

# THE LEGAL EAGLE

Sacramento Legal Secretaries Association

May 2017—Book 17, Issue 1

## Congratulations to SLSA's 2017-2018 Executive Board!



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### SLSA's 2017-2018 Executive Board

President Brenda Bracy, CCLS  
 Secretary Shannon Kline  
 Treasurer Marci Frazier  
 Governor Jan Ainsworth  
 Appointed Executive Advisor Crystal Rivera  
 Appointed Parliamentarian Astrid Furstner, CCLS



# President's Message

Brenda Bracy, CCLS

I would like to say thank you to all SLSA members for electing me as your President. I am

honored to be elected as President of such a great organization. We have members that have been a part of SLSA for many years. I have enjoyed being a part of this organization and have built great friendships, which I will treasure for years to come. I am looking forward to getting to know each of you at our meetings and events throughout the year. We Can Do It! That is our theme this year. Together as a team, we can accomplish anything. As I embark on this tremendous adventure, just know that I will do my best to make the members proud of having me as your President.

I would like to congratulate and introduce the rest of your Executive Board for this year: Shannon Kline, Secretary; Marci Frazier, Treasurer; Jan Ainsworth, Governor; Crystal Rivera, Executive Advisor; and Astrid Furstner, CCLS, Parliamentarian. I am honored to be working alongside such a great group of women. I want to personally thank each of them for their willingness to serve on the Executive Board.

Our Installing Marshal was our very own Lynne Prescott, CCLS. This was Lynne's second year installing our Executive Board and she did an amazing job. Thank you Lynne.

I also want to thank our immediate Past President Crystal Rivera, the previous Executive Board members, and the outgoing committee chairs for doing such an outstanding job this past year. I want to welcome the incoming committee chairs for their willingness to accept these positions. I want to thank the committee members who have come forward to make this another great year to be a part of SLSA.

There are still positions available on the committees, as well as the Vice-President position on the Executive Board. If you would like to be involved, please let me know.

It truly takes a village to run an organization of this size. In order to participate in the many community events that we do, we need everyone's participation. SLSA participates in many charitable projects and community events. SLSA has always given back to the community and I hope you will support and volunteer to assist with these projects. To be successful and continue to support our community, we need everyone to participate. A little help goes a long way.

The Executive Board's goal is to continue to provide quality educational opportunities for you. Our Programs Chair, Lynne Prescott, CCLS is working hard to line up speakers for our dinner meetings that will be beneficial to all members. Further, I am pleased to announce that SLSA will be hosting Lunch Lessons every other month this year. As Lunch Lessons are confirmed, the events will be on our website and on Facebook. As always, if you have any suggestions for events or speakers, just let us know.

I encourage you to come to the monthly meetings to take advantage of the education the speakers provide as well as getting to know other members, and obtain MCLE and CCLS credit.

Again, thank you for the opportunity to serve as your President. I hope to see everyone at SLSA events and meetings. Please feel free to contact me if you have any questions, suggestions, or comments at [president@slsa.org](mailto:president@slsa.org).

# Sacramento Legal Secretaries Association



## Dinner Meeting ▪ June 15, 2017

**Courtyard Marriott**  
**4422 Y Street - Sacramento**

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



## Sacramento's Civil Division

### *Guest Speaker:*

Kelly Sullivan -- Director, Civil Division  
 Sacramento County Superior Court



**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 **0.75 hours** by the State Bar of California.

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

### Two Ways to Register:

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

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

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

Corene Rodder  
 Registration/Reception Chair 2017-2018  
 c/o Somach Simmons & Dunn  
 500 Capitol Mall, Suite 1000  
 Sacramento, CA 95814

### Dinner Menu – Choice of:

- **Grilled Chicken Breast with Apples and Grapes Served with Demi Sauce, Rice and Vegetables**
- **Penne Pasta Primavera with Fresh Vegetables and Light Olive Oil Vinaigrette, Served with Grilled Vegetables and Balsamic Glaze**

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

### **SLSA's Vendor Partner for June 2017:**

To Be Announced



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



# Governor's Report

Jan Ainsworth

## Annual Conference

LSI's Annual Conference will be held May 18-21, 2017, at the Doubletree Hotel in Modesto, California, and will be hosted by Stanislaus County Legal Professionals Association. The theme is "Cruisin' to Conference: Graffiti Style." Registration is due on or before April 30, 2017. Late registration is accepted after May 1.

## Chapter Achievement Points

SLSA earned 51,100 Chapter Achievement points this fiscal year. We have once again entered the contest and will find out whether or not we have won at banquet during annual conference. Last year we won with 43,850 points. Let's see how we do this year.

## LSI's Slate of Officers

No further nominations have been received since February, therefore the official slate of officers for the 2017-2018 year is as follows:

President: Jennifer L. Page, CCLS

Vice President: Heather Edwards

Executive Secretary: Lynne Prescott, CCLS

Treasurer: Rod Cardinale, Jr.



Dawn Forgeur, CCLS  
Crystal Rivera



Lynne Prescott, CCLS  
Installing Marshall



Brenda Bracy, CCLS  
Lynne Prescott, CCLS





**Cruisin' to Conference: Graffiti Style**  
**STANISLAUS COUNTY LEGAL PROFESSIONALS**  
**ASSOCIATION**  
 MAY 18-21, 2017  
 LSI ANNUAL CONFERENCE  
 DOUBLE TREE HOTEL - MODESTO, CALIFORNIA  
**CONFERENCE REGISTRATION FORM**



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

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

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)  
 POSTMARKED ON OR BEFORE APRIL 30, 2017      \$125.00      \$ \_\_\_\_\_  
 POSTMARKED MAY 1, 2017 OR LATER      \$135.00      \$ \_\_\_\_\_

