

The Legal Eagle

Contents

- 2 President's Message
- 6 Governor's Report
- 9 Delegate Report - Debra Clark
- 10 Delegate Report - Terry M. Olson
- 12 Delegate Report - Corene Rodder
- 13 Annual Conference Photos
- 14 Member News
- 14 Ways & Means
- 16 Save the Dates
- 17 Parliamentarian's Corner
- 18 Oxford Comma
- 20 Law Office Products & Management
- 22 California Certified Legal Secretary
- 26 Legal Procedures/Court Updates
- 28 SLSA Committee Members
- 29 SLSA Executive Board



Current and Upcoming Events



SLSA Membership Renewals Due



Legal Specialization Sections Webinar
See flyer in this bulletin.



SLSA Executive Board Meeting



SLSA Executive Board Meeting



SLSA Dinner Meeting
LD to register w/no late charge is June 17



SLSA Dinner Meeting

President's Message

By: Brenda Bracy, CCLS

Summer is almost here. Take the time to get out and enjoy this beautiful weather during your lunch hour and on weekends before we get that triple digit Sacramento heat that we can look forward to this summer. I have been walking on my lunch hour for the past few weeks and it sure feels good. The legal profession can be stressful on our minds and bodies, and it feels good to get out and get the body moving. If you don't enjoy walking, any kind of exercise is good.

I hope everyone has taken the time to renew their memberships on time. We look forward to seeing all of you at upcoming events this year.

I attended the LSI 2018 Annual Conference held in Hollywood, along with several of my fellow SLSA members in May. We had so much fun. Governor Jan Ainsworth and I went a day early and spent a day at Universal Studios. I hadn't been there for over 20 years and it sure had changed. I highly recommend a trip to see if you haven't been for a few years. I am a huge Harry Potter fan and the new Harry Potter section looks just like it did in the movie. They did an amazing job and people actually walk around dressed like the studies from the movie. It really is a must see and the rest of the park is great too.

The LSI Conference was wonderful. I encourage all members to attend at least once. The classes they offer are great and I always walk away with so much knowledge. The speakers are so knowledgeable and they always give you the handouts to take home. Best of all, you get to see members from other associations and get to see all of the LSI officers and committee members who put a lot of effort and time into putting the conferences on. The conferences are action packed and filled with a lot of content.

Friday morning I attended a Presidents' Roundtable and got to spend my morning with LSI President Jennifer Page, CCLS and other association presidents, followed by lunch with the same group of wonderful ladies. I received so much valuable information and tips from this group along with a binder that I will use in my tenure as president of SLSA. Friday night we had a welcome reception where we met the other associations and some of the vendors.

Saturday was spent in Board of Governors meetings and classes. Saturday night was the banquet where we had dinner, live entertainment, and awards were handed out.

Our Association took first place in the Bulletin contest and the CAPS contest this year. Dawn Forgeur, CCLS, our Bulletin Editor, does a great job putting together our Bulletin and it showed in that she took home first prize in our category. Congratulations to Dawn for a job well done. She deserved it.



Jan Ainsworth and Brenda Bracy, CCLS



Jan Ainsworth, Dawn Forgeur, CCLS, Tammy Hunt, CCLS, Crystal Rivera, and Brenda Bracy, CCLS

President's Message, cont.

Jan Ainsworth, our Governor, worked all year to capture all of the CAPS for our Association and this year we took first place beating out San Diego, who beat us for first place last year. Congratulations to Jan for a job well done. When you see these two ladies at our future meetings, be sure to congratulate them. They work hard for our Association and they deserve to be recognized for their efforts. I am so proud of SLSA.

Sunday morning at brunch, the LSI officers for the 2018-2019 year were sworn in. Sacramento's very own Lynne Prescott, CCLS was sworn in as LSI's Vice-President. We are so proud to have Lynne in our association. As Heather Edwards was sworn in as LSI President, she had an entire table of family there to support her, including her husband and children. Her speech was so inspiring. I was so honored to be there and hear her speech. Her motto this year is "TEAM."

My team motto going into this year is "Let's Do This." I would really like to get this year started with more participation from everyone within our Association. I would like to see more attendance at meetings and participation in events that we schedule. Also, it is your Association, so if you would like to see something done that we haven't done before, bring it up, or be willing to be in charge of something. We are always willing to hear ideas on topics or events from our members.

The Board is always available by email or phone and you can talk to any of us after our monthly meetings. Further, if anyone wants to attend a Board meeting to discuss something, you are always welcome to attend, but I ask that you let me know ahead of time.

We are working on upcoming events for this year that I hope everyone will enjoy. We will post dates and flyers as we have each event finalized.

I look forward to seeing everyone at SLSA events and meetings this year. Please feel free to contact me if you have any questions, suggestions, or comments to president@slsa.org.

Editor's Note

The Legal Eagle welcomes letters to the editor, questions, and articles from readers. Please send them to dawn.forgeur@stoel.com. SLSA reserves the right to edit articles and letters sent in for publication. The deadline for all submissions is the Monday after the dinner meeting.

The opinions expressed in any articles or letters published herein are those of the individuals submitting them and not necessarily the views of the officers or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the President of SLSA.



Jan Ainsworth and Brenda Bracy, CCLS

REACH RECORD HEIGHTS

As the nation's largest, privately-held records retrieval provider, Ontellus leverages decades of experience, cutting-edge technology and data intelligence to deliver impactful products and client-centric services within industry-leading turnaround times.

