

# THE LEGAL EAGLE

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The Official Publication for Members of the  
**Sacramento Legal Secretaries Association**

**June 2021 | Book 2021 | Issue 4**

Table of Contents

President’s Message ..... 3, 5-7

Calendar ..... 4

CCLS Quiz (w/ answers to April 2021)..... 14

Executive Board

2021-2022..... 10

Future Events

SLSA general meeting (June 2021) ..... 8

SLSA general meeting (July 2021)..... 9

Reno Bus Trip (October 2021)..... 7

Fun Corner—Puzzles

Legal Word Search ..... 12

Word Search (answers to April 2021)..... 15

Member Discounts ..... 13

Member News ..... 11

Sponsors

ArcherHall ..... 16

Interested in advertising with  
***The Legal Eagle?***  
Or on SLSA’s web site?  
Inquire with the editor!

***The Legal Eagle*** wants YOUR help!

Are you an SLSA member, and do you...

- Enjoy taking photographs? And might like to snap a photo (legal and/or Sacramento-related) to be used for a future cover image for ***The Legal Eagle?*** Or ...
- Like sharing knowledge with others and have a knack for writing? Or ...
- Have an inclination to find helpful/ interesting professional articles that the legal professionals in our association might enjoy reading?

If you do, please write to your editor!

Gisele Mitsuk, Editor  
([gmitsuk@gmail.com](mailto:gmitsuk@gmail.com))  
***The Legal Eagle***



Cover photo: Lupine Super Bloom (Folsom Lake, CA)

Each year, during a small window of time near late April, the fields around Beeks Bight at Folsom Lake are alive with purple flowers known as lupine. It’s the perfect excuse to go for a walk, a hike, or a trail run!

Cover photo courtesy of Gisele Mitsuk.



## PRESIDENT'S MESSAGE

### Volunteering – A Way To Make A Difference

June 2021

*A young man walking along the beach at sunrise came upon an old man sifting through the debris left by the night's tide. Every now and then, he would pick up a starfish and fling it back to the sea. The young man asked him the purpose of his efforts. "The tide has washed the starfish onto the beach. They will die unless they can get back into the water." The young man looked around at the miles of beach. "There are more starfish than you could ever save. Surely you cannot expect to make a difference." The old man bent to pick up another starfish. As he sent the starfish sailing back to the water, he said to the young man,*

*"I can make a difference to this one."*

-Anonymous

SLSA is an association comprised solely of volunteers. Volunteering is a wonderful way to make a difference. You might say, "I am just one person". Or, "What difference can one person make?" Or, "What if it takes a lot of my time?" Every member is essential to making this association strong and working at full capacity. In what way can you make a difference? I invite you to check out the committee positions below. And some positions don't take much time to do. Many positions can be quite fun as well! For instance, Fairytale Town celebrates Halloween and we get to share our joy with the children. You might even stop by to visit the goats, rabbits and the three little pigs!

#### SLSA Committee Descriptions

**Advertising** – Promote advertising on SLSA's website and in the monthly newsletter to potential advertisers. Follow through on advertising contracts and posting of advertisements. Sends advertisers copy of newsletter as ad proof each month. *This committee position is filled but we welcome your suggestions for advertisers.*

**Benefits** – Keep members informed of all benefit and insurance programs available through LPI and SLSA, and promote interest in them. Prepares benefits article for the newsletter each month. *This committee position is available.*

**California Certified Legal Secretary (CCLS)** – Encourage eligible members to take the CCLS exam, assist in their preparation for the exam, and encourage them to submit an application in accordance with the deadlines and procedures of LPI. Prepare and submit a CCLS quiz for all monthly meetings, as well as each monthly newsletter. Prepare CCLS certificates of attendance for monthly meetings [and other continuing education events]. Submit CCLS news items to the newsletter editor for members' information. Responds to quarterly directives from LPI counterpart. *This committee position is filled.*

**Charitable Projects** – This committee position organizes participation in charitable activities selected by the general membership. Also receives and distributes donations (monetary and other tangible donations) for contribution to charity(ies) selected by the general membership or the committee. *This committee position is available.*