INDIVIDUAL TICKETS

REGISTRATION BY APRIL 30, 2017	_____ @	\$25.00	\$ _____
REGISTRATION MAY 1, 2017 OR LATER	_____ @	\$35.00	\$ _____
WELCOME RECEPTION (FRIDAY)	_____ @	\$30.00	\$ _____
LUNCHEONS _____ VEGETARIAN			
GOVERNOR'S (FRIDAY)	_____ @	\$25.00	\$ _____
PRESIDENT'S (FRIDAY)	_____ @	\$25.00	\$ _____
NEWCOMERS (FRIDAY)	_____ @	\$25.00	\$ _____
CCLS (SATURDAY)	_____ @	\$25.00	\$ _____
SATURDAY NIGHT BANQUET			
_____ CHICKEN	_____ @	\$45.00	\$ _____
_____ BEEF			
_____ FISH			
SUNDAY BRUNCH	_____ @	\$30.00	\$ _____
TOTAL AMOUNT ENCLOSED			\$ _____

SPECIAL DIETARY NEEDS: \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO: **MAY 2017 CONFERENCE FUND**  
 MAIL TO:      JANICE WILLIAMS, 3212 PROVINCE TOWNE CT., MODESTO, CA 95355



FOR GENERAL INFORMATION CONTACT:  
 REGISTRATION CHAIR - JANICE WILLIAMS - (209) 499-8911  
 JANICEWILLIAMS@FCADOPTIONS.ORG

**NO REFUNDS AFTER MAY 10, 2017**



**Cruisin' to Conference Graffiti Style**  
**STANISLAUS COUNTY LEGAL PROFESSIONALS**  
**ASSOCIATION**  
 MAY 18-21, 2017  
 LSI ANNUAL CONFERENCE  
 DOUBLE TREE HOTEL - MODESTO, CALIFORNIA  
**HOTEL REGISTRATION FORM**



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

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)

- SINGLE/DOUBLE - **\$109.00**
- TRIPLE - **\$109.00**

COMPLIMENTARY SELF PARKING  
 VALET PARKING IS \$12.00 PER DAY

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, 209-526-6000.

USE CODE "LSI/STANISLAUS COUNTY" TO IDENTIFY YOURSELF AS BEING A PART OF LSI IN ORDER TO GET THE GROUP RATE.



FOR GENERAL INFORMATION CONTACT:  
 REGISTRATION CHAIR - JANICE WILLIAMS - (209) 499-8911  
 JANICEWILLIAMS@FCADOPTIONS.ORG

**NO REFUNDS AFTER MAY 10, 2017**



**LEGAL SPECIALIZATION SECTIONS SEMINARS**

May 19 and 20, 2017

Doubletree Hotel  
Modesto, CA

The deadline to register without a late fee is Friday, May 12, 2017.

<b>LSS MEMBER</b>	<b>NON-LSS MEMBER</b>
Free with Advanced Reservations \$5 at the Door/After Deadline -- Handout Only: \$5	\$15 with Advanced Reservation \$20 at the Door/After Deadline -- Handout Only: \$15
<b>Friday, May 19 – 1:30 p.m. to 3:30 p.m.</b>	
<p style="text-align: center;"><u><b>Criminal and Family Law</b></u></p> <p style="text-align: center;"><b>Domestic Violence Restraining Orders</b></p> <p style="text-align: center;">Stacy Speiller, Esq. Cash-Dudley Speiller &amp; Torres</p> <p style="text-align: center;"><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>	<p style="text-align: center;"><u><b>Law Office Administration</b></u></p> <p style="text-align: center;"><b>Employment Law Updates</b></p> <p style="text-align: center;">Jeanine DeBacker, Esq. McPharlin Sprinkles &amp; Thomas LLP</p> <p style="text-align: center;"><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>
<b>Friday, May 19 – 4:00 p.m. to 6:00 p.m.</b>	
<p style="text-align: center;"><u><b>Probate/Estate Planning</b></u></p> <p style="text-align: center;"><b>Understanding Probate Code 17200 and 850 Petitions</b></p> <p style="text-align: center;">Kimberly G. Flores and Beau C. Correia Berliner Cohen, LLP</p> <p style="text-align: center;"><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>	<p style="text-align: center;"><u><b>Civil Litigation</b></u></p> <p style="text-align: center;"><b>eFileCA: What's Happening, What's The future, and Rules of Court</b></p> <p style="text-align: center;">Lilibeth Daniel One Legal, LLC</p> <p style="text-align: center;"><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>
<b>Saturday, May 20 – 4:00 p.m. to 6:00 p.m.</b>	
<p style="text-align: center;"><u><b>Federal Law</b></u></p> <p style="text-align: center;"><b>Immigration Law Updates</b></p> <p style="text-align: center;">Emily Chrim, Esq. The Law Office of Emily M. Chrim</p> <p style="text-align: center;"><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>	<p style="text-align: center;"><u><b>Transactional</b></u></p> <p style="text-align: center;"><b>Real Estate Transfers and Deciphering the Legal Description</b></p> <p style="text-align: center;">Brett Dickerson, Esq. Gianelli &amp; Associates</p> <p style="text-align: center;"><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER</p>

Name: \_\_\_\_\_  CCLS  Paralegal  PLS  
 E-mail: \_\_\_\_\_  
 Local LSI Association (if applicable): \_\_\_\_\_

PAYMENT: CREDIT CARD & PAYPAL AVAILABLE AT [WWW.LSI.ORG](http://WWW.LSI.ORG)  CHECK MADE PAYABLE TO LSI

**REGISTER AND PAY ONLINE OR SEND COMPLETED FORM AND PAYMENT TO:**  
 c/o DAWN R. FORGEUR, CCLS, LSS COORDINATOR  
 500 CAPITOL MALL, SUITE 1600, SACRAMENTO, CA 95814  
 QUESTIONS? EMAIL: [DAWN.FORGEUR@STOEL.COM](mailto:DAWN.FORGEUR@STOEL.COM)

*The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 2.0 hours each, by the State Bar of California. California Certified Legal Secretary credit offered is 2.0 hours.*

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





# Member News

Brenda Bracy, CCLS

If you are interested in membership in SLSA, please contact Executive Advisor, Crystal Rivera, via e-mail at [executiveadvisor@slsa.org](mailto:executiveadvisor@slsa.org).

