

# THE LEGAL EAGLE



Sacramento Legal Secretaries Association

October/November 2016—Book 16, Issue 10/11

## Come and join us at the SLSA Dinner Meeting

November 17, 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

Mr. Jeffrey S., Galvin, Partner at Downey Brand, will speak to us on “Mental Capacity and Undue Influence Issues in Trust and Estate Disputes.”

## In this issue

- [September and October Speaker Spotlight](#)
- [Reno Bus Trip Pictures!](#)

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Morgan Albanese, Ryan Dostart, and  
Anne French



Kim Wells and Anne French

# President's Message



Submitted by:  
President  
Crystal Rivera

After August Conference, we continued to be busy. We had a last minute change in our guest speaker for our September dinner meeting, with attorney Ryan Dosart filling in for Robert Nelson. He gave us some tips when preparing MSJs. He suggested drafting your separate statement before drafting your motion. Check out the Speaker Spotlight article in this issue.

October was a busy month! Besides our monthly dinner meeting with the announcement of the winners of the 2016-2017 Boss of the Year and Legal Professional of the Year, we had our Reno Bus Trip and Fairytale Town's Safe & Super Halloween event. There are articles/reports and pictures in this issue.

It wasn't just a bus trip to Reno – it was a fundraising event – and it was another huge success! The event netted over \$1,587 for SLSA! Those who were able to go had a great time. Committee Co-Chairs Dawn Willis and Mary Taylor did a fantastic job! They had volunteer bartenders, servers, ticket sellers – no one was wanting for food or beverage. There were fun and games for everyone! They had a ton of great raffle prizes for ticketholders to win. If you weren't able to make it, you missed out.

The winners of SLSA's Boss of the Year and Legal Professional of the Year contest were announced at our October dinner meeting. You will find out who those winners were in this issue.

SLSA again volunteered to hand out candy at Fairytale Town's 30th Annual Safe & Super Halloween: Superheros event – we were in the Castle for all three nights. In addition to handing out candy, we had a few crafts for the kids. I am not sure how much candy we gave out, but it was pounds and pounds! Volunteers were dressed up, and some were even seen joining forces with other little Superheros – they were a force to be reckoned with! You will find more about this event in this issue.

We look forward to our November dinner meeting, and LSI's Second Quarterly Conference in Palm Springs.

-- *Crystal*



# Sacramento Legal Secretaries Association



## Dinner Meeting - November 17, 2016

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

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



## Mental Capacity and Undue Influence Issues in Trust and Estate Disputes

**Speaker: Jeffrey S. Galvin**  
**Partner at Downey Brand**

**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, Nov. 11\***

### 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:

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

### Dinner Menu – Choice of:

- Baked Salmon with a Lemon Caper Vin Blanc on a Bed of Rice Pilaf – Chef's Choice of Dressing
- Penne Pasta with Fresh Compote and Italian Roasted Vegetables

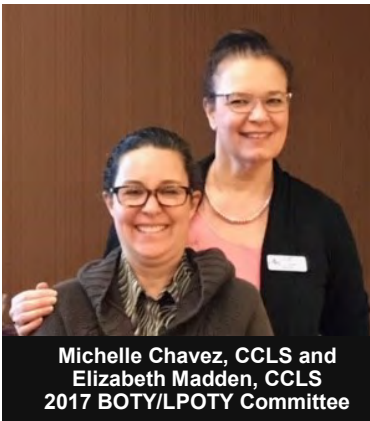
*Entrees include green salad and choice of Starbucks Coffee, Tazo Tea, and water service.*

**SLSA's Vendor Partner for November,**  
**Ignacio Solorio of**



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

## 2016-2017 BOSS OF THE YEAR / LEGAL PROFESSIONAL OF THE YEAR



After many email blasts by Crystal (Thank you, Crystal!), we finally started receiving nominations for BOTY and LPOTY. Michelle Chavez, CCLS, and I had a tough time making a decision. It was a very close race this year. Listed below are the nominees, who nominated them, and a portion of each essay.

### **Boss Of The Year:**

Nominee: Jami K. Terrell of Hunt Jeppson & Griffin, LLP

Nominated by: Danielle DeForrest

### **KIND, PATIENT, INTELLIGENT**

(To say she is the best is an understatement. When I first started this position, I was intimidated, scared, and constantly worried that I would mess up. She was able to teach me everything from the ground up. She is incredibly patient; able to answer any and all of my questions, and even encourages my questions. The best part about her is that she helps me understand my mistakes and does not get mad or disappointed. We work through the mistakes together and she helps me make sure I understand. She has taught me the importance of everything I do—especially the little things.)

Nominee: Neil M.E. Forester of Forester Purcell & Stowell

Nominated by: Casie Campbell

### **THOUGHTFUL, KIND, LOYAL**

(Kalli, Casie's daughter-in-law, worked for Mr. Forester; she passed in a tragic accident in February, Mr. Forester went above and beyond to assist the family, and Mr. Forester named a conference room at his firm after Kalli – the Rose Conference Room.)

Nominee: Debra Petersen of Petersen Law

Nominated by: Michele Van Dyke

### **EFFICIENT, HUMBLE, HONEST**

(Great communicator, willing to listen and come up with a game plan for cases/clients; most efficient and on-top of clients/cases I have ever seen; we get work done quickly and always filed on-time; makes me feel like an asset to her firm.)

**Boss of the Year Winner is:** Jami K. Terrell of Hunt Jeppson & Griffin, LLP. Ms. Terrell received a nice plaque and a small plant. Unfortunately Ms. Terrell was not able to attend, so Danielle DeForrest accepted it on her behalf. Danielle received a \$50 VISA gift certificate.



## **Legal Professional of the Year:**

Nominee: Selena Paradee

Nominated by: Jonathan Miles, Melissa Jones, and Tom Woods of Stoel Rives LLP

### **RELIABLE, CONFIDENT, THOROUGH**

(Since 2013, she handles stressful deadlines very confidently; has indispensable legal expertise; Selena has an extremely positive attitude. As a secretary, Selena works with everyone in our office—attorneys, paralegals, and all level of staff. Selena treats all of these people with respect and dignity, and makes working in our office a better experience for everyone who interacts with her. As a result, Selena unquestionably makes our office more effective at the work it does, both because she makes people more thoughtful about their work, and because she helps people enjoy their work and their workplace more.)

