

THE LEGAL EAGLE



Sacramento Legal Secretaries Association

August/September 2016—Book 16, Issue 8/9

Come and join us at the next SLSA Dinner Meeting!

October 20, 2016

Courtyard Marriott, 4422 Y Street, Sacramento, CA

5:30 - 6:15 p.m. Meet and Greet

6:15 - 8:00 p.m. Dinner Meeting

Kim M. Wells - Partner at Lewis Brisbois will be speaking about: *Taking Care of Our Elders: Finding the Right Care Facility*

In this issue

- June and July Speaker Spotlight
- August Conference Reports

Table of Contents

President's Message	2
Speaker Spotlight	4, 5
Member News	6
Conference Reports	8
Governor's Report	18
CCLS Report	27
Vendor of the Month	29
Calendar / Dates to Remember	30
Legal Procedures	32
Employment Report	43



Crystal Rivera and
Judge Richard K. Sueyoshi



Morgan Albanese, Gina Lera, and
Anne French

President's Message



Submitted by:
President
Crystal Rivera

I was talking with a co-worker the other day about how, at least in our firm, the legal secretaries are all over 40, and a few of us are a couple of decades beyond that.

I think I've been fortunate that I've only worked in three different law firms during my 37+ year career as a legal secretary. Career – that's what I call it. Not any job just to get a paycheck. Being a legal secretary is something I'll do until I retire, in maybe 10 or so years. Is the legal secretary and/or paralegal coming to an end? Are we dinosaurs that will be extinct soon? Will lawyers no longer need the support we provide?

I look at the members who attend our meetings, and attendees of LSI conferences, and notice that the audience doesn't have a lot of the 20-30 year olds. Do the younger people of today not want a career as a legal secretary? They may be lucky enough to be a legal secretary, but is it a career or just a stepping stone to becoming a paralegal or even an attorney? Or, is it just a job (like any old job) with a decent paycheck until they find something different, more exciting, or where they can get paid the big bucks?

I really like my job – assisting my attorneys and paralegals – and being appreciated for the work I do. I take pride in my work, and do the best that I can to make my attorneys look good. I like it when WE win a motion or settle a case that benefits our clients. When I say WE, it encompasses the attorney(s), paralegal(s), myself, and other legal support staff who worked on the matter – we all want the best outcome for our clients.

We have a few cases with a certain entity on the opposite side, and it seems of late that they've been winning more of their motions than we have, and I told my attorney that just once I'd like us to kick their butt. Well, when the next ruling came down, we were the winners! You know what my boss did? I was in a training meeting and he asked if he could talk to me for a second; so I stepped out and he told me the tentative ruling was in our favor. We both smiled and high-fived each other! That teamwork and comradery is something I really enjoy.

I'm dating myself, but when I was a youngster I used to watch Perry Mason. I always wanted to be Della Street. I forgot about that until a few years ago, then figured out that I actually realized my dream – but our work is really a lot harder than it looked on the TV show!

I hope others are as lucky as I've been and really like what they do. Do you? How many of you consider your current work as a career? Will you retire from it? Or, do you dream of doing something different?

--Crystal

Sacramento Legal Secretaries Association



Dinner Meeting • October 20, 2016

Courtyard Marriott
4422 Y Street - Sacramento

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6:15 – 8:00 p.m. Dinner Meeting



Taking Care of Our Elders: Finding the Right Care Facility

Speaker: Kim M. Wells

Partner at Lewis Brisbois

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, Oct. 14*

Two Ways to Register:

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

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

Make checks payable to SLSA and mail to:

Petersen Law
Attn: Michele Van Dyke
1420 Rocky Ridge Drive, Suite 160
Roseville, CA 95661

Dinner Menu – Choice of:

- Pork Loin with a Chipotle Rub on a Bed of Garlic Mash Potatoes – Chef's Choice of Dressing
- Herb Marinated Grill Eggplant with Italian Cheeses and House Made Marinara Sauce

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

**SLSA's Vendor Partner for September,
Fujitani Consulting – Geri Ximenez-Fujitani:**



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

SPEAKER SPOTLIGHT

June 2016



Submitted by:
Anne French

Our June speaker was the Honorable Richard K. Sueyoshi of the Sacramento County Superior Court on Effective Court and Hearing Practices. Judge Sueyoshi was appointed to the Sacramento County Superior Court by then-Governor Arnold Schwarzenegger on September 1, 2009. Judge Sueyoshi currently serves in a trial department where he presides over civil and criminal jury and bench trials.

Prior to joining the bench, Judge Sueyoshi was a partner at Downey Brand LLP, where he practiced complex business and commercial litigation. He served as the firm's hiring partner for over four years, which included developing and administering the firm's national recruiting and diversity efforts. Judge Sueyoshi also

served for many years on the Sacramento County Bar's Committee for the Summer Diversity Fellowship Program, which was formed to promote and increase diversity throughout Sacramento law firms. He also helped to organize one of the Unity Bar Association's Diversity Career Forums, a legal job fair directed to minority students and Sacramento area employers.

Judge Sueyoshi discussed the importance of contacting the judge's clerk in the department your matter is being heard. Creating a working relationship with the clerk of the department helps to facilitate better communication with the judge to help eliminate various miscommunications or pitfalls in your case. Some examples are whether filing documents directly in the department may be needed and to ensure that the department is not dark due to various closures or the clerk covering for other judges in another department. Having this information prior to your filing, especially if it's on a last-minute deadline, will help to make your filing go smoother and more likely to be filed properly and timely.

In the Sacramento County Superior Court, unless otherwise directed by the Presiding Judge in civil matters, all motions for consolidation, severance, bifurcation, intervention, pretrial conference, coordination and to advance or for continuance of trial, a

setting conference, or pretrial conference shall be heard by the Presiding Judge. (Local Rule 1.05(B).)

Court reporters are available for civil trials. For all other civil matters, you must contact the department your hearing is set in at least one day prior to the hearing date. No proceeding will be reported without making a request for a court reporter. (Local Rule 1.12.)

Whether your case has been assigned to one judge for all matters or you are assigned to various departments, depending on your hearing before the court, make sure you do your due diligence to review the local rules of the court, any specific rules of the judge or department you are in or assigned to, and make contact with the judge's clerk. These simple steps will help to ensure that you avoid any unsuspecting surprises, but also help to avoid creating new ones.

SPEAKER SPOTLIGHT

July 2016



Submitted by:
Morgan Albanese

We were pleased to have Gina Lera from Lera Tiberini as our speaker at the July 21, 2016 dinner meeting. Ms. Lera is a partner in the firm and is recognized as a leading authority in wealth planning, representing individuals in all areas of basic and advanced estate planning. She is well versed in all related estate, gift, generation skipping, and income tax planning issues, as well as specialized high net worth planning.

Ms. Lera spoke on the topic of, “You Can’t Take it With You ... How Property is Transferred at Death.” While it might not be the easiest topic to discuss, Ms. Lera talked about how property is transferred at death and how “who gets what” is determined. This encompassed the following: wills; intestate successions; revocable trusts; form of title; and beneficiary and Pay on Death (POD) designations.

When it came to wills, we learned that a will names an executor, names a guardian of the person and estate for minor children, and disposes of property to devisees and legatees. There are also different manners in which property could pass under a will, such as assets in the name of the decedent known as “fee simple,” interests held in tenancy in common (TIC), interests held as community property with spouse, and assets that had no beneficiary designation.

Next, Ms. Lera broke down Intestate Succession, where no last will can be found; therefore, state law directs disposition to “heirs,” which are usually spouse and children. In California, community property goes to the spouse, but separate property is divided between spouse and children, dependent on the number of children. The way that property could pass under an intestate succession mirrored that of a will.

Revocable trusts are when a settlor creates a trust and holds power to amend or revoke; with that being said, the settlor is usually also a trustee. Ms. Lera explained that the settlor transfers property interests to trusts or names the trustee of the trust as the beneficiary. At the time of the settlor’s death, the trust then becomes *irrevocable*. The successor trustee is charged with distributing assets held in trust or received by trust.

Following revocable trusts was a discussion on property that is passed solely by forms of title. There are a few different scenarios here. Property passes to joint owner(s) regardless of the terms of a will, trust or intestate succession; forms of joint

ownership have right of survivorship in the form of title and bypass the terms of a will, trust and intestate succession; joint tenancy with right of survivorship; and lastly, community property with right of survivorship. This topic can get a little complicated depending on how title is drafted.

The last main topic was beneficiary and POD designations, which were a little more straightforward. Property passes directly to the named beneficiary or POD designation regardless of the terms of a will, trust or intestate succession, and the Transfer of Dead Deed (TOD) will pass property directly to the named beneficiary.

To wrap up Ms. Lera’s incredibly informative topic, she broke down for us exactly what probate is. By her definition, it is a court supervised administration of a will or assets passing by intestate succession. Probate can approve the validity of a will or determine heirs in intestate distribution. If needed, a probate court can appoint a personal representative, usually known as an executor or administrator. Probate can also protect creditors, marshal and inventory assets, assure payment of claims and distribution of the estate.

The members of SLSA learned a lot from having Ms. Lera as the speaker and this is a topic we all need to be informed about. At the end of the day, we all want to protect our loved ones. As sensitive as this topic may be, it is important that we all know what our options are. In death, we cannot take our material things with us, so we should make sure they fall into the right hands!

MEMBER NEWS



Submitted by:
Vice President
Brenda Bracy,
CCLS

Condolences

Mae Brooks, CCLS, Governor and long-time member of Ventura County LPA passed away August 13, 2016, from complications following open heart surgery. Mae is survived by her daughter and son, Stephanie Brooks and Brian Brooks. Cards may be sent to Mae's children, Stephanie and Brian at 6303 Ralston Street, Ventura, CA 93003-6127.

Carol Jean Haussmann, mother of CVLPA's President and Treasurer Barbara Haussmann, CCLS, passed away. Services will be Monday, October 17, 2016, at San Fernando Mission Rey Church, 15151 San Fernando Mission Blvd., Mission Hills, CA 91345. Please send cards to: The Haussmann Family, 10318 Darby Rd., Apple Valley, CA 92308.

August, September, and October Birthdays

Fond, friendly, and fabulous birthday wishes to all of SLSA's August, September, and October babies!!

Nicole Scruggs	August 2	Cynthia Piazza	August 10
Amy Freeman	August 4	Susan Hryekewicz, CCLS	August 13
Susan Heu	August 7	Mary Taylor	August 22
Margarita Jakovas	August 9	Shaine Kennedy	August 27
Marve Breech	August 10		

Kate Moore	September 7	Crystal Wood-Mentink	September 23
Paige Thomas	September 11	Lynne Prescott, CCLS	September 24
Dawn Willis	September 11	Lacy Monserrat, CCLS	September 25
Tiffany Meier	September 13	Melinda Chavez	September 27
Alicia Malerbi	September 15	Kathleey Rossow	September 27
Dawn Forgeur, CCLS	September 17	Corene Rodder	September 28
Sherri Gillespie	September 20	Ana Marie Sotuela	September 29
Petronila Alcalro	September 21	Dina Marcus	September 30

Debbie Sidhu	October 1	Lisa Haddix	October 13
Nancy Vanderhorst, CCLS	October 1	Erica Dillard	October 28
Launa Atkinson, CCLS	October 4	Jennifer Estabrook, CCLS	October 30
Diana Crow, CCLS	October 4	Maria Reyes	October 30
Jennifer Chastain	October 5	Sally Brooks	October 31
Astrid Watterson, CCLS	October 9		

Congratulations!

Congratulations to SLSA Member Elicia Bennett, CCLS, who gave birth on September 27, 2016, at 8:55 a.m., to a beautiful 8.9 pound 20-inch baby girl named Isla Elizabeth Bennett.

MEMBER NEWS CONTINUED

Active Membership

Kathy Bailey – Kathy is a legal secretary at Pillsbury Winthrop Shaw Pittman LLP, and has been employed as a legal professional since 1991. She celebrates her birthday on November 24.