-Continued on page 5-



# CALENDAR



DATE	EVENT
<b>June 1, 2021</b> 12:00 p.m.	<b>Microsoft Word Style Basics</b> Webinar (CCLS credit: 1 hour)
<b>June 3, 2021</b> 12:00 p.m.	<b>Legal Ethics: The Most Recent Developments</b> Webinar (MCLE credit: 1 hour legal ethics)
<b>June 8, 2021</b> 12:00 p.m.	<b>Everybody's Favorite: Table of Contents and Table of Authorities</b> Webinar (CCLS credit: 1 hour)
<b>June 17, 2021</b> 12:00 p.m.	<b>Competitive Intelligence: What is it and How Can I Gather it</b> Webinar (MCLE credit: 1 hour)
<b>June 17, 2021</b> 5:30 meet/greet 6:00 meeting start	<b>SLSA General Membership Meeting</b> <b>"Domestic Violence Crises During the COVID-19 Pandemic"</b> <b>Guest Speaker: Jane Migachyov, Esq.</b> Virtual meeting via Zoom (CCLS or MCLE credit: 0.5 hour)
<b>June 23, 2021</b> 12:00 p.m.	<b>Expert Discovery</b> Webinar (CCLS credit: 1 hour) Webinar (MCLE credit: inquire with <a href="mailto:lptchair@legalprofessionalsinc.org">lptchair@legalprofessionalsinc.org</a> )
<b>June 24, 2021</b> 12:00 p.m.	<b>Managing Immigration Matters During a Divorce</b> Webinar (MCLE credit: 1 hour)
<b>July 5, 2021</b>	<b>Fourth of July</b> (as observed by California federal and state courts) 
<b>July 15, 2021</b> 5:30 meet/greet 6:00 meeting start	<b>SLSA General Membership Meeting</b> <b>"Pre-Litigation On and Off Ramps"</b> <b>Guest Speaker: Alden J. Parker, Esq.</b> Virtual meeting via Zoom (CCLS or MCLE credit: 0.5 hour)

\* If you are interested in a webinar, visit the LPI web site (link below) for cost and deadline to register.

\* If you wanted to attend a webinar but missed it, visit LPI's web site:

<https://www.legalprofessionalsinc.org/recorded-webinars-for-sale/>

\* For more events scheduled into July 2021, visit LPI's web site:

<https://www.legalprofessionalsinc.org/events/>

\* If you are a member of SLSA, you are a member of LPI.

President's Message: Volunteering – A Way To Make A Difference  
-Continued from page 3-

**Day in Court** – Organize and conduct the “Day in Court” federal and state update programs presented by SLSA. Prepare flyers and articles for the newsletter prior to and following the “Day in Court” program(s). Responds to quarterly directives from LPI counterpart. *This committee position is available.*

**Employment** – It is the duty of this committee position to post available employment positions as provided to SLSA on the website and in *The Legal Eagle*, but in no event shall this committee act as an employment agency. *This committee position is filled.*

**Fairytale Town** – Coordinate and conduct SLSA's weekend at Fairytale Town's annual Halloween event. SLSA provides crafts and hands out candy to the children participating in the event. Prepares report and submits photos for the newsletter after the event. *This committee position is available.*

**Financial Review** – Functions as the Audit Committee for SLSA. Reviews the accounting records produced by SLSA's Treasurer to validate the accuracy and completeness of the financial records. Prepare a report of findings and submit to the Executive Board. *This committee position is available.*

**History Book** – The chairperson of this committee, the Historian, whose duty it shall be to prepare a complete history book of SLSA for the current year for display at the annual conference of LPI. Said history book shall conform to the rules established by LPI. Responds to quarterly directives from LPI counterpart. *This committee position is available. This position entails taking photographs at monthly meetings and other association/LPI events. Additionally, further volunteers are needed to help assemble the history book.*

**Inter-Club Relations** – Plan and coordinate an activity or function with a neighboring association or associations. Purpose: to encourage the exchange of ideas for the advancement of SLSA in the community; to visit neighboring associations when practical; to represent SLSA at meetings of other organizations, obtain information for study courses, programs, social events, etcetera, which may be of interest to the members of SLSA. Responds to quarterly directives from LPI counterpart. *This committee position is available.*