- ✓ 40+ Years of Industry Knowledge & Experience
- ✓ Suite of "Smart" Tools: SmartChron™, SmartOrg™ and Simplified SmartPricing™
- ✓ Nationwide Custodian Database
- ✓ Secure Records Delivery™ Application
- ✓ Claims System Integrations
- ✓ Legal Forms Automation
- ✓ Largest In-House Legal Team

Learn More
www.Ontellus.com



**REVOLUTIONIZING RECORDS RETRIEVAL &
DATA INTELLIGENCE**

Sacramento Legal Secretaries Association



Dinner Meeting • June 21, 2018

*******NEW LOCATION!!*******
**The Old Spaghetti Factory
 1910 J Street, Sacramento**

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



What
You need to know
 about **Workplace
 Violence**



**Guest Speaker - Officer Pam San Filippo
 Sacramento Police Department**

This seminar does not offer any State Bar approved MCLE credit, but does offer CCLS credit.

RSVP by Midnight on Sunday, June 17*

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 2018-2019
 c/o Somach Simmons & Dunn
 500 Capitol Mall, Suite 1000
 Sacramento, CA 95814

Dinner Menu – Choice of:

- Taste of Italy (Lasagna & Fettuccine Alfredo)
- Spinach & Cheese Ravioli
- Chicken Parmigiana

Entrees include bread, salad, dessert, and choice of iced tea, hot tea, coffee, milk, soda, or water.

**SLSA's Vendor Partner for June,
 Ignacio Solorio of 95814 Digital**



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

Governor's Report

By: Jan Ainsworth

May 2018 Annual Conference

LSI's 84th Annual Conference was held May 16-20, 2018, at The Garland in North Hollywood, California. Nine SLSA members were in attendance; Four LSS seminars were attended; the LSI Quarterly Directives were timely responded to; One Assistant Registrar attended; Bulletin Contest entry and first place win (Congratulations Bulletin Editor, Dawn Forgeur, CCLS!); Chapter Achievement Contest entry and first place win (Congratulations SLSA – I could not have done it without your support and submissions) and last but certainly not least member nominated and elected to LSI Office 2018-2019 fiscal year – Congratulations to our very own Lynne Prescott, CCLS, LSI's newly elected Vice President 2018-2019.

Total CAPS earned at Annual Conference in the amount of 1,300 points.

The Pre-Annual Conference Board of Governors ("BOG") meeting convened at 8:05 a.m. on May 19. 27 Governors were present constituting a quorum. The Minutes of the 2018 Quarterly Conference BOG meeting were timely mailed and approved as corrected.

There was a recommendation to amend Standing Rule 15.1 regarding Liaison to State Bar of California Law Practice Management and Technology Section. The recommendation was to strike "State Bar of California" and "State Bar" and replace it with "California Lawyers Association." The recommendation was adopted. There was a second recommendation to amend SR 13.1 regarding changing the content and lowering the price of the CCLS Study Kit to \$100. The recommendation was adopted. There was no unfinished or new business and we adjourned at 8:38 a.m.

The General Session convened Saturday at 10:00 a.m.; 71 delegates were registered, 70 were present, 1 was absent, and there was a quorum.

The 2018 Annual Conference Standing Rules and Election Rules were adopted, the 2018 Official Program was adopted as corrected and the 2018 Annual Conference Minutes were approved as distributed. A motion regarding the actions of the Treasurer in paying the routine bills during the Fourth Quarter of the fiscal year 2017-2018 to be ratified was carried. The CCLS Certifying Board announced the free online study group 2018-2019 winners were Beverly Hills/Century City LSA and Marin County LPA.

The winners of the 2017-2018 Bulletin Contest are:

- Class A (0 – 15 members) – First Place to Conejo Valley LPA;
- Class B (16 – 30 members) – First Place to Placer County LPA, Second Place to Alameda County LSA;
- Class C (31 – 45 members) – First Place to San Gabriel Valley LSA, Second Place to Merced County LPA;
- Class D (66 – 150 members) – First Place to Sacramento LSA (Congratulations Bulletin Editor, Dawn Forgeur, CCLS!), Second Place to San Francisco LPA, Third Place to Santa Clara County LPA; and
- Class F (over 150 members) – First Place to San Diego County LSA.



Governor's Report, cont.

The Golda J. Cooper Chapter Achievement Contest was announced at Saturday Banquet and the winners are:

Group A (0 – 10,000) – Contra Costa County LPA with 9,925 points;
 Group B (10,001 – 20,000) – Merced County LPA with 19,975 points;
 Group C (20,001 – 30,000) – Orange County with 27,650 points;
 Group D (30,001 – 40,000) – Stanislaus County LPA;
Group E (40,001 – 50,000) – Sacramento LSA [Congratulations SLSA members – we won a certificate, a ribbon, and a \$100 check]; and
 Group F (55,001 and above) – San Diego LSA.



Jan Ainsworth receiving her award for winning the Chapter Achievement Point Contest

We reconvened at Sunday Brunch at 9:40 a.m. for the installation of the 2018-2019 LSI Officers. Newly elected LSI President Heather Edwards stated her theme for the fiscal year is **"TEAM – together we empower and accomplish more as one."**

Stanislaus County LPA won the Scrapbook Governors' Choice Award and San Diego LSA won the History Book Governors' Choice Award.

There was no unfinished or new business and we adjourned at 10:59 a.m. until the 85th Annual Conference to be held May 15-19, 2019, at the Doubletree by Hilton, Newark, CA, hosted by Alameda County LSA.

The Post-Annual Conference BOG meeting convened at 11:25 a.m. immediately following Brunch on May 20. The Proposed Budget for 2018-2019 was adopted as presented and LSI accepted Stanislaus County LSA's bid for February 2019 conference to be held February 21-23 at the Doubletree Hotel in Modesto, CA; and we adjourned at 12:45 p.m.

Our Chapter Achievement program for fiscal year 2018-2019 began April 1, 2018.

CAPS TO DATE: 4,375 points.

You can submit online at SLSA's website too!