Debra Barsetti – Debra is a legal secretary at Wolfe & Wyman, LLP, and has been employed as a legal professional since 1988. Debra was a member of SLSA in 1992. She celebrates her birthday on November 13 and her hobbies include swimming, camping, hiking and speaking in public.

Petronila Alcairo – Petronila is a legal secretary at Disability Rights California, and has been employed as a legal professional since 1987. She specializes in legal – non-profit. She celebrates her birthday on September 21 and her hobbies include reading, cooking, sewing, gardening, landscaping, collecting coins, antiques, stamps and baseball cards.

Desiree Delonia, – Desiree is an office manager at Disability Rights California, and has been employed as a legal professional since 1998. She specializes in law office management and litigation. She celebrates her birthday on April 7.

Kelly Dokimos – Kelly is a legal secretary at Green Hall, and has been employed as a legal professional since 2015. She celebrates her birthday on November 29.

Associate Membership

Crystal Wood-Mentink – Crystal is a paralegal who recently moved back to Sacramento. She has been employed as a legal professional since 1983. She celebrates her birthday on September 23 and her hobbies include writing, reading, hiking and music.

If you are interested in membership in SLSA, please contact Vice President Brenda Bracy, CCLS, at (916) 321-5440, or via e-mail at vicepresident@slsa.org.

On the Move

Michelle Chavez, CCLS, has moved to The Mattice Law firm.

Erica Edwards – Erica is an executive assistant at Disability Rights California, and has been employed as a legal professional since 2005. She specializes in legal – non-profit. She celebrates her birthday on June 10.

Michelle Johnson – Michelle is a legal secretary at Disability Rights California, and has been employed as a legal professional since 2007. She specializes in litigation. She celebrates her birthday on February 15.

Kelly Leca – Kelly is an administrative assistant at Messing Adam & Jasmine, and has been employed as a legal professional since 2004. She celebrates her birthday on August 28 and her hobbies include cooking, biking and crafts.

Dina Marcus – Dina is the owner of Marcus Deposition Reporting, was a legal secretary from 1986-1989, and has been a court reporter since 1990. She celebrates her birthday on September 30 and her hobbies include cooking, running and travel.

Kathleen Rossow – Kathleen is a legal secretary at Disability Rights California, and has been employed as a legal professional for 35 years and was a member of SLSA in 2015. She specializes in legal – non-profit. She celebrates her birthday on September 27 and her hobbies include singing, gourd artist, decorating, garage sales, antiques, chaplaining.

LSI August Conference Reports



Maryanna Rickner, SLSA Member

As one of the three names drawn to attend a Legal Specialization Section (LSS) class at the 1st Quarterly LSI Conference, I registered to attend the Criminal and Family Law LSS seminar for Workplace Violence: Process and Procedure on August 20, 2016. The seminar speaker was Sari Myers Dierking, Esq., Assistant City Attorney for the City of Folsom who was previously a member of the City of Sacramento's Threat Assessment Team, which worked to prevent violence against City employees.

The seminar included information on the Workplace Violence Safety Act (California Civil Procedure section 527.8). The Act allows employers, including public entities, to obtain temporary and permanent restraining orders on behalf of its employees (individual or group), and an employee's family or household members if appropriate, who are threatened or at-risk of violence (e.g., assault, battery, stalking) at the workplace or anywhere the employee works. One act is enough and the threat does not need to name any employee in particular. An employee may include an independent contractor and/or volunteer. A perpetrator may include customers/clients, members of the public, vendors (independent contractor), co-workers, and co-worker's family.

Ms. Dierking provided an overview of the steps taken in obtaining an initial Temporary Restraining Order (TRO) to prohibit workplace violence. The TRO lasts 21 days or until the hearing is held before the judge. Any violations to the TRO may result in criminal prosecution. A Permanent Restraining Order (PRO) may subsequently be granted by the court for a three-year period and is renewable for subsequent three-year periods. The court may order the perpetrator to (1) not harass or threaten the employee, (2) no contact or not going near the employee, and (3) no possession of guns.

The Judicial Council of California forms WV-100, WV-109, WV-110, WV-130, WV-200, and CLETS-001 for filing a TRO are found at www.court.ca.gov. Form WV-100-INFO provides instructions on how to get an order to prohibit workplace violence.

Ms. Dierking noted that approximately 2 million American workers report being victims of workplace violence each year along with several other statistics. In the legal industry, support staff may often times be on the front line dealing with clients and opposing parties regarding potential threats involving legal fees, lack of communication with attorneys, etc. The seminar concluded with a discussion of three case studies alleging workplace violence.

I found the seminar to be a very important topic for keeping all employees safe in their work environment. The handout and presentation were very informative and will certainly be useful in my office. Thank you SLSA for providing me with this opportunity to attend!

LSI August Conference Reports



Brenda Bracy, CCLS, SLSA Member

I attended the August Conference to assist LSI in hosting the conference and as a member. I assisted with check-in on Friday night and again Saturday morning. I did not attend any of the social gatherings at the conference, but I did check out the vendors and purchased raffle tickets. I did not win anything. There was a great show of vendors and they had great giveaways and they all were very informative on their various services. The vendors offered raffle prizes as well. I know most of the vendors, but I also met a few new ones. I enjoyed attending the conference and meeting members from the various associations. It was nice to put faces with the names, and getting to know some new members of SLSA as well.

On Friday night, I attended a seminar on California Appellate Procedure. The seminar was informative and very helpful. We were given handouts that we could take with us, which were very informative as well. On Saturday, I attended two seminars, the first one was on the Secretary of State Business Entity Filings. The seminar was put on by the supervising attorney and a corporation supervisor. They were both very knowledgeable and gave a great presentation. We were again given a handout to take with us to use in the future. The third seminar I attended was on Social Media and Mobile Data Discovery, put on by US Legal Support. This seminar was very informative and the speaker did a great job of both enlightening us as well as scaring us. The speaker told us a great deal about how the criminals hack into computers, cell phones, and can really ruin your life. He told us things that were going on in the cyber world that none of us had even thought of. This was by far one of the best seminars I have attended since being a part of SLSA.



LSI August Conference Reports



Mary Taylor, SLSA Member

My heartfelt thanks are expressed here to each member of Sacramento Legal Secretaries Association, and especially to the Board members, for drawing my name as a sponsorship winner to enable me to attend the Federal Law Legal Specialization Section Workshop at LSI's Quarterly Conference held Friday evening, August 19, 2016, at the Rancho Cordova Marriott. The audience was honored to hear the Honorable Troy L. Nunley take us through his own "Path to the Federal Bench." He enlightened us all of the many political and investigative processes that are in place to appoint a pristine citizen as a judge to the Federal Bench.

Judge Nunley amused us with his personal experiences on his way to appointment; not the least of which was his wife's assistance as his secretary while he practiced law during his career. She would offer her admonitions for what she saw as his mistaken choices made at differing forks in the road. I will not repeat here the name he was called often-times by his assistant, for protection of the innocent. In fact, according to his wife, one of those "mistaken" paths was when he decided not to put his name up to run against the first woman judge to be appointed to the Eastern District; Kimberly J. Mueller. He expressed his concern at the time was that there had never been a woman judge on the bench until then.

Judge Nunley explained that the Eastern District of California came to be in the early 1960s. This District covers the geographic areas of Fresno, Sacramento, Bakersfield, Redding, and Yosemite, and is the busiest court in the nation. This District averages nearly 984 cases per Judge, as opposed to the average of 350 cases per Judge across other Districts in the nation. He estimates the need for 11 more federal judges here in the Eastern District.

Judge Nunley believes there is definitely room for more restorative justice in the federal courts, especially for minors. One of his many passions is to assist in rehabilitating juveniles gone astray, and spoke accolades about the program "Operation Protect and Defend" in which many local legal professionals participate.

Thank you again. It was my honor and pleasure to attend on behalf of SLSA.



LSI August Conference Reports



Marci Frazier, SLSA Member

LSI CONFERENCE – The Good, The Better and The Best

I grew up in Chicago, Illinois. I moved to California in April of 2015. My migration to California was the fulfillment of a lifelong desire to live on the West Coast.

The year 2017 will mark my 30-year milestone working as a legal professional. Yet, it was not until I became a member of Sacramento Legal Secretaries Association (SLSA) that I experienced the benefits that come with being a member of an organization that focuses on the educational, professional and personal development of its members. In fact, no such professional organization exists in Illinois.

While I knew that my professional litigation knowledge and skills were transferable within virtually any legal community, my transition from Illinois to California litigation was not without its challenges. Understanding the intricacies of California rules and procedures as they vary from county to county has been my primary focus, and being a member of SLSA with its many resources has been of monumental support to me.

Between SLSA's educational monthly meetings, the professional development classes, and association with a wide network of other legal professionals, I have been able to enhance my extant skills and abilities to include the nuances and subtleties of California litigation. Here is where my attendance at LSI's 2016 First Quarterly Conference was so refreshingly worthwhile.

Through vendor networking sessions, I was able to interact with representatives from various companies that provide legal support to law firms in areas such as e-discovery, deposition support and language translation. The interchange of information provided during the vendor networking will prove to be invaluable as I share it with my co-workers.

I also attended an extremely informative and educational class entitled Social Media and Mobile Data Discovery, conducted by U.S. Legal Support. The class focused on global social media, addressing both the virtues and imperfections of social media platforms. The educational focus directed attention to security concerns inherent in social media and mobile devices and how they impact the legal community, particularly as it relates to obtaining discovery during litigation.

Refreshing highlights to the conference were the Friday Night Reception, at which I practically overdosed at the amazing mashed potato sundae bar, the Saturday Evening Banquet where we enjoyed a superb fashion show production, and the Sunday Brunch where we heard a compelling discourse on the Twelve Secrets to Success.

To round off the excitement, I discovered that I was the recipient of one of the raffle prizes, a \$50 gift card to Nordstrom. So, after leaving all of the excitement of the Conference, I made a beeline to Nordstrom Rack at Palladio Mall. A perfect ending to a perfect weekend!

To sum, I thoroughly enjoyed my time at LSI's 2016 First Quarterly Conference, and I would encourage everyone to make arrangements to attend the next event in November 2016.

LSI August Conference Reports



Christie Kaelber, SLSA Member

I had a wonderful time at my first conference from the moment I arrived on Friday evening to the time I left on Sunday morning. I was greeted with smiles and opened arms. My welcome bag had lots of goodies in it, which I totally loved. I then took a stroll through the vendor room, whom many of these vendors we use at the firm I work at. I loved trying the Beauty Control hand scrub and lotion as well as playing the dice game at the doTERRA booth, where I received a free sample of the peppermint oil. I also attended the Welcome Reception, where we were treated to a mashed potato bar with all of the fixings; it was delicious.

On Saturday, I attended the Governor's General Meeting where I had the opportunity to learn what went on at conference. At the meeting there was a lot of discussion about how to promote LSI, the attendance of future conferences, even the possibility of having a membership contest between the associations. There was discussion about making future conferences more interesting. Then they started getting into the other side of the business "The Reports." Each member of the LSI board gave a report and some discussed their report in a 2 to 3 minute speech. Most of these reports were very interesting and I wanted to hear a lot more about them. One in particular had me closing my eyes (a little boring), I'm just being honest. There was also an introduction of amendments to bylaws and other rules. After a brief discussion by the governors, all of the amendments were voted on and passed. This whole process to me was by far the most interesting.

Saturday night was the Banquet. It was remarkable to say the least. I had the chicken breast and veggies for my entrée, which was followed up by cheesecake for dessert. The entertainment was a wonderful fashion show by two different designers Nina Brown and Anastasia Kryukova. They both have amazing talent and I wanted to put every single piece that they put on those models in my wardrobe! The best thing is that all of the items that we saw in the fashion show are for sale on their websites!

Sunday came too soon, and I attended the Brunch where I had eggs, bacon, fruit and croissants. The meal was divine after a long, yet fun weekend at the conference. The speaker was very entertaining and inspiring. Then, LSI President thanked everyone for coming to the August conference and closed the business for this meeting.