## Happy Birthday to all of SLSA's April babies!

Casie Campbell	April 3	Jean Wright	April 16
Desiree Delonia	April 7	CoSandra Pollard	April 17
Karen Zeitvogel-Benzler	April 7	Tara Steiner	April 17
Debbie Cervantes	April 10	Rebecca Lerma	April 19
Tamra McIntosh	April 12	Amber Pierce	April 21
Luke Patterson	April 12	Suzanne MacDonald	April 22
Katelyn Hoffman	April 16	Kim Bogie	April 30



### 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 [executiveadvisor@slsa.org](mailto:executiveadvisor@slsa.org).





**Sacramento Legal Secretaries Association  
Membership Renewal Invoice**

**Membership Period: May 1, 2017 – April 30, 2018  
Due Date: May 1, 2017**

Make check payable to:

**Sacramento Legal Secretaries Association**

Amount Due: **\$40**

Renewals are due May 1, 2017

There will be a late fee of \$5 after June 1, 2017

Return the completed invoice and full payment to:

**Marci Frazier  
SLSA Treasurer  
621 Capitol Mall, 18th Floor  
Sacramento, CA 95814**

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

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

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

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

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

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

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

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

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

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

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

**RESIDENCE E-MAIL:** \_\_\_\_\_

**YOUR SPECIALTY:**

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

**MAILING/LISTING INFORMATION:**

Where do you want your SLSA/LSI mail delivered? (check one)

Business                       Residence

Where do you want e-mail delivered? (check one)

Business                       Residence

**INVOLVEMENT:**

Have you been awarded lifetime membership in SLSA? (If yes, return form only w/out dues)

Yes                       No

Are you interested in volunteering as a committee chairperson or co-chairperson?

Yes                       No

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

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



# Speaker Spotlight

## Anne French

The March dinner meeting speaker was Lt. Scott French of the Elk Grove Police Department who spoke on Workplace

confusion or shock. Unfortunately, this is also the most likely response to sudden violence (even if just temporarily), so it is vital to prepare people for this possibility, and get them thinking in advance about ways to recognize and fix this problem if it occurs. Forewarned is forearmed.

### Violence—Active Shooter.

Lt. French has been in law enforcement since graduating from the Sacramento County Sheriff's Department Academy in 1986. During his career, Lt. French has worked in the jail system, patrolling the streets, gang investigations, Russian organized crime, motorcycle enforcement, narcotics investigations, and the federal narcotics task force. Lt. French rose to the rank of commander and is now a lieutenant with the Elk Grove Police Department and manages the community resources division for the Elk Grove Police Department.

By commanding a person to "Move!" as the first step in the model, the hope is to "break the freeze" and prompt them into action. The goal is to get the potential victim "off the X" and complicate the targeting solution for the shooter, while simultaneously jump-starting the mind into a problem solving mode. Even a person who is not in the immediate vicinity of the threat will benefit from the freeze-breaking nature of the "move" command.

Lt. French discussed what actions you should take if you are ever in the unfortunate situation of having an active shooter in the work place or at a public event. Incidents such as the Columbine High School shooting in April of 1999 to the Orlando nightclub shooting in June of 2016 left many dead.

For victims who find themselves near the shooter, it is important that the "move" command does not require a time consuming or mentally taxing choice between options (which could prolong a freeze), only immediate compliance. Analysis and decision comes later, after the victim has helped themselves by moving "off the X." In training, the concepts of cover, concealment, and angular movement (instead of running straight away from the shooter) can be addressed in conjunction with the "move" command.

Although these actions may not guarantee that you survive an incident with an active shooter, they may give you a higher chance of survival.

### **Move! Escape or Attack!**

### **What Now?**

To combat the weaknesses and flaws in the "Run. Hide. Fight." model, Lt. French proposes a different model that encourages potential victims to "Move! Escape or Attack!"

After the feet start moving, the brain engages and it is time to analyze the problem and find the best solution for it.

### **Move**

### **Escape**

The worst thing a potential victim can do in an active shooter situation is to freeze in a state of

In this model, "escape" implies that the potential victim remove themselves from the area of immediate danger. Actions that increase the time and distance between the shooter and victim, or decrease the shooter's access to the victim,

*(Continued on page 11)*

# Speaker Spotlight, Cont.

*(Continued from page 10)*

constitute “escape.”

Escape may be accomplished by finding temporary concealment (good), finding temporary cover (better), or fleeing the scene entirely (best), as the situation permits.

“Escape” denotes purposeful movement. Blind and unthinking movement can lead to a literal dead end, from which no escape is possible, so prompting a victim to “escape” may provoke a more thoughtful selection of egress routes or locations to hide, rather than simply advising them to “run” or “hide.”

Escape training topics include locating and selecting exits (including nontraditional ones such as service doors, windows, and loading docks), cover, concealment, and barricading, among others.

## **Attack**

Attack is the alternative to “escape.” It is the second of two options in an “either -or” proposition, clearly indicating it as an appropriate primary choice for certain scenarios. If “escape” is not possible or appropriate, then “attack” becomes the default choice.

The use of the word “attack” instead of “fight” is not accidental. “Attack” conjures a different emotional response than “fight.” To “attack” is to be proactive and aggressive. “Fighting” can be defensive, but an attack is clearly offensive.

In an active shooter situation, we want to encourage this spirit of aggression in a potential victim. There are significant limits on the results that can be expected from a simple public awareness campaign,

but within those constraints, the emotional power of the word “attack” will do more to properly orient and commit a potential victim to using aggressive violence in self-defense rather than “fight.”

RUN - The word alone denotes movement, but it may promote action without purpose. Think of Jurassic Park, when Laura Dern comes limping up the hill, saying “RUN” (<https://youtu.be/hT2tAQLuk0E>). Her counterpart does run, towards her and towards the threat; even though she is running in the opposite direction. Yes, it should be understood that RUN means “away from the threat,” but in an actual event, an employee may not understand where the threat is or take the time to assess his/her surroundings before blindly making

for the first exit they can recall at that moment. It may not be the closest exit or the one furthest from the threat.

MOVE - This word requires some forethought. If someone tells you to move, the first thing you do is assess your surroundings and choose the best option. This is a split second decision. “I

know I need to do something.” “Where am I in relation to the threat?” “Can I escape?” “Do I seek cover/concealment and if I do, what is my next move?” “What do I have to attack with?”

