

The Legal Eagle

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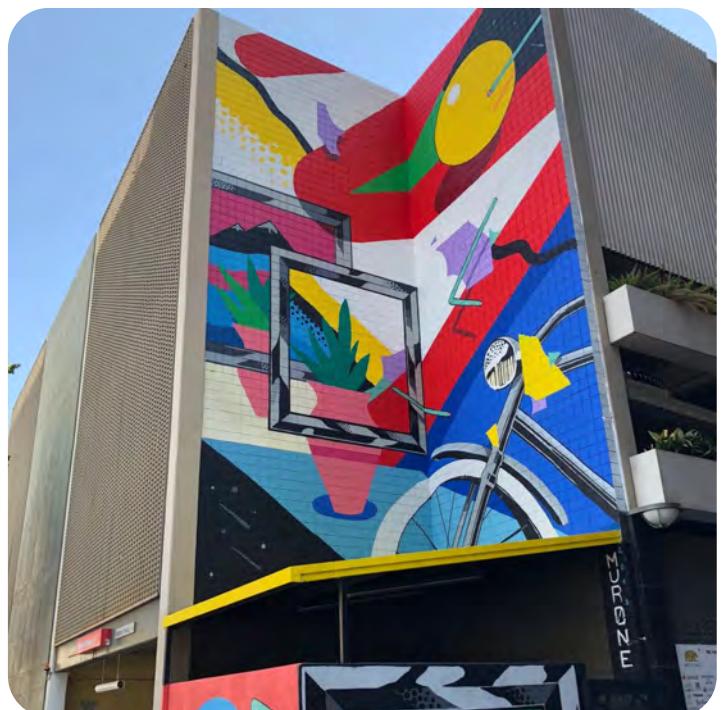


Photo Credit Dawn Forgeur, CCLS

Current and Upcoming Events

Sep 20	SLSA Dinner Meeting Register by September 16	Oct 9	SLSA Board Meeting
Sep 24	Entries due for LPOTY and BOTY	Oct 18	Columbus Day - Courts Closed
Oct 6	Reno Bus Trip	Oct 18	SLSA Dinner Meeting Register by October 14

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President's Message

By: Brenda Bracy, CCLS

Can you believe we are nearing the end of summer already? As our summer comes to a close I hope everyone enjoyed their vacations and forwarded your pictures to our Bulletin Editor, Dawn Forgeur, CCLS, to be included in our Bulletin. I didn't take a vacation this summer like I usually do, so I didn't personally submit any pictures. This summer seemed to just fly by, to me anyway. The kids are back in school and the traffic is back to being hectic and congested again.

I have spent a lot of time this summer with the various members of our Association and I just want to say how much I enjoy being a part of SLSA and being your president. I truly enjoy spending time with all of you and I have made some lifetime friends from being a part of this association. I can honestly say that over this summer I have had some personal issues and several of you have reached out to me and spent time with me. I can't tell you how much that has meant to me. I know I can count on any of you in my time of need and I want all of you to know that each of you can count on me and the rest of this organization if you ever need anything as well. We are a great organization and the members have the biggest hearts that I have ever known.

Since my last report, I attended the LSI 1st quarterly conference in Stockton, and it was a lot of fun and I attended some great classes. On Friday night, a few of us attended the "game night" with other associations. It is a great way to get to know members of the other associations. On Saturday, I attended the Board of Governors meeting and the President's Lunch, which is a roundtable discussion with LSI President Heather Edwards and other association presidents. The afternoon was spent attending two classes and then Saturday night was the banquet. Sunday morning was the brunch with everyone.

This last Saturday, SLSA hosted its first ever BUNCO event, which was also my first time ever playing. We had so much fun. We will definitely do this again. First of all, I want to thank my daughter, Sacramento Police Officer Pamela Zamarripa, for getting the SPOA building for us to use for the night for really cheap. Second, I want to thank the committee members, Crystal Rivera, Corene Rodder, Michelle Chavez, CCLS, Dawn Forgeur, CCLS, Anne French, Rebecca Lerma (who did all of the cooking for the tacos), Jan Ainsworth, Crystal's best friend Jane and her sister Jean, and everyone else who helped us and came out to play for making it a huge success. We had a ton of raffle prizes that Crystal worked hard to get. The food was good, the game was fun, the prizes were great and we had a wonderful time. We even had a few members from the Placer County Association attend, who are pros at the game (since they host BUNCO every year). I hope to see more members come out and join us next time. Everyone who came out said they would do it again.

Our next event is our Reno Bus Trip, which is scheduled for October 6, 2018. I encourage all of you to sign up early as it will sell out. This is such a blast and we always have a lot of fun. The flyer is on the website. We will have a lot of raffle prizes for this event as well. During the bus ride we play games, drink, eat, and give away raffle prizes. If you don't like to gamble, the Italian Festival is also going on that day so you can walk around and check that out instead.

We have many new members in our Association this year. Please reach out to our new members and make them feel welcome. Become more involved this year. If anyone is interested in being on a committee or being on the board, please reach out to me or a board member. We could use more help and it is always rewarding to be more involved.

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.

Sacramento Legal Secretaries Association

Dinner Meeting • September 20, 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



Proposition 65: What Do All Those Warning Signs Really Mean??

**Guest Speaker: Melissa Jones
Stoel Rives**



MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing legal education credit in the amount of **0.5 hours** by the State Bar of California.

RSVP by Midnight on Sunday, Sept. 16*

Dinner Menu – Choice of:

- Spaghetti with Clam Sauce
- Spinach & Cheese Ravioli
- Baked Lasagna

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

\$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



Thank You to Our Valued Vendor Partners!

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



SLSA RENO BUS TRIP

Sponsored by

Sacramento Legal Secretaries Association

Saturday, October 6, 2018

8 AM to 7 PM

Destination: The Silver Legacy Resort Casino



\$35 per person

Please register online at SLSA.org

Mail checks to Corene Rodder

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

(Convenience fee of \$1.35 to purchase tickets via PayPal or Credit Card)

Deadline to register is Friday, September 28, 2018

Your ticket Includes:

- Buona Occasione!!! Raffle Prizes!!!
Raffle Tickets: 1 for \$1,
7 for \$5, and 16 for \$10
- Free enjoyment of the
Annual Great Italian Festival
- Free credit voucher for the casino and
a food voucher
- Do not forget. Wear something obviously **ITALIAN** and get a free raffle ticket
- Open to members & non-members -- must be at least 21 years of age
- \$2 - Soft Drinks/Bottled Water
\$3 - Beer, Bloody Marys, Mimosas &
Screwdrivers
- Games and Prizes!!
- Free **Omaggio** Bags

We have two convenient pick up locations:

Arden Area – 7:15 a.m.

