with someone who comes to your door offering a bargain or claims to have materials left over. Don't allow any stranger into your home, no matter who they claim to be. City inspectors do not go door-to-door!

Mortgage Fraud – Beware of companies that contact you in person or by fliers offering a foreclosure relief service. Don't deed your property to anyone without first consulting an attorney, or someone else you trust completely. Once you sign legal papers, it can be difficult or even impossible to reverse the action.

Caregiver Fraud – Warning signs can include if the caregiver tries to isolate the victim who comes to rely solely on the caregiver; the caregiver has total control over finances and has all financial statements mailed to him or her; and new



Superior Court Changes

County of San Francisco

Limited Service Hours

Effective October 3, 2011, all clerks' offices in the San Francisco Superior Court will open at 8:30 a.m. – 30 minutes later than usual, Monday through Friday. In addition to the later opening each weekday morning, the 40 percent reduction in staff also will require the Court each day to close the Criminal clerk's office and the Traffic Division clerk's office at 4 p.m. – 30 minutes earlier than usual.

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County of Alameda

Pursuant to Government Code section 68106, the Superior Court of California, County of Alameda, provides notice of a reduction in hours of all Clerks' Offices. Currently, the hours of the Clerks' Offices are 8:30 a.m. to 4:00 p.m.. Effective Monday, October 3, 2011, the hours of the Clerks' Offices shall be 8:30 a.m. to 2:30 p.m. on all days except

judicial Holidays, Saturdays and Sundays. The hours of the Traffic Division shall be 8:00 a.m. to 2:30 p.m..

For more information go to www.alameda.courts.ca.gov

Conference and Continuing Legal Education

by *Sophia Albov, CCLS*

The Stockton San Joaquin County Legal Professionals Association (SSJCLPA) recently hosted the Legal Secretaries, Inc. (LSI) first Quarterly Conference. I was lucky enough to be selected to go as a representative for the Sacramento Legal Secretaries Association (SLSA). This was not the first conference that I have attended, but it was one of my favorites. They had such good continuing legal education classes. The chance to engage in so much career development in such a short period of time is not one we often get in the secretarial world. There

were classes which corresponded with each of the six legal specialization sections. Each class was an hour and a half long and consisted of either lectures or roundtable discussions. The classes are a wonderful opportunity to learn more about your particular area of law or learn about a new area of law. Each participant in the class that is eligible for credit can earn either CCLS and/or MCLE credit. The classes were also very affordable. The cost varies whether or not you are a member of the section or a member of LSI (as a member of SLSA you are automatically

a member of LSI). There is also the option of receiving just the handouts from the class if you are unable to make it to the actual class.

The LSI conference takes place four times per year in different areas of the state. The continuing legal education classes are always a feature of the conference. If you were unable to make it to the Stockton conference, there will be a conference in Rancho Cordova in November. Keeping your legal knowledge current and broad is very helpful in being the best legal secretary you can be.



CCLS Abbreviation List

by *Jennifer Estabrook, CCLS*

ack.=	Acknowledge
ARM=	Adjustable-rate mortgage
COLA=	Cost-of-living adjustment
Cpi=	Characters per inch
EIN=	Employer identification number
l, ll.=	Line, lines
MO=	mail order or money order
P&L or P/L=	Profit and loss (statement)
Ppd=	Postage paid in advance
QA=	Quality assurance
ROA=	Return on assets
Std.=	Standard
t.b.d. or TBD=	To be determined
UPC=	Universal Product Code
YOB=	Year of birth





Sacramento Legal Secretaries Association

Dinner Meeting - September 15, 2011

Michael Cox

Project Manager for Sarnoff Discovery Services

Electronic Discovery & Data Preservation
Including Preserving Social Networking Sites
And Mobile Device Information (Is It Really Deleted?)

Vendor of the Month:
Carol Nygard & Associates

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

**Courtyard Marriott
Midtown Sacramento**

4422 Y Street, Sacramento

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

R.S.V.P. by September 12. Complete the reservation form, check should be made payable to SLSA, and mail to: Maimie Chynski, Registration/Reception Chair 2011-2012, SLSA, c/o Fagen Friedman & Fulfroost, LLP, 520 Capitol Mall, Ste. 400, Sacramento, CA 95814; or fax: 916-443-0030; or email to: reservations@slsa.org. ***Please add \$3 for reservations made after September 12.** 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:

Italian Chicken

Chicken breast, prosciutto, artichoke, mushrooms, and chardonnay garlic sauce with mashed potatoes and veggies.

Vegetable Lasagna

All dinners include a Spinach and Mushroom salad and lemon layer cake.



Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO

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

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

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

2011-2012 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

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

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

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

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

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

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

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

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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



California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

CCLS Certifying Board
5726 Lorelei Avenue
Lakewood, CA 90712

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

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

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

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

* Fees subject to change without notice.

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

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

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

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

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

Signature of Applicant _____ Date _____



**PLACER COUNTY LEGAL PROFESSIONALS' ASSOCIATION
PRESENTS**

**FALL LUNCHEON
AND
BUNCO**

SATURDAY, OCTOBER 22, 2011

12:00 – 4:00 P.M.

SALAD AND POTATO BAR

**DEWITT SENIOR CENTER
11576 D AVENUE
AUBURN, CA**

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

**FOR INFORMATION/TICKETS CALL:
VICKI YOUNG (530-269-3440)**

Eating with Sophia:

Late Night Yummies

by Sophia Albor, CCLS

Maybe you have had a late night at the club, or you're just struck with hunger after 9 p.m. Sometimes the fridge fare is just not enough and the grocery store seems like too much of a chore. Where does one go when they want food prepared for them during the late night hours? I know the first reaction would be.... Denny's! However, I amend the original question, where does one go when they want BETTER food prepared for them late at night? If you live on or the near the midtown grid there are a plethora of choices. In this article we will explore some of my favorite late night haunts.

Best Mexican

Azul Mexican Food and Tequila Bar

1050 20th St
Sacramento, CA 95816
Neighborhood: Midtown
(916) 447-4040

Hours:

Mon-Wed, Sun 11am - 10pm

Thu-Sat 11 am - 2 am (I have noticed this is sometimes earlier than 2 a.m. – if you are rolling in super late call first!)

There is nothing like a late night burrito. They have extremely fast and efficient service here. There is also a complimentary salsa bar with purchase of food. Once again, you sometimes deal with a crazy crowd, but it is great people watching. Their street tacos are also an awesome

treat for your late night cravings. The carnitas is spicy and tender. At \$1.90 a pop these make a nice midnight snack.

Best Burger/Sandwich

Ink Eats and Drinks

2730 N St
Sacramento, CA 95816
Neighborhood: Midtown
(916) 456-2800

Hours:

Mon-Tue 11:30am - 1am
Wed-Thu 11:30am - 3am
Fri 11:30am - 4am
Sat 9am - 4am
Sun 9am - 1am

All I have to say is sliders and fried egg sandwich. Yum!! The food at Ink is elevated comfort food. You are going to find some homey favorites here like mac and cheese. The food is not always the best in the entire world, but you can't go wrong with a place open until 4 a.m. on the weekends. It is much better than Denny's and draws an interesting late night crowd. It can sometimes be a little boisterous, but the staff is well trained in how to handle their "excited" clients. This is also a great place to greet the day with their stellar brunch menu on the weekends.

Open Latest aka Always Open

La Garnacha

2101 16th St
Sacramento, CA 95818
Neighborhoods: Downtown, Midtown

(916) 441-2009

Hours:

Mon-Sun 12am - 12am

Notice there is no "best" in front of the category for this place. It is what it is, and it is an all night taco shack on a slightly sketchy corner of 16th Street. The food is thoroughly decent and it has never made me sick. I know that is not the most ringing endorsement, but really, how good could a 24 hour a day taco shack really be? I have only been here before 2 a.m. once and I found that it was no where near as good as it is after 2 a.m.

Most Entertaining Clientele

Hot Rods

2007 K St
Sacramento, CA 95814
Neighborhood: Midtown
(916) 443-7637
www.hotrodsburgers.com

Hours:

Mon-Thu, Sun 11am - 2am
Fri-Sat 11am - 3am

Smack in the middle of Lavender Heights sits Hot Rods. This stylized diner has the distinction of hosting some of the most eclectic clientele in midtown. If a grilled cheese sandwich or a burger is what you are craving, I highly suggest getting there a little before the clubs let out. By 1:45 a.m. this place is packed!!! The food is cheap and decent.



Continues on Page 30

Governors Report Cont....

Also not on the agenda, was a motion to reimburse one half of the price for a chairman to attend annual conference. SLSA voted in favor of the motion and the motion passed.

Just a friendly reminder: LSI's second quarterly conference will take place November 11-13, 2011 at the Sacramento Marriott in Rancho Cordova. There will be more to come on this in the next

bulletin. Please email me if you have any questions andra@haydulaw.com. Until next time...

Preventing Fraud Cont....

acquaintances appear on the scene and the adult is either completely charmed or fearful of the caregiver.