HIDE, but leave a secondary exit. Yet in an office setting, very few interior rooms have secondary exits. If lucky, there might be a window and it might be on lower floor. That means if the employee is unable to secure the door well enough and the shooter/threat finds his way in, the only option is to fight.

*(Continued on page 12)*

The worst thing a potential victim can do in an active shooter situation is to freeze in a state of confusion or shock.



# Speaker Spotlight, Cont.

*(Continued from page 11)*

I have worked with companies who refused to allow this word anywhere near their Emergency Action Plan. The word, for them, holds a negative connotation. If ESCAPE is not an option, their people are taught to seek cover only until they can ESCAPE or ATTACK.

ESCAPE - This is movement with purpose. RUN, but now you have a plan for your direction; a purpose for your movement.

FIGHT v. ATTACK - One is defensive and the other is offensive. An employee knows the layout of the facility better than the attacker (unless the attacker is another employee). The attacker is already on the offense. He knew what he was going to do when he walked into the facility, maybe even before then. An employee has two options: (1) have a plan and derail the attacker by being the resistance he had not expected to encounter; OR (2) defend themselves when backed into a corner with no other options and maybe no plan.

Lt. French applauded any company willing to be proactive enough to get a plan in place and drill it; whether that be RUN HIDE FIGHT, MOVE

ESCAPE ATTACK, MOVE OUT/HIDE OUT/TAKE OUT, ESCAPE/EVADE, or the ever blunt but simple GTFO.

The bottom line is that they are all worthless if the response is not actively taught, drilled and coached on a regular basis. Without the buy-in of the people and support of leadership, they are all just acronyms creating the same outcome ... victims.



Lt. Scott French

## SLSA'S MISSION STATEMENT

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CHANGE IN SPECIALTY:**

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

**CHANGES TO MAILING/LISTING INFORMATION:**

Where do you want *The Legal Eagle* and other SLSA/LSI mail delivered? (check one)  Business  Home

Where do you want e-mail delivered? (check one)  Business  Home

Please submit to:

**Attn: Crystal Rivera**  
**SLSA Executive Advisor 2017-2018**  
**c/o Somach Simmons & Dunn**  
**500 Capitol Mall, Suite 1000**  
**Sacramento, CA 95814**  
**E-mail: crivera@somachlaw.com**

**cc: Via email only**  
**SLSA Treasurer**  
**treasurer@slsa.org**



# SCBA JUDGE SERIES

Gisele Mitsuk

**PHONE, EMAIL, SEAL:**

**WHAT DO THESE THREE WORDS HAVE IN COMMON?**

Speaker: United States District Judge Kimberly J. Mueller  
Eastern District of California

The topic presented at the lunch and learn might not be what you expect. The three words were all pet peeves of Judge Mueller, a seasoned District Court Judge. **Phone:** Judge Mueller really wants to see counsel appear in court for important appearances. **Email:** Judge Mueller explained that email is an imperfect communication method that can't say everything that needs to be said. Communication (particularly for a meet and confer) via phone and in person is best. Further, a motion to compel may be rejected if a meet and confer hasn't occurred at least via telephone and identified in the motion's certification. **Seal:** Judge Mueller would like each filer to think long and hard, "is it *necessary* to seal?" While we may not always like it, the court system's goal is to be transparent and open to public institution. Filings containing trade secrets are one of the acceptable reasons for filing under seal. If you want more information regarding filing under seal, see Local Rules 140 and 141. Judge Mueller also shared that "just because there is a protective order does not automatically equate to filing under seal." To further speak about protective orders, Judge Mueller wanted all to know that the Court should **not** be listed as a party bound by a protective order or it will be stricken, if not denied in full.

Another key note Judge Mueller sang is that her favorite rule of the FRCP is [Rule 11](#). I will let you read up on that one.

While Judge Mueller spoke of her experience on the bench, she shared something of interest to me

that caused me to pause and think. She has "not had any jury disappoint her." Nor has she seen any [jury/ies] that were wrong on liability.

Among Judge Mueller's pet peeves regarding attorneys practicing law before her: dress attire. With today's changing societal views of what is and what is not proper attire: it may be in your best interest to learn the judge's views. After all, she shared the former first lady Michelle Obama essentially abolished pantyhose. And aren't we all thankful for that! Bye-bye eggs of L'eggs!

Judge Mueller shared these key points:

- Dress respectfully and exercise formality when appearing in court.
- It's important to show respect for the institution, no matter the attorney's view of the judge.
- It's a good idea to use proper titles when addressing the judge.
- While Judge Mueller doesn't feel the dress code is limited, some judges apparently do not want to see female attorneys in pant suits. This one seemed potentially like a bit of hearsay and if you ask me a bit archaic, but it is noteworthy that each judicial officer is different. You may want to inquire

*(Continued on page 15)*



# SCBA JUDGE SERIES, Cont.

Gisele Mitsuk

*(Continued from page 14)*

with other professionals about what is expected in each judge's courtroom.

- Please calendar no matter how you go about it – manually calendaring, using legal software, just do it. It'll keep you in a good position with Judge Mueller.
- Maintain compliance with rules of civility (visit Sacramento County Bar Standards of Professional Conduct).

An interesting and noteworthy fact that Judge Mueller shared with her audience: “the [U.S.D.C.] Eastern District [of California] is continually in the top 5 percent of the United States for most cases.” Pause for a moment. Yes, she said top 5 percent. There are a lot of cases in the Eastern District. What she further shared is that if you have met and conferred and it is reasonable, she will entertain [Proposed] Stipulations to Amend Scheduling Order.

If after reading this article you are concerned about your courtroom appearance, “don't be consumed by it.” Judge Mueller just asks that you be aware of how you dress, there is no right answer to attire. Be authentic. Dress your way (although I would not personally recommend a Punky Brewster themed outfit). Or, if you're a lady/identify as a woman, you can dress in Judge Mueller's “favorite uniform” – the dress with jacket.

Remember, “Phone, Email, and Seal” as well as “formality” and “civility” are key when practicing within the realm of Judge Mueller's court room.