I'm so glad I was able to have this opportunity to go to my first LSI conference. I have met a lot of fun and interesting ladies. I was also able to learn a lot about the inside of LSI and how it works. It has inspired me to take a more active role in my association.



Rod Cardinale, Jr. and Lynne Prescott, CCLS

LSI August Conference Reports

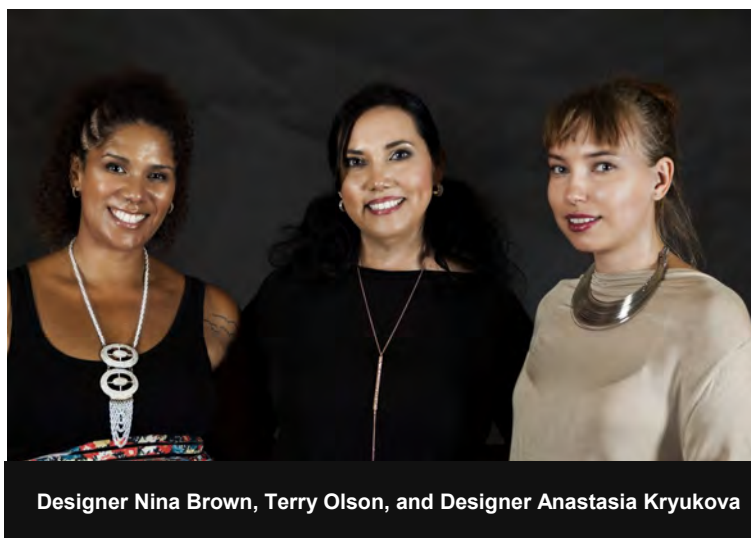


Terry Olson, SLSA Lifetime Member

I guess rather than ask me what my experience was at conference, would be what was different about Banquet at conference? I had an idea for the entertainment at Banquet and I shared it with LSI's Treasurer Lynne Prescott, CCLS, who shared it with the LSI Board and they went for it! No one asked me to do this. I just decided to step out of my comfort zone and take on the task! Having given my time on the Board for several years and holding various chairs, I took a break BUT I felt a burst of energy and decided it was time to step up and help out. SLSA/LSI has given me so much in years past, especially at conferences, it was time to pay it forward to the members.

I put together a fashion show featuring some up-and-coming models and actresses from Sacramento, two Sacramento favorites in the fashion scene, designers Nina Brown of Brown Skin Designs, Anastasia Kryukova of Beak Couture, local photographer Alister Oliver, who has such a great amount of energy, creativity, and the beautiful and talented Nancy Leonard, owner of "Salon N" and her crew, and make-up Artist "Prince." I received a generous donation from my firm to help with renting a room to store the wardrobe and other things used in the show, not to mention food and drinks for all! Yes, it was hectic; yes, it was stressful at times organizing and securing every aspect of a fashion show (which by the way this was my first ever!). But the reward of hearing from so many in attendance that they loved the show and it was so different and exciting to see the fashion was well worth it! The people who helped me put on the show said that they enjoyed putting on the show for some very professional people and watching their reactions and getting compliments afterwards was so wonderful! The hair/make-up Salon "Salon N" generously donated time to style and apply make-up to LSI President Jennifer Page, CCLS, and LSI Vice-President Heather Edwards. They came into the room where all the stylists were at and were like "WOW, THIS IS SO AWESOME!" It had been some time also since I went to conference due to family obligations, but I got the bug again! I will be going again soon.

In my opinion, if you ever wondered what goes on at conference, I would say just go and see! What better place to be than around others in your field and sharing not only education but friendships, laughter and excitement and experiences in the legal field. I was asked many times if I could do another show, maybe featuring other styles of fashion. Hmm mayyybbeee if someone says "Hey Terry, feeling a little crazy and want to orchestrate another fashion show?" Thank you LSI/SLSA for putting your time and effort in making and attending conference worthwhile and giving me the opportunity to help out.



Designer Nina Brown, Terry Olson, and Designer Anastasia Kryukova

LSI August Conference Reports



Jeanette Osman-Bravard, SLSA Member

I attended the business MCLE session hosted by the Secretary of State's office. I learned that the staff at the office are more accessible than I had previously thought. It was helpful to hear some behind-the-scenes information about their business filing processes--why certain processes take longer, and how to prevent having documents returned for correction. Overall, the session was relevant, and helpful.



Beth A. Flure, SLSA Member

I volunteered to help where needed at the August 2016 Quarterly Conference and was pleased to assist with registration and raffle ticket purchases. Throughout the weekend I was able to connect with my colleagues on both a professional and personal level. There was a sense of energy and enthusiasm in the Friday evening seminars that carried over throughout the weekend. I look forward to the next Quarterly Conference!





PLACER COUNTY LEGAL PROFESSIONALS ASSOCIATION
PRESENTS

FALL LUNCHEON AND BUNCO

SATURDAY, OCTOBER 22, 2016

12:00 – 4:00 P.M.

SALAD AND BAKED POTATO BAR

AUBURN SENIOR CENTER

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

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

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

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

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



LSI

*Educating California's
Legal Support Professionals*

LEGAL SPECIALIZATION SECTIONS SEMINARS

November 11 and 12, 2016

Palm Springs Hilton

400 E. Tahquitz Canyon Way, Palm Springs, CA 92262

The deadline to register without a late fee is Tuesday, November 1, 2016.

LSS MEMBER Free with Advanced Reservations \$5 at the Door/After Deadline – Handout Only: \$5	NON-LSS MEMBER \$15 with Advanced Reservation \$20 at the Door/After Deadline – Handout Only: \$15
Friday, November 11, 2016 – 7:30 p.m. to 9:00 p.m.	
<u>Civil Litigation</u> E-Filing in State Courts Lilibeth Daniel One Legal LLC <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	<u>Transactional Law</u> Practical Guide to Commercial Leases Ini Ghidirmic, Esq. Slovak Baron Empey Murphy & Pinkney LLP <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER
Saturday, November 12, 2016 – 10:30 a.m. to 12:00 p.m.	
<u>Probate/Estate Planning</u> Special Needs Considerations for Estate Planning and Estate and Trust Administration Valerie A. Powers Smith, Esq. Slovak Baron Empey Murphy & Pinkney, LLP <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	<u>Law Office Administration</u> HIPAA, HITECH and How They Affect Discovery Heather L. Hughes, J.D. US Legal Support <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER
Saturday, November 12, 2016 – 4:00 p.m. to 5:30 p.m.	
<u>Federal Law</u> Trademark Infringement Shaun Murphy, Esq. Slovak Baron Empey Murphy & Pinkney LLP <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	<u>Criminal and Family Law</u> Family Law: Divorce, custody issues and support. Carolyn Holt Martino, Esq. Law Office of Carolyn Holt Martino, APC <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER

Name: _____ CCLS Paralegal PLS

E-mail: _____

Local LSI Association (if applicable): _____

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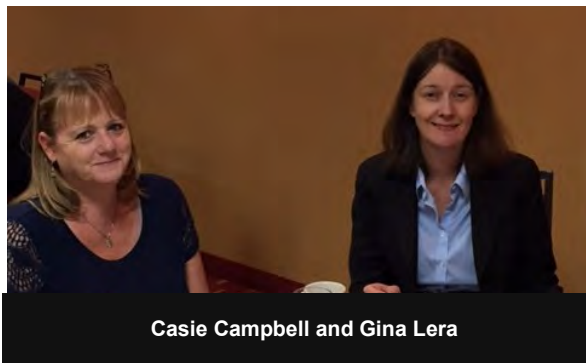
July 21, 2016 Dinner Meeting



Mary Taylor, Debra Clark, and Jan Ainsworth



Morgan Albanese and Jennifer Estabrook, CCLS



Casie Campbell and Gina Lera



Brittney Woods, John Kinney, and Aleks Chernyy



Serena Pena, Brenda Bracy, CCLS, and Kim Bogie



Anne French, Dawn Forgeur, CCLS, and Beth Flure

GOVERNER'S REPORT



Submitted by:
Governor
Jan Ainsworth

LSI's 1st Quarterly Conference this year was hosted by LSI at the Sacramento Marriott, August 19-21, 2016. Conference theme was "Celebrating Local Associations." SLISA was there in force. We manned registration throughout the weekend, filled boodle bags, directed traffic, you name it. One member even emceed a fashion show at Saturday night's banquet entertainment.

As I stated above, SLISA attended in force (20 conference attendees, two of which were first-timers, and 27 Legal Specialization Section Seminar attendees). SLISA welcomed first-timers Christie Kaelber and Marci Frazier with open arms as its two scrip winners for this conference. Please read their conference experience reports included in this bulletin. Come join us at a conference – it is worth your while.

August Conference Board of Governors Meeting was called to order on Saturday, August 19, 2016, at 9:00 a.m.; 26 governors were seated, and we had a quorum.

The Inspirational Message was read by yours truly. I chose inspirational quotes by Olympians. I thought it timely with the Summer Olympics ongoing and being the closing weekend. My message was well received and a few governors asked for copies for their newsletters. A copy is included in this bulletin for your reading pleasure.

Our welcome speaker was Rancho Cordova City Council Member, Robert McGarvey. Mr. McGarvey boasted a population boom from 50,000 to 73,000 with four new school districts, a new community college, and the repurposing of Mather Air Force Base. UPS uses its air field and other businesses have taken space there as well. On average, about 50,000 people come to the Rancho Cordova area to work daily. Mr. McGarvey was pleased to share Rancho Cordova's history and growth with us.

Nominations and Elections Chair, Mary J. Beaudrow, CCLS, announced that we had a nominee for LSI Treasurer. There being but one single nominee, Rod Cardinale, Jr., of Santa Clara County LPA was elected Treasurer by acclamation.

The Minutes of the May 2016 Pre-Annual Conference Board of Governors Meeting were approved as mailed.

The Minutes of the May 2016 Post-Annual Conference Board of Governors Meeting were approved as corrected.

Reports of Elected Officers:

President Jennifer L. Page, CCLS, of Marin County LPA, noted that LSI has eight local association presidents serving their first term. Jennifer further advised that as we begin our next quarter, we have a new association that formed at the end of the last quarter who are jumping in with both feet; we have a total of 37 local associations; some not as active as others; and, further, that LSI is consistently offering online educational classes and has added another specialty area to the Legal Specialization Sections – so we have a lot to celebrate.

Executive Secretary, Lynne Prescott, CCLS, reported on the Resume of the Executive Committee Meeting held on Friday, August 19, 2016. Items for discussion at the Governor's Lunch were as follows: (1) Honorarium for Kalman S. Zemplanly II – the CCLS Luncheon will be renamed in memoriam and honor of Kalman S. Zemplanly II, who was an avid advocate for the California

(Continued on page 19)

Governor's Report - Continued

(Continued from page 18)

Certification Legal Secretary program. RIP Mr. Zemplanny – we carry on in your honor.

Vice President Heather Edwards noted that last year we ended the year with 1,495 members versus 1,546 from last year, which included 25 Members-at-Large (MALs). Heather challenges all of us to help LSI reach a total of 1,700 members by March 31, 2017. Even more exciting, the 2016-2017 Membership Drive Contest will be in full swing soon. This contest is new and different from the Membership Gain Contest. It will be known as “LSI: We Are Rock Stars” and it will begin September 1, 2016 through January 31, 2017. Contest rules will be published in *The Legal Secretary* magazine. Each new member will earn local association points to place first, second, and third place in the contest. The winning association will be announced at LSI's Third Quarterly Conference in Chico. Heather also reported that there will be a review and an update to the Chapter Achievement Form for 2016-2017. There was also discussion regarding services of webmaster for LSI website as the corporation wants to move forward with technology.

Treasurer Lynne Prescott, CCLS, advised that per capita received as of July 31, 2016 is \$21,440. She further advised that the associations who have not paid per capita and are not in compliance with the IRS and FTB filing requirements are: Antelope Valley LSA and El Dorado County LPA, and, further, that Trinity County LPA lost its non-profit status with the IRS.

