

THE LEGAL EAGLE

Sacramento Legal Secretaries Association

August/September 2017



4TH OF JULY FIREWORKS

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JULY EVENTS

- **Dinner Meeting - Thursday, July 20.** *“Coming to America: The Process, The Issues, & The Future”* at the Courtyard Marriott, 4422 Y Street, Sacramento.

AUGUST EVENTS

- **Dinner Meeting - Thursday, August 17.** *“Mediation vs. Arbitration: What's the Difference and Which is Best for Your Client”* at the Courtyard Marriott, 4422 Y Street, Sacramento.
- **LSI Conference - August 18-19.** *“Mission: Possible—Get Smart With Education”* - Stockton Hilton, 2323 Grand Canal Blvd., Stockton.
- **PaintNite - Wednesday, August 30.** Inter-Association Event with Placer County LPA, register by August 24! See the flyer for link.

President

Brenda Bracy, CCLS
Boutin Jones Inc.
555 Capitol Mall, Suite 1500
Sacramento, CA 95814
president@slsa.org

Editor

Dawn R. Forgeur, CCLS
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President's Message

Brenda Bracy, CCLS

I hope everyone is enjoying their summer and getting some rest and relaxation time, aka vacation time. We all work hard, but we also need to take time to relax and enjoy life a little bit too. I went to Nashville for vacation recently and had a great time. The weather was hot and humid, and it rained a lot, but I was able to get in at least a few of the things I really wanted to do while I was there. I have always wanted to go to Nashville, so I can take that off of my bucket list. Everyone needs to recharge and enjoy life other than work. I hope everyone gets a chance to enjoy some time off and play this summer.

We are continuing to put together exciting events and programs for this year. I am so honored to work with everyone in this organization who work hard all year to make this organization run so smoothly. Please check out the upcoming events posted on the website so you don't miss out on attending the upcoming events. Thank you to everyone who has attended the monthly dinner meetings and the Lunch & Learn events so far.

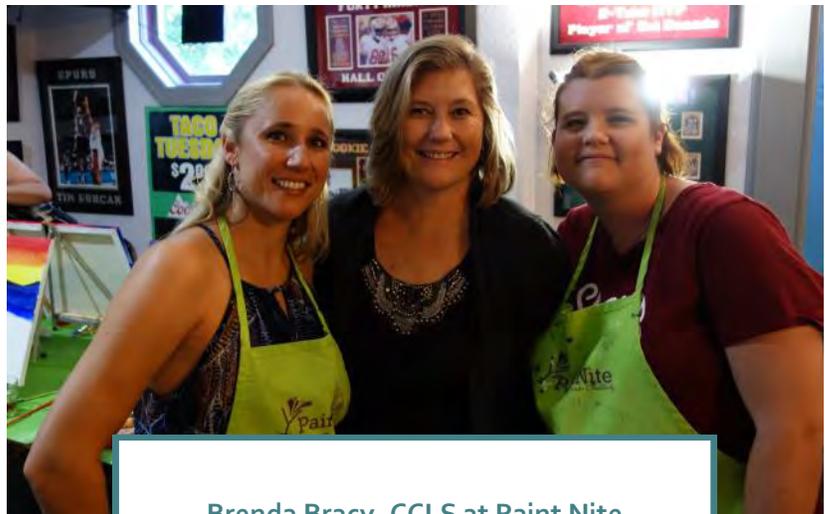
We also have several fundraiser events scheduled for this year and we hope everyone participates to make these successful. The details of these events are all listed on the SLSA website. Our members' participation in these events are what makes them so successful. These also take a lot of time to put together. If you are interested in helping with any of the upcoming events, please let us know.

Our next Lunch & Learn event is scheduled for September 14, 2017. The topic is "Calendaring 101: Back to Basics." Lynne Prescott, CCLS is the moderator. This will be a great class for anyone who needs a refresher on calendaring as well as those of you who are new to the profession. Please sign up right away as the class is limited to 25.

The courts are ever changing and it is challenging to keep up with all of the changes. The courthouses move, the hours change, and court rules are always changing. We provide the court update information to you in the Bulletin so you can keep up with the never ending changes.

If any of you have a topic you want covered, please let us know. We are always looking for new speakers and your feedback is important to us.

Please feel free to contact me if you have any questions, suggestions, or comments to president@slsa.org.



Brenda Bracy, CCLS at Paint Nite



Sacramento Legal Secretaries Association Charitable Project Summer 2017



My Sister's House (MSH) is a 501(c)(3) nonprofit organization founded in 2000 and serving the Sacramento community. Jasmeen of MSH came to speak to us in April about "Human Trafficking, Modern Day Slavery." The vision of My Sister's House is to eliminate domestic violence, sexual assault, and human trafficking in our community. The mission of My Sister's House is to serve Asian and Pacific Islander 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.

SLSA wants to help MSH by gathering as many wish list items as possible to donate to the organization to aid them in their community outreach. You can help by donating items from My Sister's House's wish list below!

My Sister's House Wish List Items

Office Supplies

- post-it notes - various sizes
- binder clips - various sizes
- note/legal pads - letter size
- manila file folders - letter size/top tabs
- ball point pens - blue color
- composition notebooks

Household Items

- dish soap
- fabric softener
- trash bags - 13 gallon size

Additional Items

- business/interview clothes for women
- gift cards - Jamba Juice, Starbucks, Target or fuel/gas

A safe haven for Asian Pacific Islander Women and Children



My Sister's House

Make a Difference!
DONATE



Donations can be brought to the
July, August and September dinner meetings.

Deadline for donations will be @ September 21st dinner meeting.

Thank you for your generosity towards our community and for your support of SLSA's charitable projects!



Gisele Mitsuk
Charitable Contributions Chair
gmitsuk@gmail.com
(916) 750-0095*
*best contact is email or sms/text



Sacramento Legal Secretaries Association



Dinner Meeting - September 21, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



Digital Afterlife:

Estate Planning for Your Clients' Virtual Assets

Guest Speaker:

Jan Roos
 Law Office of Norman Roos



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

RSVP by Noon on Friday, Sept. 15*

Two Ways to Register:

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

\$30 SLSA Members / \$35 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:

- Meat Lasagna with Fresh Marinara and Vegetables
- Herb Marinated Grill Eggplant with Italian Cheeses and House Made Marinara Sauce

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

**Thank You to Our Vendor Partner
 for September:**



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



Change your approach to record retrieval and analysis with Ontellus.

Eight leading companies have merged to become Ontellus, a revolutionary, nationwide online record retrieval partner that empowers you to:

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- Improve outcomes
- Focus on strategy
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Competitive advantage becomes yours though better-informed decisions, faster turnaround and expedited case resolution.

Discover a whole new world of efficiency and data security at Ontellus.com.



Governor's Report

Jan Ainsworth

LSI's First Quarterly Conference was held August 18-20, 2017, at the Hilton Hotel, Stockton, California. Four SLSA members were in attendance; six Continuing Education Council/Legal Specialization Section seminars were attended; SLSA participated in Interclub Game Night(s) and donated gift cards as well; SLSA chairpersons responded to 15 of 17 LSI Quarterly Directives in a timely manner for a total of CAPS earned at August Conference in the amount of 1,650 points. Our posse at Conference may have been small but we were mighty.

The Board of Governors meeting convened Saturday at 9:00 a.m.; 29 governors were present and there was a quorum. Our Welcome Speaker was Michael Tubbs, Mayor, City of Stockton. Mr. Tubbs was a very gracious gentleman. Did you know that he is the first African American mayor for the City of Stockton and the youngest mayor ever elected in the entire country? Impressive for sure. ‘

Approval of the Minutes:

The Minutes of the May 2017 Pre-Annual Conference BOG meeting were approved as distributed. The Minutes of the May 2017 Post-Annual Conference BOG meeting were approved as corrected.

President, Jennifer L. Page, CCLS, reported that the Beginning Legal Secretary (“BLS”) class was so successful that attendance had to be capped at 58 and \$10,000 in revenue was gained.

Vice President, Membership & Marketing Committee Coordinator, Heather Edwards of San Fernando Valley LSA reported the following: Chapter Achievement Contest rules have changed. Please see my Chapter Achievement Chat at the end of this report for details. A new LSI Benefits List has been published. Check it out in the SLSA bulletin and/or website. Show our benefit providers how much you appreciate their support by utilizing their services.

Treasurer, Rod Cardinale, Jr. of Santa Clara LPA, reported total expenses: \$53,575; total income on hand: \$41,581; and an income deficiency over expenses: -\$11,994.

Executive Secretary, Lynne Prescott, CCLS, of Sacramento LSA, read the Resume of the Executive Committee Meeting held on Friday, August 18, 2017, where various topics were discussed. Among those being:

Treasurer: There was discussion regarding the limit on amount of PayPal funds transferable in one month because of the Beginning Legal Secretary (“BLS”) class earning \$10,000 and LSI's PayPal account is limited to \$3,000 monthly. The treasurer requested an increase; however, PayPal denied that request.

Parliamentarian: Discussion regarding possible increase in per capita tax and inclusion of LSS membership. It was noted that per capita tax has not been increased in seven years – thinking of

(Continued on page 7)

Governor's Report, cont.

Jan Ainsworth

(Continued from page 6)

increasing by \$5 or \$20. Why? Because LSI expenses are increasing and revenues are not. The hope is to give incentive to join LSI and to join the LSS sections. If \$5 – the incentive is inclusion in one LSS section: if \$20 – the incentive is inclusion in all six LSS sections.

Parliamentarian – Executive Committee Recommendations and Proposed Bylaw Amendments:

Executive Committee Recommendation No. 1 – adopted by unanimous vote (29). The charter of El Dorado County Legal Professionals Association was revoked.

