



*Tammy Hunt, CCLS, Jan Ainsworth, Dawn Forgeur, CCLS, Lynne Prescott, CCLS, Crystal Rivera, Michelle Chavez, CCLS, Astrid Romero, CCLS, Deseree Aguillen, and Heather Rodriguez, CCLS*

## September Events

- ◆ September 17, 2015: SLSA's 75th Diamond Anniversary Gala, DoubleTree by Hilton, 2001 Point West Way, Sacramento. *See page 8.*

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## President's Message Submitted by Crystal Rivera



President  
Crystal Rivera

It was great seeing several SLSA members at August Quarterly Conference in Stockton. I wouldn't be surprised to find out that SLSA had the most members in attendance! And, CAPS, CAPS, and more CAPS!

With kids back in school (or starting soon), we know that fall is not far behind. I, for one, am looking forward to cooler weather and the much needed rain. This also means that several SLSA events are

on the horizon: 75th Anniversary Gala (September 17); Reno Bus Trip (October 10); Winners of the LPOTY/BOTY announced at October 15 dinner meeting; Fairytale Town's Safe & Super Halloween event (October 23-25);

Mock Trial (December 17); and the list goes on.

We hope you, your attorneys, co-workers, etc., have registered for the September 17th Gala! It is a huge milestone for SLSA, and is sure to be a great event for all who attend!

Have you bought your ticket for the Reno Bus Trip? Remember, seating is limited. Even if you aren't into gambling, you can enjoy the Italian Festival! This has always been a fun event, with lots of activities to and from Reno, and a whole lot of laughter! So, get onboard the bus!

Take care everyone,

Crystal



*Elizabeth Madden, CCLS, Crystal Rivera, Jan Ainsworth,  
Jeanette Osman-Bravard, and Dawn Willis*

## Calendar/Dates to Remember

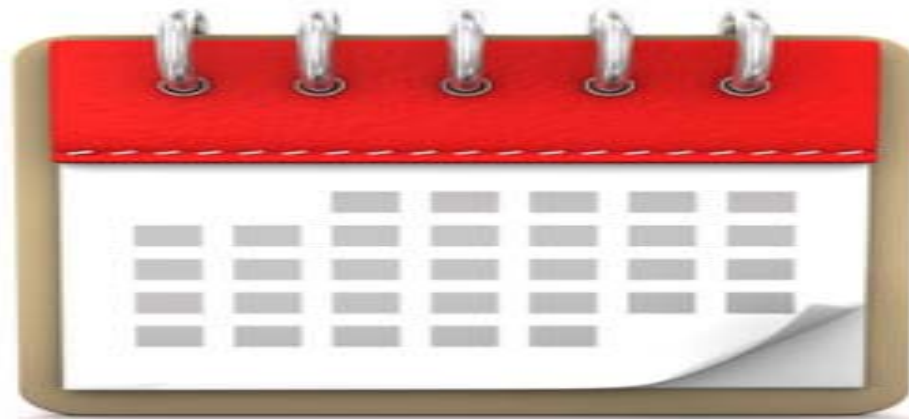
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### SEPTEMBER

- September 7 Labor Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
- September 10 SLSA's Executive Board Meeting, 6:00 p.m., Somach, Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
- September 11 Deadline for nominations for 2015-2016 Boss Of The Year and 2015-2016 Legal Professional Of The Year.
- September 11 Patriot Day.
- September 13 Grandparents Day.
- September 17 SLSA's 75th Diamond Anniversary Gala, DoubleTree by Hilton, 2001 Point West Way, Sacramento.
- September 23 First day of Autumn.
- September 25 Deadline to submit articles to the Editor for the October issue of The Legal Eagle.

### OCTOBER

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



# Sacramento Legal Secretaries Association



**Dinner Meeting • October 15, 2015**

**Courtyard Marriott  
4422 Y Street - Sacramento**

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



## Recent Legislation Impacting Your Civil Practice



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

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

**RSVP by Noon on Friday, October 9\***

### Two Ways to Register:

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

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

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

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

### Dinner Menu – Choice of:

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

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

**SLSA's Vendor Partner for October 2015:**



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

# Member News

## Submitted by Lacy Monserrat, CCLS

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Vice President,  
Lacy Monserrat, CCLS

Welcome, and congratulations to the following new SLSA members who were inducted at the August 20, 2015, meeting.

### **ACTIVE MEMBERSHIP**

Tammy Hunt, CCLS – Tammy is a subrogation supervisor at George Hills Company, Inc., and has been employed as a legal professional since 1995. She specializes in subrogation. She celebrates her birthday on February 20, and she enjoys helping and doing things with her kiddos, reading, and camping.

Debbie Sidhu – Debbie is a legal secretary at Pacific Legal Foundation, and has been employed as a legal professional since 2009. She specializes in environmental law. She celebrates her birthday on October 1.

Nancy Vanderhorst, CCLS – Nancy is a paralegal/legal assistant at Klinedinst PC, and has been employed as a legal professional since 2004. She specializes in litigation. She celebrates her birthday on October 1.

### **STUDENT MEMBERSHIP**

Yuliya Kalenyk – Yuliya is an administrative assistant at Howard Jarvis Taxpayers Association. She also attends MTI. She celebrates her birthday on April 5, and enjoys singing, reading, and traveling.

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

### **CONGRATULATIONS!**

To Michele Van Dyke (formerly Michele Cooper) on her marriage to husband, Richard “Rick” Van Dyke. Michele was married on August 8, 2015, at the Rocklin Golf Club in Rocklin, California.

To Michelle Chavez, CCLS on the purchase of her new home.

### **SENDING SOME SUNSHINE...**

To John Baldwin (Honorary Member and Mock Trial Script writer) and Debbie Frias, CCLS on what we hope will be a speedy recovery. You are in our thoughts and we hope you get well soon.

### **OF NOTE:**

Paula Lockard, CCLS (Registration Chair) will be retiring the end of October and moving out of state. While she hopes to return to Sacramento, she does not have an exact date at this time.

### **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 [vicepresident@slsa.org](mailto:vicepresident@slsa.org).

# *Sacramento Legal Secretaries Association*

**2015 – 2016**

## **BOSS OF THE YEAR**

- Nominations for SLSA's 2015-2016 BOSS OF THE YEAR are now being accepted. The nomination must be made by a member of SLSA.
- Please submit an essay of 500 words or less. Your submission must also describe your boss in three words. The winner's nominating assistant will receive a \$50 gift card, and the winning BOSS will receive a beautiful plaque.

**Please email your essay by September 11, 2015 to the following judges:**

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

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

Christie Kaelber – [ckaelber@downeybrand.com](mailto:ckaelber@downeybrand.com)



All essays submitted by the deadline will be considered. The WINNER'S NOMINATING ASSISTANT and BOSS OF THE YEAR will be announced at the October 15, 2015, dinner meeting and will receive well-deserved recognition.

# *Sacramento Legal Secretaries Association*

**2015 – 2016**

## **LEGAL PROFESSIONAL OF THE YEAR**

- Nominations for SLSA's 2015-2016 Legal Professional of the Year are now being accepted.
- Please submit an essay of 500 words or less, explaining why your nominee (who must be a member of SLSA) should be the Legal Professional of the Year, and also describe the nominee in three words.

**Please email your essay by September 11, 2015 to the following judges:**

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

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

Christie Kaelber – [ckaelber@downeybrand.com](mailto:ckaelber@downeybrand.com)



All essays submitted by the deadline will be considered. The LEGAL PROFESSIONAL OF THE YEAR winner will be announced at the October 15, 2015, dinner meeting. In recognition of his/her accomplishment, the winner will receive a plaque, certificate of recognition, and a \$75 gift card.



## To the Members of SLSA and the Sacramento-Area Legal Community

Sacramento Legal Secretaries Association Invites You to Join Us for a Diamond Gala Event  
Celebrating Our 75th Anniversary

**September 17, 2015**

At the Doubletree by Hilton Sacramento  
2001 Point West Way  
Sacramento, California

**Capitol Patio No-Host Cocktail Reception 5:30 - 7:00 p.m.**

**Capitol Ballroom Banquet 7:00 – 9:00 p.m.**

Menu Choice of:

- ◆ Roasted New York Strip Loin (Sliced New York) with Merlot & Shallot Sauce, Topped with Fried Onions and Served with Roasted Red Potatoes & Grilled Vegetables
  - ◆ Stone-Ground Mustard and Rosemary Grilled Chicken & Herb-Seared Salmon with Cucumber Dill Relish, Roasted Red Potatoes & Grilled Vegetables
    - ◆ Baked Eggplant and Vegetable Ratatouille Wellington with Fire-Roasted Red Pepper Sauce
- (All Entrees Include Salad, Bread, Dessert, Iced Tea and Coffee)

**\$60 per person (includes parking)\***

**Featuring**

**Master of Ceremonies - Joe Genshlea**

**Guest Speaker - The Honorable John A. Mendez, U.S. District Court, Eastern District of California**

Please join us for this very special evening to honor and celebrate SLSA!