There were two Recommendations before the Governors:

1. CCLS Certifying Board Recommendation No. 1: The CCLS Certifying Board recommended revising Standing Rule 12.2 as follows: “The LSI President shall appoint the requisite number of LSI members to the CCLS Certifying Board in (striking out February and inserting May) of each year for terms of four years each. . . There was no discussion. End result: The Ayes had it and the Recommendation was adopted.

2. CCLS Certifying Board Recommendation No. 2: The CCLS Certifying Board recommended revising Standing Rule 12.3 as follows: “The LSI President shall appoint the requisite number of attorneys or educators to the CCLS Certifying Board in (striking out February and inserting May) of each year for terms of two years each; or, as necessary to fill a vacancy created by the resignation, removal or inability to serve of an attorney or educator previously appointed to the CCLS Certifying Board. Bottom line: The reasoning behind this Recommendation was/is in preparation for the CCLS exam in March. There is less chaos at that time and it helps the Board flow in a more streamlined fashion. End result: The Ayes had it and the Recommendation was adopted.

There was also a Recommendation for a Bylaw Amendment:

1. Proposed Amendment to LSI Bylaw, Article IX, Section 2(a): The LSI Parliamentarian timely noticed a bylaw amendment to amend LSI Bylaw Article IX, Section 2(a) to strike “(3) act as liaison between the Continuing Education Council and the LSI Executive Committee” and strike “(4)” and insert “(3).” A bylaw amendment requires a two-third vote of the governors present in favor of the amendment. Bottom line: a direct line of communication exists with the CEC and the EC; therefore, it is duplicative and unnecessary. End result: After a standing count of 26 in favor, the Bylaw Amendment was adopted. This Bylaw Amendment will take effect immediately.

(Continued on page 20)

Governor's Report - Continued

(Continued from page 19)

Publications Revision Committee Editor-in-Chief, Maria Bishop, CCLS of Mt. Diablo LPA, noted that they have completed the first update of the Law Office Procedures Manual ("LOPM") and Legal Professional Handbook ("LPH") and subscribers should have their updates by now.

CEC Coordinator, J. Cori Mandy, CCLS, advised that the Legal Secretaries Resource Guide ("LSRG") should be complete by November, if not sooner.

LSI Administrator, Stephanie Schoen (who stood in for Kim Oreno) advised that the number of registrations for this conference was 96.

The afternoon session of the August Conference Board of Governors Meeting was called to order on Saturday, August 19, 2016, at 2:00 p.m.; 26 governors were seated and we had a quorum.

Career Promotion/Scholarship Chairperson, Sylvia Marsh of Orange County LSA moved that the Eula Mae Jet Scholarship 2016-2017 changes be adopted. The ayes had it and the motion carried. You will see the changes on the LSI website by September 1, 2016.

The Board of Governors meeting recessed at 3:08 p.m., and we all headed to our various workshops, then to our rooms to ready for banquet.

Local associations participated in a centerpiece contest throughout Conference. The centerpieces were on display in the hotel lobby at our registration area. They were all quite lovely and creative; although, I was quite partial to SLSA's entry. If an association prepared a centerpiece, that association would receive 50 Chapter Achievement Points. If your association won, you earned an additional 50 Chapter Achievement Points. At banquet, all of the local associations adorned their banquet tables with their centerpieces. SLSA's submittal was spectacular. Kudos to Rebecca Lerma and Corene Rodder. Some SLSA members, who shall remain nameless, actually stood doing the wave holding up the illuminated letters "S" "L" "S" "A" and another waved an SLSA blue ribbon banner trimmed in gold like an Olympian, all whilst uproariously singing the words "SLSA - let's all vote for SLSA" to the tune of "YMCA." You get the picture. It was a scream. Even the LSI Executive Committee at the head table was smiling and laughing. I saw a lot of camera flashes too. You may even see a picture or two in this bulletin – just sayin. SLSA is fun y'all.

Our very own SLSA member, Terry Olson, emceed a fashion show for our banquet entertainment. It was really a treat to watch two up-and-coming designers, see their designs, and beautiful models walk through the crowd of tables stopping for well wishes, photos, claps, and whistles. It was a welcome respite to previous entertainment, a lot of fun, and very well received by the audience. I saw a lot of smiles. There was even a set-up for a photo shoot for us attendees to pose with the models afterwards. I know SLSA had a photo taken; although, I have yet to see it. After a night of excitement, we headed to our rooms for some restful sleep and to prepare for Conference conclusion the following morning at Sunday Brunch.

The Board of Governors meeting reconvened on Sunday, August 21 at 10:00 a.m. Roll call was dispensed without objection. President Jennifer announced that her theme for her elected term is "Leadership."

Our guest speaker was David M. Daniels, Managing Partner of Gilbert, Kelly, Crowley & Jennett and Current President of the Association of Defense Counsel of Northern California and Nevada. Mr. Daniels has had the same secretary for 16 years and knows how hard we work and applauded us. He spoke on the Twelve Keys to Success and Making Your Dreams. They are:

(Continued on page 21)

Governor's Report - Continued

(Continued from page 20)

1. Preparation. Success loves cooperation. 2. Learn from your mistakes – never regret. 3. Remember the Golden Rule. 4. Confidence. Believe in yourself. Broadcast your confidence and walk strong. 5. Leadership. Be an engine – not a caboose. Be a leader – not a follower. 6. Do or Dare. Are you willing to do something impossible? Stretch yourself/your imagination? Dare yourself. 7. Double your failure rate. (We all thought what?!). He said failure is not the enemy of success. No one succeeds without failures. Failure is the path to success. Then he quoted an ancient proverb “Fall 7 times – Rise 8 times.” 8. Use your will. Will equals desire. See your dreams come true. Say to yourself. I have the desire to succeed today. 9. Determination and commitment. Desire is the key to motivation – a commitment to excellence. Are you determined? One determined person will do more than one who is not. 10. Excellence. Be the best you can be. 11. Vision. You need to visualize your success. To succeed you have to ponder that desire if that desire consumes you. 12. Start today! Success does not come to you – you have to go to it. Look at Nike's motto “Just Do It.” Are you willing to go after that success? If you are, you are well on your way to success.

After that rousing pep talk, the installation of newly-elected LSI Treasurer by Acclamation, Rod J. Cardinale, Jr., of Santa Clara County LPA, was installed by Installing Marshall and LSI Past President, Mary S. Rocca, CCLS.

Unfinished Business – The winner of the centerpiece contest was Stanislaus County LPA.

President's Announcement – The winners of the four (4) scrip tickets for November 2016 Quarterly Conference to be held at the Hilton Hotel in Palm Springs, Host Association Desert Palm LSA are:

1. Desert Palm LSA; 2. Marin County LPA; 3. San Mateo County LPA; and 4. Santa Maria LPA.

The Board of Governors meeting adjourned at 11:15 a.m., and will meet again for the November 2016 Board of Governors Meeting on November 11-13, 2016, at the Hilton Hotel, Palm Springs, California. Host Association: Desert Palm LSA. Theme: “Pink Party.”

(Continued on page 22)



Dawn Forgeur, CCLS, Rod Cardinale, Jr., Larry McGrew, and J. Cori Mandy, CCLS

Upcoming Conferences

Upcoming Conferences

LSI's 2nd Quarterly Conference – November 11-13, 2016, Palm Springs Hilton, Palm Springs

Host Association: Desert Palms LPA / Theme: "Pink Party"

Conference Registration Scrip: \$130 (postmarked before 10/11/16); \$140 (postmarked after)

Hotel Registration: (2 Queens or 1 King) \$125 plus tax and utility user fee (per night).

LSI's 3rd Quarterly Conference – February 24-26, 2017, Holiday Inn, Chico

Host Association: Southern Butte County LPA / Theme: Roaring Twenties

Projected Scrip: \$123 / Hotel: \$79 plus tax (single/double occupancy)

LSI's 83rd Annual Conference – May 18-21, 2017, Doubletree Hotel, Modesto

Host Association: Stanislaus County LPA / Theme: TBD - think American Graffiti

Projected Scrip: \$129 / Hotel: \$109 plus tax (single/double occupancy)

Chapter Achievement Chat

With regard to the LOPM and the LPH, if you have not already submitted your Chapter Achievement Reporting form to me – please do so as soon as possible. Updates earn SLSA 100 points each.

To date this fiscal year we have earned 15,550 Chapter Achievement Points, and; of those points, 2,250 were earned at August Conference alone. Let's get another win under our belt at Annual Conference in May. Go SLSA Go!

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

Jan



Jan Ainsworth and the "SLSA Wave"

INSPIRATIONAL MESSAGE

LSI First Quarterly Conference - August 20, 2016

By: Jan Ainsworth, Governor, Sacramento LSA

The Summer Olympics are upon us so I thought it timely to share some inspirational quotes from some top Olympic athletes.

Capitalize on your talent – Everybody has a talent but it's what you do with that talent that makes it great.

Alex Morgan, soccer

Never! – Never quit. Never give up.

Gabby Douglas, gymnastics

Imagine the impossible – Nothing is impossible. With so many people saying it couldn't be done, all it takes is an imagination.

Michael Phelps, swimming

Picture the gold – I always believe I can beat the best, I can achieve the best. I always see myself at the top.

Serena Williams, tennis

Hard work beats all – Nothing can substitute for just plain hard work.

Andre Agassi, tennis

Confidence is key – If you don't have confidence, you will always find a way not to win.

Carl Lewis, track and field

Never skip the preparation – The key is not the will to win. Everybody has that. It is the will to prepare to win that is important.

Bobby Knight, coach of the 1984 gold medal-winning U.S. national basketball team

Fighting harder – You have to fight harder, dig deeper, and prove all the doubters wrong.

Carli Lloyd, soccer

There is no cap – Never put an age limit on your dreams.

Dara Torres, swimming

The power of passion – Passion makes you willing to jump through hoops, go through all

the ups and downs and everything in between to reach your goal.

Kerri Walsh Jennings, beach volleyball

My time – This is my day. This is my purpose. I am not afraid to win.

Kayla Harrison, judo

A true hero – True heroes are made of hard work and integrity.

Hope Solo, soccer

The importance of hard work – If you work hard, things will work out.

Lolo Jones, track and field

Winning doesn't mean gold – I also realize that winning doesn't always mean getting first place; it means getting the best out of yourself.

Meb Keflezighi, marathon

Finding your fire – Each of us has a fire in our hearts for something. It is our goal in life to find it and keep it lit.

Mary Lou Retton, gymnastics

Prepare, prepare, prepare – If you fail to prepare – you are prepared to fail.

Mark Spitz, swimming

Good luck! – Somebody may beat me but they are going to have to bleed to do it.

Steve Prefontaine, running

Finding your courage – If you have the courage to fail, then you have the courage to succeed.

Shalane Flanagan, running

Always try – Failure I can live with. Not trying is what I can't handle.

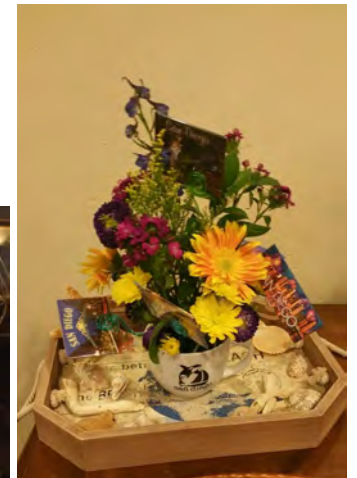
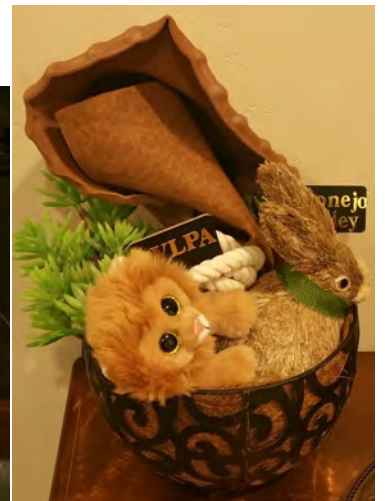
Sanya Richards Ross, track and field

In sum I say to you: Find YOUR fire - picture YOUR gold – and be the best YOU that you can be.