Executive Committee Recommendation No. 2 – adopted by unanimous vote (29). The charter of Antelope Valley Legal Professionals Association was revoked.

Proposed Bylaw Amendment No. 1 was adopted by unanimous vote (29). The purpose of this Amendment was to make the voting rights of Delegates match those of Governors with respect to per capita tax paid and compliance with annual reporting requirements of the IRS and the FTB.

Proposed Bylaw Amendment No. 2 was adopted by standing majority vote (25/4); but, not before a Governor moved and proposed an Amendment to the Amendment. Basically it was for grammatical content. It was moved, seconded, the ayes had it with a majority vote, and the motion carried. The purpose of this Amendment was to implement the recommendation of the Student Membership Committee with regard to qualifying the student membership category.

Proposed Bylaw Amendment No 3 was adopted by standing majority vote (25/4); but, not before a Governor moved and proposed an Amendment to the Amendment. Again, basically it was for grammatical content. It was moved, seconded, the ayes had it with a majority vote, and the motion carried. The purpose of this Amendment was to implement the recommendation of the Student Membership Committee with regard to the associate membership category.

Proposed Bylaw Amendment No. 4 was adopted by standing majority vote (27/2). The purpose of this Amendment was to implement the recommendation of the Student Membership Committee with regard to offering student and/or associate memberships to qualified persons; specifically, a local association's charter will not be denied if the local association does not offer student and/or associate memberships.

Social Media Chair, Erika Garduno announced that LSI went LIVE on Facebook August 19, 2017. Check it out!

Historian, Bryana Schroeder, CCLS, reported that a Shutterfly account has been established and she plans to share photos of LSI events with association historians. She has already downloaded to that account her photos taken at annual conference in Modesto if any of you are interested in viewing via the LSI website. And speaking of annual conference, for the scrapbook and history book competition to be held



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August Conference

Stockton, CA



Shirley M. Wilkinson, CPI; Debra Clark;
Jan Ainsworth



Brenda Bracy, CCLS; Crystal Rivera



San Diego LSA Members; Jan Ainsworth; Brenda Bracy



Tammy Hunt, CCLS and Donna Day



Debra Clark with raffle prize

Governor's Report, cont.

Jan Ainsworth

(Continued from page 7)

at the LSI Annual Conference in May 2018, LSI will not be holding Member's Choice Awards. Instead, the Governor of each association will receive two ballots in their conference name badge pouch – one to use as a vote for a favorite scrapbook and the other as a vote for a favorite history book. Each Governor will then confer at annual with the members from their association who are attending the annual conference so that their ballot reflects the vote of their association. In the event of a tie, the LSI Historian will conduct a drawing to determine the winner in each category.

By this change in the voting structure, the Governors hope there will be more parity in the voting procedure as there is concern that there is otherwise an unfair advantage in the voting process for those associations who are larger and/or closer to the annual conference location and who have more members attending the conference versus an association that may be smaller and/or farther away from the annual conference location (and therefore not able to have as many people attend and vote). The Governors rallied for this to happen and we feel this is the fair and right thing to do.

Advertising Chair, Larry McGrew's report stated that there are six first time Advertising Chairs across the state. Over the past decade, the landscape has changed as technology has driven many nonprofits to adjust their marketing strategies, social media is at the forefront of these changes, and it has become the single most economic advertising tool for nonprofit organizations.

Career Promotion/Scholarship Chair, Sylvia Marsh reported that August is the time of year when the Eula Mae Jett Scholarship Program Plan of Administration is updated. Only one change was made to move paragraph 12 regarding the submission of applications directly to LSI up to paragraph 4. She felt the requirement was buried within the Plan and since people are still applying directly to LSI, hopefully this will make it more obvious. Thereafter she made a formal motion to have the updated Plan approved for the 2018-2019 scholarship year. The Ayes had it and the motion carried.

Saturday's Board of Governors meeting recessed at 4:00 p.m. We reconvened Sunday morning at brunch with a call to order at 9:15 a.m. and roll call was dispensed.

President Announcement: The winners of the four scrip tickets to the November 2017 Quarterly Conference to be held at the Lions Gate Hotel and Conference Center, Host Association Placer County LPA are: Santa Barbara LPA; Desert Palm LPA; Santa Clara County LPA; and Conejo Valley LPA.

We adjourned at 10:16 a.m. until the November 2017 BOG meeting in our own backyard people so please come out to the Lions Gate Hotel & Conference Center, November 10-12, 2017, hosted by Placer County LPA (please come – even just for a day – we would love to see you there – and just FYI SLSA sits together so you would not be alone). Did I mention that you would be helping SLSA earn CAPS?

(Continued on page 10)

Governor's Report, cont.

Jan Ainsworth

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Chapter Achievement Chat

CAPS earned to date: 16,675.

Chapter Achievement News

The Golda J. Cooper Chapter Achievement Contest rules have changed. The LSI Executive Committee listened to the Governors asking for a change in the point value system; and so, it is now being implemented. Previously the Contest value points were measured by the number of members within Group(s). Effective March 31, 2018, Group CAPS will be calculated as numbers within a point system as follows:

- Group A (previously 0-15 members) – now – 0 to 10,000 points;
- Group B (previously 16-30 members) – now – 10,001 to 20,000 points;
- Group C (previously 31 to 45 members) – now – 20,001 to 30,000 points;
- Group D (previously 46 to 65 members) – now – 30,001 to 40,000 points;
- Group E (previously 66 to 150 members) – now – 40,001 to 50,000 points;
- Group F (previously over 150 members) – now – 50,001 points and up.

In that light, I would like to remind you about Chapter Achievement. Chapter Achievement Points (“CAPS”) are earned by each local Association, and, at the end of each fiscal year a contest is held at the state level and an award is given. This award is highly prized as heard by the whoops and hollers at annual conference when the winners are announced. We accumulate CAPS in many ways. I refer you to the Chapter Achievement Reporting form which can be found on the website and also in all of our bulletins. I urge you to take a look at the form and see if you can boost our points and help SLSA go for a win at annual. You may submit your form online at SLSA’s website or you may email me directly and I will tally and track. Every point counts so please do your part. Oh, and, please do not wait until the last minute. Let’s start tracking today. Send me your CAPS even if you are not sure whether or not your participation counted. I will count, decide according to guidelines, and track. On that note, I have received submissions that have had stale dates so let me gently remind you that CAPS are captured only through our fiscal year. This fiscal year opened April 1, 2017 and will close on March 31, 2018. Sadly, I received a few CAPS submissions with 2016 dates that I was unable to calculate for May Annual Conference. The lost points accurately calculated could have made all the difference at annual; but, that was then and this is now so we should all furchetaboutit – especially me. Thanks to all of you who submit CAPS to me. Your Executive Board appreciates it and I am passionate about it. Well done members.

Well done. Keep up the good work and let’s go for the win at annual in 2018.

Jan Ainsworth

SERVE, SURVIVE, & THRIVE WITH LSI A TRIBUTE TO OUR MILITARY

HOSTED BY

PLACER COUNTY LEGAL PROFESSIONALS ASSOCIATION

NOVEMBER 10, 11, & 12, 2017

LSI QUARTERLY CONFERENCE

LIONS GATE HOTEL & MCCLELLAN

CONFERENCE CENTER, MCCLELLAN, 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 OCTOBER 9, 2017** **\$120.00** \$ _____
 POSTMARKED **OCTOBER 10, 2017 OR LATER** **\$130.00** \$ _____

INDIVIDUAL TICKETS

REGISTRATION BY OCTOBER 9, 2017	_____ @	\$20.00	\$ _____
REGISTRATION OCTOBER 10, 2017 OR LATER	_____ @	\$30.00	\$ _____
WELCOME RECEPTION (FRIDAY)	_____ @	\$25.00	\$ _____
GOVERNOR'S LUNCHEON (SATURDAY)	_____ @	\$25.00	\$ _____
PRESIDENT'S LUNCHEON (SATURDAY)	_____ @	\$25.00	\$ _____
OPEN LUNCHEON (SATURDAY)	_____ @	\$25.00	\$ _____
SATURDAY NIGHT BANQUET	_____ @	\$50.00	\$ _____
_____ VEGETARIAN MEAL REQUESTED			
SUNDAY BRUNCH	_____ @	\$35.00	\$ _____
TOTAL AMOUNT ENCLOSED			\$ _____

PLEASE MAKE CHECKS PAYABLE TO: **PCLPA CONFERENCE FUND**
 MAIL TO: MICHELLE RODGERS, CCLS
 24740 ORO VALLEY ROAD
 AUBURN, CA 95602

FOR GENERAL INFORMATION CONTACT: REGISTRATION CHAIR – MICHELLE RODGERS, CCLS (530) 613-9512 – mrodgersccls@gmail.com; OR CONFERENCE CO-CHAIRS – BETTINA JACOBSON, (916) 616-8159 – bettinajacobson@gmail.com; - RACHEL MALERBI, (916) 217-5569 - rachel@jamisonfamllaw.com

NO REFUNDS AFTER OCTOBER 9, 2017



CHAPTER ACHIEVEMENT REPORTING FORM FISCAL YEAR 2017-2018

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. **This covers activities from April 1, 2017, through March 31, 2018.** Please complete this form and mail or email it to SLSA's Governor, Jan Ainsworth. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam - Test Date: _____. (100 points)
- _____ I passed the CCLS exam - Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2017-2018 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function.
(50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I attended an educational workshop or seminar via webinar. (50 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2018. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH). (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA
Attn: Jan Ainsworth, Governor
Murphy Austin, 555 Capitol Mall, Ste. 850, Sacramento, CA 95814
(jainsworth@murphyaustin.com OR governor@slsa.org)

Vendor of the Month—July

Kimberly S. Bogie



Our Vendor of the Month presenter for July was Ashley Syvertsen, Account Executive, of First Legal. They are there to assist from File through Trial. If you need help with research, investigation, skip-trace or surveillance, First Legal can assist. Or, maybe you need assistance with a court filing, e-filing, messenger service or court research, First Legal is here for you. First Legal also provides services for court reporting, videography, subpoena and authorization for records, depositions, and trial witnesses. Should you need assistance with electronically stored information (ESI) and document management, First Legal can handle that for you as well. And, when you are preparing for trial, First Legal can handle your trial presentation documents, court reporting, interpreting and transcription. First Legal is a full-service company that is just a phone call or email away. Please contact Ashley Syvertsen at asyvertsen@firstlegal.com or you can call her at 855-348-4997.