Nominee: Brenda Bracy

Nominated by: Trisha Doyle (legal secretary) at Boutin Jones Inc.

### **A TROOPER, KNOWLEDGEABLE, NICE**

(Started working less than a year ago; right from the start, she jumped right in; went from WP to Word; took a class and taught herself what she needed to know.)

Nominee: Michele Van Dyke

Nominated by: Debra Petersen of Petersen Law

### **KIND, COMPETENT, COMPOSED**

(Cannot count the number of compliments received about Michele and her demeanor on the phone and in person from clients and acquaintances; She is unflappable; she handles new issues, new people and new challenges as though she has seen them and dealt with them a thousand times before.)

**Legal Professional of the Year Winner is:** Selena Paradee. Ms. Paradee received a nice plaque, a small plant, and a \$75 VISA gift certificate.



# SPEAKER SPOTLIGHT

## September 2016



Submitted by:  
Morgan Albanese

We were pleased to have Ryan Dostart from Dreyer Babich Buccola Wood Campora, LLP as our speaker at the September 15th, 2016 dinner meeting. Mr. Dostart is an attorney at the firm, which specializes in personal injury and is well known in the Northern California area. Mr. Dostart is passionate about helping injury victims who are in need of an advocate and works diligently to that end.

Mr. Dostart spoke on the topic of, "Motions for Summary Judgment and Summary Adjudication." This topic was an important one to discuss, and there were numerous questions to clarify the ins and outs of MSJs. The topic covered the following: What a summary judgment is; what summary adjudication is; who has the burden; MSJ/MSAs components; why timing is important; why the notice is important; continuances; and knowing your evidence.

When it came to explaining what an MSJ is, Mr. Dostart explained it is a motion to have a judgment entered against the other party. This is typically filed by the defendant, but can be filed by the plaintiff. Summary adjudication is meant to adjudicate substantive issues in the case. This is only appropriate if it disposes of the following: 1) an entire cause of action. 2) an affirmative defense 3) claims for punitive damages 4) issue of duty.

Next, Mr. Dostart explained burden and who has it. He explained that the burden is on the moving party to make a prima facie showing that there are no triable issues of material fact. In California this must be proved with evidence, but at the Federal level, it can be proven solely by argument. The moving party can rely on factually devoid discovery responses to shift the burden of proof to the Plaintiff and can also rely on inferences, if the inference is the only plausible inference that can be drawn from the undisputed facts. However, the court can deny a MSJ/MSA when there is minimal evidence to offer (i.e. only one witness) and the credibility or state of mind of that declarant is a material issue.

Later on, Mr. Dostart broke down the necessary components of an MSJ. This includes the following:

Notice, Memorandum of Points and Authorities, Separate Statement of Undisputed Facts (SSUF) Evidence/Declarations, Judicial Notice

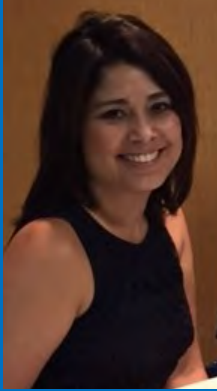
This also led him to discuss the importance of timing. Timing when it comes to filing -- you can file no sooner than 60 days after the general appearance of that party and no later than 31 days prior to trial. Also, moving papers and evidence must be filed 75 days prior to the date of the hearing; plus 10 days if served by mail. Unlike discovery motions, a continued trial date continues the timing to file an MSJ. Timing when it comes to opposing -- oppositions are due no later than 14 days prior to the hearing, it is very important to note that if 14 days prior to the hearing falls on a holiday or weekend, the opposition must be filed beforehand. If the opposition is not filed in time it may constitute a sufficient ground, in the court's discretion for granting the motion.

Continuances made up a large part of the presentation as well. It was explained that parties may request a continuance to allow more time to conduct discovery last. The deadline to request a continuance is on or before the date the opposition is due. Continuances will not be granted when the moving party has not shown diligence in perusing that discovery. The party that is seeking the continuance must show that the facts to be obtained are essential to opposing the motion, that there is reason to believe such facts may exist and the reasons why additional time is needed.

Lastly, but an incredibly important and valid point: KNOW YOUR EVIDENCE! Mr. Dostart stated to ensure that each argument is supported with statements of fact and sufficient evidence and make sure no one is taking liberties with the "supporting" testimony. It is so important in the legal world that we all understand MSJs and MSAs and Mr. Dostart did a great job at helping to educate all of us!

# SPEAKER SPOTLIGHT

## October 2016



Submitted by:  
Anne French

Attorney Kim Wells was our October speaker on the topic of Taking Care of Our Elders. Ms. Wells is a Partner at the Law Firm of Lewis Brisbois Bisgaard & Smith LLP and a member of the Healthcare Practice. Ms. Wells' practice is focused primarily in complex civil litigation, particularly in the area of professional negligence, with an emphasis on elder law. She represents healthcare providers, including skilled nursing facilities, assisted living facilities and continuing care communities in civil, regulatory and administrative forums.

Ms. Wells discussed the Patient's Bill of Rights. A current or former resident or patient of a skilled nursing facility may bring a civil action against the licensee of a facility who violates any rights of the resident or patient as set forth in the Patient's Bill of Rights in Section 725.27 of Title 22 of the California Code of Regulations, or any other right provided for by federal or state law or regulation.

The basics of the Elder and Dependent Adult Civil Protection Act (EADCPA) were discussed in detail. EADCPA was enacted to protect a large perceived population of elders and dependent adults that could potentially be subjected to abuse, neglect or abandonment. Welf. & Inst. Code § 15600, et seq.