JUDGE MUELLER

Judge Mueller would like each filer to think long and hard, “is it necessary to seal?” While we may not always like it, the court system's goal is to be transparent and open to public institution.



# CCLS Report

Elizabeth Madden, CCLS

Read each question carefully and select the most correct answer

1. A. Please make ten copies of this article.  
B. Please make 10 copies of this article.
2. A. Please make eleven copies of this article.  
B. Please make 11 copies of this article.
3. A. Please make 13 copies of this article.  
B. Please make 6 copies of this article.
4. A. Forty men showed up  
B. 40 men showed up.
5. A. a few 1,000 brochures  
B. hundreds of acres
6. A. lose fifty pounds  
B. 60 years ago
7. A. ...when I turn 40  
B. ...when I turn forty
8. A. ten cents  
B. 10 cents
9. A. eight a.m.  
B. 8 a.m.
10. A. 7.5 lb  
B. seven and a half lb

**California Certified Legal Secretary** certification is achieved by passing a comprehensive examination. Candidates are tested in California legal procedures, legal terminology, performance skills, reasoning and ethics, law office administration, communications, and legal computations. A minimum of two years experience is required. Continuing legal education requirements must be met for recertification.

**Recertification:** Once you have become a CCLS, you must complete 15 hours of CLE within a 3-year period in order to maintain your certification.

The application for to take the CCLS exam can be found in this bulletin or on LSI's website at:

<https://www.lsi.org/ccls-certification/>

## VOCABULARY

in rem	against the thing.
ex post facto	after the deed is done.
ex officio	by virtue of his office.
mandamus	we command.
per annum	for each year.
compos mentis	of sound mind.
erratum	error.
lis pendens	litigation pending.
<i>opere citato</i>	in the work cited.
proximo	in the next month.

Answers: 1. A 2. B 3. A 4. A 5. B 6. A 7. B 8. B 9. B 10. A



**California Certified Legal Secretary**  
A Program of LSI®



## APPLICATION TO TAKE CCLS® EXAM

Mail Application, copy of LSI Membership Card (if applicable), and fees to:  
**April K. Ignaitis, CCLS, CCLS Certifying Board, P.O. Box 2879, Cupertino, CA 95015**

(Select one)  **Northern California**      (Select one)  **Saturday, September 16, 2017**  
 **Southern California**       **Saturday, March 17, 2018**

- **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.

EXAMINATION FEES (Select Payment Type)		Check <input type="checkbox"/>	PayPal <input type="checkbox"/>
		Payable to "LSI" Mail to above address	Email exam application to <a href="mailto:CCLSCertifyingBoard@gmail.com">CCLSCertifyingBoard@gmail.com</a> . Payment link will be provided upon confirmation of eligibility to sit for exam.
<b>LSI Members</b> <input type="checkbox"/>		<b>Non-LSI Members</b> <input type="checkbox"/>	
On Time Registration Fee	\$ 25.00	On Time Registration Fee	\$ 75.00
Examination Fee*	100.00	Examination Fee*	100.00
Late Fee (if applicable)	30.00	Late Fee (if applicable)	30.00
<b>TOTAL DUE w/o Late Fee:</b>	<b>\$125.00</b>	<b>TOTAL DUE w/o Late Fee:</b>	<b>\$175.00</b>

### Personal Information

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Last 4 digits of SSN: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_  
 LSI Member:  Yes (enclose copy of LSI Membership Card)  No  
 Name of Local LSI Association: \_\_\_\_\_

### Employment Information

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.

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 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. February 2017





Anne French and  
Jasmeen Kairam

SLSA's April dinner meeting speaker was Jasmeen Kairam

from My Sister's

House. Jasmeen is the Human Trafficking Specialist and Outreach and Education Manager. Through Jasmeen's work, she has been responsible for ensuring that My Sister's House 2017 Human Trafficking Conference was the largest turnout to date with more than 400 people in attendance. Jasmeen began addressing human trafficking at CSU Chico where she graduated with a degree in sociology and psychology. Jasmeen is from Yuba City, California, and is a valuable asset to My Sister's House's team. Jasmeen is fluent in Punjabi and Hindi.

The mission statement for My Sister's House is: To serve Asian and Pacific Islanders and other underserved women and children impacted by domestic violence, sexual assault, and human trafficking by providing a culturally appropriate and responsive safe haven, job training, and community services.

My Sister's House was established in June 2000 and their 6-bed Safe Haven shelter opened in 2003. In ten years, My Sister's House has accomplished many things:

- ◆ With support from the California-Office of Emergency Services and WEAVE, Inc. My Sister's House will be operating a 6 bed shelter focused upon massage parlor and brothel trafficked victims which they are calling the "Lotus House;"
- ◆ Provided more than 23,900 bed nights of shelter to Asian and Pacific Islander women and children;

# Speaker Spotlight

## Anne French

- ◆ Responded to over 10,500 calls to their 24-hour multilingual Help Line;
- ◆ Served more than 1,900 domestic violence survivors of all ethnicities in their award-winning Women to Work program;
- ◆ Provided legal assistance to more than 600 clients;
- ◆ Made more than 700 presentations on domestic violence and human trafficking to local school, businesses, organizations, and places of worship and participated in more than 150 community fairs, educating more than 20,000 people about domestic violence and human trafficking; and
- ◆ Hosted 11 annual conferences to train over 500 service providers from communities across the Central Valley on cultural competency and working with battered immigrant women.

My Sister's House also has a café on Capitol Mall that is a volunteer-based support program for My Sister's House to help domestic violence survivors get back on their feet financially. They are located at 455 Capitol Mall and are open Monday-Friday from 9:00 a.m. to 3:00 p.m.

You can find out more information on their website at: <http://www.my-sisters-house.org/>





Crystal Rivera and  
Lynn Lizarraga

# Vendor of the Month

Kimberly S. Bogie

We were fortunate to have Lynn Lizarraga from First Citizens Bank as our April Vendor of the Month. Lynn has been in the banking industry for over 18 years and has been with First Citizens Bank for over 11 years now. She is located at 455 Capitol Mall, Suite 100. She works with law firms (large and small), administrators, and secretaries to provide full service banking (both personal and law firms). Lynn provides personal assistance so there is never a need to call the 800-number. Lynn makes banking very convenient and you can make deposits by scanning checks for deposit with no deposit slips. Please contact Lynn Lizarraga at 916-329-6305 or email at [lynn.lizarraga@firstcitizens.com](mailto:lynn.lizarraga@firstcitizens.com) to see how she can make your banking experience a better one!