<https://www.slsa.org/chapter-achievement-points-caps-online-submission-form/>



Jan Ainsworth working as a registrar at LSI's Annual Conference

Chapter Achievement Reporting Form

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, 2018, through March 31, 2019.

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 workshops? _____ (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 2018-2019 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, 2019. (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

Annual Conference -Delegate Reports

By: Debra Clark, Delegate

I attended the Advertising/Marketing/Social Media Workshop on Friday. WOW! What a tremendous amount of information and energy there! Larry McGrew, Erika Garduno, and Heather Edwards commentated this workshop and it was FUN-filled! Attendees participated in a break-out timed session near the end of the workshop. I URGE YOU TO VISIT THE LSI WEBSITE FOR ALL OF YOUR ADVERTISING/MARKETING/SOCIAL MEDIA NEEDS! Templates are available and you can put them to good use!

The Friday Night Welcome Reception was beautifully done by One Legal and personally, the foodie that I am, I thought that the Potato Bar and Salad Bar were divine!

Saturday General Session went quite smooth and ended earlier than usual which left me with a little extra time to visit the fantastic exhibitors. Saturday Night Banquet was delightful with the background music/entertainment and YES SLSA #1 CHAPTER ACHIEVEMENT POINTS! Keep up the good work team!!

Sunday Brunch and the installation of the 2018-2019 LSI Officers was very special! Congratulations to all!!

It was a pleasure serving with Corene Rodder and Terry Olson as delegates. Thank you to the members of SLSA for entrusting my services as delegate this year.

Sincerely,
Debra Clark



Debra Clark, Terry Olson, and Corene Rodder
Delegates at General Session



Jan Ainsworth and Debra Clark at banquet
when SLSA won the CAPs contest



Dawn Forgeur, CCLS, Crystal Rivera, Corene Rodder, Terry Olson, and Debra Clark

Annual Conference -Delegate Reports

By: Terry M. Olson, Delegate

Thank you SLSA members for voting me to serve as one of your Delegates at the 84th LSI Annual Conference that was held in North Hollywood, hosted by San Fernando Valley LSA. It's been a few years (I think about 9 years since the last time I attended as a delegate) but as I quickly remembered, it is a great opportunity for networking, education, and having the opportunity to see the LSI Executive Board assume their new roles and all of the in-between get-togethers with many amazing people from all over California. The new motto from our new LSI President Heather Edwards is "Team."

I arrived on Thursday afternoon and was able to do a little bit of networking and walking around seeing the sites with our President, Brenda Bracy, CCLS and Governor Jan Ainsworth and Delegate Debra Clark. Really got in my steps that day!

On Friday afternoon, I attended an LSS class entitled "Complex Trusts." Not an area of law that I work in, but I think it's good to always learn a little bit about something that you don't normally work in. Friday night was the welcome reception and at this event, as you walk in, everyone lines up and you get to go through a receiving line and meet all of the LSI Executive Board members and as I had once again remembered, all very kind and big smiles and saying "Sooo good to see you! Hi! I'm... what is your name? Are you having a good time?" yes just like how I remembered in the past all very nice people. Another great opportunity to network.

Saturday was go time! All of the Delegates came in one by one and the registrars checked us in on their list: The General Assembly meeting was called to order at 9:30 a.m.; we went through the different parts of the Official Agenda, and the first session officially started at 10:08 a.m., with 71 registered Delegates, 70 present, and one absent. We had a quorum.

Items such as the adoption of the 2018 Annual Conference Standing Rules, Election Rules, Official Program, and Minutes were all presented and voted on with a few changes/revisions (where the Delegates come in) and all were adopted.



Debra Clark, Terry Olson, and Corene Rodder at banquet



Terry Olson and Debra Clark

Annual Conference -Delegate Reports

By: Terry M. Olson, Delegate, cont.

Second session began at 2:10. Again we went over things like the CCLS Certifying Board, new/old business of social media, Professional Liaison, Liaison to the Law Practice Management and Technology, any new announcements that anyone had to share.

A few key things I learned while listening to reports are:

1. LSI has a total of 1,385 members, which includes 29 members at large.
2. Legal Professional Training/Seminar Chairman, Shaylene Cortez shared that the income generated from the training classes alone this year was almost \$22,000!! That is fantastic! Keep on taking classes that include the Beginning Legal Secretary Training and California State Court Discovery classes. Lots of opportunity for gaining continuing education.
3. 10 out of 29 who sat for the CCLS exams in 2017-2018 passed. Congrats to Kathy Bailey, CCLS and Karen Zeitvogel, CCLS of Sacramento! Way to go ladies!

And of course my favorite part is the Saturday night banquet! We were entertained by actress Gloria Hendry who was an actual Bond Girl named "Rosie Carver" featured in the movie "Live and Let Die" amongst other movies. She sang as she walked around the room and I for one was awe struck by her grace, beauty and oh so kind demeanor. Truly an honor to meet an actual Bond Girl! (I'm a huge Bond movie fan can you tell) AND her first job was an assistant to a Legal Secretary in the New York office of the NAACP!

I had a great time and if you ever get the chance to go to a conference, please do! There is so much more than I shared that you would experience going to one and all of the efforts that go into hosting a conference and the many roles that people have to ensure that all of us legal professionals are educated, have sources to make our own associations better, as well as the members and networking opportunities that are priceless. Thank you again for allowing me to represent SLSA.



Terry Olson, CCLS and Tammy Hunt, CCLS



Terry Olson, CCLS and actress Gloria Hendry

Annual Conference - Delegate Reports

By: Corene Rodder, Delegate

The Beverly Garland is an elegant hotel in North Hollywood. It was a beautiful backdrop for LSI's 84th Annual Conference.

Friday morning I had the pleasure of attending the Officer/Chairman Workshop for Parliamentarians. We were each given scripts and had fun acting out Robert's Rules of Order. It has really made me appreciate the challenging position that a Parliamentarian fills on a board.