LSI's Quarterly Conference August 19 - 21, 2016



Beautiful Centerpieces!





Christie Kaelber, Dawn Forgeur, CCLS, Three Beautiful Fashion Models, Tammy Hunt, CCLS, Debra Clark, Terry Olson, Crystal Rivera, and Jan Ainsworth



A lot of losing tickets!

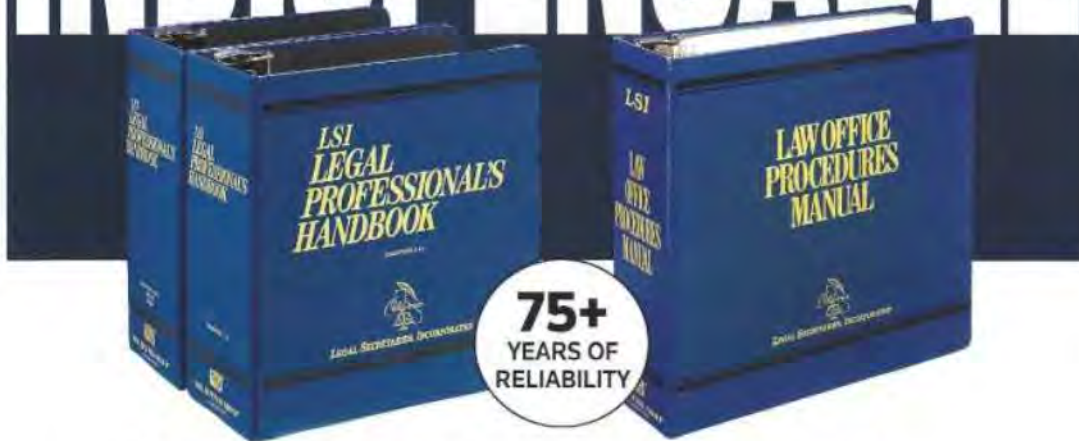


Diane Mecca



Fabulous Fashion Model

INDISPENSABLE



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CCLS REPORT



Submitted by:
Elizabeth
Madden, CCLS

If you have signed up to take the October 15, 2016 CCLS Exam, or are planning on taking the March 18, 2017 CCLS Exam, please advise our CCLS Chair, Elizabeth Madden, CCLS. Thank you.

Choose the correct plural form of each word:

- Notary Public
a. Notaries Public b. Notary Publics c. either A or B
- Quiz
a. quizzes b. quizes c. either A or B
- Fiasco
a. fiascos b. fiascoes c. either A or B
- Scarf
a. scarves b. scarfs c. either A or B
- Passerby
a. Passersby b. passerbys c. either A or B
- Grant-in-aid
a. grants-in-aid b. grant-in-aids c. either A or B
- HMO
a. HMO's b. HMOs c. either A or B
- Shelf
a. shelves b. shelvs c. either A or B
- Zero
a. zeroes b. zeros c. either A or B
- Father-in-law
a. father-in-laws b. fathers-in-law c. either A or B



Definitions

Word	Definition	Word	Definition
Appellation	designation; name	Cryptic	hidden
Commodious	spacious, roomy	Egregious	monumentally bad
Comport	carry in a particular manner; carry oneself	Malfeasance	Performance of unlawful act/evil wrongdoing
Compunction	guilty uneasiness	Morass	Quagmire
Corpus Delecti	essence of the crime	Raze	Demolish to ground level



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APPLICATION TO TAKE CCLS® EXAM

Mail Application, copy of LSI Membership Card (if applicable), and fees to:
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(Select one) **Northern California** **Saturday, October 15, 2016**
 Southern California **Saturday, March 18, 2017**

- **Deadline:** Applications must be received 60 days prior to the examination date.
- **Late Application:** Late Fees apply when Applications are received less than 60 days (but not less than 30 days) prior to the examination date, and accepted only if space is available.
- **Deferral:** Requests to defer to the next exam must be received at least 30 days prior to the exam date.

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On Time Registration Fee	\$ 25.00	On Time Registration Fee	\$ 75.00
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TOTAL DUE w/o Late Fee:	\$125.00	TOTAL DUE w/o Late Fee:	\$175.00

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Name: _____
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Provide your legal secretarial employment information beginning with your most recent (or current) employment in order to confirm that you have at least two years' experience. Attach a supplemental page if you have not been in your current position for two years.

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Employer: _____
(name and address)
Supervisor: _____ Supervisor's Phone: _____
Supervisor's Email: _____
Summary of Duties: _____

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

Date: _____ Applicant Signature _____

*Fees subject to change without notice.
Rev. April 2016

VENDOR OF THE MONTH

CyberCorp Forensics

Ron Bodenmann of CyberCorp Forensics was our July 21, 2016 Vendor of the Month.

Ron is a founding partner of CyberCorp Forensics, and brings 22 years of experience managing and providing litigation support to his latest venture. In addition to his litigation support expertise, Ron is a Computer Forensics Examiner certified in FTK, EnCase and Cellebrite tools, and holds a security clearance with the Department of Homeland Security. (Pretty Impressive!) Ron has expertise in a variety of forensic cases involving computers, cell phones and tablets, and has partnered with some of Sacramento's most prestigious law firms on their critical cases. He is also a recognized certified trainer from the State Bar of California, Concordance and Summation, and regularly teaches CLE courses at the Law Library.

Prior to co-founding CyberCorp Forensics, Ron was President and Owner of Mirror Imaging, where he provided leading edge document solutions and pioneered efficient document management solutions. He is a veteran of the United States Air Force and a dedicated family man.

CyberCorp Forensics is a veteran-owned boutique digital forensics firm that specializes in providing computer forensics, mobile forensics, data recovery, incident response, and eDiscovery services. They are located in the Greater Sacramento area and provide expert services to clients throughout California and the nation.

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You can contact CyberCorp Forensics at:

Phone: (916) 800-7555
info@cybercorpforensics.com
333 University Avenue, Suite 200
Sacramento, CA 95825



Crystal Rivera and Ron Bodenmann

Calendar / Dates to Remember

October	
October 8	SLSA's Reno Bus Trip.
October 10	Columbus Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
October 11	SLSA's Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
October 11	CCLS online Study Group ends.
October 11	LSI 2nd Quarterly Conference Registration Due.
October 13	Hilton Palm Springs room rates for LSI's 2nd Quarterly Conference are guaranteed until this date, or until reserved room block is full, whichever occurs first. (November 11-13, 2016)
October 14	RSVP by Noon today for SLSA October dinner meeting.
October 15	CCLS Exam.
October 20	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 Kim M. Wells, partner at Lewis Brisbois. Topic: "Taking Care of Our Elders: Finding the Right Care Facility."
October 21-23	Calling all Superheroes: Fairytale Town's 30th Annual Safe and Super Halloween.
October 22	Placer County LPA's BUNCO event in Auburn.
October 24	United Nations Day.
October 28	Deadline to submit articles to the Editor for the November issue of <i>The Legal Eagle</i> .
October 31	Halloween

Calendar / Dates to Remember

November	
November 6	Daylight Savings Time ENDS.
November 7	Deadline to register for Legal Specialization Seminars at LSI's Second Quarterly Conference without a late fee.
November 8	Election Day.
November 8	SLSA's Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
November 11	Veteran's Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
November 11-13	LSI's 2nd Quarterly Conference, Palm Springs Hilton, Palm Springs, CA.
November 17	SLSA's Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15 p.m. Dinner. Guest speaker and topic TBA.
November 24	Thanksgiving Day. State and federal courts closed and no U.S. Mail delivery or pick-up.
November 25	Thanksgiving Holiday. State courts closed.
November 29	Deadline to submit articles to the Editor for the December issue of <i>The Legal Eagle</i> .

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.

Answers to CCLS Quiz: 1. C, 2. B, 3. B, 4. C (preferred: scarves), 5. A, 6. A, 7. B, 8. A, 9. C (preferred: zeros), 10. B

LEGAL PROCEDURES



Submitted by:
Sara I. Martinez

KERN – EFILE NOTICE

Effective Monday, August 15, 2016, selected Notices will be available on-line. Those Notices are Notice of 3.740 hearings, Notice of 3.110 hearing, Notice of Case Management Conference, and Notice of Assignment. Once you have electronically filed your new suit and confirmation of acceptance has been provided to you, please search the Non-Criminal Case Information for your case number. Click on “Documents” and print your Notice(s). You should now be ready to serve your documents.

KERN – RETURN OF ORDERS FILED ELECTRONICALLY

When submitting an electronically filed document that requires the signature of a Judicial Officer, you will need to send an email to the correct department and location of the court and request a copy of the document. This can be done from the court’s website by selecting the locations link on the left side of the home page and e-mailing the correct department.

KERN – ELECTRONICALLY FILED WRITS AND ABSTRACTS

If your civil case was filed at the Bakersfield Court location you can now electronically file your Writ of Execution, Writ of Possession and Abstract of Judgment. Your writ or abstract will be returned to you electronically. Please note that writs and abstracts must be printed in color and submitted to the proper agency. Availability of the process at the Regional locations will be coming soon.

KERN – MANDATORY EXPEDITED JURY TRIALS

Limited civil cases set for trial after 7/01/2016 will be set as expedited jury trials pursuant to Code Civ. Proc. §630.20, et seq., unless otherwise excluded by law or order of the court. Parties must comply with applicable statutes and rules of court pertaining to mandatory expedited jury trials. Mandatory Judicial Council forms can be found at www.courts.ca.gov.





NOTICE TO ATTORNEYS

Los Angeles Superior Court
Public Information Office
Website: www.LACourt.org
E-mail: PublicInfo@LACourt.org

Aug. 24, 2016

LASC ANNOUNCES REASSIGNMENT OF CASES IN SOUTHEAST DISTRICT

Effective Monday, Oct. 3, 2016, the Los Angeles Superior Court will redistribute caseloads between the Central Criminal District and the Southeast District.

All **new** misdemeanor and felony cases filed on behalf of the Huntington Park Police Dept. with an appearance date on or after Oct. 3, 2016, shall be filed or cited to the Downey Courthouse located at 7500 East Imperial Highway, Downey, 90242.

All Huntington Park Police Dept. **misdemeanor** cases **currently** assigned to the Clara Shortridge Foltz Criminal Justice Center with an appearance date on or after Oct. 3, 2016, shall be transferred to the Downey Courthouse.

All defendants apprehended on outstanding **misdemeanor** bench warrants resulting from arrest by the Huntington Park Police Dept. shall be returned to the Downey Courthouse for hearing on the outstanding warrant.

All Huntington Park Police Dept. **felony** cases currently assigned to the Clara Shortridge Foltz Criminal Justice Center shall remain there for all further proceedings.

All defendants apprehended on outstanding **felony** bench warrants for cases resulting from arrest by the Huntington Park Police Department shall be returned to the issuing court at the Clara Shortridge Foltz Criminal Justice Center for all further proceedings.

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NEWS RELEASE

Release Date: August 26, 2016

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO
247 West Third Street, 11th Floor
San Bernardino, Ca 92415-0302
www.sb-court.org

909.708.8747

Raymond L. Haight III
Presiding Judge

Nancy CS Eberhardt
Interim Executive Officer

SAN BERNARDINO COUNTY'S FIRST CHILDREN'S WAITING ROOMS

The San Bernardino Superior Court is pleased to announce the much anticipated opening of the first Children's Waiting Rooms in San Bernardino County on Tuesday, September 6, 2016. This free service will be available Monday through Friday, from 8:00 a.m. to noon, and 1:00 p.m. to 4:30 p.m., (except court holidays) for children 2 ½ years old (toilet-trained) and up to 14 years of age whose parents or guardians are conducting court business at the San Bernardino Justice Center and Historic Courthouse locations.

Modeled after successful waiting rooms in courthouses of other counties, this program will provide a place for creativity and imagination away from the courtroom, which can be an upsetting and sometimes frightening experience for young children. The waiting rooms will be operated and staffed by a private vendor, *Choices for Children*, with credentialed and experienced childcare providers trained to interact positively with children, making children feel welcomed and safe. Accommodation is limited and provided on a first-come, first-served basis.