You can also remove your name from marketing lists, such as opting out of credit card solicitation lists by calling 888-567-8688 or www.optoutprescreen.com. You can also reduce e-mail and mail through the Direct Marketing Association at www.dmchoice.org.

You can check out charities through www.give.org, www.charitynavigator.org, or the local Better Business Bureau. You can also look at a charity's bylaws to find out where the money goes – if most of it goes to administrative costs and only a tiny fraction of your donation goes to the actual charity work, consider donating to another charity.

Finally, you are entitled to receive a free copy of your cred-

it report each year to help ensure that there is no unusual activity by contacting www.annualcreditreport.com or calling 877-322-8228.

Eating with Sophia Cont....

Best Atmosphere Kupros

1217 21st St
Sacramento, CA 95811
Neighborhood: Midtown
(916) 440-0401
www.kuprosbistro.com

Hours:
Mon-Fri 11:30am - 12am
Sat 11 am - 12 am
Sun 10 am - 12 am

This is my favorite place for late night snacks when I want to feel like I am a classy lady. This renovated space is absolutely beautiful and reminds me of being in the south. They have hardwood floors and a massive bar which has a beautiful stain glass design above it. There is a good mix of tables, bar seats, and patio seats. They serve food until just before midnight and it is

definitely a cut above standard late night fare. My favorite dish is the poutine (hand cut fries, short rib gravy, and cheese curds.) While it is not low calorie it certainly satisfies the taste buds.

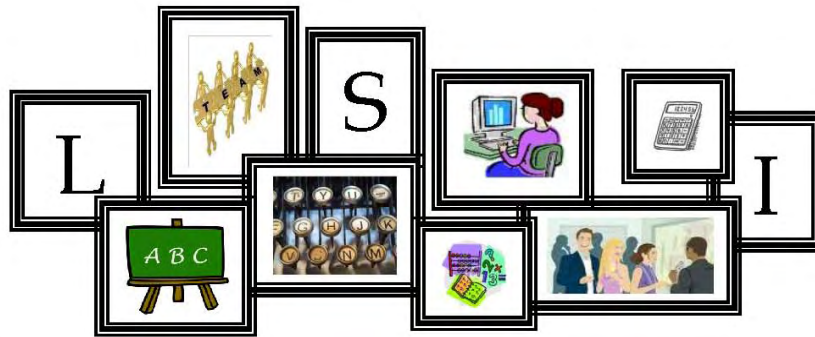
September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 <i>Execu- tive Board Meeting</i>	8	9	10
11	12	13	14	15 <i>Regular Dinner Meeting</i>	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Dates to Remember

- **September 7 - SLSA Executive Board Meeting** (Location: Greenberg Traurig, LLP - Time: 6:00 p.m.)
- **September 10- Reno Bus Trip** (Location/ Time: Varies see flyer)
- **September 15 - Regular Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **September 19 - Last Day to Submit Articles for the October issue of The Legal Eagle**
- **September 30 - Birthday Magic** (Location: Covell Children's Center, Sacramento, 4:30 p.m.)
- **October 11- SLSA Executive Board Meeting** (Location: Greenberg Traurig, LLP - Time: 6:00 p.m.)
- **October 20 - Regular Dinner Meeting** (Location: Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.)
- **October 24 - Last Day to Submit Articles for the November issue of The Legal Eagle**





BACK TO BASICS: EDUCATION, NETWORKING AND FRIENDSHIP

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

CONFERENCE REGISTRATION FORM

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

PLEASE INDICATE IF YOU ARE:

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

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

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

INDIVIDUAL TICKETS

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

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

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



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

November 11-13, 2011

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

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

HOTEL REGISTRATION FORM

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

ACCOMMODATIONS:

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

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

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

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

Leglegb (2 Queen Beds):
<http://www.marriott.com/hotels/travel/sacmc?groupCode=leglegb&app=resvlink&fromDate=11/10/11&toDate=11/13/11>

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

AIRPORT: Sacramento International Airport (SMF) (27 miles)
 NO airport shuttle
 Alternate transportation: SuperShuttle - \$38.00 USD (one way)
 Estimated taxi fare - \$75.00 USD (one way)

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

Legal Secretaries, Incorporated
LEGAL SPECIALIZATION SECTIONS

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



*ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION
SECTIONS?*

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

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

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

LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

2010-2011 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

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

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

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

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

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

*Item available to LSI members only.

(Prices effective 07/01/2011)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

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

DELIVER TO: NAME _____ ASSOCIATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DAY TELEPHONE (_____) _____ E-MAIL _____

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

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

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

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

*Item available to LSI members only.