**Law Office Products and Management** – Collect and distribute information concerning newly developed office management procedures, office products and equipment, tools and resources for the legal professional, etcetera. Prepares law office products and management article for the newsletter each month. *This committee position is available.*

**Legal Procedure** – This chairman shall be, or shall have been, employed in work of a legal nature. This committee keeps the SLSA membership advised of proper procedures in connection with general legal practice, including changes in codes, local rules of practice, and special procedures required by the courts and other agencies. This chairman acts as liaison between the association and all local courts and other agencies to encourage and promote good public relations. Prepares and submits legal procedure handouts and/or an oral report at each monthly meeting. Prepares a legal procedure article for the newsletter each month. Responds to quarterly directives from LPI counterpart. *This committee position is available.*

**Legal Professional/Boss of the Year** – Promote and conduct election of Legal Professional of the Year (LPOY) and Boss of the Year (BOY). Prepare flyer with guidelines and submit to newsletter editor. Read all nomination submissions at meeting where LPOY and BOY will be announced. Secure awards for each recipient. Submit report to newsletter editor following the event. *This committee position is available.*

-Continued on page 6-

President's Message: Volunteering – A Way To Make A Difference  
-Continued from page 5-

**Legal Secretarial Training** – It shall be the duty of this committee to conduct any course of study sponsored by SLSA, supervise and promote interest in the program, and award all certificates of completion. Responds to quarterly directives from LPI counterpart. *This committee position is filled.*

**Marketing** – Market SLSA at all SLSA meetings and/or other community events via presence at a marketing table with marketing materials, visual presentation, etcetera. Collect, maintain, and distribute marketing materials such as: flyers, text books, brochures, newsletters, magazines, electronic information, etcetera. Purpose is to market and promote SLSA to the legal community. Responds to quarterly directives from LPI counterpart. *This committee position is filled.*

**Newsletter Editor** – Prepare, edit, and publish the monthly newsletter *The Legal Eagle* and arrange for delivery to each member of SLSA. Respond to quarterly directives from LPI counterpart. *This committee position is filled. The Newsletter Editor welcomes original content articles and submission of guest articles (need author's permission and/or proper citations for reprinting of material) from SLSA members.*

**Professional Liaison** – Encourage and promote good public relations between bar associations and SLSA. Responds to quarterly directives from LPI counterpart. *This committee position is filled.*

**Programs** – Monthly Dinner Meetings: Plan and arrange a varied program for the monthly membership meetings, including securing the guest speaker, and coordinate with the facilities where the meetings are to be held. Prepare and submit flyer to the newsletter editor for each monthly meeting and to the website coordinator for posting on SLSA's website. Introduce the guest speaker at each program and prepare Speaker Spotlight article summarizing the program after each monthly meeting for submission to the newsletter editor. *This committee position is available.*

**Publicity** – Prepare and take charge of all publicity released in connection with SLSA and work closely with the chair of the History Book Committee. *This committee position is available.*

**Reservations and Reception** – Receive and track all dinner meeting reservations for monthly meetings. Coordinate with meeting facility regarding number of attendees and their meal choices, etcetera. Check-in attendees at monthly meetings. Maintain record of all monthly meeting registrations. Provide registration lists to President, Governor, Treasurer, and CCLS Chair prior to each monthly meeting. *This committee position is filled.*

**Scholarship** – Promote scholarship program and receive applications for SLSA and LPI scholarships through the scholarship counselor and/or any other agent of schools in the area. Review applications for qualification and need, and make recommendation for recipient(s) of scholarship to SLSA's Executive Board. Submit qualified applications to LPI for Eula Mae Jett Scholarship. Responds to quarterly directives from LPI counterpart. *This committee position is available.*

**Social Media** – This committee position maintains and updates the SLSA website; ensures all notifications are updated on the SLSA website by the webmaster; coordinate with the webmaster; and maintain and update all other social media platforms as needed. *This committee position is available.*