**Silent Auction ~ Highlights from 75 Years ~ Special Recognition of Past SLSA Presidents**

**Please Register Online by September 4, 2015**

**[www.SLSA.org](http://www.SLSA.org)**

**Click on "Upcoming Events"**

**\*Please Make Checks Payable to "SLSA" and Mail to:**

**Deseree Aguillen, Gala Registration Chair, c/o Stone & Graves, 11335 Gold Express Drive, #145, Gold River, CA 95670**

For More Information, Contact Gala Chair: Lynne Prescott, CCLS, at [SLPrescott7@gmail.com](mailto:SLPrescott7@gmail.com) or (916) 398-0120



# Vendor Spotlight: Capitol Legal Investigations, Inc.

## Submitted by Crystal Rivera



President  
Crystal Rivera

This month's Vendor of the Month (VOM) was Luke Patterson. Luke is a licensed private investigator and owner of Capitol Legal Investigations, Inc. He entertained us with stories of some investigations he was part of – all with positive outcomes for his clients! He had pictures of a gentlemen carrying a couch and other furniture – and this guy claimed he was totally disabled and couldn't work! So, if you're looking for a good investigator, contact Luke. He said he can find people with very little information – it may take a bit, but he'll find 'em! But, if you want a process server, don't call Luke

– contact one of the many process servers who support SLISA. Thanks Luke for being a VOM, and member of SLISA!

You can reach Luke at: (916) 784-3920; capitollegal@yahoo.com.



Luke Patterson

**PLEASE SUPPORT OUR VENDORS BECAUSE THEY SUPPORT US!**

*Capitol Legal Investigations, Inc.*  
STATE LICENSE PI 16573 PI 23680

*Investigation*

*Evidence*

*CONTROLLED DOCUMENT*

Tel. 784-3920  
Email  
capitollegal@yahoo.com

*GAIN THE WINNING  
EDGE*

# Speaker Spotlight: SCBA Updates and “Are HMOs too big to fail? What Happens When An HMO Acts Inappropriately?”

Submitted by Rebecca Lerma



Programs Chair  
Rebecca Lerma

We were pleased to have Angela M. Lai as our guest speaker at our August 20, 2015 dinner meeting. Angela spoke to us in dual roles; as President of the Sacramento County Bar Association and as senior counsel for the enforcement division of the state’s Department of Managed Health Care.

## Sacramento County Bar Association

Angela is the first Asian/Pacific Islander American to serve as President of the Sacramento County Bar Association (“SCBA”) since its inception in 1918. Previously, Angela served as the 2012 President of the Asian/Pacific Bar Association of Sacramento, which, under her leadership, was awarded “Affiliate of the Year” by the National Asian Pacific American Bar Association that year.

Non-attorneys may apply for membership with the SCBA under the “associates” category. Member benefits include discounts with many legal vendors. The SCBA has a full calendar of events through the year, which can be found on their website (<http://www.sacbar.org/event-calendar.html>). These include an upcoming Bench-Bar Reception honoring Judge Robert Hight as Judge of the Year on September 24, 2015 and the SCBA Diversity Fellowship Program 25th Anniversary Dinner September 25, 2015.

## Department of Managed Health Care

Angela is a senior counsel for the enforcement division of the state’s Department of Managed Health Care (“DMHC”). In that role, Angela ensures that health care service plans, or HMOs, are meeting their obligations to California enrollees and following the law. She has helped ensure that HMOs and health care providers cease balance billing consumers, and ensure that HMOs protect the privacy and security of consumer’s personal and health records.

What is the DMHC you ask? The DMHC is the first U.S. agency solely dedicated to regulating health plans and assisting consumers. It oversees about 90 percent of commercial health plans, and regulates all CA HMOs and some PPOs. The DMHC is funded only by health plan assessments with no taxpayer dollars. The DMHC’s mission statement is to protect consumers’ health care rights and ensure a stable health care delivery system.

The DMHC’s Help Center is available to explain your health care rights and help you understand how to use your health care benefits. The Help Center can also resolve problems you may have with your health plan. The Help Center can also help you determine whether your healthcare plan falls under the regulation of the DMHC. The Help Center’s phone number is 1-888-466-2219.

Through the DMHC, you have a right to file a complaint if you have a problem with your health plan, or request an Independent Medical Review if your health plan denied, modified or delayed a health care service. If there is a denial of benefits, ask your health plan to send you a written denial and their reasons for the denial in writing. Assuming your health plan is regulated by DMHC, you can then file a complaint through the DMHC. Note: The typical statute of limitations for this “complaint” is six months - so don’t delay! Typically these complaints are resolved within 30 days for non-urgent situations and within 7 days in urgent situations. Approximately 60 percent of the



Attorney Angela M. Lai and Crystal Rivera

# Speaker Spotlight: SCBA Updates and “Are HMOs too big to fail? What Happens When An HMO Acts Inappropriately?”

(continued from page 10)

Submitted by Rebecca Lerma

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enrollees that submit Independent Medical Review requests to the DHMC receive the service or treatment they requested.

Although none of us may anticipate having to engage in this process, it is good to be prepared, and to protect your health interests. In this regard, you should have a copy of your health plan’s Evidence of Coverage, which can be requested from your employer or health plan. You should also keep lists of your appointments, proof of all payments, all correspondence with your health care plan (including the legal inserts), as well as notes of when you made calls to your health plan. To find out more about the DMHC, see <http://www.dmhc.ca.gov/>.

## Community Involvement

Angela is also very active in the legal community and the community at large. In the community, Angela’s work to protect women and children spans multiple organizations and projects. She has served on the board and advisory

board of My Sister’s House since 2006, volunteers in its legal clinic assisting victims of domestic violence, and assists in its outreach efforts to victims of human trafficking. Angela serves as committee member of Operation Protect Defend, a bench-bar group that works with local high schools to engage students from underserved areas in discussions around constitutional issues. Angela has also served on the advisory committee of C.K. McClatchy Law and Public Policy Academy Program since its inception in 2011.

*Rebecca is a litigation paralegal at Stoel Rives LLP.*

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## Birthdays

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

Coty Lutz	September 4
Kate Moore	September 7
Dawn Willis	September 11
Michelle Griswold	September 16
Dawn R. Forgeur, CCLS	September 17
Lynne Prescott, CCLS	September 24
Lacy Monserrat, CCLS	September 25
Corene Rodder	September 28



## August General Dinner Meeting

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*Linda Bianchi and  
Paula Lockard, CCLS*



*Kimberly Bogie and Brenda Bracy*



*Liz Gideon, CCLS and Jan Ainsworth*



*Teri McClory, CCLS and Mamie Chyinski*



*Elizabeth Madden, CCLS and  
Heather Rodriguez, CCLS*

# SLSA's Reno Bus Trip - 2015



## SILVER LEGACY

RESORT · CASINO · RENO

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

**While in Reno, Enjoy: The Eldorado Great Italian Festival**

#### Includes:

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

#### Onboard:

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

#### Departures & Drop-Offs:

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

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

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

**RSVP BY SEPTEMBER 15, 2015**

(no refunds after this date)

**Please mail in the form below.**

#### Questions?

Dawn Willis : [dwillis@doweybrand.com](mailto:dwillis@doweybrand.com)

Mary Taylor : [mtaylor@downeybrand.com](mailto:mtaylor@downeybrand.com)

### Checks Payable to: SLSA

Mail form & payment to:

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

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

Number of Tickets Requested: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Pickup Location:  Arden Fair Mall or  Citrus Heights

# CCLS Quiz (Answers on Page 35)

## Submitted by Liz Gideon, CCLS

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CCLS Chair,  
Liz Gideon, CCLS

### Law Office Procedures: True or False:

1. The three sizes of stationary most commonly used are letter, standard and executive.  
 True  
 False
2. A letter is considered “long” if it is over 23 lines of text.  
 True  
 False
3. When including items in a letter, the word “enclosure” should be typed at the left margin, below the signature line.  
 True  
 False
4. When preparing a memo on plain paper, leave a top margin of about 3 inches.  
 True  
 False
5. Always try to fit an e-mail address on one line. If you must divide, break before the @ symbol or before a dot.  
 True  
 False
6. An e-mail consists of two parts: the “top-level domain” and the “zone.”  
 True  
 False
7. The U.S. Postal Service prefers the use of all upper case letters in all lines of the address on an envelope.  
 True  
 False
8. In a signature block, a person who wants to be addressed by an academic or military title should place the title after the name or on the next line, not before it.  
 True  
 False
9. “Mousetrapping” means blocking someone’s exit from a website.  
 True  
 False
10. When notes appear at the end of a page they are referred to as “endnotes.”  
 True  
 False

# FAIRYTALE TOWN'S 29<sup>TH</sup> ANNUAL SAFE & SUPER HALLOWEEN: PIRATES

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

**October 23 – 25 from 5 – 9 p.m.**

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

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

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

**Donations Needed** – Candy, candy and more Candy

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

**Please contact Alex Cain to schedule a pickup**

Please contact:

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

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



# Legal Procedures Submitted by Corene Rodder

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Legal Procedures Chair  
Corene Rodder

[Supreme Court of California](#)

350 McAllister Street, San Francisco, CA 94102-4797

**NEWS RELEASE**

Contact: [Cathal Conneely](#), 415-865-7740

**FOR IMMEDIATE RELEASE**

August 26, 2015

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## Supreme Court Amends the Code of Judicial Ethics

*Revisions include substantive changes relating to campaign contributions, accepting gifts, and judicial candidates*

SAN FRANCISCO—The Supreme Court of California today announced that the justices unanimously adopted amendments and other revisions to the [California Code of Judicial Ethics](#) based on the recommendations of the court’s Advisory Committee on the Code of Judicial Ethics.