On Friday afternoon, I attended the Law Office Administration Section workshop entitled Common Sense and Fake News: A First Amendment Discussion – Jeremy Geltzer. Mr. Geltzer encouraged and directed a lively discussion that was very educational and thought provoking. Mr. Geltzer is an Entertainment Attorney who has worked for the industry's top movie studios including Paramount Pictures, Warner Bros., and Lions Gate Films. As a Film Professor at Georgia State University, he introduced new audiences to classic films, and interviewed Hollywood stars for Turner Classic Movies like Robert Mitchum, Charlton Heston, Tony Curtis, and Jane Russell. He has written and published several books on this topic.

Saturday General Session was very quick with the Officers and Chairmen going through their reports at lightning speed. The new officers were elected by acclamation with our own Lynne Prescott, CCLS, elected as Vice President.

Saturday afternoon I attended another great workshop entitled: Liability Issues and Litigation Involving Transportation Network Companies (Uber, Lyft) and Autonomous Vehicles. The Civil Litigation Section organized the workshop. Both of the attorneys that conducted the class were excellent and very knowledgeable about the new legal challenges faced by this industry and insurance defense practitioners.

At the brunch on Sunday, President Heather Edwards told us her theme for her presidency: "TEAM" T – Together we E – Empower and A – Accomplish. M – More as one. When she spoke about her husband and family and how much they have supported her on her LSI journey, there was not a dry eye in the house.

Thank you for allowing me to be one of the delegates for SLSA. I encourage everyone to attend a quarterly/annual conference. A valuable benefit of being a member of LSI is meeting other legal professionals and attending the different classes.



Debra Clark and Corene Rodder
at the general meeting

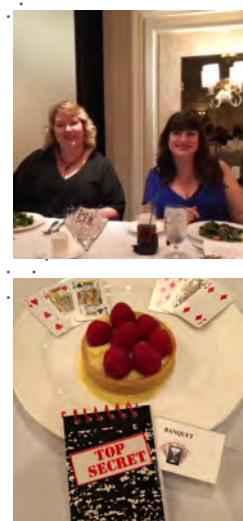


Corene Rodder at banquet



Crystal Rivera, Corene Rodder, and
Brenda Bracy, CCLS at brunch

Annual Conference - Photos



Member News

By: Crystal Rivera

TIME TO RENEW YOUR MEMBERSHIP

Late fees have been added to memberships as of June 1. Updated forms have been posted on SLSA's website. You can renew online and pay via credit card, PayPal, or check at www.slsa.org.

Happy June Birthdays!

Linda Bianchi - June 1
 Anne French - June 6
 Kari Hernandez - June 7
 Lelia Jackson - June 7
 Betty Hamilton - June 8
 Michelle Garvin - June 9
 Jackie Castillo - June 13



Dana Reeder - June 17
 Julie Diles - June 19
 Vickie Rathke, CCLS - June 20
 Yolanda De La Cruz - June 22
 Maimie Chyinski - June 23
 Sherrell Hill - June 27
 Crystal Rivera - June 27

Ways & Means

T-shirts for sale - \$20!

If interested, email executiveadvisor@slsa.org

Sizes available: (1) L, (2) 3XL
 (sizes run small)

Sales are supporting SLSA's hosting of the 2020 Annual Conference.



Congratulations!

Lynne Prescott, CCLS
elected to Vice President
of LSI for 2018-2019



LSI's Executive Board 2018-2019
President Heather Edwards, Vice President Lynne Prescott, CCLS,
Secretary Rod Cardinale, Jr., Treasurer Diane Mecca, CP, CBA



SAVE THE DATE!
SLSA RENO BUS TRIP

Sponsored by
Sacramento Legal Secretaries Association

Saturday, October 6, 2018
7 AM to 7 PM

Destination: The Silver Legacy Resort Casino



Stay tuned! Details to follow!

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

We will have two convenient pick up locations:

Arden Area – 7:15 a.m. Parking lot Black Bear Diner 1830 Arden Way Sacramento, CA	Citrus Heights Area – 7:30 a.m. Parking lot of the Safeway/CVS 5333 Elkhorn Blvd Sacramento, CA
---	---

Questions???

Corene Rodder, crodder@somachlaw.com
Crystal Rivera, crivera@somachlaw.com

BUNCO

SAVE THE DATE

Hosted by Placer County LPA
October 20, 2018

Parliamentarian's Corner

By: Astrid Furstner, CCLS, OCP

Is there such a thing as a “polite” debate?

As I was attempting to begin to write an article on debating motions, I thought I would find a picture or a cartoon to add and found that the majority of the pictures invoked a fight or anger or some type of argument. Robert’s Rules of Order provides for the rules of parliamentary procedure, which is the name given to the tradition of rules and customs used to conduct organized meetings. You may be surprised to know that you actually can have a polite debate. After all, the focus of our association is to further our education and in so doing, we make connections and network. The Sacramento Legal Secretaries Association was created with that focus and is a business that is run by volunteers. Every member brings something new to the association and helps to keep it going. Some members are more active, while others are not, but that does not diminish their value or contribution. According to Robert’s, when debating a motion, you want to do the following:

1. Listen to the other side
2. Focus on the issues, not personalities
3. Avoid questioning motives
4. Be polite

Robert’s in Brief tells us that to debate means to have a discussion on the merits of the question (motion) – that is, whether the proposed action should or should be taken. That’s it. I know, a little crazy right? If you stay focused, then it should remain polite and a business transaction only. Having a good chair (President) to lead and keep things focused and polite, helps. Following the correct parliamentary procedure helps to avoid any unpleasantries. We encourage all members to provide their input, but be mindful of the rules: listen, focus, and be polite. You will find that we are much stronger as a team!