FIRST LEGAL

DEPOSITIONS

First Legal Deposition specializes in: National coverage. Specializing in court reporting and transcription services: hearings, courtroom proceedings, videography, interpreters, online scheduling, calendar management, Realtime, online archives, & live depositions, conference rooms.

We can't wait to work with you! To place a deposition order please contact: Ashley Syvertsen (916-213-9762) or Email: Asyvertsen@FirstLegal.com

It is our mission to be the most dependable and trusted business partner for our clients by serving every aspect of the litigation workflow.

STAR WARS



WELCOME TO THE DARK SIDE! **Fairytale Town's 31st** **Annual Safe & Super Halloween** **October 20 - 22 from 5 - 9 p.m.**



This three-night Star Wars-themed extravaganza features 15 treat stations, nightly costume parade, hands-on activities, and a magic show. Magic show tickets are \$1 extra for members and \$2 for nonmembers. This is a special ticketed event with tickets on sale beginning September 1.

Advance Tickets (Sept. 1 – Oct. 19):

Adults: \$10
Children (2-12 yrs): \$10
Children 1 and under: Free
Fairytale Town members: \$3 per ticket discount

Day-of Tickets (Beginning Oct. 20):

Adults: \$12
Children (2-12 yrs): \$12
Children 1 and under: Free
Fairytale Town Members: No member discount

Volunteers and Candy Donations Needed

Candy donations can be picked up by OnDemand Legal for FREE
Please contact Deseree or Christina to schedule pick up

Questions please contact:

Deseree Aguilien - (916) 231-0321 or daguillen@stonegraves.com

Christina Witt - (916) 341-8240 or christina.witt@lc.ca.gov



Sacramento Legal Secretaries Association



Dinner Meeting • July 20, 2017

Courtyard Marriott
 4422 Y Street - Sacramento
 5:30 – 6:15 p.m. Meet & Greet
 6:15 – 8:00 p.m. Dinner Meeting



“Coming to America:

The Process, The Issues & The Future”

Guest Speakers:
 Peter Kyung & Brian Lopez
 Law Office of Carson & Kyung



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 0.50 hours by the State Bar of California.

RSVP by Noon on Friday, July 14*

Two Ways to Register:

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

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

Make checks payable to “SLSA” and mail to:

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

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

Dinner Menu – Choice of:

- Herb Marinated Baked Tilapia with Rice Pilaf and Seasoned Vegetables with Greek Vinaigrette Dressing
- Quinoa Roasted Vegetables and Cilantro Aioli

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

SLSA’s Vendor Partner for July 2017:

First Legal Network
Support Services • Investigations • Document Solutions

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

INVITES YOU TO A

MISSION: Possible*

*“Get Smart” with Education

LSI 1ST QUARTERLY CONFERENCE

AUGUST 18-20, 2017

The Stockton Hilton
 2323 Grand Canal Blvd.
 Stockton, California 95207



CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____
 Mailing Address: _____
 City/State/Zip: _____
 Home/Cell Telephone: _____
 Work Telephone: _____
 Email address: _____
 Local Association (please spell out): _____

PLEASE INDICATE IF YOU ARE:

State Officer Governor
 State Chairman CCLS PLS

SCRIP (includes Registration, Welcome Reception, Banquet and Brunch)

POSTMARKED ON OR BEFORE JULY 18, 2017	\$ 123.00	\$ _____
POSTMARKED AFTER JULY 18, 2017	\$ 133.00	\$ _____

INDIVIDUAL TICKETS:

Registration PRIOR to July 18, 2017	\$ 20.00	\$ _____
Registration AFTER July 18, 2017	\$ 30.00	\$ _____
WELCOME RECEPTION (Friday)	\$ 25.00	\$ _____

LUNCHEONS

Presidents Luncheon (Saturday)	\$ 24.00	\$ _____
Governors Luncheon (Saturday)	\$ 24.00	\$ _____
Open Luncheon (Saturday) - Open to All	\$ 24.00	\$ _____

<input type="checkbox"/> Greek Chicken Wrap	<input type="checkbox"/> San Joaquin Asparagus Wrap	\$ _____
<input type="checkbox"/> BANQUET (Saturday Evening)	\$ 58.00	\$ _____
<input type="checkbox"/> New York Steak	<input type="checkbox"/> Salmon	<input type="checkbox"/> Vegetable Napoleon
<input type="checkbox"/> BRUNCH (Sunday)	\$ 30.00	\$ _____
TOTAL AMOUNT ENCLOSED		\$ _____

Special Dietary Restrictions _____

PLEASE MAKE CHECKS PAYABLE TO SSJCLPA AUGUST CONFERENCE

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

Jan Kuykendall, 11662 N. Ham Lane, # 41, Lodi, CA 95242;

For questions call Jan Kuykendall evenings at 209 747-4781 or email ssjclpa@gmail.com or

Colleen Young at 209- 609-4042 or email ssjclpa@gmail.com

NO REFUNDS AFTER AUGUST 1, 2017

Sacramento Legal Secretaries Association



Dinner Meeting • August 17, 2017

Courtyard Marriott
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Mediation vs. Arbitration:

What’s the Difference and Which Is Best for Your Client?

Guest Speaker:
 James W. Henderson, Jr.
 Mediator and Attorney



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

Dinner Menu – Choice of:

- Lightly Breaded Basa with Capers Lemon Vinaigrette, 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.

Thank you to SLSA’s August Vendor Partner:

VERITEXT
 LEGAL SOLUTIONS

Placer County Legal Professionals Association & Sacramento Legal Secretaries Association

Invites you to an Inter-Association / Fundraiser



Join us for a night of friendship and fun!
 Everyone is Welcome! (must be 21 years or older)
Wednesday, August 30, 2017 @ 6:30 p.m.



Cost: \$45
 Bunz Sports Bar & Grill
 311 Judah Street
 Roseville, CA 95678

Includes: table cloths, aprons, canvases, paint, brushes, easels and two hours of instruction.
 Painting: Sunshine Mountain (as seen above)

Food & Beverage not included

August 24, 2017 deadline to register and pay online at:
<https://www.paintnite.com/events/1205870>. Contact Crystal Rivera with SLSA crivera@somachlaw.com or Rachel Malerbi with PCLPA rachel@jamisonfamllaw.com for further information. Space is limited so RSVP today!

\$15 from every ticket sold will be split between the two associations!



OFFICE OF:

LYNNE PRESCOTT, CCLS
LSI EXECUTIVE SECRETARY
1847 ANDROSS AVENUE
YUBA CITY, CA 95993
(916) 398-0120
SLPRESCOTT7@GMAIL.COM

July 12, 2017

Sacramento LSA
c/o Jan Ainsworth
555 Capitol Mall, Suite 850
Sacramento, CA 95814

Dear Members of Sacramento LSA:

On behalf of Legal Secretaries, Incorporated, I would like to thank you for your contribution to the 83rd Annual Conference, which was held in Modesto, California, in May 2017.

The enclosed Resolution represents a token of our appreciation for your generous support.

Sincerely,

A handwritten signature in blue ink that reads 'Lynne Prescott' in a cursive script.

Lynne Prescott, CCLS

/lp
Enclosure



LSI

*Educating California's
Legal Support Professionals*

May 21, 2017

IN RECOGNITION of your contribution to the 2017 Annual Conference of Legal Secretaries, Incorporated, the following resolution was adopted in regular session on Sunday, May 21, 2017:

WHEREAS, Legal Secretaries, Incorporated, assembled for its 83rd Annual Conference at the Doubletree Hotel, Modesto, California, on May 18, 19, 20, and 21, 2017; and

WHEREAS, its officers, delegates, and members joined together to complete the business of the 2016-2017 fiscal year, reaffirm the aims and purposes of the association, and stimulate and encourage the activities of this organization, its member associations, and its individual members; and

WHEREAS, the members of this corporation desire to convey their appreciation to the Stanislaus County Legal Professionals Association, the 2017 Annual Conference Chairman, Diane M. Mecca, CP, CBA, the patrons, exhibitors, employers, advertisers and friends who have given of their time, talents, knowledge, and contributions to make this a successful conference.

NOW, THEREFORE, BE IT RESOLVED, that Legal Secretaries, Incorporated, does hereby express gratitude to all those who participated in making this a successful conference; and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to each contributor with sincere appreciation.

DATED: May 21, 2017



JENNIFER L. PAGE, CCLS
President

Attest:

LYNNE PRESCOTT, CCLS
Executive Secretary



Member News

Crystal Rivera, Executive Advisor

Welcome, and congratulations to the following new SLSA members who were inducted at the July and August 2017 meetings.

ACTIVE MEMBERSHIP

Morgan Krutulis – Morgan is a legal assistant at Carothers, DiSante & Freudenberger, and has been employed as a legal professional since 2014. She specializes in employment labor litigation. She celebrates her birthday on August 16.

Juanita (Nita) Smith – Nita is a Judicial Secretary at the Sacramento Superior Court, and has been employed as a legal professional since 2001. She celebrates her birthday on November 24 and enjoys art.