On street, in front of Hilton - Arden West
220 Harvard Street
Sacramento, CA

(Hilton is offering free validated parking – please
park at the rear or sides of hotel so hotel guests
can park in front; bus will pick up passengers on
the street in front of hotel)

Citrus Heights Area – 7:30 a.m.

Parking lot of the Safeway/CVS
5333 Elkhorn Blvd
Sacramento, CA

(management asks that you park in spaces
closest to Elkhorn Blvd)

Seating is Limited!! – First Come, First Served!! – Register NOW!!

Questions???

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



~ Drawings for Raffle Prizes Held on the Return Trip from Reno ~

Sacramento Legal Secretaries Association's
***LEGAL PROFESSIONAL
OF THE YEAR***
2018 – 2019

Nominations for
SLSA's 2018-2019
***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 describe the nominee in three words.

**Please email your essay by 5:00 p.m., September 24, 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 October 18, 2018, dinner meeting.
In recognition of his/her accomplishment, the winner will receive a plaque,
certificate of recognition, and a \$75 gift card.

Sacramento Legal Secretaries Association's
BOSS OF THE YEAR
2018 – 2019



Nominations for
SLSA's
2018-2019
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., September 24, 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 October 18, 2018, dinner meeting and will receive well-deserved recognition.

Governor's Report

By: Jan Ainsworth

LSI's First Quarterly Conference was held August 16-19, 2018, at the Stockton Hilton in Stockton, California. Eight SLSA members were in attendance; eight LSS seminars were attended; and we earned 1,100 Chapter Achievement Points.

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

CAPs TO DATE: 10,825 points.

The Board of Governors ("BOG") meeting convened at 9:05 a.m. on August 18, 2018; 26 Governors were present constituting a quorum. The Minutes of the 2018 Pre-Annual Conference BOG Meeting were timely mailed and approved. The Minutes of the 2018 Post-Annual Conference BOG Meeting were timely mailed and approved.

Review of membership numbers: total members – 1,017, including MALs, 21 Student Members, and 3 Associate Members.

New marketing promotional item: LSI insignia blue writing pens @ \$2.50/each.

New launch campaign: "Meet LSI" – I will let our scrip winner describe this exciting promotion to you in her report.

Per capita received as of July 31, 2018: \$18,300 from 32 associations (out of 34).

Second revision of the LOPM is currently being reviewed.

Monterey County LSA dissolved and donated its proceeds in the amount of \$692.98 to LSI's General Account to use at its discretion.

There was a Recommendation by the CCLS Certifying Board to amend LSI SR 12.9 to increase the deferral fee and the late fee each by \$15. The recommendation is to strike \$30 and insert \$45. If adopted, the deferral fee and the late fee would each be \$45. Votes were cast, the Ayes had it, the Recommendation was adopted and effective immediately.

There was a Recommendation by the Editor of The Legal Secretary to amend LSI SR 1.1 to increase the monetary prizes awarded for 1st and 2nd places. The recommendation is to strike \$50 after 1st Place and insert \$75, and strike \$35 after 2nd Place and insert \$50. Votes were cast, the Ayes had it, the Recommendation was adopted and effective immediately.

Unfinished Business: LSI's contract with NextGen (our webinar provider) will be renewed. The profits are split 60/40 Next Gen/LSI.

New Business: Proposed Bylaw Amendment No. 1: This amendment is proposed by LSI member Betty Thomas of San Gabriel Valley LSA for the purpose of increasing LSI per capita tax by \$10 per year, effective May 1, 2019. As you members know, we discussed this at length at both the July and August dinner meetings and we were all puzzled by the "per year" wording in the Amendment. At the Governors' Lunch, I questioned the maker (Betty Thomas) about the "per year" asking if it was her intention to raise per capita tax \$10 per year each year. She deferred to the LSI Parliamentarian, Kristi Edwards, CCLS, who was present at our lunch who stated that she simply wrote down what the member said. At that point, I said that it was poorly worded and needed explanation or the Bylaw Amendment would fail. Once confirmation was had that it is not per year each and every year, the LSI Secretary, Rod Cardinale, Jr., asked for a vote consensus to make it easier at the BOG meeting once it reconvened in the afternoon and the majority of governors were in favor.

Governor's Report, cont.

By: Jan Ainsworth

Long story short – the Bylaw Amendment was proposed, there was a motion to amend to strike \$20 and insert \$30, it was seconded but failed. San Diego LPA made a motion to postpone to SLSA's November 2018 Quarterly Conference; it was seconded by Conejo Valley LPA; however, it was defeated with a standing vote (18 against and 8 in favor) and so that motion failed. Thereafter there was a standing vote on the actual per capita bylaw amendment (18 in favor and 8 against). The motion passed. Effective May 1, 2019, Per Capita tax will increase by \$10.

New Business Continued: Napa County LPA and Santa Barbara LPA are dissolving their Associations effective immediately.

We adjourned at 2:45 p.m.

We reconvened at Sunday Brunch at 9:00 a.m. with roll call dispensed.

President's Announcement: The winners of the four scrip tickets to the November 2018 Quarterly Conference to be held at The Silver Legacy Hotel, Reno, Nevada, Host Association Santa Clara County LPA are:

1. Santa Clara County LPA;
2. Stockton/San Joaquin County LPA;
3. San Francisco County LPA; and
4. Fresno County LSA.

We adjourned at 10:10 a.m.

Jan Ainsworth, Governor, Sacramento LSA



Jan Ainsworth and Debra Clark

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.

LSI's 1st Quarterly Conference

By: Maryanna Rickner

I was randomly selected by the SLSA Executive Board as one of its members to attend the LSI First Quarterly Conference in Stockton, California, on August 17-19, 2018. The conference was hosted by the Stockton-San Joaquin County LPA with the theme "All Roads Lead to Stockton." The following is a summary of my conference experience.

I arrived at the Stockton Hilton on the evening of Friday, August 17. After checking into the hotel, I attended the outdoor reception held in the courtyard. The menu included meatballs and a potato bar with all of the fixings. During the event, I connected with LSI and SLSA members, including LSI Vice President Lynne Prescott, CCLS and SLSA Governor Jan Ainsworth. I was unable to make the Grand Juries workshop that took place earlier that evening but I heard from attendees that San Joaquin County Deputy District Attorney Caitlin M. Casey did a wonderful job presenting it for the Continuing Education Council.



On Saturday, August 18, I checked in at the conference registration table and received a goodie bag filled with supplies for the conference (e.g., paper pads, pens, snacks) and local information about Stockton.