DID YOU KNOW?

That SLSA's website has free employment listings available for employers to post job openings? Contact the SLSA Employment Chair for more information!
www.slsa.org/employment/

Where Did the Oxford Comma Come From, and Why Is It So Important?

https://www.scribendi.com/advice/oxford_comma_importance.en.html

It's not often that a piece of punctuation [makes national headlines](#), so when one does, you know it must be pretty important.

Recently, the Oxford comma [shot into stardom](#) after becoming the crux of a \$10 million class-action lawsuit against a Maine dairy company.

The comma in question (or rather, the missing comma in question) gained notoriety due to its absence from a state law. The law declares that overtime rules do not apply to the following: "The canning, processing, preserving, freezing, drying, marketing, storing, packing for shipment or distribution of: (1) Agricultural produce; (2) Meat and fish products; and (3) Perishable foods."

With no Oxford comma following packing for shipment, it is unclear whether the law exempts the distribution of the three categories that follow or whether it exempts only the packing of the items in preparation for their shipment or distribution.

Clear as milk? (Get it? Because it's a dairy company?) Learn a bit more about what the Oxford comma is, where it came from, and why it's so important below.

What Is the Oxford Comma?

The Oxford comma, also called the serial comma or Harvard comma, is a much-debated piece of punctuation that occurs just before a coordinating conjunction in a series of three or more items.

For instance, in the below sentence, the Oxford comma is placed before *and*:

My favorite cheeses are Gouda, Havarti, and Brie.

In some style guides, such as that of the Associated Press (AP), the only time an Oxford comma is used is when it is necessary in order to accurately understand the sentence. Here's a popular example of a sentence in which the absence of an Oxford comma results in an inaccurate (and quite humorous) interpretation:

"This book is dedicated to my parents, Ayn Rand and God."

Without a comma before *and*, it appears that the writer is specifying that his or her parents are Ayn Rand and God.

While many are passionately in favor of the Oxford comma for this reason, others loathe it, feeling that it interrupts the flow of a sentence and should only be used to avoid ambiguity.

Where Did the Oxford Comma Come From?

Just as there is confusion about its use, there is also confusion about the origin of the Oxford comma.

Aldus Manutius (*also known as Aldo Manuzio*) was a 15th-century Italian printer who [introduced the comma](#) as we know it, as a way to separate things. The word *comma* comes from the Greek word *koptein*, which means "to cut off."

Where Did the Oxford Comma Come From, and Why Is It So Important?, cont.

The Oxford comma has been attributed to Horace Hart, printer and controller of the Oxford University Press from 1893 to 1915, who wrote *Hart's Rules for Compositors and Readers* in 1905 as a style guide for the employees working at the press.

However, at that time, the comma was not called the Oxford comma. In fact, it had no name until Peter Sutcliff referred to the Oxford comma in his 1978 book about the history of the Oxford University Press.

Sutcliff, however, credited F. Howard Collins with introducing the Oxford comma. Collins first mentioned it in his 1912 book, *Author & Printer: A Guide for Authors, Editors, Printers, Correctors of the Press, Compositors, and Typists*.

Why Is the Oxford Comma Important?

Regardless of who actually invented the Oxford comma, its purpose is to make a sentence clear, unambiguous, and understandable. So why does it also make people enraged, perplexed, and confused?

Many style guides, including the Chicago Manual of Style, American Psychological Association (APA), and American Medical Association (AMA), recommend the use of the Oxford comma to prevent ambiguity.

Yet others, including the AP style guide, Canadian Press (CP) style guide, and (shockingly) the *University of Oxford style guide* itself, use the Oxford comma only when a sentence could be misinterpreted by the reader without it.

Here's the problem, though, for those who do not consistently use the Oxford comma: when writing a sentence, you don't always realize that what you're writing could be misinterpreted. This is demonstrated quite clearly in the Maine lawsuit case above.

For most people, this ambiguity won't cost you \$10 million. But it might cost you clarity, time, or reputation.

Why not use the Oxford comma, just to be safe?

This article can be found
at: https://www.scribendi.com/advice/oxford_comma_importance.en.html



With the Oxford Comma:

We invited the rhinoceri, Washington, and Lincoln.



Without the Oxford Comma:

We invited the rhinoceri, Washington and Lincoln.



Law Office Products & Management

Your Employees Aren't Taking Time Off, and It's Hurting Your Business. Here's Why You Should Force Them Out the Door

By: Steve Farber - Founder, the Extreme Leadership Institute

[Link to original article published on May 31, 2018, at Inc.](#)

More than 700 million days of paid time off go untapped every year by American workers. Wonder why employees are stressed? Here's why you have to turn that around.

Stress in your workplace? If you can't cut it with a knife, you can probably at least see a little of it lurking in the dark corners. It's a fact: If your employees are doing great work--setting and meeting deadlines, inventing new ways of doing things, and generally killing it in your area of expertise--they are, on some level, suffering for it.

That's why businesses give their employees paid time off (PTO) as one of the basic perks that come with a full-time job. But people just aren't making use of that time off the way they should.

Why is that? I'm betting that they drink as much coffee as they're offered in the break room. I'm sure they gladly claim their full health-insurance and retirement plan benefits and happily accept every bit of compensation in their paychecks. But why does the average American worker, who gets 23.2 days of PTO per year, only use about half of those days and let the others go to waste? I mean, according to Project: Time Off (affiliated with the U.S. Travel Association), workers drag themselves off to work on an unbelievable 705 million days when they could have been on vacation.

I've given this a lot of thought, because I know (and you should, too) that people who take time to spend with their spouse and kids, visit relatives, explore new places, see sights, or just chill out somewhere are better workers and happier people. Better and happier leads to a more productive, less stressed workforce. And that leads directly to success and fulfillment, both on a corporate and an individual level. So here are my top reasons why people miss out on the PTO they deserve, and how to overcome them.