Maureen McGuire – Maureen is a legal assistant at Hefner Stark & Marois, and has been employed as a legal professional since 1990. She specializes in business/corporate law, criminal law, and litigation. She celebrates her birthday on July 14.

<u>AUGUST</u>		<u>SEPTEMBER</u>	
Gisele Mitsuk	2	Kate Moore	7
Nicole Scruggs	2	Dawn Willis	11
Susan Heu	7	Tiffany Meier	13
Marve Breech	10	Alicia Malerbi	15
Morgan Krutulis	16	Dawn Forgeur, CCLS	17
Mary Taylor	22	Crystal Wood-Mentink	23
Shaine Kennedy	27	Lynne Prescott, CCLS	24
Kelly Leca	28	Lacy Monserrat, CCLS	25
Margarita Jakovas	29	Corene Rodder	28

Happy Birthday

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.



**PLACER COUNTY LEGAL PROFESSIONALS ASSOCIATION
PRESENT**

FALL LUNCHEON
AND
BUNCO

SATURDAY, SEPTEMBER 16, 2017

12:00 – 4:00 P.M.

SALAD AND BAKED POTATO BAR

**AUBURN SENIOR CENTER
550 High Street, Auburn, CA**

**\$20 PER PERSON ADVANCE PURCHASE (or reservation)
\$25.00 AT DOOR**

**Portion of Proceeds to:
Local Charities, Educational
Programs, Scholarships &
Hosting LSI Quarterly Conference**

**FOR INFORMATION/TICKETS CALL
MARY AYALA (916) 788-1960 (WORK)
cell (916) 207-0086**





**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)

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

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Residence |
| <input type="checkbox"/> Business | <input type="checkbox"/> Residence |

INVOLVEMENT:

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

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

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

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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



Speaker Spotlight—July

Lynne Prescott, CCLS

July 20, 2017 Dinner Meeting Presentation – “Coming to America: The Process, The Issues and The Future”

At SLSA’s July 20 dinner meeting, attorneys Peter Kyung and Brian Lopez of Carson & Kyung provided us with an overview of the immigration process, the path to citizenship, issues facing those who seek temporary and permanent legal residence in the United States, and what the future may hold regarding immigration reform. This is an issue that is very sensitive, both politically and personally, for many people. Immigration law and the immigration system can be very confusing to navigate, and is rivaled only by tax law in complexity.

Persons legally residing in the United States fall into one of the following categories: 1) citizens; 2) lawful permanent residents; 3) visa holders; and, 4) Deferred Action for Childhood Arrivals (DACA). Citizens are defined as anyone born or naturalized in the United States. Lawful permanent residents are persons who have been granted the right to live in the United States indefinitely. Permanent residents are given what is known as a “green card,” which is a photo ID card that proves their status. Non-immigrant visa holders are persons who are visiting the United States temporarily, such as for tourism, business, work or studying. Immigrant visa holders are people who are trying to immigrate to the United States permanently. At the port of entry, the immigrant visa holder is processed for a permanent resident (green) card. DACA is an American immigration policy founded by the Obama administration in June 2012. DACA allows certain undocumented immigrants who entered the country as minors to receive a renewable two-year period of deferred action from deportation and eligibility for a work permit.

The path to citizenship usually occurs through: 1) family (spouse, parent, children under 21 years of age); 2) employment (via immigrant and non-immigrant visa holder status, depends on the type of work); and/or 3) humanitarian reasons (protection to assist individuals in need of shelter or aid from disasters, oppression, emergency medical issues and other urgent circumstances). These are all considered “preference categories,” and only a certain number of these visas are allotted each year. It is possible for persons in these preference categories to be on a waiting list for several years (and in some cases many years) before their case is heard and a visa or permanent residence card is issued. Children under 21 years of age waiting to join their parents in the United States have actually “aged out” (turned 21) before the parents’ case could be heard and a visa granted.



Brian Lopez, Lynne Prescott, CCLS, and Peter Kyung

For persons with the proper documentation, and whom have met the requirements set forth by the USCIS, it may be possible to obtain a green card in about nine months. It is also possible for persons who entered the U.S. with a visa to obtain legal status through marriage, but, contrary to popular belief, it is not an automatic guarantee. There could still be reasons for inadmissibility, even with marriage.

(Continued on page 22)

Speaker Spotlight—July, Cont.

Also, consummation of the marriage is not necessary for establishing the legality of the union.

Undocumented persons residing in the U.S. (overstay from a temporary visa, expired work visa, illegal entry) who have not met the requirements or completed the paperwork for remaining in the country lawfully, do so at the risk of detainment and/or deportation. Those who enter the U.S. as refugees/asylees/victims of violence and the like do not have legal status while waiting for their case to be heard or determined. It is important to note that **the issue of legal status in the U.S. is a civil offense, not a criminal offense.**

For undocumented immigrants residing in the U.S., there are myriad legal issues which should be addressed for the protection of family members, businesses, finances, etc. In the event the undocumented person is detained, deported, arrested, jailed, or otherwise unable to conduct their normal affairs, are there plans/preparations in place? For example, does the person have an advanced health care directive? Is there a power of attorney in place for decisions that need to be made regarding their business, banking, legal issues, paying bills, etc.? What about the custody or guardianship of the children and any legal decisions that need to be made on their behalf? Is there a will or living trust?

Other areas of law that can be affected by a person's documented/undocumented status are:

Personal injury	Real estate/transactional law
Insurance	Business/corporate law
Probate/estate planning	Criminal law
Family law	Labor and employment
Tax law	Workers' compensation

These are all areas where an immigration law specialist may need to be consulted and could provide valuable assistance. It is important to note that in criminal cases involving immigrants, prosecutors and defense attorneys have special obligations of advisement regarding taking a plea and must consider the "least adverse effect on immigration status."

While immigration reform is a topic that gets bandied about frequently, as well as being the subject of heated debate, there has not been much forward movement by the federal government in recent years on the matter; nor has there been any backward movement to speak of. The current administration has been quite vocal regarding immigration and President Trump has even talked about repealing NAFTA, which would affect a large population of visa holders if carried out.

Although many of us may not have occasion to explore this area of law, any of the above issues with an immigration status component could present themselves in our personal lives or walk through the doors of our law firm at any time. SLSA is very grateful to Mr. Kyung and Mr. Lopez for a truly interesting, enlightening and educational presentation on this practice area.



July Dinner Meeting Pictures



Crystal Rivera and Lacy Monserrat,
CCLS



Shannon Kline and Brenda Bracy,
CCLS



Elizabeth Madden, CCLS and
Corene Rodder



Giselle Mitsuk, Brenda Bracy, CCLS,
and Ashley Syvertson



Lynne Prescott, CCLS and Crystal
Rivera



Crystal Rivera and Juanita "Nita"
Smith

CORRECTION

Jan Ainsworth made me aware that there was an error in my Speaker Spotlight article for the June/July issue of the bulletin. The second to last paragraph on page 16 notes that if you will be filing a Stipulation in Dept. 47, to see Local Rule 47. **The correct Local Rule is 1.05.**

— Lynne Prescott, CCLS



Speaker Spotlight—August

Lynne Prescott, CCLS

At the August 17, 2017, SLSA dinner meeting, we were pleased to welcome James W. Henderson, Jr., as our guest speaker. Mr. Henderson is an attorney with Messing Adam & Jasmine, LLP, as well as a mediator. He has served as a settlement judge pro tem for the San Francisco and Sacramento County Superior Courts, and is a certified mediator for the Third District Court of Appeal Mediation Program. Mr. Henderson spoke on the topic of “Mediation vs. Arbitration: What’s the Difference and Which is Best for Your Client?”

The number of cases being handled via arbitration and/or mediation has seen a tremendous increase in recent years due to the movement away from litigation. While litigation is usually the primary method for resolving legal disputes, it can be (and generally is) a lengthy and expensive process.

Mediation

Mediation provides an alternative for resolving the dispute by the parties themselves, with the assistance of a mediator. One of the advantages of mediation is that the parties can plan without having the traditional restrictions and deadlines of litigation. There is also the potential for early resolution, sometimes without ever having to litigate. Another advantage is the confidentiality of the individual interactions between the parties and the mediator, since the parties can tell the mediator something in confidentiality the he/she cannot disclose to the other party.

In the mediation process, generally the parties must agree to mediation. The exception is the Court Action Mediation Program (Code Civ. Proc., §§ 1775 – 1775.15; Cal. Rules of Court, rules 3.890 – 3.898), where the court determines if the case is appropriate for mediation. These cases are designed as an alternative to judicial arbitration and are limited to certain counties (Los Angeles, San Diego, Nevada, and Shasta), with a threshold of \$50,000 or less per plaintiff. The other exception is the California Third District Court of Appeal Mediation Program, where the parties must indicate at the outset of the case whether they are willing to participate in the program.

When considering mediation, the parties should evaluate the timing of mediation - - is it too soon or too late? It could be the wrong approach if done too early, and could necessitate filing a complaint, engaging in discovery, etc.

Selecting a mediator is pretty easy, as there are many sources for private mediators, including organizations such as JAMS, Adjudicate West, and others. For state court mediation programs, the parties can stipulate as to their choice of mediator from a court-approved panel. The advantage of these programs is that there is no mediator fee; however, the pool of mediators may be limited. Federal courts may have their own Voluntary Dispute Resolution Program, as in the Eastern District (Eastern District Rule 271).

Generally, mediation proceedings are fairly informal. The parties and the mediator determine the rules. As mentioned previously, all communications and documents are confidential, per Evidence Code section 1119. However, the communication or documents must be developed in the mediation; it does not extend to pre-existing situations. There can be no cloaking in the guise of mediation.

(Continued on page 25)

Speaker Spotlight—August, Cont.