Locations and phone numbers:

San Bernardino Justice Center	Historic Courthouse
247 W. 3 rd Street, 1 st floor	351 North Arrowhead Drive, 3 rd Floor
San Bernardino, CA 92415	San Bernardino, CA 92415
(909)708-8340	(909) 708-8339

In early fall 2016, the Superior Court of San Bernardino County plans to hold a grand opening ceremony that will serve to feature the Children's Waiting Rooms' contribution to the community.

For more information please contact the Court Executive Office at 909-708-8746.

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NEWS RELEASE

Release Date: September 13, 2016

SUPERIOR COURT OF
CALIFORNIA
COUNTY OF SAN BERNARDINO
247 West Third Street, 11th Floor
San Bernardino, Ca 92415-0302
www.sb-court.org

909.708.8747

Raymond L. Haight III
Presiding Judge

Nancy CS Eberhardt
Interim Executive Officer

SUPERIOR COURT INTRODUCES ENHANCED ONLINE JURY SYSTEM

The Superior Court of California, County of San Bernardino announces new and improved features to its juror website that will provide ease of use to summoned jurors.

The improved website gives those summoned for jury service the ability to:

- Defer jury service up to 90 days
- Fill out their Juror Questionnaire
- Elect to receive updates regarding reporting status via phone, text, and/or email (normal text messaging fees apply)
- Check juror status
- Obtain a verification slip for each day of jury service

For more information about the enhanced juror website, please contact Jury Administration at 909-884-1858.

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NEWS RELEASE

**Los Angeles Superior Court
Public Information Office**

Website: www.LACourt.org

E-mail Address: PublicInfo@LACourt.org

Aug. 23, 2016

LASC WARNS OF NEW JUROR SCAM

Officials from the Los Angeles Superior Court recently learned of individuals posing as sheriff's deputies contacting residents saying they are in contempt of court for missing jury duty and have a warrant for their arrest. The victims are told the only way to clear up the warrant is to pay the bail, in amounts from \$2,000-\$5,000, and once it is paid, they can go to the courthouse to get the paperwork clearing them of the warrant.

The scammers contact the victims by phone and are instructed to then go to a grocery store or Office Depot and purchase "Reloadit" cards with the money. Once purchased, the victims are told to read off the numbers on the cards to the person on the phone. The victims are then instructed to mail the cards to the local courthouse, not realizing that the cards were compromised as soon as they gave the numbers over the phone.

The scammers have been persistent in contacting victims, calling until they are able to speak with someone over the phone.

Court personnel will never contact the public over the phone to demand payment. Sensitive personal information such as a social security number is never requested by court staff. Credit card information is only requested if a member of the public contacts the Court to make a payment.

People with questions about calls or emails regarding jury service should contact the Court's Juror Services at 1-800-778-5879.

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Superior Court of California
COUNTY OF ALAMEDA



Morris Jacobson, Presiding Judge
Chad Finke, Executive Officer

René C. Davidson Courthouse
1225 Fallon Street
Oakland, California 94612

 twitter.com/AlamedaSuperior
www.alameda.courts.ca.gov

**For more information
about this news release,
please contact:**

Victoria King
Principal Analyst for Communications
Office of Planning, Research, Outreach
vking@alameda.courts.ca.gov
510-891-6208

FOR IMMEDIATE RELEASE

Wednesday, September 14, 2016

NEW POSTCARD JURY SUMMONS

OAKLAND, CALIFORNIA: On September 16, 2016, the Alameda County Superior Court will begin using a new method of summoning residents to serve as jurors. Instead of an envelope containing a summons and directions, prospective jurors will now receive a postcard which indicates when and where they are to appear for jury service. The postcard doubles as a juror badge and should be brought to the courthouse. A copy of a representative postcard appears below.

The postcard directs the prospective juror to respond by using *eJuror*, an online application that is available 24 hours a day, seven days a week at www.alameda.courts.ca.gov/eJuror. Prospective jurors without access to a computer may complete a paper form, which can be requested by calling the Jury Services Division at 510-891-6031.

The change from a summons in an envelope to a postcard summons reduces printing and postage costs by an estimated \$50,000 per year. This is another example of the Superior Court's efforts to reduce costs and become more efficient in response to cuts in court funding. It also reflects the expansion of Superior Court services to accommodate the public's interest in conducting business online, instead of in person. Additional types of jury business that can be conducted online rather than in person or by mail include postponing service to a more convenient date and resolving questions about whether a person is qualified to serve.

For more information about responding to a jury summons, please visit the Court's website at www.alameda.courts.ca.gov or call 510-891-6031.



CHAMBERS OF
JAMES E. HERMAN
Presiding Judge

PHONE: (805) 882-4590



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA BARBARA
1100 ANACAPA STREET, SANTA BARBARA, CA 93101

September 7, 2016

PLEASE TAKE NOTICE that the Superior Court, County of Santa Barbara intends to adopt the following forms for optional use in criminal cases:

SC-3086 – Addendum to Felony Plea Form with Explanation and Waiver of Rights

Pursuant to CRC 10.613(g)(3)(b), the court has posted the proposed optional use form which will go into effect on January 1, 2017. A hard copy of the form is attached to this notice.

The proposed optional form was reviewed and approved by the Santa Barbara Superior Court Executive Committee. Interested parties may submit comments on or before October 31, 2016, via email at localrulescomments@sbcourts.org, or via hard copy sent to:

Darrel E. Parker, Court Executive Officer
Superior Court of California, County of Santa Barbara
1100 Anacapa Street
Santa Barbara, CA 93101

Dated: September 7, 2016

A handwritten signature in black ink, appearing to read 'J. E. Herman', is written over a horizontal line. The signature is fluid and cursive.

Honorable James E. Herman, Presiding Judge
Superior Court of California, County of Santa Barbara

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA BARBARA STREET ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	<i>FOR COURT USE ONLY</i>
PLAINTIFF: People of the State of California DEFENDANT:	
ADDENDUM TO FELONY PLEA FORM WITH EXPLANATION AND WAIVER OF RIGHTS	CASE NUMBER:

ADDITIONAL CHARGES AND MAXIMUM TERM (addendum to 1.). I want to plead guilty or no contest to the charges and allegations listed below. I understand that the minimum and maximum penalties for the charges to which I am pleading guilty or no contest are listed below.

COUNT	CHARGES (SECTION & DESCRIPTION)	YEARS/MONTHS		PRIOR CONVICTIONS, ENHANCEMENTS, & SPECIAL ALLEGATIONS (SECTION & DESCRIPTION)	YEARS/MONTHS		TOTAL MAXIMUM TIME	
		MINIMUM	MAXIMUM		MINIMUM	MAXIMUM		
AGGREGATE MAXIMUM TIME OF IMPRISONMENT								

- | | |
|--|---|
| <p>1. APPEAL WAIVER. I understand that unless I give up the right to appeal, the law allows me to appeal the sentence I receive in this case, as well as the denial of any and all motions made and denied in my case. I waive and give up my right to appeal.</p> | INITIALS
<input style="width: 60px; height: 30px;" type="text"/> |
| <p>2. HARVEY WAIVER (addendum to 2.h.). I understand and agree that the sentencing judge may consider the entire factual background of the case, including any dismissed or stricken charges or allegations or cases, and any charges the District Attorney agrees not to file, when granting probation, ordering restitution to victims (even victims of dismissed counts, or counts not filed per agreement), or imposing sentence.</p> | <input style="width: 60px; height: 30px;" type="text"/> |
| <p>3. JUDICIAL APPROVAL. I understand that the court's approval of this agreement is not binding. The court may withdraw its approval in light of further consideration at the time of sentencing. If the court withdraws its approval, I will be permitted to withdraw my plea if I desire to do so.</p> | <input style="width: 60px; height: 30px;" type="text"/> |

**Mt. Diablo LPA
Presents:**

Foliage & Fun
Silent Auction and Luncheon

Saturday, October 29, 2016
11:30 a.m. – Doors Open
12:15 p.m. – Lunch served

Zio Fraedo's Restaurant
611 Gregory Lane, Pleasant Hill, CA 94523

Please RSVP by October 19, 2016

\$37.50 if paid by PalPay/Credit Card
\$35.00 Discount price if paid by cash/check
\$40 at the door/after deadline (cash or check only)

To RSVP using PayPal or Credit Card
Please visit our website at www.mt DiabloLPA.info

Or

Make checks payable to MDLPA and mail to:
Maria Bishop, CCLS
3191 Rohrer Drive, Lafayette, CA 94549
(please include name of attendees and local assn. if appropriate)

For Further Information Contact:
Cheryl L. Kent, PLS, CCLS clkcls@comcast.net

SACRAMENTO COUNTY BAR ASSOCIATION

2016 MEMBERSHIP APPLICATION



Membership dues in the SCBA and SCBA Sections are not deductible as charitable contributions for federal income tax purposes. However, such dues may be deductible as a business expense. Consult your tax advisor.

NEW MEMBER

RENEWAL

Name _____	Payment Details:
Organization _____	Amount \$ _____
Address _____	Check # _____
City/State/Zip _____	Credit Card:
Phone () _____	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Fax () _____	_____
Email _____	Exp: _____ / _____ CVC: _____
State Bar # _____	Signature: _____
Year Admitted _____	

SCBA DUES | Check one. Dues based on calendar year, not prorated.

- \$25.00 **Student Membership**
- \$40.00 **Associate Affiliate Membership**
- \$40.00 **1st year of admission to the State Bar of California - Government**
- \$45.00 **1st year of admission to the State Bar of California - Private**
- \$95.00 **2nd to 5th year - Government**
- \$110.00 **2nd to 5th year - Private**
- \$130.00 **6th to 9th year - Government**
- \$180.00 **6th to 9th year - Private**
- \$145.00 **10+ years - Government**
- \$195.00 **10+ years - Private**
- \$0.00 **Honorary Membership [Judge/Justice]**
- \$120.00 **Associate [Non-lawyer]**
- \$80.00 **Retired Status**

SCBA PROGRAMS

- Yes! I would like an application to join the **Lawyer Referral and Information Service**
- Yes! I would like an application to join the **Mandatory Fee Arbitration Service**

SECTIONS | Check the sections you wish to join.