The abuse could be physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment with resulting physical harm or pain or mental suffering. Other types of abuse include deprivation of goods or services that are necessary to avoid physical harm or suffering and negligent failure of any person having care or custody of an elder or dependent adult to exercise that degree of care that a reasonable person in a like position would exercise.

This Act is not a provision of care or services which a party is dissatisfied but must be a failure to provide the care or service.

In addition to standard remedies for abuse or neglect are enhanced remedies. Enhanced remedies are available where it is proven by clear and convincing evidence that a defendant is liable for physical abuse or neglect and is guilty of recklessness, oppression, fraud or malice in the commission of the abuse. Plaintiffs can receive reasonable attorney's fees and costs, pre-death pain and suffering and punitive damages.

There are several types and levels of care. There are Skilled Nursing Facilities (SNF), Residential Care Facility for the Elderly (RCFE), Assisted Living Facility (ALF), Memory Care Unit (MCU), Independent Living Facilities (ILF) and Continuing Care Retirement Community (CCRC). Depending on what type of facility that a loved one may need, make sure you do your homework. Physically visit unannounced to the facility or facilities you are looking at. Do the residents seem engaged and making eye contact? Do the resident seem happy? Are the residents clean and dressed? Are the staff present, smiling and conversant? Is the management staff present and accessible? Ask to see the latest survey and investigation history of the facility. Do not be afraid to ask a lot of questions. This is where your loved will be cared for. Ask for referrals and contacts from friends. Also do online research at sites such as [Calqualitycare.com](http://Calqualitycare.com); [Canhr.org](http://Canhr.org); [hfcis.cdph.ca.gov](http://hfcis.cdph.ca.gov); and [cclld.ca.gov](http://cclld.ca.gov).

# MEMBER NEWS

## November and December Birthdays

Outstanding, neat, and nifty birthday wishes to all of SLSA's November and December babies!!



**Submitted by:  
Vice President  
Brenda Bracy,  
CCLS**

Jaymie Moralez	November 1
Kathy Montgomery	November 1
Maribel Garza Duran	November 2
Jan Ainsworth	November 6
Brittany Monday	November 12
Debra Barsetti	November 13
Alice Baber	November 18
Ileah Miller	November 20
Alyssa Ray	November 21
Debra Clark	November 22
Kathy Bailey	November 24
Joani Wise	November 24
Desiree Stockton	November 25
Kelly Dokimos	November 29

Linda Gerst	December 8
Debbie Jordan	December 10
Karen Takao	December 11
Michele Van Dyke	December 13
Serena Albaeck	December 14
Serena Pena	December 16
Margie Fair	December 19
Marci Frazier	December 20
Annamarie Argumedo	December 28



## Condolences

I am very sorry to pass along the news that Carol Jean Haussmann, mother of CVLPA's President and Treasurer Barbara Haussmann, CCLSS, passed away. The services were held on Monday, October 17, 2016 at San Fernando Mission Rey Church, 15151 San Fernando Mission Blvd., Mission Hills, CA 91345.







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



# RENO BUS TRIP 2016

SLSA had another ridiculously rowdy ride on the bus for its annual trip to Reno. It happened October 8th this year, again coinciding with the Eldorado Great Italian Festival. Pick-up locations near Arden Fair Mall and then off of Elkhorn Blvd. proved efficient bus boarding, and the riders were on their way to fun in Reno. Riders found their favorite adult morning refreshments, race track betting, birthday cake, games, and raffle prizes for all those encountering the luck of the Italian this fine day, along with a handy bathroom. And that was just on the bus. While in Reno, participants enjoyed the Italian Festival which provided great music, vendors and crafts galore, not to mention fabulous Italian food – along with the usual casino action available and pranksters among our colleagues already gearing up for their Halloween tricks.

After boarding and everyone's libation orders were filled, the 76th Running of the SLSA Stakes was underway. Race track caller Casie Campbell and her trusty stand-in side kick Danielle DeForest introduced the horses as they made their way out of the stable (i.e., the back of the bus). Let me point out that this race venue's co-organizers (Casie Campbell and Cathy Bennett) provided an outstanding Race Track Program to fully inform potential betters of the chances their horse would cross the finish line first. Returning this year to the track were Long Legged Luigi, an all time SLSA Stakes favorite, and Passionate Pippa. Bettors were enthralled with the horses' advancements this year, and winners were lucky enough to share in a generous pool of funds.

The Reno Bus Trip Co-Chairs, Dawn Willis and Mary Taylor, express our heartfelt appreciation to all our volunteers and sponsors that helped make this annual event a fun and memorable trip.

## Sponsors

### DIAMOND (\$200)

**U.S. Legal Support**  
2710 Gateway Oaks Dr.,  
Suite 300-South  
Sacramento, CA 95833  
(916) 248-5608

**Daniel P. Feldhaus, CSR, Inc.**  
8414 Yerm o Way  
Sacramento, CA 95828  
(916) 682-9482

**Somach Simmons & Dunn**  
500 Capitol Mall, Suite 1000  
Sacramento, CA 95814  
(916) 446-7979

**Messing Adam & Jasmine LLP**  
980 9th St., Suite 380  
Sacramento, CA 95814  
(916) 551-3309

### RUBY (\$100)

**OnDemand Legal, Inc.**  
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(916) 329-8630

**Capitol Digital Document Solutions**  
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(916) 449-2820

**Marcus Deposition Reporting**  
207 W. Oak St.  
Lodi, CA 95240  
(800) 682-2323

**Sacramento Placement Services**  
455 Capitol Mall, Suite 225  
Sacramento, CA 95814  
(916) 446-3544

### EMERALD (\$50)

**Sacramento Legal Video Center**  
3550 Watt Avenue, Suite 140  
Sacramento, CA 95821  
(916) 451-7600

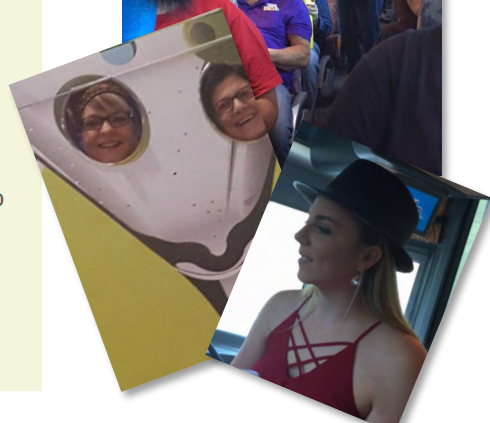
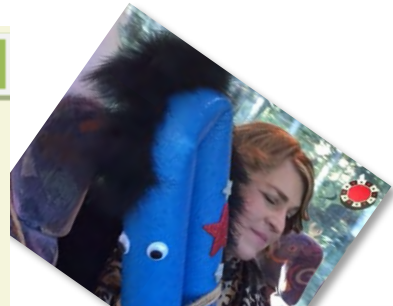
### LIBATIONS