(Continued from page 24)

Typically, a pre-hearing conference call takes place with the attorneys and the mediator, and mediation briefs may also be accepted or requested. Interestingly, *ex parte* communication with the mediator is appropriate and it is legal. The hearing itself is, again, usually informal in nature. It is important to note that the mediator facilitates the resolution process, but does not decide the dispute – the parties decide. The parties must also be truly motivated to settle and be open-minded and prepared to give and take during the process. It is a good idea for the parties to at least have a draft settlement agreement in place going into the process. This puts the parties into a frame of mind for settlement or resolution of the case. Once an agreement is reached, the parties should sign a written agreement at the hearing.

Arbitration

Contractual Arbitration

Arbitration is potentially less costly and quicker than litigation. Arbitrations can either be contractual or judicial in nature. A contractual arbitration is a resolution of disputes by a third party (arbitrator). In this type of arbitration, the arbitrator does not necessarily have to be a lawyer – they can be someone with experience or expertise in the field of dispute.

There are a couple of disadvantages to consider in this type of arbitration: 1) Under both California and federal law, the right to challenge the arbitrator's decision is very limited; and 2) for individual plaintiffs, the loss of a jury as decision-maker should be carefully weighed.

In an arbitration, the parties are generally free to determine the arbitration procedures. The exception to this is in cases of personal injury and wrongful death claims, as well as claims for employment discrimination under the Fair Employment and Housing Act, where certain inclusions must be part of the procedure. Also, the arbitration agreement must be equitable – if it is too one-sided, it can become unenforceable. If a party refuses to arbitrate, the court can compel arbitration.

There is a choice of law when it comes to arbitration. The Federal Arbitration Act (9 U.S.C. §§ 1-16) applies if interstate commerce is involved. The California Arbitration Act (Code Civ. Proc., §§ 1280-1294.2) permits discovery, but has some limitations.

When it comes to a choice of arbitrators, the parties are not limited to one person; multiple arbitrators (a panel) can be used. Also, there is no requirement that the arbitrator have a legal background.

Discovery may be conducted, but is generally determined by what is provided for in the arbitration agreement. Depositions conducted in the course of arbitration must be done on the approval of the arbitrator. During the actual arbitration hearing, the rules of evidence may not necessarily apply.

The successful party in an arbitration can file a motion in Superior Court to confirm the award. The order

(Continued on page 26)

Speaker Spotlight—August, Cont.

(Continued from page 25)

confirming the award has the same effect as a judgment. There are specific timelines for both the prevailing party and the unsuccessful party (outlined in Cal. Rules of Court, rules 3.825 – 3.828) for confirming the award or filing a petition to vacate the arbitrator’s award. The unsuccessful party has limited grounds for vacating the arbitrator’s award in federal and state court - - fraud, corruption, acts in excess of the arbitrator’s authority, undisclosed conflict of interest, or misconduct.

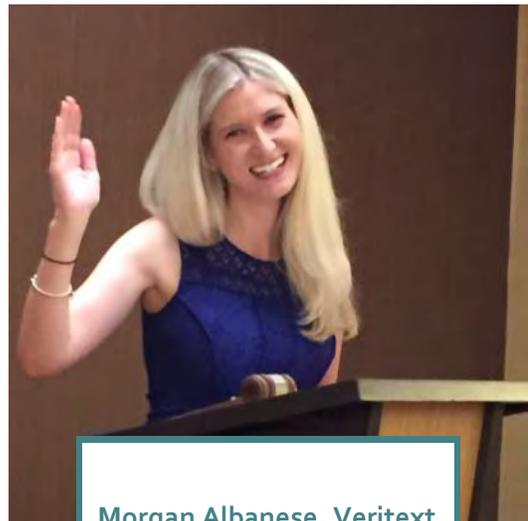
Judicial Arbitration

The term “judicial arbitration,” according to Mr. Henderson, is a misnomer. It’s not really judicial and its not’s really arbitration. (Code Civ. Proc., §§ 1141.10-1141.31). The court orders a case to arbitration by an attorney or retired judge or court commissioner if the parties stipulate, or if the claim is less than \$50,000 per plaintiff. Unless the plaintiff stipulates that the award cannot exceed \$50,000, and the arbitrator awards \$50,000, the arbitration award is not binding. Either party can request trial de novo. However, the parties can stipulate to binding arbitration by a court-appointed arbitrator. The advantage to this is there are no arbitrator’s fees. A case cannot be assigned to arbitration if a legitimate claim for equitable relief has been asserted.

In judicial arbitration procedures, the trial is postponed until the arbitration takes place. All discovery except for that of expert witnesses must be completed 15 days prior to the arbitration hearing. Evidentiary rules are relaxed in the judicial arbitration hearing.

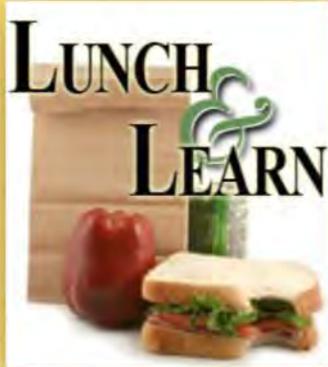


James W. Henderson, Jr.
and Lynne Prescott, CCLS



Morgan Albanese, Veritext

Sacramento Legal Secretaries Association Invites You to Join Us On



September 14, 2017

for

Calendaring 101: Back to Basics

Moderator: Lynne Prescott, CCLS

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, September 7*

Two Ways to Register:

- Online (Preferred) at www.slsa.org under Upcoming Events — *PayPal Available!*
- Via e-mail at reservations@slsa.org
(please indicate lunch choice)

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

Lunch Choices:

- **Box Lunch with Gourmet Sandwich** (Turkey Cranberry; Ham Sesame Ginger; Roast Beef Wasabi; or, Veggie Sandwich)
- **Box Lunch with Gourmet Wrap** (Bahn Mi Wrap with Chicken, Pork or Tofu; Spicy Tuna Salad Wrap; or, Curry Wrap with Chicken or Chick Pea)

Box Lunches Contain Gourmet Sandwich or Wrap, Small Green Salad, Chips, Cookie & Bottled Water



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

***Once the workshop is full, additional reservations received will be put on a waiting list.*

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.

Vendor of the Month—August

Kimberly S. Bogie



SLSA had the pleasure of having Morgan Albanese, Account Executive, with Veritext Legal Solutions join us and present as our Vendor of the Month for August. Veritext is a full-service court reporting firm. They offer realtime services, video services, videoconferencing, remote depositions, interpreters and multimedia depositions. All this is offered along with an online client portal for viewing, scheduling, modifying, and downloading with searchable transcripts and exhibits. Veritext also provides court reporting for superior court hearings and trials. Please call Morgan at 916-379-5553 or you can email her at malbanese@veritext.com.

Company Overview

Veritext is the leader in deposition and litigation support solutions. For law firms and corporations, we provide national coverage, state-of-the-art facilities, highly skilled court reporters, advanced technology, unparalleled client service, and on-time delivery. Our solutions utilize the latest easy-to-use technologies that streamline the deposition process, enhance delivery flexibility, and reliably handle the most complex cases. Proprietary video, mobile and remote services combined with unmatched security, including HIPAA and PII compliance, ensure that Veritext clients have the best tools available and the confidence of working with the market leader.

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Veritext offers seamless deposition coverage, with more than 45 locations nationwide, and leading-edge technologies that keep you connected.

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Contact Morgan Albanese
for your depositions!

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LEGAL SOLUTIONS



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: _____

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

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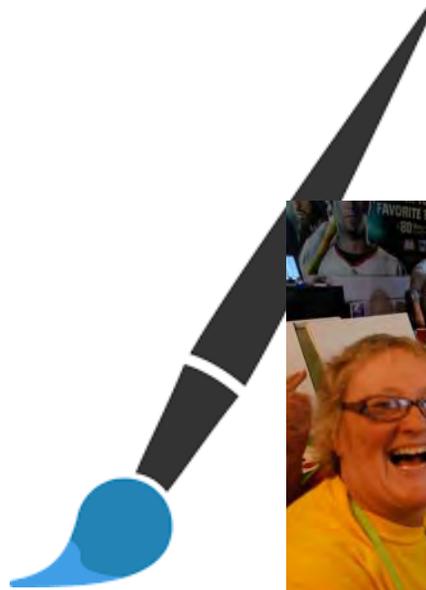
Please submit to:

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

SLSA and PCLPA's Paint Nite

An Inter-Association Event



SLSA and PCLPA's Paint Nite

An Inter-Association Event



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

Invites you to its 8th Annual

CRAB FEED

SILENT AUCTION

LIVE DJ

DANCING



Saturday
February 10, 2018
Social Hour: 6:00 pm
Crab Feast:
6:30 pm-8:30 pm

QUINLAN
COMMUNITY CENTER
10185 N. Stelling Rd.
Cupertino, CA 95014

\$55 Adults
\$20 Children (4-12)
Price includes:
Beer and Wine (21 and over)
Soda and Water, and...

Fresh Cooked Dungeness Crab!
Includes Salad, Garlic Bread, Pasta, and Dessert!

For more information, contact Rod Cardinale, Jr:
Order tickets online at Eventbrite:
Or on the SCCoLPA website:

sccolpa.crabfeed@gmail.com
http://sccolpa_crabfeed.eventbrite.com
<http://www.sccolpa.org/Events>



A portion of the proceeds to benefit our local community projects

LEGAL SECRETARIES INCORPORATED (LSI) - BENEFITS

Note: This list is maintained for use by members of Legal Secretaries, Inc. Agents for insurance and financial providers are available as resources when members inquire about benefits. Please use this as a starting point; ask for information, compare policy coverage and prices. LSI wants its members to find the BEST coverage for each member's individual needs and location. For information, call these representatives directly.