The advisory committee, chaired by Associate Justice Richard D. Frybel, Court of Appeal, Fourth Appellate District, Division Three, made the recommendations to the court following a two-month public comment period earlier this year. The court approved substantive updates to the canons under the following three topic areas:

**Disclosure of campaign contributions.** The advisory committee commentary following canon 3E(2) has been amended to clarify that a judge may satisfy the disclosure requirement regarding campaign contributions by stating the disclosure orally on the record in open court if all the parties and lawyers are present in court. If not, the judge may disclose the contributions in a written minute order or in the official court minutes and notify the parties and the lawyers of the written disclosure.

**Scholarships/fellowships and rewards/prizes.** Canon 4D(6), which prohibits judges from accepting gifts from anyone (with enumerated exceptions), has been amended to move exceptions for acceptance of scholarships/fellowships and rewards/prizes to a new canon 4D(7). The court also added new advisory committee commentary explaining that the provisions regarding scholarships/fellowships and rewards/prizes were moved because they are not considered “gifts” as that term is defined in the code and a judge may accept them.

**Mandatory ethics education for judicial candidates.** Canon 5B(3), which requires judicial candidates to complete a judicial campaign ethics course, has been amended to extend to the



# Legal Procedures (continued from page 16)

## Submitted by Corene Rodder

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possibility of a judge's name appearing on the ballot as a result of a petition under Elections Code section 8203. The amendment requires a judge to complete the course within 60 days of the date the judge receives notice of the petition indicating that a write-in campaign will be conducted for the judge's office. The advisory committee commentary was amended to reflect this method of placing a judge's name on the ballot. The court also amended canon 5B(3) to make it applicable to (1) justices who solicit or receive campaign contributions, and (2) any judge who forms a campaign committee or solicits or receives campaign contributions, even if the judge ultimately does not appear on the ballot.

The amendments also clarify and improve the code relating to the following topics: disclosure of ex parte communications; use of "nonpublic information," as defined; disciplinary responsibilities; gifts from parties; and includes some non-substantive formatting changes.

The core tenets underlying the Code of Judicial Ethics are to promote public trust and confidence in the judiciary, to ensure the integrity and impartiality of the judiciary, and to provide useful guidance to California's judicial officers and candidates for judicial office as they serve on the bench or stand for election.

###

*The Supreme Court of California is the state's highest court and its decisions are binding on all other California state courts. The court's primary role is to decide matters of statewide importance and to maintain uniformity in the law throughout California by reviewing matters from the six districts of the California Courts of Appeal and the fifty-eight county superior courts (the trial courts). Among its other duties, the court also decides all capital appeals and related matters and reviews both attorney and judicial disciplinary matters.*





**NEWS RELEASE**  
**CALIFORNIA SECRETARY OF STATE ALEX PADILLA**

AP15:057

**FOR IMMEDIATE RELEASE**

**August 27, 2015**

**CONTACT: Sam Mahood**

**(916) 653-6575**

**New Motor Voter Act Heads to State Senate Floor**

**SACRAMENTO** – Legislation sponsored by California Secretary of State Alex Padilla to modernize California’s motor voter registration system was approved by the State Senate Appropriations Committee today. AB 1461 is jointly authored by Assemblymembers Lorena Gonzalez (D-San Diego), Luis Alejo (D-Salinas), and Kevin McCarty (D-Sacramento).

The California New Motor Voter Act, AB 1461, would register every eligible citizen who goes to a Department of Motor Vehicles (DMV) office to get a driver’s license or renew one, potentially adding millions of new registered voters to California’s voter rolls. The proposed law will next be heard by the full State Senate.

“We can use technology to modernize the voter registration process and empower more Californians to vote,” Secretary Padilla said. “As Secretary of State, I have a responsibility to remove barriers to voting. AB 1461 would provide an opportunity to help millions of Californians participate in our elections. The New Motor Act would be a significant step in addressing the record low voter turnout we saw during the 2014 General Election.”

Californians who are identified as eligible voters when visiting the DMV would have their information sent to the Secretary of State’s office for automatic voter registration. Voters who are registered under the New Motor Voter Act would receive a postcard allowing them to select a party preference or opt-out of registration.

Voters would retain their right to opt out or cancel their voter registration at any time. The proposed law would continue to protect those covered by existing confidentiality policies, such as victims of domestic violence, sexual assault, and stalking.

Registration has been a barrier to voting for millions of Californians. Approximately 6.6 million California citizens are eligible but not registered to vote. On Election Day last year more than 40,000 people logged on to the Secretary of State website trying to register to vote. Unfortunately it was too late.

[A recent report by the UC Davis Center for Regional Change](#) found that only 62.8% of Latino and 50.7% of Asian-American California citizens were registered to vote.

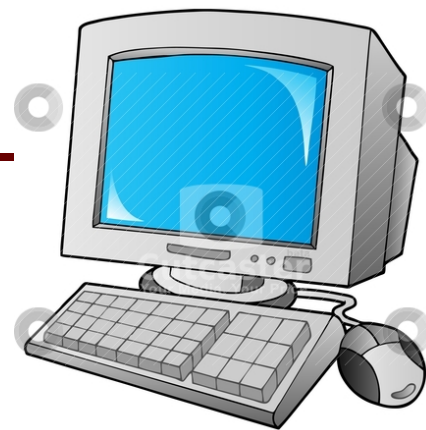
Millions of Americans have been prevented from participating in elections because they are not registered to vote. A recent study using Google search data estimated that 3 million to 4 million Americans wanted to participate in the 2012 general election, but unfortunately could not vote because it was too late to register.

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# Technology Tips of the Month

## Submitted by Dawn R. Forgeur, CCLS

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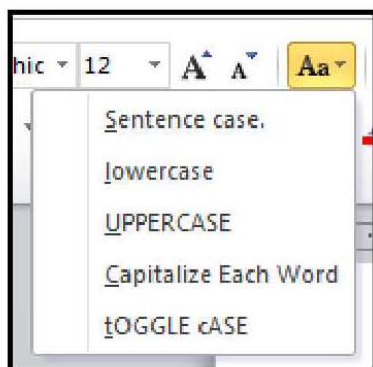


### Change Case in Word 2010

HAVE YOU EVER TYPED AN ENTIRE SENTENCE AND ACCIDENTALLY LEFT THE CAPS LOCK KEY TURNED ON? Maybe You Need A Heading To Be Initial Capped? oR THE CASE IS REVERSED FOR ONE OF YOUR SENTENCES? You can change the case of selected text in a document by clicking a single button called **Change Case** on the ribbon.

Select the text for which you want to change the case.

On the **Home** tab, in the **Font** group, click **Change Case**. Choose an option from the dropdown list, which includes Sentence case, lowercase, UPPERCASE, Capitalize Each Word, and tOGGLE cASE.



Sentence Case - Word will insert capital letters for the first word in a sentence in the way that you would normally if you were writing the sentence properly.

lowercase - Changes all the letters to lowercase.

UPPERCASE - Changes all the letter to uppercase.

Capitalize Each Word - Capitalizes Each Word In The Selected Text.

Toggle Case - The case is reversed for each letter in the sentence; tHE aDVENTURES OF hUCKLEBERRY fINN will convert to: The Adventures of Huckleberry Finn.

To undo the case change, press **CTRL+Z**.

Keyboard shortcut: press **SHIFT+F3** until the style you want—Capitalize Each Word, UPPERCASE, or lowercase—is selected.

This applies to: Word 2013, Word 2010, Word Starter, PowerPoint 2013

## Governor's Report Submitted by Jan Ainsworth



Governor,  
Jan Ainsworth

Hello members and a special shout out to the SLSA Chairmen who timely submitted their Directive responses to their LSI counterparts. This keeps the LSI wheels turning to benefit all.

Now let's talk about conference. LSI's First Quarterly Conference in Stockton – A Visit to the Emerald Isle – was a grand success. There was a contingent of SLSA members in attendance. The registration table was full of

freebies when we retrieved our name badges, scrip, and boodle bags. SLSA donated water bottles with an Irish saying to go along with the Irish theme of conference. Fourteen members attended conference and sixteen seminars were attended by those members. Thank you all for taking time away from your families to be with us. Your volunteer-ship is noted and appreciated.