*Sacramento Legal Secretaries Association Invites You to Join Us On*



June 22, 2017

for

## MS Office: Tips & Tricks for Legal Professionals

(Outlook, Word, Excel & PowerPoint)

*Guest Speaker: Marni Beach - Legal Support Solutions*

*Marni Beach offers a unique combination of over 20 years of civil litigation legal secretary experience and advanced computer support and training skills*

**Make Your Reservations Right Away – Space is Limited to 25 Attendees!!\*\***

11:45 AM Check-In

Boutin Jones†

12:00 – 12:45 PM Program

555 Capitol Mall, Suite 1500

\$20 Per Person

Sacramento, CA 95814

†Plaza 555 Parking Rates are as follows: \$6/Hour; \$9/90 Mins; \$12/2 Hours. (Let the guard/attendant know you are NOT there for Golden 1 event, but you are attending a meeting at Boutin Jones.)

**RSVP by Wednesday, June 14\***

[www.slsa.org/events/](http://www.slsa.org/events/)

# DATES TO REMEMBER

## May 2017

May 9, 6:00 p.m.	SLSA Executive Board Meeting Boutin Jones, 555 Capitol Mall, Suite 1500
May 12	LD to register for the Legal Specialization Seminars with no late fees
May 14	Mother's Day
May 18-21	LSI Annual Conference DoubleTree Hotel, Modesto, CA
May 23, 6:00 p.m.	Parliamentarian Workshop Boutin Jones, 555 Capitol Mall, Suite 1500 Contact <a href="mailto:president@slsa.org">president@slsa.org</a> if you would like to attend.
May 29	Memorial Day—all courts closed!

## June 2017

June 6, 6:00 p.m.	SLSA Executive Board Meeting Boutin Jones, 555 Capitol Mall, Suite 1500 Contact <a href="mailto:president@slsa.org">president@slsa.org</a> if you would like to attend.
June 15	<a href="#">SLSA Dinner Meeting</a> "Sacramento's Civil Division." Guest Speaker – Kelly Sullivan, Civil Operations Director, Sacramento County Superior Court.
June 18	Father's Day
June 21	First Day of Summer
June 22	<a href="#">SLSA Lunch &amp; Learn</a> "MS Word Tips & Tricks for Legal Professionals." Guest Speaker – Marni Beach of CARM Consulting, Inc.



# LEGAL PROCEDURES

## Superior Court of California County of Santa Clara

191 North First Street San José, California 95113  
(408) 882-2700  
REBECCA FLEMING  
Chief Executive Officer



FOR IMMEDIATE RELEASE: March 1, 2017

### **IMPORTANT PUBLIC NOTICE**

SAN JOSÉ, California (March 1, 2017): The Superior Court of California, County of Santa Clara operates a Civil Clerk's Office at 191 N. First Street, San José. This notice is to inform the public of the Superior Court's decision to reduce business office and telephone hours on Fridays at the Civil Clerk's Office.

Beginning Friday, May 5, 2017, and every Friday thereafter, the new office and telephone hours at the Civil Clerk's Office will be 8:30 a.m. – 12:00 p.m.

The Court finds this action is necessary due to the significant and continuing cuts to the State Judicial Branch Budget. Since 2009, state funding for the judicial branch has been significantly reduced adversely impacting the budgets of individual superior courts. The modest increase in funding to the judicial branch proposed in the Governor's Budget for FY 2017-18 does not make it fiscally feasible to keep the current business hours at the Civil Clerk's Office.

We apologize for any inconvenience this may cause. If you would like to submit comments about the proposed reductions, please send them to Rebecca Fleming, Court Executive Officer, 191 North First Street, San José, California 95113 by May 2, 2017.

For further information, please check the Superior Court website at [www.scscourt.org](http://www.scscourt.org)

###

# LEGAL PROCEDURES, cont.

## PUBLIC NOTICE

### United States District Court for the Northern District of California

#### UNITED STATES MAGISTRATE JUDGE REAPPOINTMENTS

The current terms of office for the following United States Magistrate Judges in the U.S. District Court for the Northern District of California are due to expire: **U.S. Magistrate Judge Laurel Beeler on January 3, 2018**; and **U.S. Magistrate Judge Donna M. Ryu on February 8, 2018**. The United States District Court is required by law to establish a panel of citizens to consider the reappointment of a magistrate judge to a new 8-year term.

The duties of the magistrate judge position include the following:

1. conduct of most preliminary proceedings in criminal cases;
2. trial and disposition of misdemeanor cases;
3. conduct of various pretrial matters and evidentiary proceedings on delegation from the judges of the district court;
4. trial and disposition of civil cases upon consent of the litigants; and
5. conduct of settlement conferences.

Comments from members of the bar and the public are invited as to whether these incumbent magistrate judges should be recommended by the panel for reappointment by the court. Separate comments for each magistrate judge should be submitted in writing no later than **June 10, 2017**, to:

Susan Y. Soong, Clerk of Court  
U.S. District Court  
450 Golden Gate Avenue  
San Francisco, CA 94102

Comments may also be emailed to: [magistrate\\_comments@cand.uscourts.gov](mailto:magistrate_comments@cand.uscourts.gov).





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# EMPLOYMENT

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Jaymie Moralez

This free service is offered by SLSA to provide 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 number, 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.

**For a complete listing of employment opportunities, please visit our website at:**

[www.slsa.org](http://www.slsa.org)

## (April 27, 2017) Administrative Support Clerk

La Follette, Johnson, DeHaas, Fesler & Ames is seeking a full-time Administrative Support Clerk with a minimum of 2 years' legal experience; familiarity with legal programs preferred but not required. The ideal candidate would be able to work independently as well as be a contributing member of our litigation team.