<p>*NEW BENEFIT: LEGALSHIELD/IDSHIELD Contact: Courtney Coats, Independent Associate (925) 580-6446; coats8@legalshielddassociate.com LegalShield offers legal, identity theft protection, along with a massive Perks Program where you will have significant savings to over 500 local and national companies.</p>	<p>QUESTIONS AND CONCERNS CONTACT: Heather Edwards, LSI Vice President LSI Marketing Committee Coordinator (818) 482-7040 heatheredwardslsi@aol.com</p>
<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, info@lsi.org, or LSI Vice President</p>	<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>
<p>FINANCIAL PROVIDERS</p>	
<p>CAPITAL INVESTMENT ADVISERS Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>	<p>LEGACY WEALTH MANAGEMENT Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering discounted John Hancock Long Term Care Insurance & Life Insurance, Annuities, Retirement, Investment & Estate Planning, Mutual Funds, & 401K</p>
<p>DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwassociates.com, or Matt Kay (ext. 2628), mkay@dwassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance</p>	<p>ATHLETES BUSINESS CONSULTANTS Jory Wolf, President/Founder 350 10TH Avenue, Suite 1000 San Diego, CA 92101 Office: (858)886-9842 Cell: (510)919-9062 jory@athletesbiz.com California Insurance License: 0E88330 10% discount on Long Term Care, call for information on life, long term, and disability insurance, as well as commercial and residential lending</p>
<p>CREDIT UNIONS</p>	
<p>LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p>PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join</p>

Sacramento Legal Secretaries Association



Dinner Meeting • August 17, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



Mediation vs. Arbitration:

**What's the Difference and
 Which Is Best for Your Client?**

Guest Speaker:

James W. Henderson, Jr.
 Mediator and Attorney



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

RSVP by Noon on Friday, Aug. 11*

Two Ways to Register:

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

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

Make checks payable to "SLSA" and mail to:

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

Dinner Menu – Choice of:

- Lightly Breaded Basa with Caper Lemon Vinaigrette, 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.*

Thank you to SLSA's August Vendor Partner:

VERITEXT
 LEGAL SOLUTIONS

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



CCLS Report

Elizabeth Madden, CCLS

POSSESSIVES – The Gregg Reference Manual, Tenth Edition Choose the plural possessive of each word:

- | | | | |
|--------------------------------|----------------------|---------------------|------------------------|
| 1. <u>Actress</u> : | a. actresses' | b. actress' | c. actresses |
| 2. <u>Alumna (f.)</u> : | a. alumna's | b. alumnae's | c. alumnae |
| 3. <u>Attorney</u> : | a. attorney's | b. attorneys | c. attorneys' |
| 4. <u>Child</u> : | a. children | b. child's | c. children's |
| 5. <u>Company</u> : | a. companies' | b. company's | c. companies |
| 6. <u>CPA</u> : | a. CPAs | b. CPAs' | c. CPA's |
| 7. <u>Daughter-in-law</u> : | a. daughter-in-law's | b. daughters-in-law | c. daughters-in-law's |
| 8. <u>Hero</u> : | a. heroes' | b. hero's | c. heroes |
| 9. <u>Homeowner</u> : | a. homeowners' | b. homeowner's | c. homeowners |
| 10. <u>M.D.</u> : | a. M.D.s | b. M.D.s' | c. M.D.'s |
| 11. <u>Mr. and Mrs. Bono</u> : | a. the Bonos' | b. the Bonos | c. Mr. and Mrs. Bono's |
| 12. <u>Vice president</u> : | a. vice president's | b. vice presidents' | c. vice presidents |
| 13. <u>Woman</u> : | a. women | b. women's | c. woman's |

VOCABULARY

Abscond	Hide or sneak away to avoid arrest, a lawsuit, or creditors
Acquiescence	Silent agreement; knowing about an action or occurrence and remaining quietly satisfied about it, or appearing to be satisfied
Aforesaid	Archaic term meaning something previously mentioned in the same document
Bona Fide	In good faith; meeting all the requirements
Capricious	Not based on fact, law, or reason
Conciliation	The process of bringing together two sides to agree to a voluntary compromise
Deviation	A departure from usual conduct, such as an employee's use of work time for personal business
Digest	A summary of law or legal principles which condenses or explains the information
Ergo	Therefore; consequently; hence
Onerous	Unreasonably burdensome or one-sided

Sacramento Legal Secretaries Association
BOSS OF THE YEAR
2017 – 2018

Nominations for SLSA's 2017-2018 BOSS OF THE YEAR are now being accepted.
The nomination must be made by a member of SLSA.



Please submit an essay of 500 words or less. Your submission must also describe your boss in three words. The winning BOSS will receive a beautiful plaque and the nominating assistant will receive a \$50 gift card.

**Please email your essay by 5:00 p.m.,
October 13, 2017, to the following judges:**

Elizabeth Madden, CCLS – elizflower@comcast.net
Michelle Chavez, CCLS – michellechavez@yahoo.com

All essays submitted by the deadline will be considered.

The BOSS OF THE YEAR and the nominating assistant will be announced at the November 16, 2017, dinner meeting and will receive well-deserved recognition.

Sacramento Legal Secretaries Association
LEGAL PROFESSIONAL OF THE YEAR
2017 – 2018

Nominations for SLSA's 2017-2018 Legal Professional of the Year
are now being accepted.



Please submit an essay of 500 words or less explaining why your nominee (who must be a member of SLSA) should be the Legal Professional of the Year, and also describe the nominee in three words.

**Please email your essay by 5:00 p.m.,
October 13, 2017, to the following judges:**

Elizabeth Madden, CCLS – elizflower@comcast.net
Michelle Chavez, CCLS – michellechavez@yahoo.com

All essays submitted by the deadline will be considered.

The LEGAL PROFESSIONAL OF THE YEAR winner will be announced at the November 16, 2017, dinner meeting. In recognition of his/her accomplishment, the winner will receive a plaque, certificate of recognition, and a \$75 gift card.



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 CCLSCertifyingBoard@gmail.com . Payment link will be provided upon confirmation of eligibility to sit for exam.	
LSI Members <input type="checkbox"/>			Non-LSI Members <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
TOTAL DUE w/o Late Fee:	\$125.00		TOTAL DUE w/o Late Fee:	\$175.00

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

DATES TO REMEMBER

August 2017

August 18-20	LSI's First Quarterly Conference, Stockton
August 17	<p><u>SLSA Dinner Meeting</u> Mediation vs. Arbitration: What's the Difference and Which is Best for Your Client? Guest Speaker James W. Henderson, Jr., Mediator and Attorney Location: Courtyard Marriot, 4422 Y St.</p>
August 30	<p><u>Paint Nite</u> Inter-Association / Fundraiser event with Placer County LPA Sold Out!</p>



September 2017

September 4	Labor Day. All courts are closed.
September 13	<p><u>SLSA Executive Board Meeting</u> Location: Boutin Jones, 555 Capitol Mall, Suite 1500 Contact president@slsa.org if you would like to attend.</p>
September 14	<p><u>SLSA Lunch & Learn</u> Calendaring 101: Back to Basics-Moderator Lynne Prescott, CCLS Location: Boutin Jones, 555 Capitol Mall, Suite 1500 RSVP by September 7</p>
September 16	<p><u>Placer County LPA's Fall Luncheon and Bunco</u> Hosted by: Placer County LPA Location: Auburn Senior Center, 550 High St., Auburn, CA</p>
September 21	<p><u>SLSA Dinner Meeting</u> Digital Afterlife: Estate Planning for your Clients' Virtual Assets Guest Speaker – Jan Roos, Law Office of Norman Roos Location: Courtyard Marriot, 4422 Y St.</p>

LEGAL PROCEDURES



May 25, 2017

The Superior Court
 COUNTY OF SAN JOAQUIN
 222 E. WEBER AVENUE, ROOM 302
 STOCKTON, CALIFORNIA 95202

TELEPHONE
 (209) 992-5695
 WEBSITE
www.sjcourts.org

Contact: **Adrienne Forshay**
aforshay@sjcourts.org
 (209) 992-5219

PUBLIC NOTICE

PURSUANT TO GOVERNMENT CODE SECTION 68106

CLOSURE AND RELOCATION OF STOCKTON AND FAMILY LAW COURTHOUSES

Effective July 28, 2017, the Stockton Courthouse located at 222 E. Weber Ave. and the Family Law Courthouse located at 540 E. Main St. will be permanently closed.

All court services previously offered at the Stockton Courthouse at 222 E. Weber Ave. and the Family Law Courthouse at 540 E. Main St. will be available at the new Stockton Courthouse at 180 E. Weber Ave. The new Stockton Courthouse will have office hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding Judicial Holidays.



United States Bankruptcy Court Northern District of California

July 31, 2017

Change of United States Postal Service (USPS) Mailing Address for the Oakland Division

Effective immediately, the Oakland Division's USPS mailing address is:

United States Bankruptcy Court
 1300 Clay Street, Suite 300
 Oakland, CA 94612

The Oakland Division will keep its current mailing address (P.O. Box 2070) until September 30, 2017. At which time, mail be forwarded to the above address (1300 Clay Street).

Sacramento Legal Secretaries Association



Dinner Meeting • September 21, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



Digital Afterlife:

Estate Planning for Your Clients' Virtual Assets

Guest Speaker:

Jan Roos
 Law Office of Norman Roos



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

RSVP by Noon on Friday, Sept. 15*

Two Ways to Register:

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

\$30 SLSA Members / \$35 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:

- Meat Lasagna with Fresh Marinara and Vegetables
- Herb Marinated Grill Eggplant with Italian Cheeses and House Made Marinara Sauce

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

**Thank You to Our Vendor Partner
 for September:**



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



About the ACLU

www.aclu.org

The American Civil Liberties Union (ACLU) Today^[1]

For nearly 100 years, the ACLU has been our nation's guardian of liberty, working in courts, legislatures, and communities to defend and preserve the individual rights and liberties that the Constitution and the laws of the United States guarantee everyone in this country.