The morning session of the Board of Governors meeting convened on Saturday at 9:00 a.m. Roll call noted 27 governors were present and we had a quorum. The Minutes of the Pre-Annual and Post-Annual Board of Governor Meeting Minutes were distributed at the Executive Committee meeting on Friday, and approved as mailed. Profit realized from May Annual 2015 Conference is \$16,731.42. There was no correspondence received this quarter. February 2016 conference scrip ticket was approved. Conference scheduled February 26-28, 2016 at Tenaya Lodge, Fish Camp, hosted by Merced County LPA. February 2017 conference bid from Southern Butte County LPA was accepted and to be held in Chico, California.

Total LSI membership: 1,175 including 20 MALs (Members At Large). US Legal has made a very generous promotional offer. If you use US Legal for eight (8) record retrieval jobs, US Legal will pay your annual membership dues which include LSI per capita. That's a great deal folks.

J. Mark Myles, Esq. was our welcome speaker. Mr. Myles complimented us on our professionalism. He explained that the motto of his USAF 3706 Squadron was "Professionalism." He said to have professionalism you must be competent, courteous, cooperative, possess integrity as well as accountability. Mr. Myles said that professionalism has everything to do with attitude; yet it is different from competence. He told us that professionalism is a call to action – it drives you to be competent. As you

would imagine, Mr. Myles was very well received and his complimentary words were most appreciated.

We took a break at 10:30 a.m. We visited the vendors. I scored some great new clothes, dropped business cards hoping to win a vendor prize, purchased raffle tickets from Stockton-San Joaquin County LPA hoping to win a prize from one of their four tables of loot, and then headed out to our scheduled Legal Specialization Section seminars. Thereafter, we all went to lunch. I attended the Governor's luncheon. President, Crystal Rivera attended the President's luncheon, and various other SLSA members attended the Open luncheon. At the Governor's luncheon the LSI blog was discussed and LSI's Social Media Chair, Rod Cardinale, Jr. made a short presentation on how to access and use the LinkedIn Forums. There have been 221 "likes" on the LSI Facebook page. Please do your part and "like" the page. Check the LSI website for social events as well as education events. Did you know that LSI has had four million hits on Google?! I didn't. The exposure is wonderful. The word needs to continue to get out. I encourage you to talk to your peers about LSI/SLSA and their benefits at staff meetings, lunches, and breaks. Attend lunch lessons, seminars, webinars, monthly meetings, and conferences.

The afternoon session of the Board of Governors meeting reconvened at 2:00 p.m. As before, 27 governors were present and there was a quorum.

At both the morning and afternoon sessions both officers and chairmen gave their reports. Here are some of the highlights. LSI membership is lower this year versus last year; and yet, LSI was pleased to announce that 30 people have signed up for the CCLS exam in October which was found to be very encouraging. The CCLS class is now in session and closed to new students. Good news regarding CCLS recertification. Original certifications are no longer required. This received shouts of joy from the gallery. Online Beginning Legal Secretaries class and a Discovery classes are coming the fall of 2015. I suggest that you check the LSI website for upcoming events and updates. Legal Specialization Sections Coordinator, Dawn R. Forgeur, CCLS announced that LSS has had 92 renewals just since August 1. Dawn attributes the success to the quick and easy Pay-Pal function for workshops and LSS dues.

Two mentors have been added to the Advertising Committee Chair to aid local associations. Seven web vendors and 11 print vendors have joined LSI's website. The LSI Ways & Means credit card flash drive project is not renewing next year. Only 22 remain for sale. They are 8 gb and the cost is \$18.

In Parliamentarian news re Nominations and Elections, there will be a bylaw change coming and a motion to revoke Redding LPA. It seems that Redding has not submitted its per capita for some time; only two members remained, and now there is

## Governor's Report (continued from page 20) Submitted by Jan Ainsworth

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only one. Sad to see this happen. SLSA is fortunate to have the membership that it does – 150+ strong!

Royalties received this quarter for the LPH and the LOPM total \$17,974.60.

The President's Announcement: The winners of the five scrip tickets for LSI's Second Quarterly Conference in November are: Beverly Hills/Century City LPA, Imperial County LPA, Long Beach LPA, San Fernando Valley LPA, and Stanislaus County LPA.

Thereafter we adjourned until the November 2015 Board of Governors Meeting to be held November 14-15, 2015 at the Riverside Marriott, Riverside, California. Host Association: Riverside LPA. Theme: Super Heroes. Come as your favorite super hero. There is a Farmer's Market on Friday night, a Starbucks close by, and free shuttle service from the airport.

### Chapter Achievement Chat

News from conference: (1) a new category has been added to Chapter Achievement. If a local association member

accepts an appointment to serve LSI as an appointed officer or chairman that association will earn 100 points; and (2) entries in the category of Advertising has been changed to one per fiscal year.

Speaking of CAPS – with August conference and seminar attendance, SLSA members earned 1400 points. CAPS earned to date: 6425 points. If you haven't already submitted your CAPS form to me re conference – please do so – ah hem – and you know who you are.

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

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



*Heather Rodriguez, CCLS, Deseree Aguillen, and Jan Ainsworth*

## LSI Quarterly Conference—August 2015: Probate Seminar Submitted by Launa Atkinson, CCLS

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I attended LSI's 1st Quarterly Conference held in Stockton, California. I carpooled down with another member, Elizabeth Madden, CCLS, on Saturday morning and we attended two educational seminars, and the Open Lunch. The Open Lunch was a small affair, but largely attended by Sacramento members.

One of the Legal Specialization Section seminars that I attended was in Probate/Estate Planning, entitled Estate Planning 101, presented by Leslie Kalim McHugh, Esq. of Berliner Cohen, LLP. She spoke about the importance of estate planning, and how it provides for a method to distribute assets pursuant to your wishes, and your specific concerns regarding who gets what and when they get it. She also covered the core estate planning documents, i.e., Will, Revocable Living Trust, Durable Power of Attorney, Advance Health Care Directives, and beneficiary designations. Important fact to note is making sure your beneficiary designations are up to date on bank accounts and insurance policies, etc. Does it match the distribution provisions in the will and/or trust? Otherwise, the funds go to who is listed as the beneficiary. As an example, this could be an ex-spouse you may have neglected to update as a

beneficiary on an account. Ms. McHugh was a very knowledgeable and engaging speaker, and answered many questions from the attendees.

All in all, it was an enjoyable day. Vendors were good, and there were plenty of opportunity prizes to be had, and it was nice to get to know some fellow SLSA members. If you have not attended Conference, consider it.

*Launa recently discovered and loves open water swimming.*



## LSI Quarterly Conference—August 2015: LSI Banquet Submitted by Deseree Aguilien

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A great time was had by all at the LSI Banquet last Saturday. The event was centered on an Irish theme, earning the name "A Visit to The Emerald Isle". First, we were treated to the Celtic music of The Mighty Murphys, I was not familiar with Celtic music and I was really surprised at how much I enjoyed the songs as well as the authentic presentation. The great food we were served during the performance complimented the music really well.

Afterwards, we were treated to LSI Honorary Member Don Lee, who told a bunch of risqué and funny Irish jokes. All in all it was a great evening.

*My name is Deseree Aguilien and I don't believe in dinosaurs.*



## LSI Quarterly Conference—August 2015: eDiscovery Seminar Submitted by Michelle Chavez, CCLS

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While at the August Quarterly Conference in Stockton, I attended the eDiscovery seminar on ESI or electronically stored information. I found out that there will be amendments to the Federal Rules of Civil Procedure Rules 16, 26, 33, 34, 37 and 45. The proposed amendments to take effect December 1, 2015, are intended to further assist Rule 1 mandate of securing "the just, speedy, and inexpensive determination of every action and proceeding" by reducing the costs and delays of civil litigation and increasing access to the courts.

I had no idea before taking the class, how much data there could be. Did you know there was such a thing as "Zettabyte"? How big is a Zettabyte? It is approximately one trillion gigabytes. This was just mind blowing information to take in.

It was good to be reminded about the importance of a "Litigation Hold," and how it is critical to the preservation of responsive documents. If you don't know or remember what a Litigation Hold is, then opportunities to take the classes like this comes every couple of months.

Some of the 2015 Trends for eDiscovery are that courts will come down heavily on attorneys who don't understand their clients' technology and who fail to locate or produce responsive ESI in a reasonable time. New sources of data such as wearable technology will become part of the discovery narrative. Discovery will have to become quicker and more limited in scope.

If you want to see this class given again, or another topic, please let Dawn Forgeur know at [lss@lsi.org](mailto:lss@lsi.org). I hope everyone has a chance to go to a LSI Conference and experience the great education and fun.