-Continued on page 7-

President's Message: Volunteering – A Way To Make A Difference  
 -Continued from page 6-

**Vendor Liaison** – Promote and arrange for vendors to participate in SLSA's "Vendor of the Month" program. Introduce Vendor of the Month at monthly meetings and submit Vendor Spotlight article in the newsletter each month. *This committee position is available.*

**Ways and Means** – This committee position shall devise ways and means of raising funds for SLSA, by appropriate methods, in order to meet the financial requirements not covered by membership dues. This committee position shall supervise all functions for the purpose of raising such funds. Responds to quarterly directives from LPI counterpart. *This committee position is available.*

If one or more of these committee positions interest you, please reach out to me at [President@SLSA.org](mailto:President@SLSA.org) or 916-520-5208. I would love to hear from you! And I will help you in any way possible to ensure success for you in your role.

*Marci*



SAVE THE DATE!

## SLSA RENO BUS TRIP

Sponsored by

*Sacramento Legal Secretaries Association*

**Saturday, October 9, 2021**  
**7 AM to 7 PM**



Destination:

**The Silver Legacy Resort Casino**

Open to members & non-members - - must be at least 21 years of age

We'll have two convenient pick up locations!

*Stay tuned! Details to follow!*

Questions??? Want to Volunteer???

Marci Frazier, [president@slsa.org](mailto:president@slsa.org)

Corene Rodder, [governor@slsa.org](mailto:governor@slsa.org)

# Sacramento Legal Secretaries Association



**VIRTUAL [Zoom]**

**General Membership Meeting**

**Thursday, June 17, 2021, at 6:00 p.m.**

**Zoom session opens at 5:30 p.m. for meet and greet**

## The Domestic Violence Crises During the COVID-19 Pandemic

*Guest Speaker:*

**Jane Migachyov, Attorney**

The Law Offices of Jane Migachyov

[www.JLMFamilyLaw.com](http://www.JLMFamilyLaw.com)

Points to be covered:

- What is domestic violence
- The impact of COVID-19 on domestic violence
  - Steps a domestic violence survivor can take to get safe
- The legal process of getting a domestic violence restraining order
  - Domestic violence resources in Sacramento
- Possible public policies to combat domestic violence amid the pandemic

MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Professionals, Incorporated, an approved provider, and certifies that this activity has been approved for maximum continuing legal education credit in the amount of 0.50 hours by the State Bar of California.

Registration Fee:

**\$10 SLSA Members and Non-Members**

**RSVP by Wednesday, June 16, 2021**

Two Way to Register:

- Online at [www.slsa.org](http://www.slsa.org) under "Events" (Preferred) - pay by credit card or check
- Via Email to [reservations@slsa.org](mailto:reservations@slsa.org) and pay by check

*A link and instructions for access to the virtual meeting will be emailed upon receipt of your registration.*

Make checks payable to "SLSA" and mail to:

Christie Kaelber, Registration Chair  
c/o Downey Brand LLP  
621 Capitol Mall, 18th Floor  
Sacramento, CA 95814

**Special thanks  
to all of our  
Vendor Partners!**

\*Cancellations must be received 48 hours in advance for a refund.



# Sacramento Legal Secretaries Association



**VIRTUAL [Zoom]**

**General Membership Meeting**

**Thursday, July 15, 2021, at 6:00 p.m.**

**Zoom session opens at 5:30 p.m. for meet and greet**

## Pre-Litigation On and Off Ramps

*Guest Speaker:*

**Alden J. Parker**

**Managing Partner, Fisher and Phillips LLP**

As you travel toward the initial filing of an employment lawsuit in court it is important to have your destination plugged into your GPS and know the various on and off ramps along your route.

This presentation will discuss the following:

- *Labor Code Records Requests*
- *DFEH/EEOC Charges*
- *Labor Workforce and Development Agency Letters (PAGA letters)*
- *Pre-litigation Mediation*

Your GPS, Alden Parker, will help guide you through these various routes to your destination.