Whether it's achieving full equality for LGBT people, establishing new privacy protections for our digital age of widespread government surveillance, ending mass incarceration, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach.

With more than 2 million members, activists, and supporters, the ACLU is a nationwide organization that fights tirelessly in all 50 states, Puerto Rico, and Washington, D.C., to safeguard everyone's rights.

In The Beginning

"So long as we have enough people in this country willing to fight for their rights, we'll be called a democracy." — CLU founder Roger Baldwin

When a roomful of civil liberties activists — led by Roger Baldwin, Crystal Eastman, and Albert DeSilver — formed the ACLU in 1920, the Supreme Court had yet to uphold a single free speech claim. Activists languished in jail for distributing anti-war literature. State-sanctioned violence against African-Americans was routine. Women won the right to vote only in August of that year. And constitutional rights for LGBT people were unthinkable.

The ACLU was founded to ensure the promise of the Bill of Rights and to expand its reach to people historically denied its protections. In our first year, we fought the harassment and deportation of immigrants whose activism put them at odds with the authorities. In 1939, we won in the Supreme Court the right for unions to organize. We stood almost alone in 1942 in denouncing our government's round-up and internment in concentration camps of more than 110,000 Japanese-Americans. And at times in our history when frightened civilians have been willing to give up some of their freedoms and rights in the name of national security, the ACLU has been the bulwark for liberty.

The ACLU is nonprofit and nonpartisan. We do not receive any government funding. Member dues as well as contributions and grants from private foundations and individuals pay for the work we do.

About the ACLU, cont.

Why We Do What We Do

The ACLU is frequently asked to explain its defense of certain people or groups — particularly controversial and unpopular entities such as the Ku Klux Klan, the Nation of Islam, and the National Socialist Party of America. We do not defend them because we agree with them. Rather we defend their right to free expression and free assembly.

Historically, the people whose opinions are the most controversial or extreme are the people whose rights are most often threatened. Once the government has the power to violate one person's rights, it can use that power against everyone. We work to stop the erosion of civil liberties before it's too late.

How We Do It

We have grown from a roomful of civil libertarians to more than 1 million members, activists, and supporters across the country. The ACLU is now a nationwide organization with a 50-state network of staffed affiliate offices filing cases in both state and federal courts. We appear before the Supreme Court more than any other organization except the Department of Justice.

In addition, we work to change policy as well as hearts and minds. Our Washington Legislative Office lobbies Congress to pass bills that advance or defend civil liberties and defeat those that do not, our affiliates work in state houses across the country to do the same, and we use strategic communications to engage supporters on the most pressing civil liberties issues of our time. The defense of America's core liberties cannot rely on the courts alone. Politics and public opinion matter too.

The ACLU is nonprofit and nonpartisan. We do not receive any government funding. Member dues as well as contributions and grants from private foundations and individuals pay for the work we do.

If you wish to join the ACLU, or you believe your civil liberties have been violated, contact ACLU headquarters (<https://www.aclu.org/contact-us>) or your local ACLU (<https://www.aclu.org/affiliates>).

©2017 ACLU — Source URL: <https://www.aclu.org/about-aclu>



The ACLU of Northern California

The ACLU of Northern California is an enduring guardian of justice, fairness, equality, and freedom, working to protect and advance civil liberties for all Californians. The ACLU of Northern California is one of the largest ACLU affiliates in the nation with 250,000 members throughout the state.

For nearly a century, the ACLU of Northern California has been at the heart of many of the major - and sometimes controversial - struggles for civil liberties in our state. We make sure that Constitutional rights - to free speech, to privacy, to due process - don't just exist on paper, but also in practice. The ACLU is the first line of defense against threats to civil liberties and we work to ensure these freedoms are guaranteed to every person in this country.

Sacramento Legal Secretaries Association



Dinner Meeting - October 19, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



What You Didn't Know (but Definitely Need to) About the Law Library

**Guest Speaker: Coral Henning, Director
 Sacramento County Public Law Library**

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

RSVP by Noon on Friday, Oct. 13*

Two Ways to Register:

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

\$30 SLSA Members / \$35 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:

- **Pork Loin with a Chipotle Rub on a Bed of Garlic Mash Potatoes – Chef's Choice of Dressing**
- **Butternut Squash Ravioli with a Red Wine Reduction**

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

*Thank you to our
 Valued Vendors!*

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



EMPLOYMENT

Jaymie Moralez

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

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

Employers desiring to place an advertisement for employment on SLSA's website may review the listings below and format the advertisement like those already posted. The advertisement should provide the following information: name, firm name, address, phone number, areas of law practice, software used, position available, and years of experience required. Requests to place advertisements for employment are to be emailed to the Employment Chair at employment@slsa.org. Advertisements for employment are usually posted as soon as possible.

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

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

www.slsa.org

Legal Assistant. Caulfield Law Firm is an established civil litigation law firm in El Dorado Hills seeking a detail oriented legal assistant capable of handling multiple duties in small office environment. We offer a friendly, business casual environment with competitive salary package. Must have 5+ years of litigation experience. Ideal candidate is also certified Paralegal. *Required Qualifications:* Four-year college preferred; exceptional writing, proofreading, technology, and administrative skills; thorough knowledge of rules, requirements, and filing/e-filing procedures in all California courts, including federal courts; strong ability to organize and prioritize workload; strong knowledge of litigation processes; substantial experience computing deadlines and calendaring for state, federal and appellate courts; ability to research, analyze and summarize issues in writing and possess excellent attention to detail; familiarity with various court websites, docket searching and document retrieval databases; ability to work both independently and collaboratively and to build team relationships; must be a self-starter and self-driven to meet deadlines and goals without prompting; the ability to multi-task and work with two attorneys simultaneously; excellent communication skills with strong interpersonal skills; strong organizational skills; ability to multi-task and effectively adapt to changing deadlines; advanced knowledge of and experience with MS Word, Outlook, PowerPoint, and type at a minimum of 65+ wpm; ideal candidate also has paralegal certificate. *Sample Responsibilities:* Editing and finalizing correspondence and litigation documents/pleadings; drafting pleadings, discovery and correspondence; transcription; research filing deadlines for state and federal courts, as needed; conducting potential client intake interviews; calendaring; answering small volume telephone calls, making copies and scanning; processing mail, ordering supplies and closing files; scheduling appointments/meetings,

(Continued on page 46)

EMPLOYMENT, cont.

Jaymie Moralez

(Continued from page 45)

coordinating experts, trial witnesses, etc.; monitoring calendar to ensure all deadlines are met timely; maintaining organized files; daily time entries and client billing; and various other tasks related to a civil litigation defense firm so that all needs are met and the office runs smoothly. PLEASE DO NOT APPLY IF YOU DO NOT MEET THE REQUIRED QUALIFICATIONS DESCRIBED ABOVE. Qualified individuals should send their cover letter, resume, and salary requirements to Natalie Bradburn (natalie@caulfieldlawfirm.com). No telephone calls please.

Billing Coordinator. Murphy Austin Adams Schoenfeld LLP is looking for an experienced billing coordinator with a minimum of five years of law firm billing experience. The successful candidate must be experienced with e-billing and working directly with partners and clients, delivering a high level of client service to both. We are looking for someone who is reliable, detail-oriented and is able to enjoy working as part of a team. Advanced skills in time and billing software, Microsoft Word, Excel, Outlook and document management systems are required, with proficiency in TABS III or Orion a plus. Must be able and willing to learn other software systems that support a law firm accounting department. Murphy Austin offers a very competitive salary and benefit package. Applicants should submit resumes to: Trish Hughes Kreis at thkreis@murphyaustin.com.

Junior Legal Secretary. Fagen Friedman & Fulfroost is hiring a junior legal secretary. The junior legal secretary will provide administrative and legal support to attorneys and office staff. This essential, highly responsible and accountable position requires the individual to anticipate needs, be proactive, maintain confidentiality, and demonstrate professionalism. The successful candidate must deliver excellent work and superior service to the firm and the firm's clients. The candidate must also possess strong organizational and time management skills, communicate effectively and be flexible as demands and priorities change. *REQUIRED duties and experience include:* Document production and file management; draft, proofread and edit correspondence; management of multiple calendars, appointments and travel arrangements; preparation of travel/expense reimbursements; may have client interaction/communication with clients, courts, and attorneys; legal calendaring via Compulaw and other electronic court rule programs. *QUALIFICATIONS:* High school diploma or GED; Associates/ Bachelor's degree preferred; in-depth knowledge of Microsoft Office Suite; 0-2 years of experience as a secretary working with multiple attorneys. Candidates may apply at: <https://www.f3law.com/job.php?jid=20>.

Litigation Secretary. Hunt Jeppson & Griffin, LLP, a Roseville firm, is seeking an experienced litigation secretary. The successful candidate should have proficiency with Microsoft Office Suite, preparation of complex law and motion documents, and must be able to work well with clients and assist the assigned attorneys in balancing multiple counseling and litigation tasks. We are a collegial firm with competitive pay and benefits and are looking for a talented secretary to join us. *Responsibilities:* Work as part of a team focused on assisting clients and manage litigation; maintain the attorneys' busy professional calendars; must be able to use excellent judgment to prioritize and resolve scheduling conflicts; assist with meeting coordination and planning; prepare and process correspondence, including copying, printing, distributing, and filing documents; handle phone activity, including screening incoming calls and

(Continued on page 47)

EMPLOYMENT, cont.

responding to general inquiries; collaborate with key administrative staff members to provide phone coverage, meeting coverage, and general support, as needed; assist with preparation and filing of legal documents; perform other related projects and duties as assigned; organize travel itineraries, including arranging hotel accommodations, air and ground transportation, meal reservations, and ancillary details as needed. *Qualifications:* Bachelor's degree preferred; at least two (2) years' experience providing legal support to attorneys; strong sense of professional business etiquette as well as a high caliber of discretion and decorum when dealing with sensitive matters; ability to multi-task and prioritize in a fast-paced, energetic environment; superb written, verbal, and interpersonal communication skills; proficiency in Microsoft Word, Excel, Outlook, and PowerPoint. Please submit your confidential resume to sheu@hjj-law.com. No phone calls please. Equal Opportunity Employer.