**CyberCorp Forensics**  
333 University Ave. #200  
Sacramento, CA 95825  
(916) 800-7555

**95814 Digital**  
400 Capitol Mall, Ste. 690  
Sacramento, CA 95814  
Tel: 444-1414

### SAPPHIRE

**Aptus Court Reporting**  
770 L St., Suite 950  
Sacramento, CA 95814  
916-704-3501







**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.

<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, November 11, 2016 – 7:30 p.m. to 9:00 p.m.</b>	
<u>Civil Litigation</u>  <b>E-Filing in State Courts</b>  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>  <b>Practical Guide to Commercial Leases</b>  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
<b>Saturday, November 12, 2016 – 10:30 a.m. to 12:00 p.m.</b>	
<u>Probate/Estate Planning</u>  <b>Special Needs Considerations for Estate Planning and Estate and Trust Administration</b>  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>  <b>HIPAA, HITECH and How They Affect Discovery</b>  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
<b>Saturday, November 12, 2016 – 4:00 p.m. to 5:30 p.m.</b>	
<u>Federal Law</u>  <b>Trademark Infringement</b>  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>  <b>Family Law: Divorce, custody issues and support.</b>  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): \_\_\_\_\_

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 1.5 hours each, by the State Bar of California. California Certified Legal Secretary credit offered is 1.5 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.

# September 15, 2016 Dinner Meeting



Debra Barsetti, Lacy Monserrat, CCLS, Heather Rodriguez, CCLS, Kelly Leca, and Debbie Jordan



Katelyn Hoffman, Dina Marcus, and Dawn Nartker, CCLS, CBA



Judy Salas, Mona DeMarco, and Marlene Celis



Great turnout for our dinner meeting!

# October 20, 2016 Dinner Meeting



Kim Bogie and Brenda Bracey, CCLS



Shannon Kline



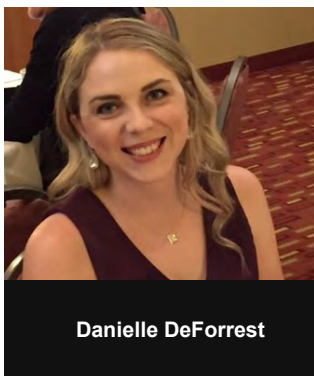
Sarah Martinez and Michele VanDyke



Mary Turner and Debbie Jordan



Lynne Prescott, CCLS and Heather Rodriguez, CCLS



Danielle DeForrest



Rebecca Lerma, Dawn Forgeur, CCLS, and Selena Paradee



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415-497-9600 CELL  
415-491-5000 WORK  
KLEDWARDS@JUSTICE.COM

September 26, 2016

**NOTICE OF PROPOSED BYLAW AMENDMENTS  
TO ALL GOVERNORS**

I was asked to provide an additional, red-lined version of the proposed amendments to the LSI Bylaws. Please see the following:

**NOTICE IS HEREBY GIVEN**, under Article XIX, Section 2, subsection (a), of the LSI Bylaws, that at the November 2016 Board of Governors meeting in Palm Springs, California, three proposed amendments to LSI Bylaws will be presented to the Governors for discussion and voting.

**PROPOSED BYLAW AMENDMENT NO 1:**

The purpose of this amendment is simply to clarify that an active member of LSI must work in the state of California in one of the areas listed.

LSI Bylaw **ARTICLE V, Section 1 (a)** currently reads:

An active member shall be a person: (1) licensed to practice law; (2) employed as legal support staff in the office of any attorney engaged in the practice of law; (3) employed by the courts; and (4) employed in any other institution or office directly engaged in work of a legal nature, in California.

The recommendation is:

| An active member shall be a person working in California who is: (1) licensed to practice law; (2) employed as legal support staff in the office of any attorney engaged in the practice of law; (3) employed by the courts; and or (4) employed in any other institution or office directly engaged in work of a legal nature. in California.

This recommendation requires a 2/3 vote of the Governors voting and if adopted the section would read as follows:

**ARTICLE V, Section 1 (a)** An active member shall be a person working in California who is: (1) licensed to practice law; (2) employed as legal support staff in the office of any attorney engaged in the practice of law; (3) employed by the courts; or (4) employed in any other institution or office directly engaged in work of a legal nature in California.

**PROPOSED AMENDMENT NO 2:**

The purpose of this amendment is to assure that elected officers live in the state of California, thus limiting LSI's exposure to out-of-state travel costs when officers are called to attend conferences or other EC meetings.

LSI Bylaw **ARTICLE VII, Section 2** currently reads as follows:

**Qualifications.** A nominee for elective office in LSI: (a) shall be actively engaged in work of a legal nature either full time, permanently part time, or on a contractual basis; (b) shall have been an active member of LSI in good standing for at least three years immediately prior to nomination; and, (c) shall have served on the Board of Governors or as an LSI Committee Chairman. A nominee for the office of President or Vice President shall have served on the LSI Executive Committee at least two years immediately prior to nomination.