*I am recently a first time home owner in July, and have two new kittens, Katja (KAHT-ya) and little Oliver "Ollie" and I love the SLSA Reno bus trips. Looking forward to going on the one next month!*

## LSI Quarterly Conference—August 2015: Open Luncheon Submitted by Elizabeth Madden, CCLS

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At the LSI Quarterly Conference in Stockton the weekend of August 21-23, 2015, Sacramento was well represented, especially at the Open Luncheon. There were 21 people in attendance, and more than half (12) were from Sacramento LSA. Two of those were brand new members! The lunch was delish, with a warm chicken sandwich, for the meat lovers, and a yummy looking asparagus wrap for the non-meat lovers. We also had a pasta salad and a mixed berry with custard dessert.

The tables were decorated in an Irish pub theme. The centerpieces were three beer mugs filled with butterscotch rounds and topped with marshmallows to resemble a mug of beer. Very clever! Also on the tables were bowls of pretzels and peanuts to snack on.

In order to win a centerpiece of the three mugs, one had to state the name of an authentic Irish beer. In order not to Google it on one's cell phone, we were instructed to place our hands, palms down, on the table. Both centerpieces were won by Sacramento members!

There was no formal agenda, so we were given the go ahead to talk about anything. A late comer, Cliff, sat at

our table. He was the guy selling raffle tickets to win a package of wine and cheese from the county he represented. He was nicknamed the "cheese guy." Needless to say, he ran out of tickets. We had to hunt him down later to get in the raffle!

We all talked about wine and beer, and something about a pickle juice chaser, which got us reminiscing about home canned bread & butter pickles. (Oh, to have the time to do such things.) It was a pleasant, relaxing lunch, and very much needed.

For those of you who weren't able to attend, you missed out on a lot of fun. Next time a conference is close to Sacramento, come talk with me about the experience. There are a few of us who just attend on Saturday. Not only do we have an enjoyable time at conference, but we carpool, so we have fun there and back, as well.



**CHAPTER ACHIEVEMENT REPORTING FORM 2015-2016**

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. This covers activities from April 1, 2015, through March 31, 2016.

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

**Date of Event**

**Event**

- \_\_\_\_\_ I submitted an article to *The Legal Secretary* magazine. (50 points)
- \_\_\_\_\_ I attended an LSI Quarterly or Annual Conference. (50 points)
- \_\_\_\_\_ I attended an Officer/Chairman Workshop at the Annual Conference.  
How many? \_\_\_\_\_ (25 points)
- \_\_\_\_\_ I rented a car through Hertz with the LSI discount. (200 points)
- \_\_\_\_\_ I took the CCLS exam - Test Date: \_\_\_\_\_. (100 points)
- \_\_\_\_\_ I passed the CCLS exam - Test Date: \_\_\_\_\_. (200 points)
- \_\_\_\_\_ I recertified as a CCLS during the 2015-2016 fiscal year. (50 points)
- \_\_\_\_\_ I attended another association's monthly meeting, installation, or other function. (50 points)
- \_\_\_\_\_ I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points)
- \_\_\_\_\_ I attended an educational workshop or seminar sponsored by a Forum, CEB, or The Rutter Group. (25 points)
- \_\_\_\_\_ I attended an educational workshop or seminar via webinar. (50 points)
- \_\_\_\_\_ I am a member of at least one Legal Specialization Section. (50 points)
- \_\_\_\_\_ I am a member of all six Legal Specialization Sections as of March 31, 2016. (100 points)
- \_\_\_\_\_ I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? \_\_\_\_\_. (50 points per seminar)
- \_\_\_\_\_ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- \_\_\_\_\_ I purchased the *Legal Professional's Handbook* (LPH). (200 points)
- \_\_\_\_\_ I purchased the *Law Office Procedures Manual* (LOPM). (200 points)
- \_\_\_\_\_ I purchased updates to the LPH. (100 points)
- \_\_\_\_\_ I purchased updates to the LOPM. (100 points)

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

Sacramento LSA  
Attn: Jan Ainsworth, Governor  
Murphy Austin, 555 Capitol Mall, Suite 850, Sacramento, CA 95814 [governor@slsa.org](mailto:governor@slsa.org)



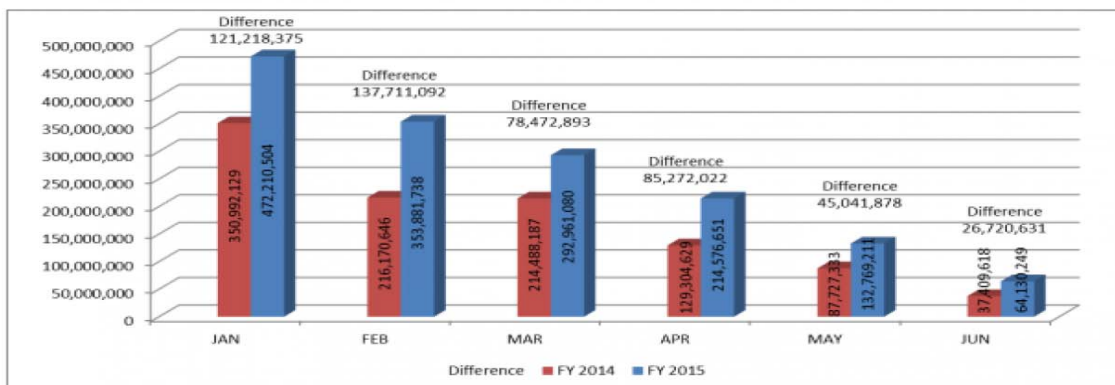
# Snail Mail—It’s Not Just Your Imagination

## Submitted by Lynne Prescott, CCLS

Have you noticed that it seems to be taking longer for your mail to get to where it’s going? Several of us in my office have scratched our heads over the fact that it has taken as much as seven days for a letter with first-class postage to go from 9<sup>th</sup> & J Streets in Sacramento to recipients on S Street in the same city. We’ve also experienced delays in mail service at other times over the last several months and wondered at the cause. What we thought was perhaps a fluke, has been confirmed in an article that recently appeared in The Washington Post.

Lisa Rein, a journalist with The Washington Post, says it’s not just your imagination. In her August 30, 2015 article entitled “Post Office Can’t Even Meet Its Own Lower Standards As Late Mail Soars,” she reported that the number of letters arriving late has jumped by almost 50 percent since the start of the year. According to Ms. Rein’s research, mail that’s supposed to take two days to arrive took longer — anywhere from 6 to 15 percent of the time during the first six months of 2015, investigators found - a decline in service of almost 7 percent from the same period last year. Letters that should take three to five days took longer, anywhere from 18 to 44 percent of the time, a 38 percent decline in performance over the same time last year.

**Figure 1. National Delayed Processing Mail Compared to SPLY**



The blue bar shows pieces of mail that were delayed during the first half of 2015. The red bar shows delayed mail over the same period last year. (USPS Inspector General)

Ms. Rein states that first-class mail has gradually been traveling more slowly since the Postal Service started closing dozens of mail-sorting plants in 2012. But in January, something more drastic happened: To prepare for another round of plant closings, the agency eliminated overnight delivery for local first-class letters that used to arrive the next day. And up to half of mail traveling longer distances was given an extra day to reach its destination.

These longer delivery times became the new normal, or “service standards” in postal parlance. Mail was considered on time if it took four to five days to arrive instead of three. But postal officials have struggled this year to meet even these lower standards. According to Ms. Rein, the Inspector General states that the delays have been compounded by two factors: severe storms last winter and changes to plant operations that started when the new standards took effect. Thousands of postal workers were re-assigned and shifts were changed, resulting in a disorganized, inefficient workplace. From January through June, 494 million pieces of mail did not meet the standard for local or cross-country delivery, a 48 percent jump from the same period last year, investigators found.

### What This Means for Legal Support Professionals:

While the California Code of Civil Procedure allows for adding five days when calculating service times for using regular mail, if the U.S. Postal Service is the option you plan to use for sending/serving documents, you may want to consider increasing the number of days you allow for mailing.

For the complete article originally published by Lisa Rein, go to:

<http://www.washingtonpost.com/blogs/federal-eye/wp/2015/08/26/the-mail-keeps-arriving-late-and-it-isnt-even-meeting-the-postal-services-lower-standards/>

# Interclub Report

## Submitted by Lynne Prescott, CCLS



Interclub  
Lynne Prescott, CCLS

### Oakland A's Baseball with Alameda County LSA

On August 1, 2015, six members of SLSA met at President Crystal Rivera's house and boarded the Big Blue Crystal Bus for the short drive to the coliseum in Oakland for Alameda County LSA's tailgate party and baseball game with the Oakland A's. In addition to SLSA, members from Stanislaus County LPA and San Mateo County LPA attended the event.