Responsibilities would include ordering medical records and maintaining records log; opening files; maintaining and updating electronic calendaring system; open, sort, calendar and distribute daily mail; reception duties coverage, and various other office support duties. Strong communication skills, both written and verbal, are a must. This position requires that you be professional, very organized, possess the ability to prioritize duties and have a strong attention to detail. You must also demonstrate a strong work ethic and the ability to stay focused and calm under litigation pressures. This candidate should enjoy the ever changing, fast pace of litigation work.

E-mail resumes to [Infosm@ljdfa.com](mailto:Infosm@ljdfa.com) or fax to (916) 565-3704.

*(Continued on page 24)*

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# EMPLOYMENT, cont.

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Jaymie Morales

*(Continued from page 23)*

**(April 27, 2017) Litigation Legal Secretary**

Fujitani Consulting is currently recruiting for the following position.  
Litigation Legal Secretary salary \$60-\$70K DOE

Professional, team oriented law firm with offices located throughout the Western US has an immediate need for a skilled Litigation Legal Secretary for their business litigation department. This firm offers a fantastic work environment, involvement in the community, office team building and appreciation events, excellent benefits and competitive salary. Legal secretary candidates must have at least five years of experience in a law firm setting. Will be responsible for document production related to large complex litigation transactions, client interaction, scheduling meetings, managing calendars, and other related executive assistant duties.

To be considered must have superior organizational skills, attention to detail and the ability to prioritize and multitask. Must have a high level of proficiency with MS Word and other legal related software programs. Minimum of 5 to 10 years of litigation experience. Please submit resume directly to [Geri@FujitaniConsulting.com](mailto:Geri@FujitaniConsulting.com)

**(April 20, 2017) Litigation Secretary**

Olson Hagel & Fishburn, LLP seeks an experienced legal secretary to support the firm's litigation practice. We are looking for someone who is computer literate (Word, Outlook, Adobe) with exceptional spelling, grammar, and attention to detail. Must be familiar with state and federal rules of court, particularly civil writs and appeals. The successful candidate must have superior organizational skills and be able to represent the law office in an efficient, professional manner.

Olson Hagel & Fishburn, LLP offers an excellent work environment with competitive salary and a generous benefits package, including paid parking. Interested candidates should send a resume with cover letter, including salary requirements to [ann@olsonhagel.com](mailto:ann@olsonhagel.com) or fax to (916) 447-0362. Applications will be accepted until May 1, 2017.

**(April 20, 2017) Experienced Litigation Secretary**

Established, AV-Preeminent civil litigation law firm is seeking a legal secretary to join our team full time in our office located near Loehmann's Plaza, supporting two attorneys and a paralegal. The successful candidate thrives in a fast-paced, creative environment, and will be required to balance a mix of secretarial and administrative duties.

*(Continued on page 25)*



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# EMPLOYMENT, cont.

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Jaymie Moralez

*(Continued from page 24)*

Responsibilities include calendaring deadlines and appearances, document preparation, court filing (including electronic), scanning, filing, client/counsel/court contact and other secretarial/administrative tasks as assigned.

This position requires a minimum of 10 years of experience in all phases of litigation from discovery through trial, including the ability to calculate and calendar legal deadlines in accordance with statutory local, state, federal, and administrative rules. Candidates should be proficient using legal technologies including Microsoft Office Suite (including creating Tables of Contents and Authorities) and initial drafts of pleadings in a proactive manner. Mac experience helpful, but not required. This position requires exceptional attention to detail and organizational skills, as well as strong technological, communication, organization, grammar, and proofing skills. The ability to set priorities, work under pressure, and independently as well as part of a team are critical.

Salary is commensurate with experience. Please submit cover letter and resume in confidence to [jconard@davistrialcounsel.com](mailto:jconard@davistrialcounsel.com). No phone calls, please.

## **(April 18, 2017) Records Clerk -- Sacramento**

Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week), experienced Records Clerk to join our Records Department. 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. Please see SLSA's website for a complete list of duties and the required education and experience expected from candidates.

Qualified candidates should send their cover letter, resume, and salary requirements to [recruiting@weintraub.com](mailto:recruiting@weintraub.com).

## **(April 12, 2017) Full-Time Experienced Paralegal**

Brunn & Flynn, AV-Preeminent law firm, has an opening for a full-time experienced paralegal to join our firm in Modesto, CA. The Paralegal position involves exercising strong technical competence and organizational skills. Please see SLSA's website for a complete list of qualifications and skills required for this position.

Must be able to work full-time Monday through Friday (8:00 a.m. – 5:00 p.m.). Please forward your salary requirements along with a cover letter and resume to Diane Porter at [dporter@brunn-flynn.com](mailto:dporter@brunn-flynn.com).

*(Continued on page 26)*

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# EMPLOYMENT, cont.

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Jaymie Moralez

*(Continued from page 25)*

**(April 11, 2017) Litigation Secretary – Family Law**

The Firm's Litigation Department seeks an experienced litigation secretary to work full-time within the Family Law practice in the Sacramento office. Candidates will be required to balance a mix of administrative and secretarial duties and must be able to thrive in a fast-paced, document intensive environment.

Position requires excellent Microsoft Office Suite skills especially in Excel and Word. This position requires exceptional attention to detail and organizational skills, as well as strong written and verbal communication skills. A solid work ethic, impeccable attendance and punctuality, and the ability to work independently as well as part of a team are critical. A positive attitude, the ability to set priorities and work under pressure, and the ability to establish a good rapport with firm attorneys and clients are vital. Salary is commensurate with experience.

Qualified applicants must have a minimum of 3 to 5 years of litigation experience. Family law experience is desired. Please submit cover letter and resume in confidence to Cindy Snook, Director of Human Resources, through the firm's web application.

No phone calls please. Downey Brand, LLP is an Equal Opportunity/Affirmative Action Employer.