- \$20.00 **Administrative Law** CODE 200
- \$20.00 **Alternative Dispute Resolution** CODE 205
- \$20.00 **Appellate Law** CODE 225
- \$20.00 **Bankruptcy and Commercial Law** CODE 210
- \$20.00 **Business Law** CODE 215
- \$20.00 **Civil Litigation** CODE 250
- \$20.00 **Construction Law** CODE
- \$20.00 **Criminal Law** CODE
- \$20.00 **Environmental Law** CODE 230
- \$20.00 **Family Law** CODE 235
- \$20.00 **Health Care** CODE 240
- \$20.00 **Intellectual Property** CODE 245
- \$20.00 **Labor and Employment Law** CODE 255
- \$20.00 **Probate and Estate Planning** CODE 260
- \$20.00 **Public Law** CODE 275
- \$20.00 **Real Property** CODE 270
- \$20.00 **Tax Law** CODE 280
- \$20.00 **Workers Compensation** CODE 285

Remit by mail/email/fax to Sacramento County Bar Association at 425 University Ave., Suite 120, Sacramento, CA 95825
Email: seba@sacbar.org or sign up on line at www.sacbar.org. Phone 916.564.3780 Fax 916.564.3787

SACRAMENTO COUNTY BAR ASSOCIATION

2016 MEMBERSHIP APPLICATION



PRACTICE AREAS | Select your Practice Areas (limit three)

- | | | |
|---|---|---|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Environmental | <input type="checkbox"/> Litigation, Construction |
| <input type="checkbox"/> Alternative Dispute Resolution | <input type="checkbox"/> Estate Planning & Probate | <input type="checkbox"/> Litigation, Debt Collection |
| <input type="checkbox"/> Animal Law | <input type="checkbox"/> Family Law | <input type="checkbox"/> Litigation, Environmental |
| <input type="checkbox"/> Appellate | <input type="checkbox"/> Gaming | <input type="checkbox"/> Litigation, Employment |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Government & Public Entity | <input type="checkbox"/> Litigation, General |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Health Care | <input type="checkbox"/> Litigation, Personal Injury |
| <input type="checkbox"/> Business/Corporate | <input type="checkbox"/> Immigration | <input type="checkbox"/> Litigation, Intellectual Property |
| <input type="checkbox"/> Civil Rights | <input type="checkbox"/> Insurance | <input type="checkbox"/> Litigation, Professional Liability |
| <input type="checkbox"/> Construction Law | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Municipal Law |
| <input type="checkbox"/> Criminal Defense | <input type="checkbox"/> International | <input type="checkbox"/> Native American Law |
| <input type="checkbox"/> Education | <input type="checkbox"/> Land Use/Zoning | <input type="checkbox"/> Non-profit Organizations |
| <input type="checkbox"/> Elder Law | <input type="checkbox"/> Landlord/Tenant | <input type="checkbox"/> Patent |
| <input type="checkbox"/> Employee Benefits | <input type="checkbox"/> Legislative & Governmental Affairs | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Employment & Labor | <input type="checkbox"/> Litigation, Administrative | <input type="checkbox"/> Social Security |
| <input type="checkbox"/> Energy & Natural Resources | <input type="checkbox"/> Litigation, Business | <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Entertainment & Sports | <input type="checkbox"/> Litigation, Class Action/Mass Tort | <input type="checkbox"/> Workers' Compensation |

COMMITTEES | Check to (re)apply

Participation on committees is a worthwhile contribution to the Sacramento legal community and to the public. Committees develop policy options for the Board and recommend actions for its consideration and approval. The work of SCBA committees is varied and reflects the diverse backgrounds and talents of our members. The primary role of committees is to examine and act upon assigned tasks. The Board relies on committees to inform its decisions, and in some cases, to carry out the mission of the organization. A brief description of each committee follows. Please indicate your interests. Committee appointments are made by the incoming President, although members may be added year around depending on individual committee needs.

- | | |
|--|---|
| <input type="checkbox"/> Annual Meeting – Organizes the SCBA Annual Meeting. | <input type="checkbox"/> Pro Bono – Advises the Board about, and operates, the SCBA's pro bono program. |
| <input type="checkbox"/> Bench Bar Reception – Organizes the Bench Bar Reception. | <input type="checkbox"/> Sacramento Lawyer Magazine Editorial – Sets policies that govern the <i>Sacramento Lawyer</i> . |
| <input type="checkbox"/> Bylaws – Oversees the bylaws; makes recommendations to the Board when changes are suggested. | <input type="checkbox"/> Website – Assists with the SCBA website and its content. |
| <input type="checkbox"/> SCBA Delegation – Organizes delegates and SCBA participation at the Conference of California Bar Associations; drafts and reviews resolutions. | |
| <input type="checkbox"/> MCLE – Oversees and advises the Board about MCLE credit. | |
| <input type="checkbox"/> Diversity Hiring and Retention – Encourages the hiring and retention of minority legal professionals. | |
| <input type="checkbox"/> Electronic/Social Media – Oversees and advises the Board about the SCBA's electronic media. | |
| <input type="checkbox"/> Fee Arbitration – Arbitrates fee disputes between attorneys and clients. | |
| <input type="checkbox"/> Sports & Leisure – Annual Golf Tournament, facilitate Softball League, and may create other events. | |
| <input type="checkbox"/> Judiciary – Evaluates the qualifications of candidates who seek appointment to judicial positions pertaining to Sacramento County. | |
| <input type="checkbox"/> Lawyer Referral and Information Service – Governs policies concerning lawyer referrals made to the public. | |
| <input type="checkbox"/> Membership – Oversees and advises the Board about member benefits and organizational marketing. | |
| <input type="checkbox"/> Nominations – Nominates a slate of candidates for election as Board members and recommends SCBA awards recipients. | |

Previous Committee/Section participation _____

TASK FORCES

- Mentorship Task Force** – Oversees and advises the Board about the SCBA's mentorship program.

DIVISIONS

- Barristers' Division** – SCBA members who are attorneys under the age of 36 and have practiced law under 5 years.
- Solo/Small Practice Division** – SCBA members who are attorneys in their own firm or small firm (four or less).
- Movers Division** – SCBA members who enjoy running, hiking, biking, or other athletic challenges. The Division will connect Movers with current local events, may organize teams or rideshares for those events, and may plan certain events for SCBA members.
- Shakers Division** – SCBA members who want to "do good" in the community in a non-legal fashion, such as serving food at a soup kitchen or assisting with food or clothing drives. The Division will connect Shakers with current local opportunities and may organize groups to work at specific events.

Remit by mail/email/fax to Sacramento County Bar Association at 425 University Ave., Suite 120, Sacramento, CA 95825

Email: soba@saobar.org or sign up on line at www.saobar.org. Phone 916.564.3780 Fax 916.564.3787

Employment Report



Submitted by:
Vice President
Brenda Bracy,
CCLS

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 attorney 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 numbers(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 position is given to the Employment Chair.

Part-Time Temp Legal Secretary. Angelo Kilday & Kilduff is looking for a part-time temp legal secretary for six weeks while one of their secretaries is out on medical leave. There is a possibility that the position may lead to permanent part-time placement. Firm seeks part-time temp legal secretary with 4+ years in litigation experience and knowledge of federal, state, local rules and court filing procedures. Must have strong organizational, calendaring and computer skills (Word 2010). Excellent spelling, grammar, proofreading and communication skills required. Must be highly motivated, dependable, detail oriented and possess a team player attitude. If interested, please e-mail resume to Office Manager Kathy Jadoon at kjadoon@akk-law.com.

Legal Secretary. National law firm is seeking an enthusiastic, team oriented Legal Secretary for their Sacramento office. The position will support two attorneys specializing in construction and employment law. Occasionally, cases will go to trial and experience would be helpful.

The successful candidate will be proficient in MS Office programs, organized, reliable, thrive working in a fast paced environment and have litigation experience. Team oriented and excellent communication skills are required to work closely with clients, courts, attorneys and employees. Firm offers excellent benefits and competitive salary based on experience.

Please contact our office immediately as to your interest. Geri Ximenez-Fujitani, Fujitani Consulting, Legal Recruiters, 916-686-9444, geri@fujitaniconsulting.com

(Continued on page 44)

Employment Report Continued

(Continued from page 43)

Experienced General Litigation Paralegal. Murphy Austin Adams Schoenfeld LLP is looking for a full-time paralegal candidate with five+ years of solid litigation experience. The successful candidate must have excellent organizational skills and the ability to work with and organize large volumes of documents. Top-notch computer skills and aptitude are essential. Advanced skills in Legal Support Software (preferably Eclipse), Microsoft Word, Excel, Outlook, PowerPoint and document management systems are required, with proficiency in trial presentation software (such as Trial Director or Sanction), Filesite, Access and Legal MacPac a plus. Significant experience with collecting, processing, and managing large collections of ESI required. The successful candidate must be able and willing to learn other software systems that support a litigation practice. We are looking for someone to multitask in a fast-paced, professional environment, enjoy working as part of a team, and demonstrate a deep commitment to client service. Murphy Austin offers a competitive salary and benefit package as well as a paralegal bonus program. Highly organized, detail-oriented, and motivated applicants should submit resumes to: Trish Hughes Kreis at thkreis@murphyaustin.com.

Litigation Secretary. Busy Civil Litigation firm seeks experienced litigation secretary. Candidates should have at least five years' experience, with three years in Civil. Candidates must be proficient in calendaring and knowledgeable in court rules both state and federal. Candidates must be able to support three attorneys, have excellent organizational skills, be able to multi-task and work independently and as a team player. Must know Word, Outlook, Abacus, transcription, Legal Solutions, Excel, and Word Perfect. Must have excellent word processing skills (70+ wpm). This is a busy desk and requires efficiency and good time management skills. This is a full-time position. Please send resume, cover letter, and references to cbrazil@jonesdyer.com.

Litigation Legal Secretary. Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week), experienced Litigation Secretary to join our Trusts and Estates Practice Group. The successful candidate must be able to multi-task in a fast-paced and professional environment, enjoy working as part of a team, and demonstrate a commitment to quality client service. Under minimal supervision, the Litigation Secretary will be expected to carry out the following job duties and responsibilities: Maintain attorney calendar by planning and scheduling conferences, teleconferences, depositions, and travel, recording and monitoring court appearance dates, pleadings, and filing requirements and monitoring evidence-gathering; Produce legal information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics, coordinating case preparation and assuring that high priority items are completed in a timely manner; Prepare documents for state and federal court filings, discovery, arbitration, mediation and hearings; Read, sort, and date incoming mail. Ensure that outgoing mail is processed according to office procedures. If necessary, route mail to specific delivery service and follow up on timely delivery; Draft letters and documents, collect and analyze information, schedule couriers, court reporters, expert witnesses, and other special functions, coordinate preparation of charts, graphs, and other courtroom visuals; prepare expense reports; Establish and maintain calendar and deadline reminder systems; Complete and submit conflict check forms, screening forms and new matter request forms; Maintain all client and general files; Provide exceptional client service to guests and clients whether in person or on the telephone; Maintain good public relations and diplomacy with clients while observing confidentiality of attorney-client relationship; Input time entry,

(Continued on page 45)

Employment Report Continued

(Continued from page 44)

review and edit bills; Send and retrieve e-mail and faxes for attorney(s); Photocopy and assemble documents as required; Additional duties as assigned including assisting other secretaries, as needed. The ideal candidate will have the following capabilities: Effective communication and organizational skills; Strong analytical and problem solving skills; Attention to detail and high level of accuracy; Stress and time management skills; Flexibility in dealing with multiple projects and assignments; Strong client focus. Education and Experience: College degree preferred, but not required; 8+ year's legal secretary experience with extensive knowledge of litigation; Experience in trusts and estates litigation strongly preferred; Advanced working knowledge of Microsoft Office Suite (Outlook, Word, Excel and PowerPoint); Type 50 wpm; Solid drafting and proofreading skills; Self-motivated and able to work independently; Ability to multi-task and meet deadlines. Qualified candidates should send their cover letter, resume and salary requirements to recruiting@weintraub.com.

Paralegal. Boutique law firm practicing in the areas of trusts and estate looking for a full time paralegal in probate and probate litigation practice with a degree from an ABA approved paralegal program. Bachelor's Degree preferred. Must be familiar with Microsoft Office and have strong communication and organization skills. Knowledge of Timeslips, Abacus and Judicial Council Forms preferred. Salaried position. Candidate should be intellectual, self-motivated, and a creative thinker with a warm and professional personality. Candidate should be proactive in the candidate's long-term development and possess a strong desire to learn. Candidate should have a willingness to be accountable for multiple projects and tasks. Candidate needs strong people skills and the ability to work in a team environment. Candidate should be detail and process oriented, have the ability to move between projects easily, and have strong organizational skills. Candidate should be eager to complete all assigned tasks, including maintaining the appearance of the office. Candidate needs excellent phone, writing and computer skills. Candidate must maintain confidentiality. Please send resume and cover letter to Meghan E. Pounds at meghan.pounds@calegacylaw.com.

EXPERIENCED Legal Secretary Opening. Seeking a legal secretary with minimum 1-2 years' experience in civil litigation. Must be experienced in law and motion and civil discovery. Job duties would include: Heavy transcription (must be a fast and accurate typist); Calendaring (law and motion and discovery deadlines); Assisting attorneys in drafting pleadings and discovery responses; Answering phones; Scheduling meetings; Record keeping; Knowledge of Apple computers is a plus. Contact information to send resume and cover letter: Maricar Pascual, maricar@psyclaw.com.