The recommendation is:

**Qualifications.** A nominee for elective office in LSI: (a) shall be actively engaged in work of a legal nature either full time, permanently part time, or on a contractual basis; (b) shall reside in the state of California; (c) shall have been an active member of LSI in good standing for at least three years immediately prior to nomination; and, (ed) shall have served on the Board of Governors or as an LSI Committee Chairman. A nominee for the office of President or Vice President shall have served on the LSI Executive Committee at least two years immediately prior to nomination.

This recommendation requires a 2/3 vote of the Governors voting and if adopted the section would read as follows:

**ARTICLE VII, Section 2. Qualifications.** A nominee for elective office in LSI: (a) shall be actively engaged in work of a legal nature either full time, permanently part time, or on a contractual basis; (b) shall reside in the state of California; (c) shall have been an active member of LSI in good standing for at least three years immediately prior to nomination; and, (d) shall have served on the Board of Governors or as an LSI Committee Chairman. A nominee for the office of President or Vice President shall have served on the LSI Executive Committee at least two years immediately prior to nomination.

#### **PROPOSED AMENDMENT NO 3:**

The purpose of this amendment is to assure that appointed officers live in the state of California, thus limiting LSI's exposure to out-of-state travel costs when officers are called to attend conferences or other EC meetings.

LSI Bylaw **ARTICLE IX. APPOINTED OFFICERS** currently reads:

**Section 1. Designation, Qualification.** The Appointed Officers of LSI shall be: (a) Executive Advisor; (b) Parliamentarian; (c) Editor-in-Chief; (d) Editor, The Legal Secretary; (e) Educational Program Coordinator; (f) Historian; and, (g) Legal Specialization Sections Coordinator; each of whom shall be an active member in good standing.

The recommendation is:

**Section 1. Designation, Qualification.** The Appointed Officers of LSI shall be: (a) Executive Advisor; (b) Parliamentarian; (c) Editor-in-Chief; (d) Editor, The Legal Secretary; (e)



Educational Program Coordinator; (f) Historian; and, (g) Legal Specialization Sections Coordinator; each of whom shall be an active member in good standing, residing in California.

This recommendation requires a 2/3 vote of the Governors voting and if adopted the section would read as follows:

**ARTICLE IX. APPOINTED OFFICERS**

**Section 1. Designation, Qualification.** The Appointed Officers of LSI shall be: (a) Executive Advisor; (b) Parliamentarian; (c) Editor-in-Chief; (d) Editor, The Legal Secretary; (e) Educational Program Coordinator; (f) Historian; and, (g) Legal Specialization Sections Coordinator; each of whom shall be an active member in good standing, residing in California.

Kristi L. Edwards, CCLS  
LSI Parliamentarian

cc: LSI Executive Committee

# Fairy Tale Town's 30th Annual Safe and Super Halloween: Superheroes



Dawn Willis, Deseree Aguillen, Jennifer Estabrook, CCLS



# LSI

*Educating California's  
Legal Support Professionals*

OFFICE OF: JENNIFER L. PAGE, CCLS  
PRESIDENT  
P.O. BOX 150427  
SAN RAFAEL, CA 94915-0427  
T: 415-710-3402  
EMAIL: JLPAGE@IX.NETCOM.COM

October 17, 2016

TO ALL MEMBERS OF LSI:

Do you have an eye for detail, love reviewing draft documents and making edits, corrections, changes? Are you willing to make a two year commitment?

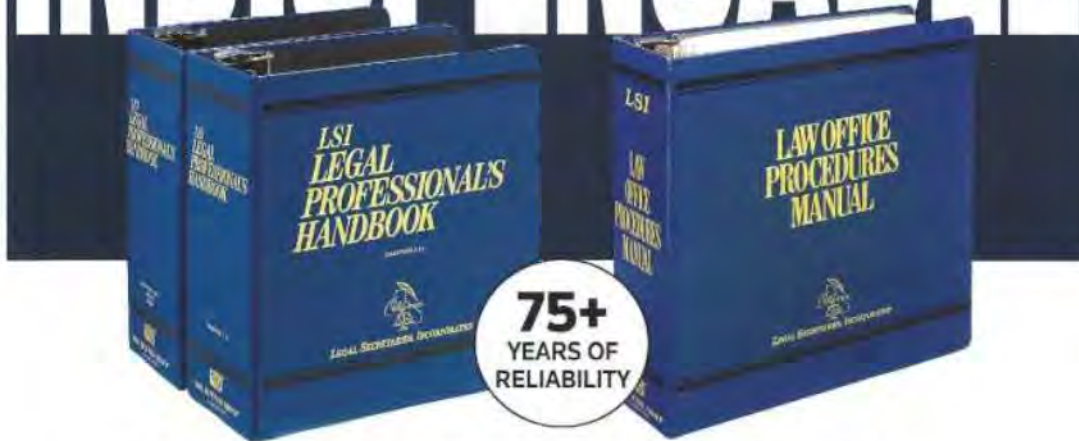
If you said yes to any of the above questions, the PRC needs YOU! The PRC is in need of a few good Assistant Editors.

Please contact me directly and we can discuss the details of what being an Assistant Editor entails.

Sincerely,

Jennifer L. Page, CCLS

# INDISPENSABLE



## LEGAL PROFESSIONAL'S HANDBOOK

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LSI Members-Only Price.....\$164.50  
 Nonmembers Price.....\$235

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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. shelfs    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



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:  
**CCLS Certifying Board, 14403 Leibacher Avenue, Norwalk, CA 90650**

(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.

<b>EXAMINATION FEES</b> (Select Payment Type)		Check <input type="checkbox"/> Payable to "LSI" Mail to above address	PayPal <input type="checkbox"/> 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. April 2016

# VENDOR OF THE MONTH

## September

### SEPTEMBER 2016 VOM—AtkinsonBaker

AtkinsonBaker was our September 2016 Vendor of the Month, and Robin Barca gave us a brief overview of the company.

AtkinsonBaker started out as a Mom and Pop company. It has grown from a handful of employees to a staff of over 170. They also have access to over 4,000 reporters nationwide. They understand the pressing demands of the legal profession; just make one call to AtkinsonBaker and they will do the rest. They offer a wide array of court reporting services: court reporters; last-minute coverage; realtime services; conference rooms; case management; nationwide and international coverage; web-conferencing and videoconferencing.