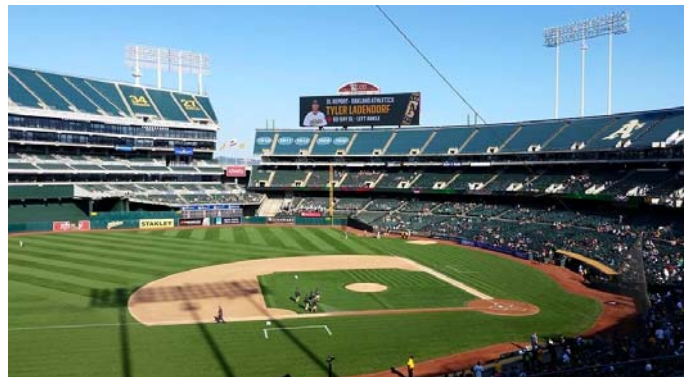
It was easy to spot ACLSA Co-Chair Judy Martinez's camper, who had secured a great spot for the group as headquarters for the tailgate party. Everyone brought sandwiches and a side dish or drinks to share. There were several different salads and desserts, but the most popular by far had to be ACLSA Co-Chair Bryana Schroder's cupcakes -- Ah-maz-ing! We even had fabulous mariachi music from the group that was tailgating next to us!

It was a perfect day for baseball, sunny in the afternoon and just a slight breeze coming off the bay in the evening. The fact that the A's won the game made it even better. We couldn't have asked for a better time -- great people, great weather, great food, and great baseball! Thanks so much to Alameda County LSA for a wonderful event. We have invited them to come up to Sacramento and board the bus for the Reno Bus Trip, so hopefully they will reserve their tickets and join us.

### Upcoming Events for Nearby Associations

There's a lot going on with other associations that are within just an hour or two drive from Sacramento. If you see something that interests you, why not attend? You'll have a great time, meet some great folks, AND you'll make Governor Jan Ainsworth happy by reporting the chapter achievement points for attending another association's event!

(\* Indicates SLSA members are planning to attend, so if you want to jump on board, please let me know!)



# Interclub Report (continued from page 26) Submitted by Lynne Prescott, CCLS

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## Saturday, September 26, 2015

**Association:** Placer County Legal Professionals Association\*  
**Event:** Hike and Picnic Lunch at Hidden Falls Regional Park (see flyer in this bulletin)  
**Time:** 9:00AM - 1:00PM

## Saturday, September 26, 2015

**Association:** Bay Area Legal Forum  
**Event:** BALF's Fall Seminar-Annual Seminar (see flyer in this bulletin)  
**Time:** 8:30AM-4:30PM

## Saturday, October 17, 2015

**Association:** Placer County Legal Professionals Association\*  
**Event:** Fall Luncheon and Bunco (see flyer in this bulletin)  
**Time:** 12:00PM - 4:00PM

## Saturday, October 24, 2015

**Association:** Santa Clara County Legal Professionals Association\*  
**Event:** 75th Anniversary Celebration (see flyer in this bulletin)  
**Time:** 6:00PM – 10:00PM

## Sunday, October 25, 2015

**Association:** San Mateo County Legal Secretaries Association\*  
**Event:** Mary L. King Day at the Races (see flyer in this bulletin)  
**Time:** 11:00AM





PLACER COUNTY LEGAL PROFESSIONALS ASSOCIATION  
PRESENTS

# FALL LUNCHEON AND BUNCO

SATURDAY, OCTOBER 17, 2015

12:00 – 4:00 P.M.

SALAD AND BAKED POTATO BAR

AUBURN SENIOR CENTER

***ZNEW LOCATION***  
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\$20 PER PERSON ADVANCE PURCHASE  
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PLEASE JOIN PLACER COUNTY LEGAL  
PROFESSIONALS ASSOCIATION

FOR HIKE AND PICNIC LUNCH

SATURDAY, SEPTEMBER 26, 2015  
9:00 A.M. – 1:00 P.M.



HIDDEN FALLS REGIONAL PARK  
7587 Mears Place  
Auburn, CA 95603

(hike is approximately three miles and is easy/moderate)

**\$10.00 per person** – all ages welcome (includes water bottle, snack and picnic lunch)

\*\*\*Wear comfortable shoes and bring a chair to sit on for lunch\*\*\*

*For questions about this event, please contact Christie Ensley at [censley@cotalawfirm.com](mailto:censley@cotalawfirm.com)*

\*\*Please send your payment in advance of the event to:

Christie Ensley, c/o Cota Cole LLP, 2261 Lava Ridge Court, Roseville, CA 95661

**Make checks payable to: PCLPA**

-----  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
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**REERVATION AND PAYMENT DUE NO LATER THAN  
SEPTEMBER 23, 2015**

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SAVE THE DATE!



SAVE THE DATE!

# BAY AREA LEGAL FORUM

A 501(c)(3) NON-PROFIT CORPORATION

*Presents Its*

## FALL 2015 SEMI-ANNUAL SEMINAR

**Saturday, September 26, 2015**

Doubletree by Hilton Pleasanton at the Club  
7050 Johnson Drive, Pleasanton, CA 94588

**8:30 a.m. – 11:45 a.m.**

### MARSHALING, LIQUIDATING AND DISTRIBUTING ASSETS IN ADMINISTRATION MATTERS (PROBATE, TRUSTS & CONSERVATORSHIPS)

Speaker: Jennifer Thaete, Law Offices of Jennifer Thaete, Livermore, CA

### CIVIL SUBPOENA LAWS FOR CALIFORNIA & U.S. DISTRICT COURTS

Speaker: Jim Ayer, Titan Legal Services, Inc., Torrance, CA

**8:30 a.m. – 12:45 p.m.**

### ETHICS FOR EVERYONE – THE BASICS AND BEYOND

Speaker: Diane Mecca, Abrams College, Modesto, CA

**1:15 p.m. – 4:30 p.m.**

### ESTATE & TRUST LITIGATION

Speaker: David Brilliant, Esq., Brilliant Law Firm, Walnut Creek, CA

### FAMILY LAW JUDGMENTS

Speaker: Matthew J. Gonsalves, Esq., Law Offices of Matthew J. Gonsalves, San Leandro, CA

The Bay Area Legal Forum has been approved as a provider of MCLE credit by the State Bar of California. The Forum certifies that the designated activities conform to the approved standards for education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

Registration information at [www.bayarealegalforum.org](http://www.bayarealegalforum.org)



Mary L. King, CCLS  
10/1/36 – 4/12/12

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

**Golden Gate Fields**

Gates open at 11 a.m.

Cost: \$40 per person

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

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

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

Bonnie Stensler, PLS, CCLS

Inter-Association Chairman San Mateo County LSA

[bjstensler@comcast.net](mailto:bjstensler@comcast.net) or call: 415-613-9873

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

# Employment Report

## Submitted by Jaymie Moralez

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Employment Chair,  
Jaymie Moralez

This free benefit offered by SLSA provides the legal community with a place to post job openings for all categories of job positions.

SLSA assists in every possible manner to procure employment for members of this association and cooperates with attorneys in filling positions in law offices, but in no event does this association act as an employment agency.

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

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

**Senior Corporate Paralegal for Small In-House Legal Department (Roseville, CA).** Our client, a fast-growing real estate acquisition and development company, is recruiting for a full-time Senior Corporate Paralegal. The successful candidate will work directly for the General Counsel/Corporate Secretary and will have significant interaction with the company's senior management and Board of Directors. The company owns and manages commercial facilities in several states and is aggressively acquiring additional properties. *Key Responsibilities:* Support General Counsel and executive team in investor relationship management activities. Respond to Board of Directors and investor data requests. Assist with preparation of quarterly and annual meeting materials and quarterly investor updates. Maintain board, shareholder and committee records, minute books, corporate seals, etc. Assist with issuance of equity certificates and shareholder records. Prepare entity formation documents. Assist in the diligence and closing of commercial real estate and lending transactions. Founded in 2011, our storage company is an owner, acquirer and operator of premier self-storage facilities committed to be the best self-storage option for customers, the best employer and neighbor in the communities it serves while laser focused on creating value for investors. Our holdings are national in scope and with recent funding, we continue to grow! We offer best-in-class storage solutions with high-quality customer service, engaged and knowledgeable employees, convenient locations, operating with impeccable housekeeping standards, as well as a full suite of customer focused amenities including climate-controlled units, drive-in access, and value-added services such as fully furnished office spaces and meeting rooms. For more information and to apply, please visit: [https://hiring.accolo.com/jobs/Roseville/California/Senior\\_Paralegal/376201120/job.htm](https://hiring.accolo.com/jobs/Roseville/California/Senior_Paralegal/376201120/job.htm).

**Administrative Assistant (San Diego, CA).** Esquire Deposition Solutions is hiring an Administrative Assistant for their San Diego office. For full position description and how to apply, please visit their website: <http://www.esquireolutions.com/About-Us/careers.aspx>.