Administrative Legal Secretary. CRLA Marysville office is seeking applicants to fill a Full-Time, Regular, Administrative Legal Secretary (ALS) position. This position is available immediately and applicants will be considered until the position is filled. SALARY: \$23,984.00 to \$47,960.00 depending on experience, determined according to the collective bargaining agreement. Plus a \$2,100.00 ALS bonus and a Bilingual bonus is also available (\$480.00 annual for spoken Spanish fluency, \$480.00 annual for written Spanish fluency). APPLICATIONS: E-mail a cover letter and resume to the CRLA Human Resources Department at hr@crla.org. Include "ALS- Marysville" in the subject line of e-mail. The Administrative Legal Secretary job description is an "extra duties" job description which a Legal Secretary currently holds in addition to the Legal Secretary functions. As a result such clerical is compensated with an additional bonus credit as set forth in Article 45.1. Duties and Responsibilities: Maintains all duties of the Legal Secretary position as described in the Legal Secretary job description; Serve as coordinator of the office, training and coordinating the

(Continued on page 46)

Employment Report Continued

(Continued from page 45)

office clerical staff; Delegate tasks to other clerical staff; coordinate clerical and litigation support responsibilities; Maintain statistical records as required create and produce reports in CMS; Administer petty cash and clients' trust accounts; Assist in the interviewing and selection of clerical staff; Maintain office administrative and personnel files; Assure that legal deadlines are met in the processing of legal documents; Maintain the court and appointment calendar; Order and maintain office equipment and supplies; Disseminate information from ALS meetings; Maintain of current and archived confidential client files, and arranges for confidential document destruction as directed by the Directing Attorney; Coordinate building maintenance; Process all office invoices, bills, statements, check requests for payment; Assist off-site IT personnel with the local provision of tech support; Perform other office duties as assigned, including assisting with the new applicant and client intake process. Qualification Criteria: Three (3) years' experience as legal secretary or equivalent experience providing administrative support in a high stress environment; Type 55-60 w.p.m. Knowledge of technology not limited to Microsoft Windows, WordPerfect, Microsoft Office Suite, Table of Authorities, Internet, and web based programs and email; Excellent written and oral communications skills; Knowledge of law office management; Excellent written and oral communication skills; Ability to learn data entry and to enter information efficiently and correctly into CRLS's case management system; Knowledge of or ability to learn and obtain proficiency in all functions of office equipment such as copiers, facsimile machines and scanners; Ability to work independently; Ability to work collaboratively with all CRLA staff, clients and community organizations; Ability to maintain client confidentiality of personnel and administrative records; •Fluency in written and oral Spanish is required.

Family Law Paralegal. Statewide A-V rated law firm has an immediate opening for an experienced Family Law Paralegal in their Rancho Cordova office with the ability to perform delegated substantive legal work. The ideal candidate is a self-starter with the ability to (1) efficiently prioritize multiple assignments in a timely manner, (2) draft family law pleadings and documents, (3) analyze detailed financial documents, and (4) participate in case planning, development and management. Must be familiar with legal calendaring timelines and local and state court rules. Strong writing skills and the ability to effectively communicate with clients and opposing counsel is required. Must be proficient in Microsoft Word, Excel, Outlook, Adobe Acrobat and Legal Solutions. Candidate must meet the requirements and be in compliance with California Business Code Section 6450. Competitive salary and benefit package offered. To apply, please respond to jobs@bortonpetrini.com.

Litigation Secretary. The firm seeks a Litigation Secretary for its Sacramento office. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Requires 75+ wpm accurate typing, word processing and proficiency with MS Office applications. Ability to accurately proofread documents, set priorities and work under pressure is critical. Must have a positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, a strong work ethic, and be highly organized with an extreme level of attention to detail. Qualified applicants may submit a cover letter and resume in confidence to Miranda Martinez, Human Resources Generalist, via the firm's web application. No telephone calls or email applications, please. Downey Brand is an Equal Opportunity/Affirmative Action employer.

(Continued on page 47)

Employment Report Continued

(Continued from page 46)

Legal Secretary. Fujitani Consulting recruits for temporary and full-time positions in the Sacramento market place. We currently have an immediate need for a temporary Legal Secretary with at least 3-5 years of litigation experience and available to commit for at least 30 days, possibly longer. Please contact our office immediately as to your interest. Geri Ximenez-Fujitani; Fujitani Consulting, Legal Recruiters; 916-686-9444; geri@fujitaniconsulting.com.

Legal Secretary. Downtown Sacramento litigation defense firm seeks highly organized, self-motivated Legal Secretary for its Employment/Tort Litigation section. Full-time position. Salary DOE. Benefits include medical, dental, vision, disability, long term care, group life and 401(K). Parking provided. Software: Word, Outlook, Compulaw, Omega. For consideration, please mail your resume along with references and a cover letter to: Firm Administrator, 1000 G Street, Suite 200, Sacramento, CA 95814. Please no phone calls. Job Qualifications: Minimum 5 years' experience in civil litigation; Experience in employment law helpful; Strong communication skills, both written and verbal; Strong work ethic, dependable; Upbeat, pleasant and professional, a team player; Organizational and time management skills; Ability to work with a high degree of accuracy; Ability to follow instruction closely; Proficient in the use of MS Office, including Word and Outlook; Knowledge of current court rules, calendaring, e-filing, both state and federal; Experience with discovery, trial preparation, and motions, briefs, creating tables of contents and table of authorities; Ability to transcribe dictation.

Office Services Clerk. The responsibilities of the Office Services Clerk are to provide general clerical assistance and support to the various positions within the office. The general areas of responsibility include receptionist and heavy filing, backup to the legal secretary and word processing positions. This position may also entail backing up or assisting with any other day-to-day operations of the office as needed or requested. While this position will have specific responsibilities, assignment may be made to assist with overflow work from other positions. Typing certificate of 55 wpm and a working knowledge of Microsoft Word and Excel is required. Minimum one year of legal office experience. To apply, please email resume to jobs@bortonpetrini.com.

Executive Legal Secretary. Stockwell, Harris, Woolverton & Helphrey, a well-established workers' compensation Defense Law Firm in Sacramento, seeks an experienced Executive Legal Secretary. Excellent pay and benefits. Flexible hours. Prefer self-motivated, organized candidate that can work independently. 2-5+ years experience. Fax or email resumes to Kalie Wikel at (916) 924-3541; sacramento-workcomp@gmail.com.

Legal Assistant. One to five years' experience. Must have excellent word processing and computer skills. Plaintiff personal injury practice. Nice office with free parking in very pleasant midtown location. Full-time position. Salary based on skills and experience. Please send resume and cover letter describing your word processing skills and work experience to NambaLaw@aol.com.

Legal Assistant. Mastagni, Holstedt A.P.C. seeks two experienced full-time legal assistants. One will support a labor/employment practice and the other a civil litigation practice. Work hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Duties include organizing and maintaining paper and

(Continued on page 48)

Employment Report Continued

(Continued from page 47)

electronic files, preparation and filing of legal documents, data entry, managing attorney calendars, and correspondence and communication with clients, courts, and attorneys. This position requires proficiency in the use of MS Windows, MS Office, and client databases. Knowledge of rules of court and civil procedure is necessary. Applicants must be able to work cooperatively, communicate well, have a professional appearance and demeanor, good judgment, and exceptional attention to detail and accuracy. Salary commensurate with skills and experience. Please submit cover letter and resume for consideration to bill@mastagni.com.

Legal Secretary. Ultimate Staffing seeks professional Legal Secretaries to work in the Sacramento area! We work with many firms in Sacramento who are looking for Jr. to Sr. Legal Assistants. Most are DIRECT HIRE opportunities! Candidates will be able to work in a professional, fast-paced environment where your experience, education, and training can be fully utilized. We are looking for people who have litigation as well as transactional experience. Experience with transcription, proofreading, editing, e-filing, calendaring, word processing, scheduling, contracts, agreements, and filing. Specific experience in Worker's Compensation, litigation, employment law, and medical malpractice is a big plus but any legal office experience is great! Please send your resume to Danielle at dkanan@ultimatestaffing.com.

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**FAIRYTALE TOWN'S
30TH ANNUAL SAFE & SUPER HALLOWEEN:
SUPERHEROES
October 21 – 23, from 5 – 9 p.m.**

This special ticketed three-night extravaganza features 17 treat stations, a nightly costume parade at 8:30 PM, hands-on activities and a theater performance each night at 6, 7 & 8 PM in the Children's Theater. Puppet show tickets are an additional \$1 for members and \$2 for nonmembers.

Tickets go on sale September 1

Advance Tickets (September 1 – October 20):

Adults (13+yrs): \$10
Children (2-12yrs.): \$10
Children 1 and under: Free
Fairytale Town members receive \$3 off per ticket

Day-of Tickets (beginning October 21):

Adults (13+yrs): \$12
Children (2-12yrs.): \$12
Children 1 and under: Free

Volunteers and Candy Donations Needed

Candy donations can be picked up **free** by OnDemand Legal!!!

Volunteers are needed all three nights to assist with crafts and handing out candy.

**To volunteer, schedule candy pick up, or for other questions,
contact Deseree Aguillen or Christina Witt at.**

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

Christina Witt - 916-341-8240, christina.witt@lc.ca.gov



SLSA Committee Chairs 2016-2017

Updated: 7-26-16

Position	Name	Contact Info
Advertising	Jaymie Moralez	Jaymie.moralez@jud.ca.gov
Audit (Financial Review) [3 people]	OPEN	
Benefits	OPEN	
Budget Committee	Dawn Forgeur, CCLS (Chair) Corene Rodder Jennifer Estabrook, CCLS	dawn.forgeur@stoel.com
Bulletin Editor	Corene Rodder	crodder@somachlaw.com
CCLS	Elizabeth Madden, CCLS	elizccls@gmail.com
Charitable Projects	Mona DeMarco (Chair)	mona@olsonhagel.com
Day In Court [3-4 people]	Rebecca Lerma (Chair) Jessica Colgan Jessica Patton	rebecca.lerma@stoel.com
Employment	Brenda Bracy, CCLS	bbracy@boutinjones.com
Historian	Corene Rodder	crodder@somachlaw.com
Interclub	OPEN	
Law Office Products & Management	OPEN	
Legal Procedures	Sarah Martinez	legalassistant@perkins-lawoffice.com
Legal Professional of the Year / Boss of the Year	Elizabeth Madden, CCLS (Chair) Michelle Chavez	elizccls@gmail.com
Legal Secretarial Training	Astrid Watterson, CCLS Dawn Forgeur, CCLS	Awatterson@foleymansfield.com dawn.forgeur@stoel.com
Marketing	Brenda Bracy, CCLS	bbracy@boutinjones.com
Membership	Brenda Bracy, CCS	bbracy@boutinjones.com
Nominations & Elections [3 people]	Dawn Forgeur, CCLS (Chair) OPEN	dawn.forgeur@stoel.com
Professional Liaison	Dawn Willis (Chair) Mary Taylor (Co-Chair)	dwillis@downeybrand.com mtaylor@downeybrand.com
Programs	Anne French (Co-Chair) Morgan Albanese (Co-Chair)	anne.french@lewisbrisbois.com morgan@litigationservices.com
Programs – Lunch Lessons	OPEN	
Publicity	OPEN	
Reservations/Reception	Michele Van Dyke	Michele@petersenlaw.net
Scholarship	OPEN (Chair) Suzanne MacDonald	
Vendor Liaison	Debra Clark	debra.clark53@yahoo.com
Ways & Means	OPEN	
Website Coordinator/Social Media Chair	Deseree Aguillen	daguillen@stonegraves.com
Fairytale Town	Deseree Aguillen (Chair) Christina Witt (Co-Chair)	daguillen@stonegraves.com
Reno Bus Trip	Dawn Willis (Co-Chair) Mary Taylor (Co-Chair) Michelle Chavez	dwillis@downeybrand.com mtaylor@downeybrand.com
Bulletin Proofreaders	Michele Van Dyke	Michele@petersenlaw.net

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2016 - 2017



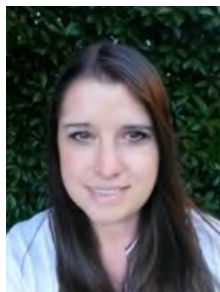
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