AtkinsonBaker is ready, willing, and able to help you with any and all of your court reporting needs.

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www.depo.com

## AtkinsonBaker



Crystal Rivera and Robin Barca

# VENDOR OF THE MONTH

## October

### OCTOBER 2016 VOM—Fujitani Consulting, Inc.

Fujitani Consulting, Inc., was our October 2016 Vendor of the Month. Geri Ximenez-Fujitani and her son Christopher Johnson joined us, and shared with us what their company has to offer. Geri has over 20 years of experience in the staffing industry.

Fujitani Consulting primarily focus on employment services in the legal, information technology, and healthcare industries. By specializing in only a few industries, they provide candidates and clients expert advice and exceptional services focused in these areas. They provide personalized guidance throughout the recruiting lifecycle – from resume development to employment onboarding. This process allows them to effectively match your talents, skills, and desires with an opportunity that meets your career goals and objections.

They are always searching for motivated and talented professionals. If you fit this description and you are looking for a new career opportunity, contact them. If you are overworked and your firm needs additional legal support staff, contact Geri or Christopher.

At the meeting, Geri saw several familiar faces of people she has placed.

Geri Ximenez-Fujitani  
Fujitani Consulting, Inc.  
(916) 686-9444



Geri Ximenez-Fujitani and Christopher Johnson

A promotional graphic for Fujitani Consulting. At the top is the company logo, which consists of a stylized 'F' inside a square followed by the text 'FUJITANI CONSULTING'. Below the logo is a black horizontal bar with the text 'Legal Recruiters' in white. Underneath this bar is a white background with the text 'Bringing together top talent with great law firms' in a serif font. Below the text is a silhouette of a group of business professionals in a cityscape. At the bottom of the graphic are the phone number '(916) 686-9444' and the website 'www.FujitaniConsulting.com'.



# Calendar / Dates to Remember

<b>October</b>	
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

<b>November</b>	
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](mailto: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

California Rule of Court 8.40(c)(2) re appellate briefs (Court of Appeal or Supreme Court) to designate the attorney for notice with an asterisk. See text of rule below.

(2) If more than one attorney from a law firm, corporation, or public law office is representing one party and is joining in the document, the name and State Bar number of each attorney joining in the document must be provided on the cover. The law firm, corporation, or public law office representing each party must designate one attorney to receive notices and other communication in the case from the court by placing an asterisk before that attorney's name on the cover and must provide the contact information specified under (1) for that attorney. Contact information for the other attorneys from the same law firm, corporation, or public law office is not required

but may be provided.

## Sacramento Superior Court

EFFECTIVE SEPTEMBER 19, 2016, THE CIVIL LAW AND MOTION DEPARTMENTS (DEPARTMENT 53 AND DEPARTMENT 54) AND THE CIVIL SETTLEMENT CONFERENCE DEPARTMENT (DEPARTMENT 59) WILL BE RELOCATED TO: (HALL OF JUSTICE BUILDING, 813 6th STREET, SACRAMENTO, CA 95814).



**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

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[www.alameda.courts.ca.gov](http://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](mailto: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](http://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](http://www.alameda.courts.ca.gov) or call 510-891-6031.





**Superior Court of California  
County of El Dorado**

2850 Fairlane Court, Suite 110 Placerville, CA 95667

**PRESS RELEASE**

September 2, 2016

Tania Ugrin-Capobianco, Court Executive Officer

(530) 621-7414

(Electronic version available at: <http://www.eldoradocourt.org/administration/notices>)

**Small Claims Night Court**

The Superior Court of El Dorado is pleased to announce extended hours for Small Claims Night Court services effective October 17, 2016.

Night Court will be held at the Cameron Park Court and the South Lake Tahoe Court.

Night Court for Cameron Park Court will be

2<sup>nd</sup> Monday in January and 1<sup>st</sup> Monday in February

3<sup>rd</sup> Monday in April, May, June, August, September, October, and December.

Night Court for South Lake Tahoe Court will be:

3<sup>rd</sup> Monday in March, July, and November.

Small Claims trials will be heard 5:30 p.m. to 6:30 p.m. and will be limited to 4 trials.

Litigants must request at the time of filing their Small Claims matter that the trial be schedule for the Night Court session. *Please note: Interpreter services are not currently available during the Small Claims Night Court hours.*



# NEWS RELEASE

**Los Angeles Superior Court  
Public Information Office**

Website: [www.LACourt.org](http://www.LACourt.org)

E-mail Address: [PublicInfo@LACourt.org](mailto:PublicInfo@LACourt.org)

FOR IMMEDIATE RELEASE

Sept. 21, 2016

## **U.S. DEPARTMENT OF JUSTICE AND LASC AGREE TO TERMS REGARDING LANGUAGE ACCESS**

After state-imposed budget reductions forced the elimination of one quarter of the Court's staff, the Los Angeles Superior Court (LASC) radically restructured its operations which, in many instances, resulted in reduced services to the public. Since the end of the state budget cuts in 2013, LASC has been aggressively working to create the efficiencies necessary to restore those services.

One of the major goals of that restoration has been to enhance language access. The Court's progress in this area was recently recognized by the U.S. Department of Justice (DOJ) as they concluded their investigation of the Court's provision of language services. The investigation was part of a multi-year, nationwide effort by DOJ's Civil Rights Division to examine the provision of language services by courts, schools and other public institutions across the country. DOJ's investigation into the Los Angeles Superior Court concluded with an agreement between DOJ and LASC that catalogues progress already made and lists improvements to be accomplished in the near future.

Of the agreement, Presiding Judge Carolyn B. Kuhl said, "The Los Angeles Superior Court has a long history of innovation in ensuring access to justice. We welcomed the opportunity to demonstrate how seriously we take this most important aspect of our mission: to provide access to justice to those with limited English proficiency. I believe that the approaches outlined in the agreement represent a state-of-the-art model for language services in state trial courts."