I attended the morning session of the Board of Governors led by LSI President Heather Edwards. Following the Pledge of Allegiance and Code of Ethics, President Shannon Quigley, Santa Clara County LPA gave an inspirational message regarding her journey to becoming president of her association. The reports of elected and appointed officers followed. Vice President Lynne Prescott, CCLS, announced during her report of the Membership and Marketing Committee Coordinator that the Marketing Team is starting an aggressive campaign to market LSI to the world, which will include Facebook, Twitter, Instagram, articles, mobile learning, and an on-demand library. Members are encouraged to become

e-subscribers (no cost) by clicking on "Become an E-Subscriber" at www.lsi.org. Ms. Prescott concluded her report with a tribute to legendary singer Aretha Franklin, noting that LSI's marketing focus should be "What You Need, Baby We Got It!"

A coffee break was provided at the conclusion of the Board of Governors morning session. The remainder of the morning workshops were provided on estate planning and government claims. I proceeded to visit the vendors area that included One Legal and Behmke Reporting and Video Services. Afterwards, I had a chance to catch up with SLSA members Corene Rodder, Elizabeth Madden, CCLS, and Michelle Chavez, CCLS.

During the afternoon session of the Board of Governors, the committee chairmen and special committees reports were presented. Erika Garduno, Desert Palm LPA, provided information on the #MeetLSI and E-Subscriber components of LSI's social media. Mary Rocca, CCLS, Outgoing Liaison to the Law Practice Management & Technology Section of the California Lawyers Association (CLA) explained during her report the importance of CLA as an educational body since the California State Bar Association no longer provides an education element.

LSI's 1st Quarterly Conference, cont.

By: Maryanna Rickner

At the conclusion of the Board of Governors afternoon session, workshops on recent criminal law developments; cannabis (state laws v. federal laws); subrogation; and corporate entities in California were provided.

During the evening reception, vendor prizes were announced resulting in many happy winners! The evening banquet followed and provided a delicious dinner menu. There was a great deal of fun going on around the SLSA table with President Brenda Bracy, CCLS; Governor Jan Ainsworth; Executive Advisor Crystal Rivera; Dawn Forgeur, CCLS; Tammy Hunt, CCLS; and Debra Clark. The guest speaker, San Joaquin County Superior Court Judge Barbara A. Kronlund provided a very informative presentation on Judicial Independence and its importance to our democracy. I found the information to be quite eye-opening.

Brunch on Sunday, August 19, was scrumptious and consisted of breakfast items appealing to every palate. Afterwards, the Stockton Police Department provided information on the Stockton Police K-9 Connection (a non-profit organization) as part of its community outreach. Guest speaker Lieutenant Bradley Burrell introduced Officer Ronald Zalunardo and his partner, K-9 Roscoe, a seven-year-old Belgian Malinois. Roscoe was certainly the hit of the presentation. The results for the opportunity raffle prizes were then announced by the associations and commemorative gifts were presented to LSI President Heather Edwards by the Stockton-San Joaquin County LPA. It was a good time to visit with other association members, close the festivities, and bid farewell.

Overall, I truly enjoyed the time I spent at this conference. Thank you SLSA for this opportunity! I am looking forward to attending another conference in the near future. Hopefully I will see you there.



Officer Ronald Zalundardo
and K-9 Roscoe



Brenda Bracy, CCLS, Tammy Hunt,
CCLS, and Dawn Forgeur, CCLS



Brenda Bracy, CCLS and Debra Clark

Answers to CCLS Quiz

- | | |
|--|---|
| 1. T | 6. T |
| 2. F (18 years old) | 7. T |
| 3. T | 8. F (30 days) |
| 4. F (EXCEPT an entity or organization that cultivates
or distributes cannabis) | 9. F (one year) |
| 5. T | 10. F (MAY verify any other information that has not changed) |

Conference Pictures



Jan Ainsworth, Debra Clark, Crystal Rivera, Dawn Forgeur, CCLS, Maryanna Rickner, Tammy Hunt, CCLS, Brenda Bracy, CCLS, and Lynne Prescott, CCLS



Dawn Forgeur, CCLS and Tammy Hunt CCLS



Jan Ainsworth and Debra Clark



Brenda Bracy, CCLS



Elizabeth Madden, CCLS and Crystal Rivera



Dawn Forgeur, CCLS and Crystal Rivera

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

Upcoming Conferences



- November 2018 Quarterly Conference
Silver Legacy Hotel & Casino, Reno, NV.
Dates: November 9-11, 2018
Scrip - \$120 / Room - \$110
Host Assn: Santa Clara County LPA

February 2019 Quarterly Conference
Viejas Casino & Resort Hotel, Alpine, CA
[Opposite the Viejas Factory Outlet Mall]
Dates: February 15-17, 2019
Scrip - \$150 / Room - \$167.63
Host Assn: San Diego County LSA

- May 2019 Annual Conference
DoubleTree by Hilton Fremont/Newark
Newark, CA
Dates: May 15-19, 2019
Scrip - \$135 / Room - \$159
Host Assn: Alameda County LSA

August 2019 Quarterly Conference
Hilton Los Angeles North/Glendale, Glendale, CA
[Nearest Airport: Bob Hope/Burbank]
Dates: August 15-18, 2019
Scrip - \$182 / Room - \$175
Host Assn: San Gabriel Valley LSA

- November 2019 Quarterly Conference
Hilton SF Financial District, San Francisco, CA
[Located across the street from Chinatown]
Dates: November 21-24, 2019
Scrip - \$165 / Room - \$185
Host Assn: Alameda County LSA

February 2020 Quarterly Conference
DoubleTree Hotel, Modesto, CA
Dates: February 21-23, 2020
Scrip - TBA / Room - TBA
Host Assn: Stanislaus County LPA

- May 2020 Annual Conference
Hilton Arden-West, Sacramento, CA
Dates: May 7-10, 2020
Scrip - \$138 / Room - \$149
Host Assn: Sacramento LSA

August 2020 Quarterly Conference
Stockton Hilton, Stockton, CA
Dates: August 21-23, 2020
Scrip - \$135 / Room - \$149
Host Assn: Stockton/San Joaquin County LSA

Updated 8/23/18



Legal Procedures & Court Updates

Sacramento County Superior Court

Proposed Amendments to the Local Rules Effective 01/01/2019

The proposed amendments to the 2019 Local Rules for the Superior Court of California, County of Sacramento are now available for public comment. The comment period closes Tuesday, October 9, 2018. Please send any comments to LocalRules@saccourt.ca.gov.

Click this link for the [Proposed Amendments to the 2019 Local Rules](#).

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN FRANCISCO



NOTICE OF REDUCED HOURS IN SAN FRANCISCO CLERKS' OFFICES

ANNOUNCEMENT

The Superior Court of California, County of San Francisco, hereby provides public notice, pursuant to Government Code Section 68106, of a reduction of hours for clerks' offices. This reduction in hours is necessary to meet a budget-driven decrease in staffing. Court staffing levels have decreased by 30 percent over the past 10 years.