**Temporary Legal Secretary.** A small personal injury office is seeking a full-time temporary experienced (2 years minimum) litigation secretary for a fast-paced office. You must have previous experience with calendaring, scheduling depositions, hearings, and witnesses for trial. Must have knowledge of California court rules. The position begins on October 1, 2015 and ends approximately mid-February, or until the secretary returns from maternity leave. *Duties:* Managing a calendar for two attorneys, drafting correspondence, pleadings, case management statements, proofreading and editing documents. *Skills:* MS Word or Word Perfect, Outlook, Essential Forms, California state and local rules, court filing procedures, strong spelling and grammar skills. We are seeking a team player who can work independently. Please submit your cover letter and resume to: [tmc@michaelloewen.com](mailto:tmc@michaelloewen.com).

**Legal Secretary/Receptionist.** Full time opening with an established law firm located in Sacramento (midtown) for an individual with 3-5 years of recent legal experience. Responsible for ensuring efficient daily administrative operations and effective secretarial support. Answering phones, copying, scanning, faxing and emailing. Transcribe dictation, typing legal forms, proofreading and finalizing correspondence. Calendaring appointments and scheduling meetings. Maintain and update client files, including managing off-site closed files. Proven ability with MS Office applications. Competitive salary, benefits and paid parking provided. Please provide resume via email to: [hburcaw@thatchlaw.com](mailto:hburcaw@thatchlaw.com).



## Employment Report (continued from page 32)

### Submitted by Jaymie Moralez

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

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

**Legal Secretary-Direct Hire.** A sharp and experienced Legal Secretary is needed to join a well reputable law firm here in the heart of Sacramento. The Legal Secretary will be supporting multiple attorneys in a busy fast-paced environment. Candidates must have experience in a litigation setting and advanced MS Office skills. This is a direct hire position with an employer that offers a generous benefits package and a great company culture. *Responsibilities:* preparing litigation documents; heavy case and attorney management; summarizing and organizing depositions; records and testimony; drafting pleadings, memorandum and correspondence; prepares legal documents (pleadings, motions, briefs), related reports and correspondence, as directed from dictated, typed, handwritten, or oral instructions, in accordance with established guidelines; managing attorney calendar; interacting with government and court personnel; organizing and maintaining files; working consistently and effectively in a team environment; assists other in-house attorneys with special projects as needed; and other duties as assigned. *Requirements:* At least 5 years of litigation support experience working in a small to medium law firm; traditional labor experience preferred; employment law experience preferred; Prolaw, MacPac, and Worldox experience is a plus; excellent typing and proofreading skills, 60+ WPM typing, transcription skills; ability to manage and complete projects under tight litigation deadlines; must be comfortable interacting with high-profile clients; timekeeping, billing, and docketing experience; excellent organizational skills, superior grammar, punctuation and proofreading skills; excellent working knowledge of Microsoft Office, including Word, Outlook, Excel, and PowerPoint. SALARY: \$60,000-\$70,000/annually. Recruiter Contact Preet Kuar: (P) 916-925-2300 (E) [Preet@pacificstaffing.com](mailto:Preet@pacificstaffing.com).

**Litigation Legal Secretary.** The Sacramento office of Greenberg Traurig, LLP currently seeks a Legal Secretary for our Litigation Department. Preferred qualified candidates will possess well-developed administrative and organizational skills, as well as a high level of initiative, excellent judgment and pride in their work. *Position Summary:* The Litigation Secretary will provide a wide range of administrative, clerical and document processing services to support the practice of attorneys and paralegals. Candidate should be flexible to work overtime as needed. *Skills & Competencies:* The ideal candidate will have a solid understanding of litigation procedures, the ability to comprehend a variety of legal court documents from case inception through discovery, various law and motion practice, and trial. This candidate must possess a strong work ethic, have the highest integrity, communication skills, and the ability to collaborate well with others. *Duties & Responsibilities:* This role provides support that will ensure consistent and timely administration of legal and other specific litigation documentation as requested, and a variety of legal and secretarial duties that include the following: Maintain legal files (both paper & electronic), organize and file documents in designated order; prepare, type, enter, proofread and process legal and administrative correspondence; file pleadings with the state and federal courts (ECF) and serve documents as required; process time entry, make travel arrangements, process reimbursement expenses, maintain calendar, and other administrative duties, as needed by the department; communicate with clients, opposing counsel, courts, and liaisons; adhere to legal document standards to ensure proper format and completeness for court acceptance; update case information, scan documents, and conduct research; manage document deliveries and track final executed documenta-

## Employment Report (continued from page 33) Submitted by Jaymie Moralez

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tion. *Qualifications & Prior Experience:* This position requires computer proficiency in Microsoft Office Suite applications including Word, PowerPoint, and Outlook. Preferred candidates will have a minimum of eight (8) years of legal secretary experience with a law firm, and a strong ability to maintain high standards, while seeking out ways to contribute and anticipate needs. Please visit [www.gtlaw.com](http://www.gtlaw.com) to apply. Greenberg Traurig is an Equal Opportunity Employer. We value the diversity of our people.

**Operations Coordinator (Sacramento Location).** Esquire Deposition Solutions is hiring an Operations Coordinator for their Sacramento location. For full position description and how to apply, please visit their website: <http://www.esquiresolutions.com/About-Us/careers.aspx>.

**Part-Time Legal Assistant (Sacramento).** Law firm seeking a part-time legal assistant with experience in Estate Planning. We are looking for an extremely detail-oriented person to assist attorneys with legal tasks. You must be organized, efficient, and possess scrupulous attention to detail. The ideal candidate will have excellent writing and grammar skills, and must be competent to proofread the work of others. *Required Qualifications:* At least 2 years experience; strong written and oral communication skills; transcribe dictation, proofreading and finalizing correspondence; court filing and Secretary of State filings; copying, scanning, faxing and e-mailing; proficiency in Microsoft Office; creating new files and filing. If you believe that you meet all of these qualifications, please submit your resume along with a cover letter which provides specific examples of relevant experience that demonstrates your qualifications for this position. You may send your cover letter and resume along with your hourly rate to: [jfreeman@gfsacto.com](mailto:jfreeman@gfsacto.com). PLEASE NO PHONE CALLS. Compensation commensurate with experience and is negotiable.

**Legal Secretary/Paralegal (Folsom).** Looking for an experienced legal secretary/paralegal, part-time (approx. 30 hours/week) for a sole practitioner family law attorney. Must be proficient in Word Perfect, Quicken, Essential Forms, and Timeslips. Three years of family law experience necessary. Duties include: typing, preparation of pleadings, bookkeeping, client billings, calendar management, correspondence and communications with clients, attorneys, and court staff. Please submit resume with references and salary requirements to [smreiterlaw@gmail.com](mailto:smreiterlaw@gmail.com).

**Litigation Assistant/Paralegal.** Law firm in Downtown Sacramento is seeking an experienced litigation assistant/paralegal with a minimum of 5 years' experience in drafting discovery responses, motions, organizing records, and trial prep. Applicant must know state rules and procedures, be able to draft correspondence, motions and discovery responses, be a self-starter and able to work without a lot of supervision. This position requires exemplary organization skills, attention to detail, strong client service skills, excellent verbal and written communication skills, the ability to work well under pressure and to be a team player, and the ability to multi-task and set priorities while meeting deadlines in a fast-paced environment. Must be proficient in Word 2010, Excel, Outlook, CompuLaw, Adobe Acrobat Pro, and PowerPoint. Salary is DOE. Please send cover letter, salary history/requirements, and resume to [kari@dudensinglaw.com](mailto:kari@dudensinglaw.com).

## Benefits Submitted by Liz Gideon, CCLS

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(800) 654-3131  
[www.hertz.com](http://www.hertz.com)



The Hertz logo is displayed in its characteristic yellow and black font.

# CCLS Vocabulary

## Submitted by Liz Gideon, CCLS

A priori	from cause to effect
Certiorari	to be informed of; make certain regarding
Indicia	marks, signs
In rem	against the thing
Nota bene (N.B.)	note well
Sua sponte	on one's own initiative
Carpe diem	seize the day
Ipsa facto	by the fact itself
Corpus delicti	body of the offense; essence of the crime
Ergo	therefore

### CCLS Answers

1.	False; letter, executive and half letter (Gregg 10 <sup>th</sup> ed. ¶ 1303)
2.	True (Gregg 10 <sup>th</sup> ed. ¶ 1307)
3.	False; below the reference initials or file name notation (Gregg 10 <sup>th</sup> ed. ¶ 1358)
4.	False; 2 inches (Gregg 10 <sup>th</sup> ed. ¶ 1374)
5.	True (Gregg 10 <sup>th</sup> ed. ¶ 1510(b))
6.	False; 3 parts – “user “name, “attbi” or “earthlink,” and “top-level domain.” (Gregg 10 <sup>th</sup> ed. ¶ 1509)
7.	True ( <a href="http://www.usps.com">www.usps.com</a> ; “Postal Addressing Standards” section)
8.	True (Gregg 10 <sup>th</sup> ed. ¶ 1350(b))
9.	True ( <a href="http://www.gregg.com">www.gregg.com</a> ; “Glossary of Computer Terms”)
10.	False – footnotes (Gregg 10 <sup>th</sup> ed. ¶ 1501(b))





**Sacramento Legal Secretaries Association  
Membership Renewal Invoice**

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

Make check payable to:

**Sacramento Legal Secretaries Association**

Amount Due: **\$40**

Renewals are due May 1, 2015

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

Return the completed invoice and full payment to:

**Heather Rodriguez, CCLS**

**SLSA Treasurer**

**Messing Adam & Jasmine LLP**

**980 9th Street, Suite 380**

**Sacramento, CA 95814**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**YOUR SPECIALTY:**

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

**MAILING/LISTING INFORMATION:**

Where do you want your SLSA/LSI mail delivered?