You will learn how these various pre litigation mechanisms work and issues your attorneys will need support with to effectively assist clients

MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Professionals, Incorporated, an approved provider, and certifies that this activity has been approved for maximum continuing legal education credit in the amount of 0.50 hours by the State Bar of California.

**Registration Fee:**

**\$10 SLSA Members and Non-Members**

**RSVP by Wednesday, June 14, 2021**

**Two Way to Register:**

- **Online at [www.slsa.org](http://www.slsa.org) under "Events" (Preferred) - pay by credit card or check**
- **Via Email to [reservations@slsa.org](mailto:reservations@slsa.org) and pay by check**

**A link and instructions for access to the virtual meeting will be emailed upon receipt of your registration.**

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**Special thanks  
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Vendor Partners!**

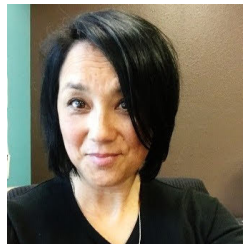
## Executive Board 2021-2022



**Marci Frazier**  
President



**Sarah Martinez**  
Vice-President



**Daphne Boyd**  
Secretary



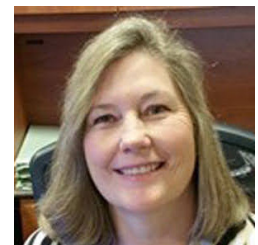
**Alicia Malerbi**  
Secretary



**Corene Rodder**  
Governor



**Dawn Willis**  
Parliamentarian



**Brenda Bracy, CCLS**  
Executive Advisor

***Thank you* SLSA Executive Board!**



Without your energy, time and dedication to your volunteer roles, we would not be the same association!

# MEMBER NEWS

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## May BIRTHDAYS

Micky Kelly – 5/6

Christina Witt – 5/6

Deseree Aguillen – 5/11

Brianna Behnoud – 5/12

Rachel Victoria Moore – 5/16

Angela Eure – 5/29

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## June BIRTHDAYS

Andrea Lovgren – 6/4

Anne French – 6/6

Vicki Rathke – 6/20

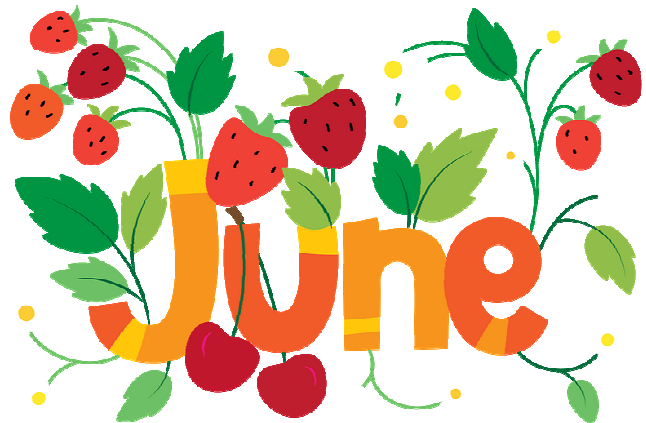
Yolanda de la Cruz – 6/22

Julie Reece – 6/27

Crystal Rivera – 6/27

Jamie Gifford – 6/29

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## Did you know?

June is the month with the longest daylight hours of the year in the **Northern Hemisphere**. Conversely, June has the shortest daylight hours of the year in the **Southern Hemisphere**.

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## Tips & Tricks!

Microsoft Word shortcut (Ctrl + H) brings up the “Find & Replace” dialog box

Microsoft Word shortcut (Ctrl + Alt + H) highlights the selected text

LEGAL WORD SEARCH

Abrogate	Chattel	Escheat	Remittitur
Abscond	Conveyance	Fiat	Respondent
Acknowledgment	Declarant	Laches	Testamentary
Acquiescence	Demurrer	Mandamus	Unethical
Additur	Devise	Proximo	Venue
Antebellum	Dictum	Quash	Voidable
Caveat	Erratum	Quorum	Writ