## LSI CODE OF ETHICS

Members of LSI adhere to the LSI Code of Ethics which is dedicated to an LSI Past President, Joan M. Moore, PLS, CCLS, and reads as follows:

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

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# 2017-2018 EXECUTIVE BOARD

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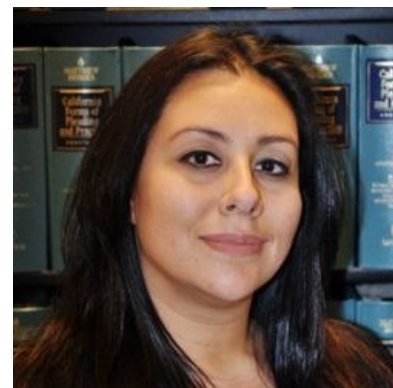
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Deseree Aguillen

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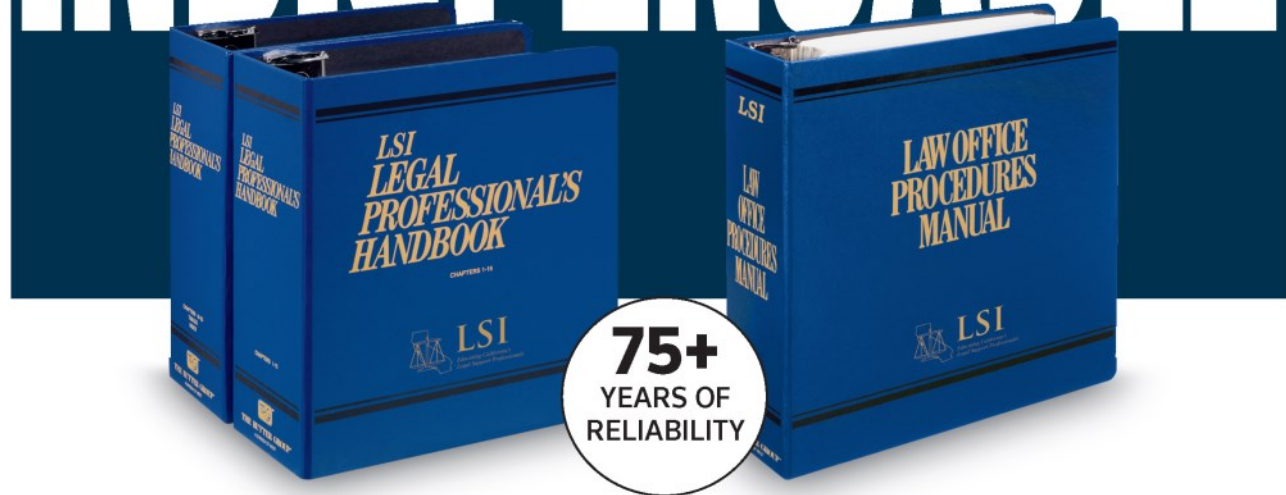
**Reno Bus Trip**

Elizabeth Madden, CCLS

Michelle Chavez, CCLS



# INDISPENSABLE



## LEGAL PROFESSIONAL'S HANDBOOK

...THE ULTIMATE RESOURCE GUIDE!

Busy lawyers rely on their staff to handle many details of their practice. They look to you, as a professional, to know what to do, and when and how to do it. The *Legal Professional's Handbook* provides you with the answers ...just as it has for over 75 years! Each chapter contains detailed practice forms and step-by-step instructions covering every major area of California law practice. The Handbook is an invaluable resource to add to your entire reference library!

LSI MEMBERS-ONLY PRICE .....\$331.80  
 Nonmembers Price.....\$474

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 This title is updated annually for subscribers by replacement pages.

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This Manual contains detailed practice forms for every major area of law practice, along with step-by-step instructions for completing them. This is a "must-have" forms guide for legal secretaries, paralegals and new lawyers; and it's a great resource for training your office staff. In fact, the Manual is frequently used in schools, workshops and legal secretaries classes. You'll also find handy miscellaneous aids, such as procedural checklists and guidelines, tips on transcription and proofreading, law office abbreviations and legal terminology, and a list of useful reference books.

LSI Members-Only Price.....\$182.70  
 Nonmembers Price.....\$261

Price includes shipping. Add applicable sales tax.  
 This title is updated bi-annually for subscribers by replacement pages.

**Buy both LSI books together and get a discount!**  
 Combo price for both books.....\$514.50  
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# Local Association Membership

As of January 31, 2017

LEGAL SECRETARIES, INCORPORATED  
MEMBERSHIP LIST AS OF 1/31/17

Total Members 3/31/16	Association		New Members	Transfer Members	Continuing Members	Total Members
42	Alameda County	LSA	8		28	36
0	Antelope Valley	LSA	0		0	0
33	Beverly Hills/Century City	LSA	0		26	26
13	Conejo Valley	LPA	2		11	13
14	Contra Costa County	LPA	13		10	23
29	Desert Palm	LPA	7		16	23
0	El Dorado County	LPA	0		0	0
96	Fresno County	LPA	29		48	77
26	Humboldt County	LPA	2		22	24
21	Imperial County	LPA	5		14	19
13	Livermore-Amador Valley	LPA	1		12	13
55	Long Beach	LPA	4		37	41
64	Los Angeles	LSA	22		50	72
20	Marin County	LPA	4		14	18
48	Merced County	LPA	4		31	35
56	Mt. Diablo	LPA	8		38	46
14	Napa County	LSA	1		7	8
73	Orange County	LSA	31		50	81
20	Placer County	LPA	7		17	24
23	Rio Hondo District	LPA	4		16	20
26	Riverside	LPA	7		13	20
134	Sacramento	LSA	34		111	145
184	San Diego	LSA	22		117	139
41	San Fernando Valley	LSA	19		29	48
87	San Francisco	LPA	12		60	72
41	San Gabriel Valley	LSA	1		11	12
46	San Mateo County	LSA	7		28	35
18	Santa Barbara	LPA	2		17	19
103	Santa Clara County	LSA	42		69	111
5	Santa Cruz County	LPA	0		5	5
12	Santa Maria	LPA	9		9	18
26	Sonoma County	LSA	7		17	24
10	Southern Butte	LSA	2		9	11
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Dawn R. Forgeur, CCLS

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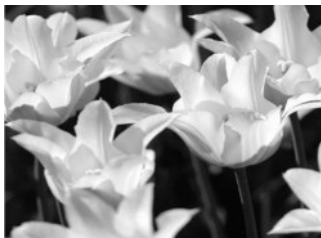
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