REDUCED HOURS

Effective October 22, 2018, all Clerks' Offices will close to the public at 2 p.m. everyday. This is a reduction of two hours per day.

All of the clerks' offices are affected. These clerks' offices are located at:

- Civil Clerk's Office, 400 McAllister Street, Civic Center Courthouse (CCC), Room 103
- Unified Family Court Clerk's Office, 400 McAllister Street, CCC, Room 402
- Criminal Clerk's Office, 850 Bryant Street, Hall of Justice (HOJ), Room 101
- Traffic Court Clerk's Office, 850 Bryant Street, HOJ, Room 145
- Juvenile Delinquency Clerk's Office, 375 Woodside Avenue, Juvenile Justice Center, Room 101.

All clerks' offices will be open from 8:30 a.m. to 2 p.m. Drop boxes will be available outside each main entrance of all clerk's offices between 2 p.m. and 4 p.m. Documents received in the drop box by 4 p.m. will be processed with a same-day filing date.

PUBLIC COMMENT

Any person wishing to comment on the Court's plan for these limited service days may provide written comment by emailing sfcourtbudget@sftc.org. The public comment period will close on October 19, 2018.

Member News

By: Crystal Rivera

Welcome, and congratulations to the following new members of SLSA.

ACTIVE MEMBERSHIP

Brianna Behnoud – Brianna is an Associate Governmental Program Analyst-Legal Support Specialist at the office of the California State Auditor, and has been employed as a legal professional since 2016. She specializes in government. She celebrates her birthday on May 12 and enjoys crafts, kickboxing, pilates, and cooking.

Maria Cantrell – Maria is a paralegal at Diepenbrock Elkin Gleason LLP, and has been employed as a legal professional since 1990. She specializes in litigation. She celebrates her birthday on December 17. She was a member of San Francisco Legal Professionals Association.

Tommi Colwell – Tommi is a legal secretary at Hardy Erich Brown & Wilson, and has been employed as a legal professional since 1979. She specializes in litigation. She celebrates her birthday on May 7 and enjoys traveling, sports (spectator only), reading, and her grandchildren. She was a previous member of SLSA and Contra Costa Legal Professionals Association.

Jeanette DeLap – Jeanette is a legal secretary at Jeppson & Griffin, LLP, and has been employed as a legal professional since 1986. She specializes in litigation. She celebrates her birthday on March 21 and enjoys piano playing, reading, and baseball.

Wendy Jones – Wendy is a legal secretary at Abbott & Kindermann, Inc., and has been employed as a legal professional since 1996. She celebrates her birthday on July 26 and enjoys wine tasting, traveling, hanging out with family and friends.

Reyna Martinez – Reyna is a case assistant at Stoel Rives LLP, and has been employed as a legal professional since 2016. She specializes in business/corporate law, criminal law, and litigation. She celebrates her birthday on January 22.

Sharla Maxey – Sharla is a legal secretary at California Massage Therapy Council, and has been employed as a legal professional since 1990. She specializes in arbitration, business/corporate law, law office management, and litigation. She celebrates her birthday on January 24 and enjoys fitness, volleyball, taking pictures and creating beautiful things/gifts with the pictures and spending time with friends and family. She was a previous member of SLSA.



Tommi Colwell, Reyna Martinez, Brianna Behnoud, Wendy Jones

WELCOME

Member News, cont.

Happy September Birthdays!



Dawn Willis - September 11
 Tiffany Meier - September 13
 Alicia Malerbi - September 15
 Dawn Forgeur, CCLS - September 17
 Kobi Wear - September 22
 Lynne Prescott, CCLS - September 24
 Lacy Monserrat, CCLS - September 25
 Corene Rodder - September 28

Condolences

Our condolences to Luke Patterson on the passing of his father, James Patterson. You may read his obituary at: www.legacy.com

From the LSI President

It is with a heavy heart that I inform you that after a difficult battle with inoperable cancer, Ray C. Estabrook, Attorney at Law, husband of Diana E. Estabrook, PLS, LSI Past President 1984-1986, departed this life on August 9, 2018 peacefully. September 2 would have been Diana and Ray's 55th wedding anniversary and their son Pete's 53rd birthday. Cards of condolence may be sent to Diana's home at the following address:

Diana E. Estabrook, PLS
 340 Lacrosse Avenue
 Santa Rosa, California 95409

Email condolences are just fine as well to: diana.estabrook@att.net

It is with much sadness that I inform you of the passing of Maria Mecca, Daughter-In-Law to our LSI Treasurer, Diane Mecca, CP, CBA on Thursday, August 30, 2018. Maria is survived by her husband, Diane's son, Shawn Mecca and their children: Michelle, Michael, Jacob, Hannah, Veronica, and Shawnee. Cards of condolence may be sent to Diane as follows:

Diane M. Mecca, CP, CBA
 LSI Treasurer
 P.O. Box 580624
 Modesto, CA 95358

You may also email her at dianemecca@hotmail.com

Parliamentarian's Corner

By: Astrid Furstner, CCLS, OCP, CORE Registered Parliamentarian

Oops! I've made a mistake. Now what?

As the Secretary or Treasurer you usually submit monthly reports. Is perfection required? Absolutely not! It is certainly something that we strive for, but mistakes happen, which is why we, as members, are supposed to review the reports. What happens if we see a mistake? According to Robert's Rules of Order, "it is important to recognize that the minutes you draft [or report] are only proposed minutes, which do not become the official record of proceedings until approved, perhaps with corrections, by the organization."

For example, the minutes are handed out to all members to review. After the Secretary makes the motion to approve the minutes as presented, you see that Susan's name is misspelled and it really should be Suzanne. Yikes! Raise your hand and wait to be recognized. After the chair calls on you, you can then state your correction.

"Madame President, on page 2 after the third paragraph, the name Susan should be corrected to state Suzanne." (The Secretary will make the correction.)

"Are there any further corrections?"

If none, then the chair will ask if the members approve the minutes as corrected. If yes, then the motion passes, and what becomes the official record is the corrected minutes.

See, easy! Mistakes happen to all of us. A spelling error, a transposition of numbers, a simple misunderstanding. However, together as a team, we review the reports and approve or correct items as needed. The fact is that while we want to be perfect, we are not. Sadly, we are just humans. Some of us may have a little extra magic or glitter, but we are humans nonetheless. The important part is that we are volunteers and we are here to network, learn something new, and help lift each other so that we can be the best legal professionals we can be.

Until the next time ...