B E A B C F I W H F B U X S S C E J W J  
 A N E V H E U N E V F H U S P S W F P G  
 A M U T C I D C L G J M T A C R F Q Q C  
 A L A C I H T E N U A E D H I N R R A L  
 B Q I F X F M S P D S D E T A A B M H N  
 R E V U T U J O N T I A D G C N A F X I  
 O R I V T R F A A T T Q D E K T V H L P  
 G V Q A M U M M U V U E O C N E O X E R  
 A M R U Q Y E R W A C Q X N O B I P C O  
 T R R E O N S E S L I V W E W E D S N X  
 E X O U T R K H A A F R D C L L A R A I  
 Y F I A T N U R P I A N J S E L B E Y M  
 S A R L B I A M J A O G U E D U L S E O  
 V Y W D J N T J G C I E X I G M E P V D  
 N U H O T N G T S B U P V U M X L O N Y  
 C H A T T E L B I B Q V G Q E F A N O O  
 R R U H P C A V A M L B P C N X C D C J  
 U C A V E A T O L U E F B A T E H E M E  
 Y N R E R R U M E D K R J V W V E N M M  
 C B S L G I G E F E S I V E D S S T M U



## Legal Professionals Incorporated Member Discounts

LPI members, their families, and friends are eligible for discounts, special pricing, and perks on products and services used every day. Find discounts on travel, insurance, prescriptions, cell phones, tires, movies, theme parks, and more. Visit the dedicated LPI page:

<https://www.employeeandmemberdiscounts.com/employee-discounts-and-offers/legal-professionals-incorporated/>



### Auto and Car Discounts

Shop for LPI Member Discounts on auto services, auto warranties, car buying services, car insurance, auto loans, car parts and accessories, roadside assistance, and tire discounts.



### Entertainment Discounts

If you are an LPI Member looking for fun and discounts on entertainment, we have deals on golf discounts, theme park discounts, movie ticket discounts, and magazine and newspaper discounts.



### Financial Discounts

Get LPI Member Perks on financial services, credit cards, credit repair, credit scores and monitoring, home loans and refinancing, ID monitoring and protection, and even personal loans.



### Health and Medical Benefits

Are you looking for discounts on CBD oil, dental discounts, health insurance, hearing aids, cosmetics, Medicare, medical alert services, prescriptions, vitamins and supplements, or vision discounts? We have promotions designed for you!



### Home Services Discounts

Discounts on cable/satellite TV, deregulated energy, internet, home and mobile phones, home security, windows and blinds, home improvement, carpet and flooring, water damage, pest control, lawn care, gutters, HVAC, moving and storage, house cleaning, and more.



### Insurance and Warranty Discounts

Get peace of mind with discounts for LPI Members on complete coverage with vehicle insurance, health insurance, homeowners insurance, home warranty, life insurance, Medicare, and renters insurance.

**There are also discounts for travel/vacation, pet services and products, and more!**



## SACRAMENTO LEGAL SECRETARIES ASSOCIATION

MEMBER, LPI<sup>®</sup>, EDUCATING CALIFORNIA'S LEGAL PROFESSIONALS

### CCLS QUIZ

June 2021

[ANSWERS IN JULY 2021 NEWSLETTER]

**MILITARY AND VETERANS CODE - MVC**  
**DIVISION 3. EMBLEMS AND DECORATIONS [611 - 649]**  
**CHAPTER 2. Military Rewards and Decorations [640 - 649]**