In concluding their investigation, DOJ praised LASC for its efforts to provide a broad range of language services to a broad range of court users:

We are greatly appreciative of LASC's cooperation during the investigation. LASC staff has been responsive, courteous, and open to dialogue with DOJ to solve challenges and identify solutions throughout the course of this investigation.

- more -

## SUPREME COURT – ISSUES ORDER INVITING AMICUS CURIAE SUBMISSIONS FOLLOWING RECEIPT OF STATE BAR’S INTERIM SPECIAL REGULATORY ASSESSMENT REQUEST

SAN FRANCISCO—Chief Justice Tani G. Cantil-Sakauye, acting on behalf of the state Supreme Court, today issued an order inviting any person or entity wishing to comment on the State Bar’s Request to submit an amicus curiae letter to the court by Tuesday, October 11, 2016.

The action follows receipt of the Request of the State Bar of California for Special Regulatory Assessment today, September 30, 2016. Any letter should reference the court’s docket number and case S237081, In re Attorney Discipline System. The full text of the order states:

“On September 30, 2016, the court received the Request of the State Bar of California for Special Regulatory Assessment (“Request”). Any person or entity wishing to comment on the State Bar’s Request may submit an amicus curiae letter (referencing docket number S237081, In re Attorney Discipline System) to the Office of the Clerk, Supreme Court of California, 350 McAllister Street, San Francisco, CA 94102. The commenter must also send a copy of the amicus curiae letter to Vanessa Holton, General Counsel, The State Bar of California, 180 Howard Street, San Francisco, CA 94105. The letters to the court and the copies to the State Bar must be postmarked on or before October 11, 2016, or be hand-delivered to the designated addresses by October 11, 2016.”

The court’s further action comes after the Legislature adjourned without passing a bill authorizing the State Bar to collect annual bar dues for 2017. The Supreme Court of California possesses the inherent constitutional power to regulate the practice of law, as well as the responsibility to impose an interim regulatory fee upon attorneys for the purpose of supporting an adequate, functioning attorney discipline system that protects clients and the public.

<http://newsroom.courts.ca.gov/news/supreme-court-issues-order-inviting-amicus-curiae-submissions-following-receipt-of-state-bars-interim-special-regulatory-assessment-request>

## LOS ANGELES – ALHAMBRA COURTHOUSE IMPLEMENTS NEW FAX NUMBERS

The change to a Voice-over-Internet Protocol (VoIP) telephone system has required the implementation of new telephone equipment and new phone numbers, including fax lines, but is providing the Court with significant annual cost savings. As part of this ongoing upgrade, the Alhambra Courthouse, located at 150 W. Commonwealth Avenue, Alhambra 91801, will begin using new fax numbers as of Oct. 19, 2016. The new fax numbers are:

- Fax Filing – Small Claims: (562) 753-0488
- Administration: (562) 753-0486 (not for fax filing)

The existing fax numbers will no longer be available as of Oct. 19, 2016. In order to ensure fax filings are received, attorneys and others who fax file should use the new numbers as of the effective date.

All courthouse telephone and fax numbers are available on the Court’s website at LACourt.org under the General Information/ Courthouses tab by clicking on the courthouse of interest, then on the General Courthouse Directory link. Please check the Court’s website regularly for the latest updates.

<https://www.lacourt.org/newsmedia/uploads/142016920156816NTAFoIPAlhambra.pdf>

## LOS ANGELES – GLENDALE COURTHOUSE IMPLEMENTS NEW FAX NUMBERS

The change to a Voice-over-Internet Protocol (VoIP) telephone system has required the implementation of new telephone equipment and new phone numbers, including fax lines, but is providing the Court with significant annual cost savings. As part of this ongoing upgrade, the Glendale Courthouse, located at 600 E. Broadway, Glendale 91206, will begin using new fax numbers as of Oct. 11, 2016. The new fax number is:

- Civil Fax Filing: 562-753-0526

The existing fax numbers will no longer be available as of Oct. 11, 2016. In order to ensure fax filings are received, attorneys and others who fax file should use the new numbers as of the effective date.

All courthouse telephone and fax numbers are available on the Court’s website at LACourt.org under the General Information/ Courthouses tab by clicking on the courthouse of interest, then on the General Courthouse Directory link. Please check the Court’s website regularly for the latest updates.

<https://www.lacourt.org/newsmedia/uploads/14201691614264316NTAFoIPGlendale.pdf>

## LOS ANGELES – NORWALK COURTHOUSE IMPLEMENTS NEW FAX NUMBERS

Please disregard the notice sent on Sept. 2, 2016 and note new fax numbers as listed below.

The change to a Voice-over-Internet Protocol (VoIP) telephone system has required the implementation of new telephone equipment and new phone numbers, including fax lines, but is providing the Court with significant annual cost savings. As part of this ongoing upgrade, the Norwalk Courthouse, located at 1720 Norwalk Blvd., Norwalk, CA 90650 will begin using new fax numbers as of Sept. 26, 2016. The new fax numbers are:

- FAX Filing – General Civil (562) 753 – 0557
- FAX Filing – Collections (562) 753 – 0558
- FAX Filing – Unlawful Detainers (562) 753 – 0559
- FAX Filing – Family Law (562) 753 – 0560

The existing fax numbers will no longer be available as of Sept. 26, 2016. In order to ensure fax filings are received, attorneys and others who fax file should use the new numbers as of the effective date.