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

Litigation Legal Secretary. The Smith Zitano Law Firm LLP, a Sacramento two-attorney law firm specializing in personal injury and medical malpractice, is seeking an experienced litigation legal secretary/paralegal. Candidate must be specifically experienced in litigation procedures, filing in all California courts, calendaring, discovery, trial preparation, and related miscellaneous duties. Knowledge and experience with document management software (i.e., Needles) is a plus, but not required. *Required Qualifications:* 4+ years' specific law office experience as a litigation legal secretary/paralegal; thorough knowledge of filing procedures including e-filing; strong calendaring skills and knowledge of court rules, dates, procedures; strong computer skills (i.e., Microsoft Word, Needles, etc.); strong ability to organize and prioritize workload. *Sample Responsibilities:* Editing and finalizing correspondence and litigation documents/pleadings; calendaring court appearances, depositions, statutes of limitations, etc.; communicating with clients and opposing counsel offices; preparing and finalizing written discovery responses; assembling and organizing mediation, arbitration, and trial binders; preparing medical and case chronologies; occasional case intake screening. PLEASE DO NOT APPLY IF YOU DO NOT MEET THE REQUIRED QUALIFICATIONS DESCRIBED ABOVE. Salary competitive based on experience. Paid time off and other benefits available. Free parking provided. Applicants can submit cover letter and resume to: ezitano@smithzitanolaw.com.



OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY

LSI will be offering an online class on an Overview of California State Court Discovery. This class will be a six-week, work-at-your-own-pace online session commencing November 6 and ending December 18, 2017. During the classes, the following topics will be covered:

Interrogatories
Demand for Production of Documents
Requests for Admissions
Depositions

Demand for Physical Examinations
Deposition Subpoenas
Discovery Timelines and Service
Verifications

CLASS SESSION OPENS MONDAY, NOVEMBER 6, 2017

Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.

The content of this class is designed for legal secretaries and those studying for the California Certified Legal Secretary examination.

The cost of the class is \$30 for LSI members/\$50 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate of completion from LSI.

Submit registration form NO LATER THAN November 3, 2017. If you have concerns, e-mail the Legal Secretarial Training/Seminar Chair at training@lsi.org. No refunds after November 6, 2017.

www.lsi.org/overview-california-state-court-discovery-november-6-2017-december-18-2017/

LSI CODE OF ETHICS

Members of LSI adhere to the LSI Code of Ethics which is dedicated to 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.

Sacramento Legal Secretaries Association



Dinner Meeting • November 16, 2017

Courtyard Marriott
4422 Y Street - Sacramento

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



The Legislature & The Law: You Can't Have One Without the Other

Guest Speaker: Terry McHale
Aaron Read & Associates

**Announcement of SLSA's Boss of the Year
 and Legal Professional of the Year!**

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

RSVP by Noon on Friday, Nov. 10*

Two Ways to Register:

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

\$30 SLSA Members / \$35 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:

- Baked Salmon with a Lemon Caper Vin Blanc on a Bed of Rice Pilaf – Chef's Choice of Dressing
- Penne Pasta Primavera with Fresh Vegetables and Light Olive Oil Vinaigrette Served with Grilled Vegetables with Rice and Balsamic Glaze

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

*Thank you to our
 Valued Vendors!*

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



Sacramento Legal Secretaries Association Presents Its

Annual Holiday Mock Trial

**“Fairy Tale Courtroom:
People v. The Wicked Witch”**

Adapted from the Play by Dana Proulx

December 14, 2017, at 6:00 PM

Courtyard Marriott, 4422 Y Street, Sacramento

\$30 per person - - Soup, Salad & Baked Potato Bar

RSVP by Noon on December 8, 2017

Register via SLSA’s website at www.slsa.org under “Upcoming Events”

Cancellations must be received 48 hours in advance for a refund. No-shows will be billed. Walk-ins and registrations received after the RSVP deadline are subject to a \$5 late fee.

Pay Online via PayPal

or make checks payable to “SLSA” and mail payment to:

Corene Rodder, c/o Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000,
Sacramento, CA 95814

Ornament Exchange!

Bring a wrapped/bagged ornament (under \$10) to participate in the ornament exchange immediately following the mock trial.



And don’t forget we’ll be stuffing stockings for Loaves and Fishes at the end of the evening! Bring your donations and stay for the stuffing fun!

Volunteer Actors Needed for the Following Roles:

Judge	Defense Attorney	Bailiff	District Attorney
Clerk	Flying Monkey	Dorothy	Witch
Hansel	Gretel	Prince	Sleeping Beauty
Snow White	Dwarves (a few)	Jurors (at least 5)	

No Memorizing of Lines—Read Directly From the Script!

Please contact Lynne Prescott, CCLS, at lynne@majlabor.com

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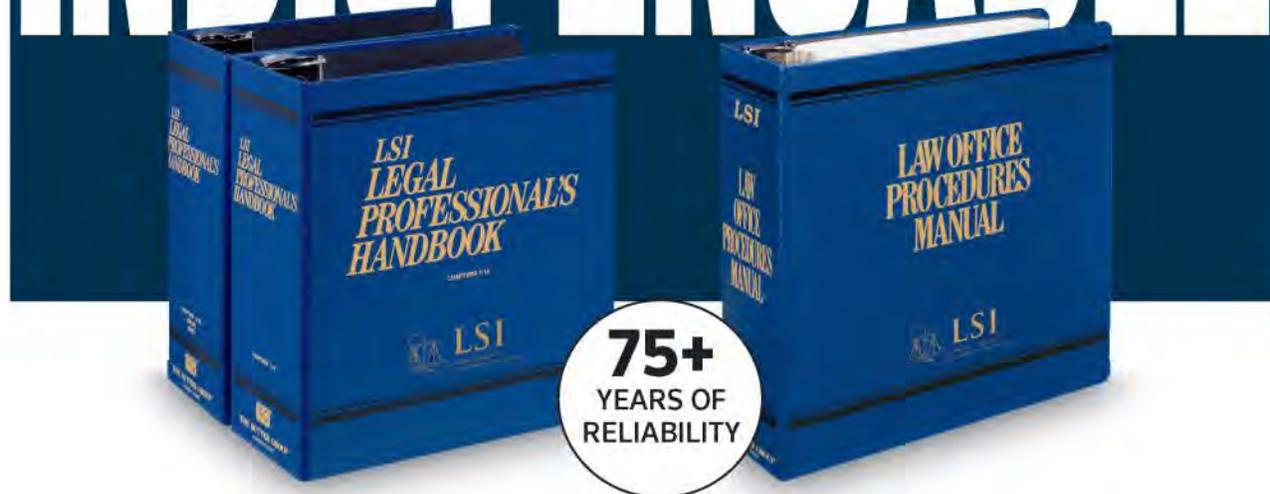
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Total Members 4/30/16	Association		New Members	Transfer Members	Continuing Members	Total Members
37	Alameda County	LSA	1		24	25
0	Antelope Valley	LSA	0		0	0
26	Beverly Hills/Century City	LSA	0		21	21
13	Conejo Valley	LPA	3		11	14
23	Contra Costa County	LPA	5		18	23
23	Desert Palm	LPA	9		15	24
0	El Dorado County	LPA	0		0	0
93	Fresno County	LPA	40		49	89
24	Humboldt County	LPA	5		18	23
19	Imperial County	LPA	8		10	18
13	Livermore-Amador Valley	LPA	0		10	10
41	Long Beach	LPA	15		35	50
72	Los Angeles	LSA	9		45	54
18	Marin County	LPA	2		11	13
38	Merced County	LPA	2		31	33
45	Mt. Diablo	LPA	3		27	30
8	Napa County	LSA	0		0	0
80	Orange County	LSA	0		33	33
24	Placer County	LPA	6		14	20
20	Rio Hondo District	LPA	5		13	18
20	Riverside	LPA	2		18	20
159	Sacramento	LSA	1		89	90
162	San Diego	LSA	49		95	144
50	San Fernando Valley	LSA	1		26	27
72	San Francisco	LPA	5		35	40
12	San Gabriel Valley	LSA	7		8	15
48	San Mateo County	LPA	2		24	26
19	Santa Barbara	LPA	1		15	16
113	Santa Clara County	LSA	9		73	82
5	Santa Cruz County	LPA	0		4	4
19	Santa Maria	LPA	3		13	16
24	Sonoma County	LSA	1		32	33
11	Southern Butte	LSA	1		9	10
33	Stanislaus County	LPA	1		30	31
23	Stockton-San Joaquin	LPA	3		17	20
6	Trinity County	LSA	0		6	6
12	Ventura County	LPA	0		1	1
30	Members at Large		8		7	15
1435	YTD TOTALS					1094



EDITOR'S NOTE

Dawn R. Forgeur, CCLS

The Legal Eagle welcomes letters, letters to the editor, questions, and articles from readers for publication. Please send them to: dawn.forgeur@stoel.com.

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. The deadline for all submittals is the Monday after the general meeting of the month preceding the month of publication.

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