1. \_\_\_\_\_ The Medal of Valor, Military Cross, Order of California, Memorial Medal, Medal of Merit, Commendation Medal, Service Medal, and Good Conduct Medal are authorized for members of the National Guard, State Guard, Naval Militia, and civilians and members of other military services who bring honor to the State of California by their actions.
2. \_\_\_\_\_ An Medal of Valor shall be made upon clear and incontestable proof by affidavit of at least two persons or eyewitnesses having personal knowledge of the act or deed.
3. \_\_\_\_\_ A Military Cross may be presented to each person who, while an officer or enlisted member of the National Guard or Naval Militia, distinguishes himself or herself by extraordinary heroism while in the service of the state or of the United States.
4. \_\_\_\_\_ To be presented with the Medal of Merit, an officer or enlisted member of the National Guard or Naval Militia in a position of great responsibility, has distinguished himself or herself by exceptionally meritorious conduct in the performance of outstanding service to the State or the United States.
5. \_\_\_\_\_ To be recommended for the Order of California, the performance of duty shall have been such as to merit recognition of service rendered in a clearly exceptional manner within the scope of special requirement or of an extremely difficult duty performed in a clearly outstanding manner.
6. \_\_\_\_\_ A Memorial Medal may be presented posthumously to any person who, while an officer, warrant officer, or enlisted member of the National Guard, the State Guard, or the Naval Militia is killed in service of the State or the United States.
7. \_\_\_\_\_ A service medal or bar shall be issued for 15 years' service in the California National Guard, the California Air National Guard, the Naval Militia, or the State Guard, and for each five-year period thereafter.
8. \_\_\_\_\_ Only the Governor shall present the Medal of Valor, the Military Cross, the Medal of Merit, the Service Medal.
9. \_\_\_\_\_ No more than one Medal of Valor, Military Cross, Medal of Merit shall be issued to any one person.
10. \_\_\_\_\_ The Adjutant General may provide and procure appropriate emblematic devices for each decoration, together with suitable ribbons and insignia to be worn with or in place of the medal.

**Answers to April 2021 "Cannabis Tax":**

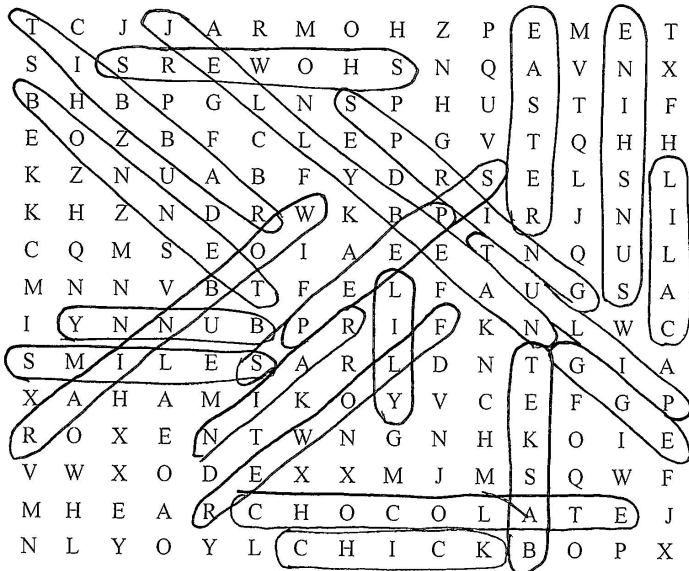
**True:** (1, 4, 5, 6, 7, and 9).

**False:** (2) \$9.25; (3) \$2.75; (8) cultivators not distributors; (10) 15 percent; and (11) state and local.





Spring and Easter



Answers to April 2021 Word Search:

- |            |             |             |
|------------|-------------|-------------|
| Basket ✓   | Bonnet ✓    | Bunny ✓     |
| Chick ✓    | Chocolate ✓ | Easter ✓    |
| Egg ✓      | Flower ✓    | Jellybean ✓ |
| Lilac ✓    | Lily ✓      | Peeps (2) ✓ |
| Rabbit ✓   | Rain ✓      | Rainbow ✓   |
| Showers ✓  | Smiles ✓    | Spring ✓    |
| Sunshine ✓ | Tulip ✓     |             |



is now...



**ARCHERHALL**

## How can we **help** you?

**Electronic Discovery**

**Web Hosting**

**Litigation Copying**

**Litigation Scanning**

**Bates Numbering**

**On-Site Copying & Scanning**

**Coding**

**Banner & Court Exhibit Boards**

**Labeling**

**Oversized Copying, Scanning,  
Printing**

**Binding**

**Color Copying, Scanning, Printing**

**High Volume Copying**

**Video & Audio Duplication**

**X-Ray Duplication & Scanning**

**File Conversion**

**24/7 Availability**

**916.449.2820**



**ARCHERHALL**  
AIM HIGH

**ArcherHall**  
2081 Arena Blvd., Suite 200  
Sacramento, CA 95219