The advertisement for Aptus Court Reporting features a large, stylized '@' symbol in the background. At the top, the 'aptus' logo is displayed in red with 'COURT REPORTING' in smaller text below it. In the center, the text 'Experience The Aptus Difference!' is shown above a portrait of a woman with dark hair, identified as Jaime Gooch. To the right of her photo, her title 'Business Development Executive' and contact information are listed: email (jgooch@aptusCR.com), phone number (559.455.7628), and another phone number (866.999.8310). Her website, www.aptusCR.com, is also mentioned. At the bottom, the tagline 'Connecting Testimony & Technology Worldwide' is visible.

August Dinner Meeting

By: Dawn Willis



Dawn Willis and SCBA President Sil Reggiardo

SCBA President Sil Reggiardo was our guest speaker at the August 16th dinner meeting. Sil provided an overview of the Sacramento County Bar Association (SCBA) along with the composition of the Board of Directors; which includes the Executive Committee and Members At-Large, as well as recognizing SLSA as an Affiliate Association. I have been the SLSA Professional Liaison since 2016 and have enjoyed the inclusion of our noble profession with the local Bar Association. SLSA members are welcome to join the SCBA at the \$40 Associate Affiliate Membership level, which provides numerous member benefits.

Sil discussed in depth his area of expertise – Estate Planning and Administration. The two are definitely related and Sil reminded us that it is best to plan for efficient administration from the beginning. He also stated that, believe it or not, we all have an estate plan. Right now, without doing anything. The drawback is that we do not have any say in it. He warned that it is better to have an estate plan you create. Without an estate plan you create, California Law writes your will (intestate succession), beneficiary designations of various policies will distribute some of your assets, along with any joint accounts or pay-on-death accounts.

Having a plan you create takes into consideration who will receive your property, and under what terms; who will identify and distribute your assets after debts and taxes are paid; who will manage any trusts you might create to provide for others over time; who will make your financial decisions if you are alive but cannot make them; and, likewise, who will make your health care decisions if you are unable to make them yourself. These are all part of a complete Estate Plan.

Creating a trust is not a complicated process. Being a fiduciary relationship, a trust is not an entity that will control your life. It can be created before or after death. Trusts can be revocable or irrevocable. And almost always involve a trust document. A trust's main concern is principal and income.

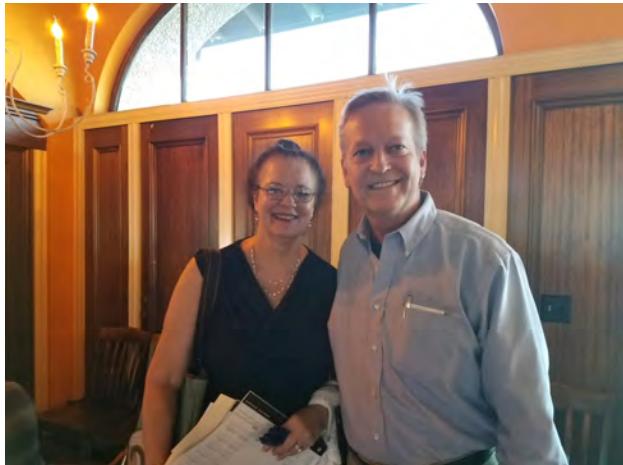
The trust document will operate on two things: Assets held by the trustee(s) and assets transferred to the trustee(s) (e.g., through a beneficiary designation). A will does not operate on trust assets nor assets that pass by beneficiary designation. But the will can “pour over” anything left outside the trust into the trust to be handled as the trust outlines.

Sil shared some of the various client attitudes towards estate planning he has come across, including: “When I am gone, I won’t care.” And, “I want to control my property even after I am gone.” The reverse side of that coin are the attitudes of beneficiaries. Sil quoted Downey Brand Seymour and Rohwer founding partner, Otto Rohwer: “Blood is thicker than water, but nothing thins blood faster than money.” Money and tangible personal property can be a major source of friction once someone has passed on.

When you are ready to create an estate plan, Sil gave some final advice: Run the mental movie through your head regarding how your planning might play out! And when you do have a plan in place, think about whether it is the plan you want. Is it complete? Will it do the job?

There are, however, other ways to avoid probate besides establishing a trust, keeping in mind that a court-supervised Probate Administration can be expensive and complicated. Those other ways include joint tenancy, community property with right of survivorship, transfer-on-death deed, pay-on-death account, joint account, spousal property petitions; and small estate affidavit and petition.

August Dinner Meeting - Photos



Elizabeth Madden, CCLS and Luke Patterson



Jan Ainsworth, Jaime Gooch, Launa Atkinson, CCLS



Drew Davis, Heidi Cornell, and Tommi Colwell



Mary Taylor, Christie Kaelber, and Lori Gilmette



Jennifer Estabrook, CCLS and Crystal Rivera

August Vendor of the Month

By: Jennifer Estabrook, CCLS

Our August Vendor of the Month was Luke Patterson of **Capitol Legal Investigations, Inc.** Capitol Legal Investigations is a private investigation firm assisting with civil trial preparation, workers' compensation cases, and liability matters, as well as custom investigations. Services include identifying and locating witnesses, legal clients, insureds gone missing, evidence, and financial assets. Located in Roseville, Capitol Legal Investigations' investigative field is both regional and national in scope, depending on the needs of the clients, which include insurance defense firms, plaintiff law firms, insurance carriers, claims administrators, self-insured governmental agencies, and employers in a multitude of industries. Capitol Legal Investigations' mission is to respond to client needs professionally, discreetly, and expertly, and to deliver well-written reports and current, pertinent information quickly, confidentially, and at a reasonable cost. For more information, please contact Capitol Legal Investigations at 916-784-3920, or visit its website at www.capitollegalinvestigations.com.

If your company is interested in being a Vendor of the Month for SLSA, please contact Jennifer Estabrook, CCLS at jestabrook@somachlaw.com



Brenda Bracy, CCLS, Luke Patterson, and Jennifer Estabrook, CCLS

SLSA Bunco Night!