<https://www.lacourt.org/newsmedia/uploads/14201692293216NTAFoIPNorwalkcorrection.pdf>

# 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**

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

### 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](mailto:seba@sacbar.org) or sign up on line at [www.sacbar.org](http://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"/> <b>Annual Meeting</b> – Organizes the SCBA Annual Meeting.  | <input type="checkbox"/> <b>Pro Bono</b> – Advises the Board about, and operates, the SCBA's pro bono program.                  |
| <input type="checkbox"/> <b>Bench Bar Reception</b> – Organizes the Bench Bar Reception.   | <input type="checkbox"/> <b>Sacramento Lawyer Magazine Editorial</b> – Sets policies that govern the <i>Sacramento Lawyer</i> . |
| <input type="checkbox"/> <b>Bylaws</b> – Oversees the bylaws; makes recommendations to the Board when changes are suggested.   | <input type="checkbox"/> <b>Website</b> – Assists with the SCBA website and its content.  |
| <input type="checkbox"/> <b>SCBA Delegation</b> – Organizes delegates and SCBA participation at the Conference of California Bar Associations; drafts and reviews resolutions. |   |
| <input type="checkbox"/> <b>MCLE</b> – Oversees and advises the Board about MCLE credit.   |   |
| <input type="checkbox"/> <b>Diversity Hiring and Retention</b> – Encourages the hiring and retention of minority legal professionals.  |   |
| <input type="checkbox"/> <b>Electronic/Social Media</b> – Oversees and advises the Board about the SCBA's electronic media.  |   |
| <input type="checkbox"/> <b>Fee Arbitration</b> – Arbitrates fee disputes between attorneys and clients.   |   |
| <input type="checkbox"/> <b>Sports &amp; Leisure</b> – Annual Golf Tournament, facilitate Softball League, and may create other events.  |   |
| <input type="checkbox"/> <b>Judiciary</b> – Evaluates the qualifications of candidates who seek appointment to judicial positions pertaining to Sacramento County.             |   |
| <input type="checkbox"/> <b>Lawyer Referral and Information Service</b> – Governs policies concerning lawyer referrals made to the public.                                     |   |
| <input type="checkbox"/> <b>Membership</b> – Oversees and advises the Board about member benefits and organizational marketing.  |   |
| <input type="checkbox"/> <b>Nominations</b> – 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](mailto:soba@saobar.org) or sign up on line at [www.saobar.org](http://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](mailto: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](mailto:geri@fujitaniconsulting.com)

**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

*(Continued on page 35)*

# Employment Report Continued

*(Continued from page 34)*

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 resume to: Trish Hughes Kreis at [thkreis@murphyaustin.com](mailto: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](mailto: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, 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

*(Continued on page 36)*

# Employment Report Continued

*(Continued from page 35)*

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](mailto: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](mailto: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. Send resume and cover letter to: Maricar Pascual, [maricar@psyclaw.com](mailto: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](mailto: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 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 current and archived confidential client files, and arranges for confidential document destruction as directed by

*(Continued on page 37)*

# Employment Report Continued

*(Continued from page 36)*

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 wpm. 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; 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](mailto: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.

**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](mailto: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

*(Continued on page 38)*

# Employment Report Continued

*(Continued from page 37)*

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](mailto: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; [sacramentoworkcomp@gmail.com](mailto:sacramentoworkcomp@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](mailto: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 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](mailto:bill@mastagni.com).

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# Employment Report Continued

(Continued from page 38)

**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](mailto:dkanan@ultimatestaffing.com).





## Fall Interassociation Event

November 10-11, 2016

Palm Springs

Conference is always a blast, so we decided to start the weekend early. Join us for one, two, three, or all four of the Fall Interassociation Events.

**Thursday a.m.:** We will meet at the Palm Springs Aerial Tramway at 11 a.m. for a trip up the hill (cost \$25.95).

**Thursday p.m.:** Game Night Part I, starting at 7:30 p.m., Suite 177.

**Friday a.m.:** We will continue the fun by meeting at 11 a.m. for lunch at Las Casuelas Terraza.

**Friday p.m.:** Join us in the Hospitality Suite (#177) from 4 p.m. to 6 p.m. and Game Night Part II at 9:15 p.m.

For more information, please contact:

**Diane Mecca:**

[dianemecca@hotmail.com](mailto:dianemecca@hotmail.com), 209-918-0796

**Linda Moore, CCLS:**

[lmoore561@cox.net](mailto:lmoore561@cox.net), 619-723-5336

**Kim Parke, CCLS:**

[kimbr6@cox.net](mailto:kimbr6@cox.net), 619-504-4316

Sponsored by Litivate, Core Legal Translations, Desert Palm LSA, Placer County LPA, Riverside LPA, Sacramento LSA, San Diego LSA, San Francisco LPA, and Stanislaus County LPA



**SLSA Committee Chairs 2016-2017**

Updated: 7-26-16

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

**LEGAL SECRETARIES, INCORPORATED  
MEMBERSHIP LIST AS OF 10/31/16**

<b>Total Members 3/31/16</b>	<b>Association</b>		<b>New Members</b>	<b>Transfer Members</b>	<b>Continuing Members</b>	<b>Total Members</b>
42	Alameda County	LSA	8		27	35
0	Antelope Valley	LSA	0		0	0
33	Beverly Hills/Century City	LSA	0		26	26
13	Conejo Valley	LPA	0		11	11
14	Contra Costa County	LPA	11		10	21
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	1		21	22
21	Imperial County	LPA	4		10	14
13	Livermore-Amador Valley	LPA	1		12	13
55	Long Beach	LPA	4		37	41
64	Los Angeles	LSA	19		50	69
20	Marin County	LPA	4		14	18
48	Merced County	LPA	2		31	33
56	Mt. Diablo	LPA	8		38	46
14	Napa County	LSA	1		7	8
73	Orange County	LSA	17		48	65
20	Placer County	LPA	7		17	24
23	Rio Hondo District	LPA	4		16	20
26	Riverside	LPA	6		13	19
134	Sacramento	LSA	21		108	129
184	San Diego	LSA	22		117	139
41	San Fernando Valley	LSA	15		29	44
87	San Francisco	LPA	9		60	69
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	26		69	95
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
33	Stanislaus County	LPA	2		30	32
24	Stockton-San Joaquin	LPA	0		17	17
5	Trinity County	LSA	1		5	6
9	Ventura County	LPA	1		11	12
25	Members at Large		14		7	21
<b>1546</b>	<b>YTD TOTALS</b>					<b>1273</b>

MEMBERSHIP LIST 2ND QUARTER, 10-31-2016

# SLSA Executive Board

## 2016 - 2017



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