Fear of Missing Out (or Fear of Not Being Missed)

According to Project: Time Off, one reason people aren't taking those days is concern that they will fall behind at work--or look too replaceable or dispensable. That's something the company leadership has to nip in the bud. Make it crystal clear that everybody is expected to take time off, and create a culture in which they are backed up (not criticized) for that decision. This is no place for mixed messages.

Work Martyrdom

Project: Time Off points out in its report [State of the American Vacation 2018](#) that managers should look out for an apparently dedicated employee who is really a "work martyr" in disguise. Don't let this culture get a foothold at your place of work.

Make sure resources are allocated to training people in a collaborative, cooperative way in your business so people can back each other up. That way, the absence of one or two employees will never be enough to throw a monkey wrench into the works, and nobody will feel chained to his or her desk or snowed under by excess workloads. That's the sign of a well-run workplace anyway.

Law Office Products & Management

Your Employees Aren't Taking Time Off, and It's Hurting Your Business. Here's Why You Should Force Them Out the Door,
cont.

Lower-Level Employees May Need It Most, But Take It Least

Project: Time Off found that vacation martyrdom is less of an issue with executives and senior leadership. Some 70 percent of them believe their company wants them to use their vacation time, and 64 percent also believe it's okay to talk about their vacation experiences when they come back to the office.

Conversely, 54 percent of employees at lower levels are unsure whether they should even mention their vacations once back on the job. The message for leadership: Create a culture in which recharging is not seen as something for a privileged class only, but something that everyone from the entry-level cubicles to the C suite gets to take advantage of.

So, What's a Leader to Do?

The numbers don't lie. When you create what Project: Time Off calls a "positive vacation culture," meaning you encourage people to take time off--and they believe it's sincere--happiness grows in several areas. Happiness with the company reaches 72 percent--that's 30 percent better than you'll see in a discouraging environment where people are afraid to take their vacation days. Happiness in physical health and well-being, personal relationships, and even taking joy in the job itself, all are better in a vacation-positive workplace.

If you can't honestly say your workplace has a positive vacation culture, it's time for a revolution. And, like the best adventures, it all starts with a plan. Get out a note pad and start writing down ways to market it to your people. After all, summer is right around the corner.

Upcoming LSI Conferences

August 2018 Quarterly Conference
Stockton Hilton, Stockton, CA.
Dates: August 17-19, 2018
Host Assn: Stockton/San Joaquin LPA

November 2018 Quarterly Conference
Silver Legacy Hotel & Casino, Reno, NV.
Dates: November 9-11, 2018
Host Assn: Santa Clara County LPA

February 2019 Quarterly Conference
Viejas Hotel and Resort, Alpine, CA
Dates: February 15-17, 2019
Host Assn: San Diego County LSA

May 2019 Annual Conference
DoubleTree by Hilton - Newark, CA
Dates: May 15-19, 2019
Host Assn: Alameda County LSA

August 2019 Quarterly Conference
Stockton Hilton, Stockton, CA
Dates: TBA
Host Assn: Stockton/San Joaquin County LSA

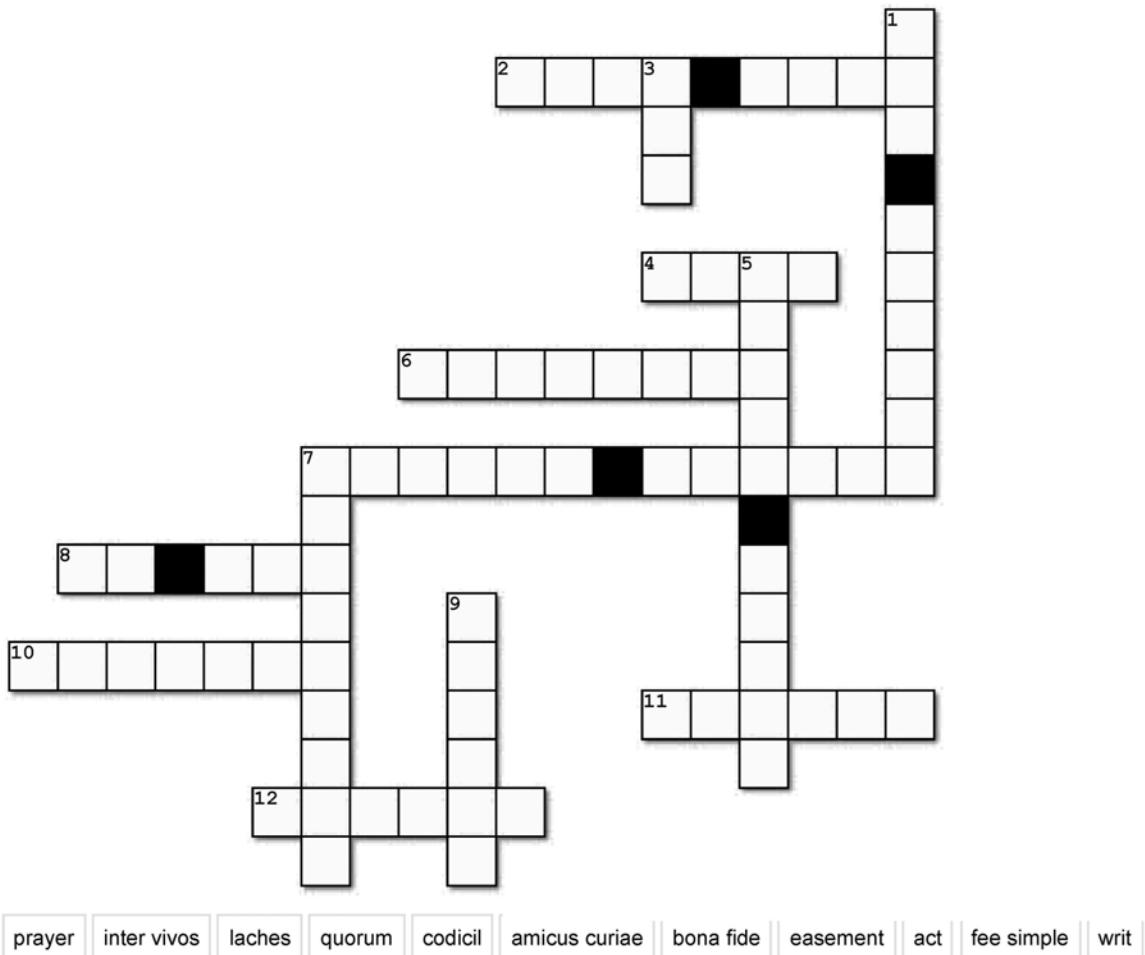
November 2019 Quarterly Conference
Chinatown District, San Francisco, CA
Dates: TBA
Host Assn: Alameda County LSA