(Prices effective 07/01/2011)

BENEFITS

LEGAL SECRETARIES INCORPORATED (LSI)

Note: This list is maintained for use by members of Legal Secretaries, Inc. Agents for insurance and financial providers are available as resources when members inquire about benefits. Please use this as a starting point; ask for information, compare policy coverage and prices. LSI wants its members to find the BEST coverage for each member's individual needs and location. For information call these representatives directly.

<p>DISCOUNT THROUGH CEB</p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit http://ceb.com/LSI/</p>	<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorq@suddenlink.com, or LSI Vice President</p>
<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
<p>INSURANCE AND FINANCIAL PROVIDERS</p>	
<p>AFLAC AND WORKER'S COMPENSATION QUOTES Steven C. Dannenberg (Independent Broker) 11091 Rhyolite Drive, Suite 4 Redding, CA 96003 Direct: (530) 339-5889 - Office: (530) 243-9879 Fax: (530) 243-9880 E-mail: dannenberginsurance@gmail.com Offering supplemental insurance for Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke.</p>	<p>CAPITAL INVESTMENT ADVISERS Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
<p>DWORKIN INSURANCE SERVICES Earl Dworkin 467 Hamilton Avenue, Suite 1 Palo Alto, CA 94301 Office: (650) 329-1330 or (800) 332-4313 Fax: (650) 329-9957 www.dworkininsurance.com Offering Individual and Family Medical Insurance, Travel Medical, Medicare Supplements, Dental Plans, and Part D Prescription Drug Plans</p>	<p>LEGACY WEALTH MANAGEMENT Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K.</p>
<p>DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwassociates.com, or Matt Kay (ext. 2628), mkay@dwassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance.</p>	
<p>CREDIT UNIONS</p>	
<p>LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p>PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
Sandra T. Jimenez, CCLS, LSI Vice President
LSI® Marketing Committee Coordinator
P.O. Box 58, Seeley, CA 92273
Cell - (760) 604-3057
sjimenez52@yahoo.com

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 4/30/11**

Total Members (Fiscal Year-end 4/30/10)	Association		New Members	Transfer Members	Continuing Members	Total Members
35	Alameda County	LSA	13	+2	27	42
21	Antelope Valley	LSA				0
49	Beverly Hills/Century City	LSA	13		37	50
22	Butte County	LPA	4		18	22
29	Capitol City	LPA	7		21	28
8	Conejo Valley	LPA	1		5	6
22	Desert Palm	LPA	2		15	17
24	El Dorado County	LPA	1		15	16
43	Fresno County	LPA	13		36	49
46	Humboldt County	LPA	9		39	48
30	Imperial County	LPA	13		24	37
35	Livermore-Amador Valley	LPA	4		23	27
55	Long Beach	LSA	9		55	64
34	Los Angeles	LSA	20		26	46
16	Marin County	LPA	4		13	17
35	Merced County	LPA	9		29	38
20	Monterey County	LSA	2		12	14
66	Mt. Diablo	LPA	11		51	62
16	Napa County	LSA			15	15
80	Orange County	LSA	21		57	78
22	Palo Alto	LSA	7		18	25
26	Placer County	LPA	5		34	39
13	Redding	LPA	8		11	19
23	Rio Hondo District	LPA	5		12	17
27	Riverside	LPA	4		16	20
158	Sacramento	LSA	63		118	181
205	San Diego	LSA	99		140	239
60	San Fernando Valley	LSA	6		28	34
46	San Francisco	LPA	12	-2	31	43
30	San Gabriel Valley	LSA	8		23	31
80	San Mateo County	LSA	14		63	77
28	Santa Barbara	LSA	6		20	26
52	Santa Clara County	LSA	15		44	59
20	Santa Cruz County	LPA	1		7	8
23	Santa Maria	LPA	4		12	16
38	Sonoma County	LSA	13		26	39
8	Southern Butte	LSA	3		9	12
37	Stanislaus County	LPA	3		33	36
46	Stockton-San Joaquin	LPA			29	29
4	Trinity County	LSA			4	4
25	Ventura County	LPA	5		17	22
28	Members at Large					36
1685	YTD TOTALS					1688

Membership list as of 4/30/11

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, shows 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
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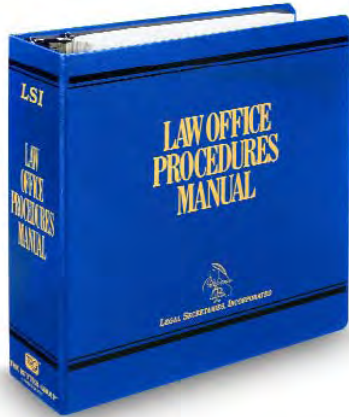


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by *Liz Gideon*

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