Thank You

We want to thank our donors! SLSA hosted its first Bunco event on Saturday, August 25. It was a great success! Attendees enjoyed a delicious taco bar, chips/salsa, dessert, and cold beverages. This event could not have been such a success without the generous donations from the following individuals and companies:

Ashley Syvertsen of First Legal - \$50 Amex gift card
Astrid Furstner, CCLS of Atrum Arte - Four pairs of earrings
Brenda Bracy, CCLS - Doggie gift basket; large gift box with items from San Joaquin County; clutch handbag; garden statuary
Chris Nestor of House Kitchen & Bar - Four \$25 gift cards
Crystal Rivera - Two bottle wine basket; table top barbecue and ice chest; large pineapple-shaped cold beverage dispenser; 2-tier serving tray with candy; 4 cup garden planter with candy; 2 piece cutting board with strawberry huller; garden step stone; necklace/earring set
Debbie Jordan of Sacramento Placement Services - \$100 Macy's gift card
Elizabeth Madden, CCLS - Bracelets; candle; Party Lite table decoration; \$25 Jewelry gift certificate; Topsy Turvy strawberry planter; bamboo placemats
Geri Ximenez-Fujitani of Fujitani Consulting - \$40 Nordstrom gift card
Heidi Cornell and Drew Davis of Macro-Pro, Inc. - Ninja; Party Basket
Ignacio Solorio of 95814 Digital - \$50 dinner/movie gift card; bottle of wine
Jaime Gooch of Aptus Court Reporting - \$200 Arden Hills Spa gift card
Jenoa Derdowski of U.S. Legal Support - Kindle Fire HD; HP Sprocket
Kelly Munson and Jessica Taft-Williams of Compex Legal Services - Two \$50 Target gift cards
Lauri Greenberg of Moe's Process Serving Inc. - \$50 deVere's Irish Pub gift card; \$50 Paesanos gift card
Lynne Prescott, CCLS - Two bottles of wine; two bottles of sangria; oversized desktop calculator; Light Bright; smores kit gift basket; bath set gift basket
Marj Walker and Morgan Albanese of Veritext - Three bottle wine box set
Michelle Chavez, CCLS - Rodan & Fields basket
Patrick Diegelman of Il Fornaio - Three bottle wine box set
Rachel Malerbi - Italian pasta/spice box
Tristan Hopkins of Capitol Digital - Three bottles of wine, each with a free VIP wine tasting

We also want to thank the following committee members and other volunteers, without your help, this event would not have been as great as it was!

Dawn Forgeur, CCLS
Anne French
Rebecca Lerma
Crystal Rivera

Jan Ainsworth
Brenda Bracy, CCLS
Jean Caprile
Michelle Chavez, CCLS

Jane Klingelhoets
Corene Rodder
Pamela San Fillipi



**PLACER COUNTY LEGAL PROFESSIONALS ASSOCIATION
PRESENT**

FALL LUNCHEON AND BUNCO

SATURDAY, OCTOBER 20, 2018

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**

**FOR INFORMATION/TICKETS CALL
MARY AYALA (916) 207-0083 (CELL)
MARY AYALA (916) 788-1960 (WORK)
Email: maryayala44@yahoo.com**



California Certified Legal Secretary

By: Elizabeth Madden, CCLS

1. _____ Pursuant to the Medical Marijuana Program, a serious medical condition includes, but is not limited to, the following medical conditions: AIDS, Arthritis, Cancer, Glaucoma, Migraine, and any other chronic or persistent medical symptom that if not alleviated, may cause serious harm to the patient's safety or physical or mental health.
2. _____ A primary caregiver shall be at least 21 years of age.
3. _____ Every county health department shall do all of the following:
 - a. Provide applications upon request to individuals seeking to join the identification card program.
 - b. Receive and process completed applications.
 - c. Maintain records of identification card programs.
 - d. Utilize protocols developed by the department.
 - e. Issue identification cards developed by the department to approved applicants and designated primary caregivers.
4. _____ The county board of supervisors may designate another health-related governmental or nongovernmental entity or an entity or organization that cultivates or distributes cannabis to perform the functions described in question three.
5. _____ No person or designated primary caregiver in possession of a valid identification card shall be subject to arrest for possession, transportation, delivery, or cultivation of medicinal cannabis in an amount established, unless there is probable cause to believe that the information contained in the card is false or falsified, the card has been obtained by means of fraud.
6. _____ The department shall develop protocols that shall be used by a county health department or the county's designee to implement the responsibilities described in question three, including, but not limited to, protocols to confirm the accuracy of information contained in an application and to protect the confidentiality of program records.
7. _____ There are two easily distinguishable identification cards: an identification card that identifies a person authorized to engage in the medical use of cannabis and an identification card that identifies the person's designated primary caregiver, if any.
8. _____ The county health department or the county's designee may deny an application only for any of the following reasons:
 - a. The applicant did not provide the required information required and upon notice of the deficiency did not provide the information within 45 days.
 - b. The county health department or the county's designee determines that the information provided was false.
 - c. The applicant does not meet the necessary criteria.
9. _____ An identification card shall be valid for a period of two years.
10. _____ Upon annual renewal of an identification card, the county health department or its designee shall verify all new information and any other information that has not changed.



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. Ignatius, 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"/>	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"/>	<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

Sacramento Legal Secretaries Association



Dinner Meeting • October 18, 2018

**Old Spaghetti Factory
1910 J Street - Sacramento**

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



Sacramento Superior Court - Civil Division



Guest Speaker:

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

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

RSVP by Midnight on Sunday, Oct. 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)

\$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:

- Chicken Parmigiana (with Pasta)
- Spaghetti with Meatballs
- Vegetarian Pasta Plate

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

Thank You to Our Valued Vendor Partners!



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



Sacramento Legal Secretaries Association

Charitable Project for Loaves & Fishes
Winter/Christmas 2018

The tradition stays alive! SLSA is participating in the Loaves & Fishes Stocking drive for 2018. Last year our membership donated 60 full stockings. Let's try to fill 65 this year! You can help by donating items from the lists below. Cash donations also accepted to purchase missing items to fill the stockings at the December meeting. You can also volunteer to help fill the stockings at the December meeting. (No sign-up needed, just stay after the meeting and have fun with us!)

General

- Christmas Stockings - new or gently used
- Gift Cards - McDonalds/Target/Walmart
- Playing cards, gum, hand warmers
- Kids' toys – inexpensive, small and simple are best



Clothing

- Socks – new, one size fits all (men, women, children)
- Knit/stretch hats/beanies – new, one size fits all
- Knit/stretch gloves – new, one size fits all
- Knit scarves – new, one size fits all
- Shoelaces – new, adult or children



Travel-sized Toiletries

- Toothbrushes/toothpaste, combs/hair brushes, deodorant, feminine products, Chapstick
- Hand lotion, Vaseline, soap, hand sanitizer, tissue packs, Q-tips, shampoo, conditioner, shaving razors, shaving gel or shaving cream

NOTE: Donations can be brought to the November and December dinner meetings.