May 2020 Annual Conference
Arden Hilton, Sacramento, CA
Dates: May 7-10, 2020
Host Assn: Sacramento LSA

California Certified Legal Secretary

By: Elizabeth Madden, CCLS

Crossword Puzzle



ad hoc ancillary prayer inter vivos laches quorum codicil amicus curiae bona fide easement act fee simple writ

Across

2. In good faith; genuine.
4. An order issued by a court in the name of the state for the purpose of compelling a party to do something in the order.
6. A right of use over the property of another.
7. Friend of the court.
8. For this special purpose.
10. A supplement or addition to a will.
11. The number of persons who must legally be present at a meeting to transact corporate business.
12. That part of a pleading which sets forth the relief sought.

Down

1. The absolute ownership of real property.
3. A law enacted by a legislative body.
5. Between the living, from one living person to another.
7. A proceeding in probate outside the residential state of the deceased.
9. Unreasonable delay in bringing suit.

Answer key can be found at page 26.

LEGAL SECRETARIES, INCORPORATED

CCLS ON-LINE STUDY GROUP

July 8, 2018 – September 9, 2018

If you are interested in studying for the California Certified Legal Secretary ("CCLS") Exam,** join LSI's CCLS On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed (see *CCLS Information Kit* on LSI website for a description of the sections of the exam).

Lectures (MP4) and materials will be posted no later than 7 pm on Sundays. Students may complete the material at their convenience. Access information will be provided upon enrollment in the classes.

****** NEW ******

Individual modules for each section of the CCLS Study Group are now available!

If you only need to study for a few sections, you may purchase individual modules for immediate upload at any time during the then-current Study Group class. You may also purchase all sections if you would prefer to study at your own pace.

Reminder – all material is intended for individual use only, and not for local association study groups

Students will be provided with homework and handouts. **Students are responsible for providing their own Law Office Procedures Manual, The Gregg Reference Manual (11th Ed.), California Style Manual (4th Ed.), and Pocket Guide to Legal Ethics, NO LATER THAN the start of the classes.** Students are also encouraged to have the CCLS Study Guide.

***All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LSI's website.*

CCLS STUDY GROUP REGISTRATION
(Please type or print clearly)

Name: _____ Association: _____ LSA/LPA
Phone: _____ Email: _____

10-Week Study Group:
First time participation: \$100 Members \$150 Non-Member
Subsequent participation: \$ 50 Members \$ 75 Non-Members

Individual Modules: (\$15 each Members; \$25 each Non-Members)
 California Legal Procedure Legal Terminology Legal Computations
 Skills Reasoning & Ethics
 Law Office Administration Ability to Communicate Effectively

Payment: Check # _____ Credit Card # (Visa/MC only) _____
Expiration Date: _____ Sec. Code: _____

DEADLINE TO REGISTER IS JUNE 22, 2018.. Send registration to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 101 W. Broadway, Ste. 1700, San Diego, CA 92101 or email lsiccls@outlook.com (with credit card information). You may also pay via PayPal at www.lsi.org. **NO REFUNDS AFTER JULY 2, 2018.**

STRIVE FOR SUCCESS – BE A CCLS!



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)

(Select one)

- | | |
|--|---|
| <input type="checkbox"/> Northern California | <input type="checkbox"/> Saturday, March 16, 2019 |
| <input type="checkbox"/> Southern California | <input type="checkbox"/> Saturday, September 15, 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"/> Payable to "LSI" Mail to above address	PayPal <input type="checkbox"/>
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: <input type="checkbox"/> Yes (enclose copy of LSI Membership Card) <input type="checkbox"/> 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. March 2018

**Legal Specialization Sections
Lunch & Learn Webinar**



BLUEBOOK V. CALIFORNIA STYLE MANUAL

Presented By:

Mary-Beth Moylan, Associate Dean for Experiential Learning, University of the Pacific, McGeorge School of Law

June 21, 2018, 12-1 pm

ONLINE REGISTRATION AND PAYMENT AVAILABLE AT WWW.LSI.ORG

All Legal Specialization Section Members	LSI / Local Association Member	Non-LSI Member or Attorney
Free with Advanced Reservations \$5 After June 7, 2018 <input type="checkbox"/>	\$10 with Advanced Reservation \$15 After June 7, 2018 <input type="checkbox"/>	\$15 with Advanced Reservation \$20 After June 7, 2018 <input type="checkbox"/>

REGISTRATION WILL CLOSE ON JUNE 14, 2018.

Name: _____ E-mail: _____

Phone: _____ Local LSI Association: _____ (No abbreviations.)