Business  Residence

Where do you want e-mail delivered?

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**INVOLVEMENT:**

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### CHANGE IN SPECIALTY:

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

### CHANGES TO MAILING/LISTING INFORMATION:

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

Business  Home

Where do you want e-mail delivered?

Business  Home

Please submit to:

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



# LEGAL SPECIALIZATION SECTIONS LUNCHTIME LEARNING WEBINAR

The Legal Specialization Sections and



present:

## “Social Media: Living and Litigating in a Digital Age”

David Grant, Altep Director of Privacy Services

### Program Synopsis

We are surrounded by “likes” and “status updates” every day (if not every hour). While we enjoy looking at pictures from friends and family members, announcing fun events and sending quick notes to the world. We must always remember, what we say and do on social media can (and will likely) be used against you in the future. Which also means, your client and opposing need to consider it as a viable source of evidence and intelligence.



### Meet the Presenter

As a privacy professional, David Grant provides guidance with regard to the proper collection, maintenance and disposal of PII and PHI. He is a former prosecutor, criminal investigator and civil trial attorney.

September 24, 2015, 12:00 p.m. - 1:00 p.m.  
**COMPLIMENTARY!**

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

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Local Association: \_\_\_\_\_ (No abbreviations, please.)

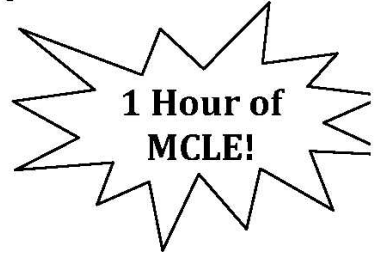
**Send completed form to:**

Dawn R. Forgeur, CCLS, LSS Coordinator  
500 Capitol Mall, Suite 1600  
Sacramento, CA 95814  
Email: [dawn.forgeur@stoel.com](mailto:dawn.forgeur@stoel.com)

*The Legal Specialization Sections are a program of Legal Secretaries, Incorporated. LSI and Altep are approved MCLE providers in the State of California. This seminar qualifies for MCLE/CLE credit of 1 hour – approval by the State Bar of California is pending.*



## LEGAL SPECIALIZATION SECTIONS LUNCHTIME LEARNING WEBINAR



The Transactional Law Section Presents

### “Trick or Treat? The Scary World of Nonprofits”

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

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

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

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

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Local Association: \_\_\_\_\_ (No abbreviations, please.)

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

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

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**Send completed form and payment (check made out to LSI) to:**

Dawn R. Forgeur, CCLS, LSS Coordinator  
500 Capitol Mall, Suite 1600, Sacramento, CA 95814  
Email: [dawn.forgeur@stoel.com](mailto:dawn.forgeur@stoel.com)

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

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

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

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

**Lacy Monserrat, CCLS, Vice President  
Sacramento Legal Secretaries Association  
c/o Messing Adam & Jasmine, LLP  
980 9th Street, Suite 380, Sacramento, CA 95814**

NAME OF APPLICANT \_\_\_\_\_ ARE YOU A CCLS?  YES  NO

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ BUSINESS E-MAIL \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

RESIDENCE PHONE \_\_\_\_\_ RESIDENCE E-MAIL \_\_\_\_\_

EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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



SLSA MEMBERSHIP APPLICATION (continued)

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

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

**YOUR SPECIALTY:**

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

**EDUCATION:**

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

**TYPE OF OFFICE:**

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

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

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

CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES

CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS

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

E-MAIL PREFERENCE?      [ ] BUSINESS      [ ] RESIDENCE

REGULAR MAIL PREFERENCE?      [ ] BUSINESS      [ ] RESIDENCE

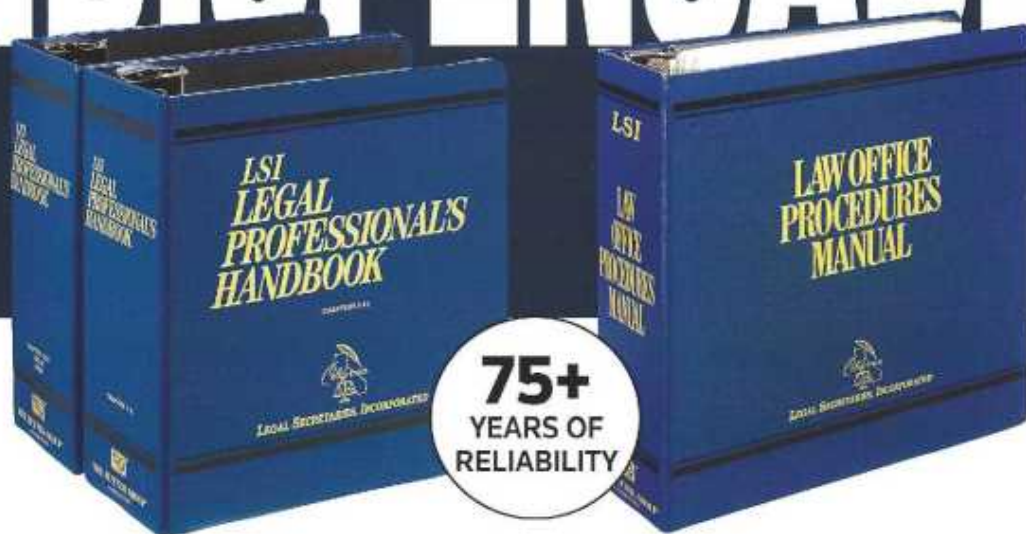
SLSA respects your privacy. If you do NOT want to be listed in SLSA's membership roster, check here: [ ]

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

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

Lacy Monserrat, CCLS, Vice President  
Sacramento Legal Secretaries Association  
c/o Messing Adam & Jasmine, LLP  
980 9th Street, Suite 380  
Sacramento, CA 95814

# INDISPENSABLE



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LSI Members-Only Price.....\$164.50  
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Total Members (Fiscal Year-end 4/30/14)	Association		New Members	Transfer Members	Continuing Members	Total Members
42	Alameda County	LSA	11		27	38
6	Antelope Valley	LSA	0		6	6
40	Beverly Hills/Century City	LSA	5		32	37
15	Butte County	LPA	0		4	4
17	Conejo Valley	LPA	2		13	15
15	Desert Palm	LPA	11		14	25
17	El Dorado County	LPA	5		14	19
71	Fresno County	LPA	49	-1	42	90
37	Humboldt County	LPA	2		28	30
36	Imperial County	LPA	4		15	19
33	Livermore-Amador Valley	LPA	0	-1	19	18
55	Long Beach	LPA	7		40	47
58	Los Angeles	LSA	22		45	67
33	Marin County	LPA	5		22	27
38	Merced County	LPA	12		36	48
0	Monterey County	LSA	0		0	0
60	Mt. Diablo	LPA	8		49	57
14	Napa County	LSA	0		14	14
82	Orange County	LSA	27		51	78
24	Placer County	LPA	5	1	14	20
1	Redding	LPA	0		1	1
18	Rio Hondo District	LPA	5		12	17
19	Riverside	LPA	6		14	20
168	Sacramento	LSA	51		100	151
217	San Diego	LSA	49		162	211
55	San Fernando Valley	LSA	0		27	27
84	San Francisco	LPA	30	2	70	102
41	San Gabriel Valley	LSA	12		25	37
72	San Mateo County	LSA	7	-1	45	51
24	Santa Barbara	LPA	5		15	20
84	Santa Clara County	LSA	29		55	84
6	Santa Cruz County	LPA	0		5	5
20	Santa Maria	LPA	9		12	21
30	Sonoma County	LSA	5		22	27
7	Southern Butte	LSA	2		7	9
36	Stanislaus County	LPA	8		30	38
27	Stockton-San Joaquin	LPA	1		26	27
4	Trinity County	LSA	0		4	4
23	Ventura County	LPA	2		13	15
46	Members at Large		8		16	24
<b>1675</b>	<b>YTD TOTALS</b>					<b>1550</b>

MEMBERSHIP LIST 4th QUARTER (04-01-2015)

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The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Liz Gideon, CCLS, c/o Weintraub Tobin, 400 Capitol Mall, 11th Floor, Sacramento, CA 95814 or lgideon@weintraub.com.

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