NOTE: Deadline for donations will be the December 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

Santa Clara County Legal Professionals Association Presents:

“FALL INTO WINTER”



November 9-11, 2018
LSI's 2nd Quarterly Conference
Silver Legacy Resort
407 N. Virginia Street, Reno, Nevada 89501
www.silverlegacyreno.com



CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____

Mailing Address: _____

City/State/Zip: _____

Cell/Home phone: _____ Work phone: _____ Email Address: _____

Local Association: _____ LSA LPA

Please check if applicable (include title)

State Officer: _____ President Governor CCLS PLS

State Chairman: _____

Please check if you are:

President Governor CCLS PLS

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

POSTMARKED ON OR BEFORE October 8, 2018	\$120.00	\$ _____
POSTMARKED ON OR AFTER October 9, 2018	\$130.00	\$ _____

INDIVIDUAL TICKETS:

Registration by **October 8, 2018** _____ @ \$20.00 \$ _____

Registration after **October 9, 2018** _____ @ \$30.00 \$ _____

Welcome Reception (Friday) _____ @ \$25.00 \$ _____

President's Luncheon (Saturday) _____ @ \$26.00 \$ _____

Chicken Ciabatta Sandwich Chicken Cobb Salad _____ @ \$26.00 \$ _____

Governor's Luncheon (Saturday) _____ @ \$26.00 \$ _____

Chicken Ciabatta Sandwich Chicken Cobb Salad _____ @ \$26.00 \$ _____

Open Luncheon (Saturday) _____ @ \$26.00 \$ _____

Chicken Ciabatta Sandwich Chicken Cobb Salad _____ @ \$26.00 \$ _____

Banquet (Saturday) _____ @ \$49.00 \$ _____

Prime Rib Pork Chicken _____ @ \$49.00 \$ _____

Brunch (Sunday) _____ @ \$26.00 \$ _____

TOTAL AMOUNT PAID: \$ _____

Special Dietary Request Vegetarian Other: _____

MAKE CHECKS PAYABLE TO “SCCOLPA NOV 2018 CONF”

RETURN THIS FORM & PAYMENT TO: M'Liss Jarvis Bounds, 2018 Quarterly Conference Registration Chair
c/o Hoge, Fenton, Jones & Appel, Inc.

60 South Market Street, #1400

San Jose, CA 95113

Phone: (408) 938-3808 Email: sccolpaconference@gmail.com

www.sccolpa.org (payment includes transaction fee)

No refunds after **October 8, 2018**

TO PAY BY PAYPAL:



**Santa Clara County Legal Professionals Association
Invites You to Celebrate
“FALL INTO WINTER”
LSI’s 2nd Quarterly Conference
November 9-11, 2018**

Silver Legacy Resort
407 N. Virginia Street, Reno, Nevada 89501
www.silverlegacyreno.com






**HOTEL REGISTRATION INFORMATION
BOOK EARLY! DEADLINE TO RESERVE ROOMS: OCTOBER 9, 2018**

For reservations PLEASE CONTACT RESORT DIRECTLY at 1-800-687-8733 or online at:
<https://silverlegacyreno.reztrip.com/ext/promoRate?property=1080&mode=b&pm=true&sr=309449&vr=3>

GROUP CODE: ISSCCLP **Check in:** 3:00 p.m. - **Check out:** 11:00 a.m.

ACCOMMODATIONS: (plus applicable taxes and resort fee*): **\$110** per night, single/double**

TRANSPORTATION:

Airport: The Reno Tahoe International Airport (RNO) is 4 miles from the resort and a 12-15 minute drive by car.

Car rental: The Silver Legacy has arranged for discounted car rental rates for attendees. The Enterprise rental desk is located in the hotel lobby; cars can be rented and returned at the airport or the hotel. For Enterprise reservations, please call [\(775\) 322-4755](tel:(775)322-4755) and use discount code L54H176.

Shuttle: The Silver Legacy offers airport shuttle service daily from 5 am-12 midnight, running every 30 minutes. The shuttle leaves the hotel valet on the hour and half hour and picks up at the airport at 15 and 45 minutes past the hour.

Parking: Self-parking garage and valet parking are both available.

Driving: The Silver Legacy, a landmark in downtown Reno, can be seen upon approach from any direction. The Silver Legacy is easily accessible from both the 395 and 80 freeways.

*For additional information contact:
Elise Dresser/Linda Neuman
2018 2nd Quarterly Conference Co-Chairs
Email: endresser@gmail.com/neumanlinda@hotmail.com*



* “Resort Fee” includes roundtrip airport shuttle service; valet and self-parking at hotel; unlimited local and toll-free telephone calls; complimentary in-room wireless internet for two devices per room and in-meeting spaces; property-wide high speed Wi-Fi, use of hotel’s health spa; and boarding pass printing at concierge desk.

** Guests are responsible for submitting a first night’s deposit to the hotel at the time reservations are made. Refunds will be issued if reservations are canceled 24 hours in advance of arrival date.

San Francisco Legal Professionals Association

September 25, 2018 Brown Bag Presentation



EXACTLY WHAT IS AN UNDOCUMENTED IMMIGRANT?

Tuesday, September 25, 2018

12:30 – 1:30 p.m.

Coblentz Patch Duffy & Bass LLP

One Montgomery Tower (Enter through 120 Kearny St.), Suite 3000,
San Francisco, CA 94104

Exactly what is an "undocumented immigrant" anyway? Marco Garzon will sort through today's "fake news" and let us know the true meaning and the life of these individuals in this presentation.

RSVP to: Francie Skaggs – francieskaggs@gmail.com - by: Friday, September 21, 2018

One Hour MCLE Credit & CCLS Continuous Education Certificates Available. This event is open to anyone in the legal industry. Feel free to share with your colleagues and friends. Attendees are encouraged to bring your lunch and enjoy the presentation.

About the Speaker:



MARCO GARZON, ESQ.

Before founding Argumedo Garzon Law Group, Marco Garzon was an immigration attorney with Suowitz & Argumedo. In this capacity, he represents the firm's diverse client base in numerous areas of immigration law, including removal and deportation defense, asylum, family-based immigration and consular processes. Prior to practicing immigration law, Mr. Garzon represented workers and immigrants in several areas of employment and worker's compensation law.

Having received his Juris Doctor degree from Golden Gate University School of Law in 2009, as a law student, in addition to an extended clerkship with Suowitz, Bell & Argumedo, Mr. Garzon volunteered with several community organizations that provide legal representation to low-income workers and immigrants in the San Francisco Bay Area.

Mr. Garzon is fluent in Spanish and English, and is an active member of the State Bar of California, the American Bar Association, and the American Immigration Lawyers Association.

The SFLPA is an accredited MCLE Provider through Legal Secretaries, Incorporated. For more information about the programs offered through the SFLPA, visit our website at: www.SFLPA.org.



Please Join Us For
Legal Specialization Sections
Lunch & Learn Webinar on
ETHICS

Presented By: David C. Carr, Esq.

October 11, 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 Reservation Registration is \$5 after September 27, 2018. <input type="checkbox"/>	\$10 with Reservation Registration is \$15 after September 27, 2018. <input type="checkbox"/>	\$15 with Reservation Registration is \$20 after September 27, 2018. <input type="checkbox"/>

REGISTRATION WILL CLOSE ON OCTOBER 4, 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

No refunds after September 27, 2018.