Questions for the Speaker: _____

CLE Certificate Requested: CCLS -- Paralegal -- Attorney [Bar No. _____]
Payment: Check (made payable to LSI) Credit Card or PayPal Available at www.lsi.org

Send completed form and payment (check made out to LSI) to:

Renee M. Evans, CCLS, Webinar Section Leader, c/o Dentons US LLP,
4655 Executive Dr., Suite 700, San Diego, CA 92121; Email: lsiwebinar@gmail.com

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that this seminar has been approved for minimum CLE credit of 1 hour by the State Bar of California.

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

Legal Procedures/Court Updates

Proposed California Rule of Procedure of the State Bar Regarding Third Party Subpoenas

The State Bar seeks public comment regarding a proposed amendment to the Rules of Procedure of the State Bar regarding third party subpoenas. Deadline: 5 p.m. July 31, 2018

For the full background and proposal: <http://www.calbar.ca.gov/About-Us/Our-Mission/Protecting-the-Public/Public-Comment/Public-Comment-Archives/2018-Public-Comment/2018-05/Proposed-California-Rule-of-Procedure-of-the-State-Bar-Regarding-Third-Party-Subpoenas>

San Francisco Superior Court

Attention Court E-Filers: On May 15, 2018, the San Francisco Superior Court eliminated the Court-run e-filing portal to e-file documents with the Court. The Court has 19 e-filing vendors that may be used for future e-filing. Please see comprehensive list of court approved e-filing vendors. We apologize in advance for any inconvenience this may cause for e-filing customers. If you have any questions regarding documents filed through the Court's E-filing portal prior to May 15, 2018, please call 415-551-3824.



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@legalshieldassociate.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>
FINANCIAL PROVIDERS	
<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>
CREDIT UNIONS	
<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 worshiping 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>

Revised 03/2017

2018-2019 Committee Members

Advertising
Crystal Rivera

Audit (Financial Review)
Kim Bogie, Gisele Mitsuk, Open

Benefits
Mary Taylor

Budget Committee
Crystal Rivera, Open (2)

Bulletin Editor
Dawn Forgeur, CCLS

Bulletin Proofing
Christie Kaelber, Jessica Patton,
Shannon Kline

California Certified Legal Secretary
Elizabeth Madden, CCLS

Charitable Projects
Gisele Mitsuk

Day in Court
Jessica Patton (Chair), Nita Smith, Open

Employment
Jaymie Moralez

Historian - Open

Interclub - Open

Law Office Products & Management
Gisele Mitsuk

Legal Procedures - Open

Legal Professional of the Year/Boss of the Year
Elizabeth Madden, CCLS
Michelle Chavez, CCLS

Legal Secretarial Training
Astrid Furstner, CCLS, OCP
Dawn Forgeur, CCLS

LSI Annual Conference 2020
Crystal Rivera
Corene Rodder

Marketing & Membership
Crystal Rivera

Nominations & Elections
Crystal Rivera, Dawn Forgeur, CCLS, Open

Professional Liaison
Dawn Willis

Programs - Dinner & Lunch
Lynne Prescott, CCLS

Publicity
Terry Olson

Reservations & Reception
Corene Rodder

Scholarship
Crystal Rivera, Lynne Prescott, CCLS

Vendor Liaison
Jennifer Estabrook, CCLS

Ways & Means - Open

Website / Social Media
Deseree Aguillen

Fairytales Town
Deseree Aguillen, Christina Witt

Reno Bus Trip
Crystal Rivera, Corene Rodder

2018-2019 Executive Board



**Brenda Bracy, CCLS
President**

Brenda is a legal secretary with Boutin Jones Inc. in their Litigation Department. She has been a member of SLSA since 2014, and was Vice President from 2016-2017 and Secretary from 2015-2016. She has been in the legal field for 30+ years.
president@slsa.org



**Kelly Leca
Secretary**

Kelly is the Administrative Assistant at Messing Adam & Jasmine LLP. Kelly has been a member of SLSA since 2016. She has been in the legal field for 7 years.
secretary@slsa.org



**Marci Frazier
Treasurer**

Marci is a civil and bankruptcy litigation secretary at Downey Brand LLP. She has been in the legal field for 30+ years and has held several positions including paralegal, office manager, and legal secretary.
treasurer@slsa.org



**Jan Ainsworth
Governor**

Jan is a litigation secretary and docket clerk for Murphy Austin. She has been in the legal field for 30+ years and was awarded Lifetime membership in SLSA. She has served SLSA in many capacities over the years, including President (2002-2004).
governor@slsa.org



**Crystal Rivera
Executive Advisor**

Crystal is a legal secretary at Somach Simmons & Dunn, an environmental law firm. She has been a legal secretary since 1979. She has served SLSA in many capacities over the years, including President (2015-2017).
executiveadvisor@slsa.org



**Astrid Furstner, CCLS, OCP, CORE Registered Paralegal
Parliamentarian**

Astrid has been a paralegal for 15+ years, with a specialization in environmental law and litigation. She was awarded Lifetime membership in SLSA. She has served SLSA in many capacities over the years, including President (2005-2007, 2010-2011).
parliamentarian@slsa.org

CAPITOL DIGITAL

Free Pickup & Delivery in the Greater Sacramento Area

Available 24 hours a day — Seven days a week!

No Rush Fees

(916) 449-2820

Electronic Discovery	Web Hosting
Litigation Copying	Litigation Scanning
Bates Numbering	On-Site Copying & Scanning
Coding	Banner and Court Exhibit Boards
Labeling	Oversized Copying, Scanning & Printing
Binding	Color Copying, Scanning & Printing
High Volume Copying	Video & Audio Duplication
X-Ray Duplication & Scanning	File Conversion

GSA Contract Holder
Contract 0123456789

555 Capitol Mall, Suite 235 • Sacramento, CA 95814 • (916) 449-2820
www.Capitol-Digital.com