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@lsi.org



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 SECRETARIES, INCORPORATED
CALIFORNIA CERTIFIED LEGAL SECRETARY
WORKSHOP REGISTRATION FORM

“Legal Computations – Basic Math?”

Second Quarterly Conference
Silver Legacy, Reno, NV

Saturday, November 10, 2018, 7:30 a.m. – 8:30 a.m.

Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

Addition, subtraction, multiplication, and division – simple math, right? If you’re like me, sometimes $1 + 1$ adds up to 3. Come to this workshop to find out how to do the basic math that is required for the Legal Computations section of the CCLS Exam. (Don’t forget your calculator for the mini quiz at the beginning of class!)

REGISTRATION DEADLINE: November 2, 2018

Name: _____ Email: _____

Address/City/State: _____

Phone (Work): _____ Local Assn.: _____ LPA/LSA

Please make check payable to LSI. Mail registration to Terrie Quinton, CCLS, c/o Duckor Spradling Metzger & Wynne, 101 W. Broadway, Ste. 1700, San Diego, CA 92101, and email registration to quinton@dsmw.com.

 Santa Clara County Legal Professionals Association

October 2018 Dinner Meeting

**ANNUAL DAY IN COURT
and
BOSSES' NIGHT**

*Special Guest Speaker:
The Honorable Stephen V. Manley
Assistant Criminal Supervising Judge
Drug/Mental Health Treatment Court*

**"Success of the Programs
And
Successes of Graduates"**

SCCoLPA is honored and proud to welcome The Honorable Stephen V. Manley, Assistant Criminal Supervising Judge, Drug/Mental Health Treatment Court to its October 9, 2018 general membership meeting.

Please also join us as we present SCCoLPA's Boss of the Year Award to a well-deserving boss!

Register and pay via PayPal® on our "Events" page at <http://www.sccolpa.org>. Or RSVP via email at reservations.sccolpa@gmail.com. NOTE: Please put "SCCoLPA Reservations" in the title of your email. Make checks payable to "SCCoLPA." Cash or checks accepted at the door. *No refunds if reservation is canceled within 24 hours of the event.* *\$3 convenience fee added for PayPal/credit card payments



Tuesday, October 9, 2018

TIME
Social Hour: 6:00 p.m.
Dinner/Program: 6:30 p.m.

 **Flames Eatery & Bar**
88 S. Fourth Street, San Jose, CA 95113
(408) 971-1980
* validated parking at the adjoining 4th Street Garage.

COST
\$30.00 (dinner, dessert & CLE credit)
\$20.00 (CLE credit; no dinner)
Free (no dinner or CLE credit)

This activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.75 hours, of which 0.00 hours will apply to legal ethics, law practice management, prevention, detection, and treatment of substance abuse and emotional distress, or elimination of bias. SCCoLPA certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

UPCOMING EVENTS

August 23, 2018	SCCoLPA's Quarterly Workshop – "Microsoft Office – Word, Excel, PowerPoint Tips"
September 11, 2018	Monthly Membership Meeting – "Venture Capital and Legal Essentials for Start-Ups"
November 9-11, 2018	LSI's 2 nd Quarterly Conference – at the Silver Legacy, Reno, Nevada



Mary L. King, CCLS
10/01/36 - 04/12/12

San Mateo County Legal Professionals Association Celebrates

Mary L. King Day at the Races Sunday, October 21, 2018

Golden Gate Fields Gates open at 11 a.m.

Cost: \$48 per person

\$41 (13-17 years old)

\$20 (4-12 years old)

(3 and under/free)

**Includes: Valet Preferred Parking, Program, Turf Club
Seating and Prime Rib Buffet Lunch**

**Make this a fundraising opportunity for your Association
For details contact your local Inter-Association Chairman**

Bonnie Stensler, PLS, CCLS
Inter-Association Chairman San Mateo County LPA
bjstensler@comcast.net or call: 415-613-9873

*Turf Club Dress Code: All guests including children are requested to dress in a smart casual style. Sweat pants/suits, T-shirts, baseball hats, and thong style shoes are strongly discouraged; Stylish casual footwear including tennis shoes are welcome. Guests arriving in shorts, tank tops or clothing with offensive logos will be denied access into the Turf Club.

Sacramento Legal Secretaries Association

Dinner Meeting • November 15, 2018



The Old Spaghetti Factory
1910 J Street, Sacramento

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



Ethical and Efficient Records Retrieval

Guest Speaker: Heidi Cornell
Macro-Pro, Inc.



MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing legal education credit in the amount of **0.5 hours** by the State Bar of California.

RSVP by Midnight on Sunday, Nov. 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)

\$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:

- Stuffed Pasta (Ravioli/Tortellini)
- Chicken Marsala
- Spaghetti with Mushroom Sauce

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

SLSA Thanks Our Valued Vendor Partner!

macro pro

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



WEBINAR OPPORTUNITIES!

Presented by:



September 27, 2018 10:00 a.m.-11:00 a.m. OR 12:00 – 1:00 p.m. **\$25/\$45**

Filing Under Seal: State and Federal Court

Do you cringe at the thought of having to file documents under seal? Will you need to file your documents in the conventional manner or electronically? How do you obtain an order from the court to file under seal? This webinar will go over the procedure and rules for filing a motion or application to seal and the procedure for lodging documents conditionally under seal in California Superior and Federal Court.

NextGen is an affiliate of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing education credit by the State Bar of California in the amount of 1.0 hours. This activity is approved for 1.0 hours of CCLS credit.

MCLE Certificate Requested: CCLS Paralegal Attorney [Bar No. _____]

Register no later than September 25, 2018

No cancellations or refunds are provided after the webinar; however, should a cancellation occur at least 48 hours before the live webinar, LSI will issue a full refund. Should you be unable to attend the live webinar, and you have already paid, you can receive a link to the presentation to watch at a later time.

ONLINE REGISTRATION AND PAYABLE AVAILABLE AT WWW.LSI.ORG
For group registration, please email Donna Day, CCLS at training@lsi.org

September 27, 2018

Filing Under Seal: State and Federal Court

Member Non-member

\$25 \$45

REGISTRATION

Name: _____	Email: _____
Telephone: _____	
Association: _____	LSA/LPA (No abbreviations)

Payment: Check (made payable to LSI); Credit Card or PayPal available at www.lsi.org
Send completed form/payment to: LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833, info@lsi.org



WEBINAR OPPORTUNITIES!

Presented by:



October 4, 2018

10:00 a.m. – 11:00 a.m. or
12:00 p.m. – 1:00 p.m.

\$25/\$45

Calendaring Basics: State and Federal Court Litigation – This webinar will provide you with the foundation of both state and federal court litigation deadlines. We will go over topics such as counting backwards v. counting forwards, motions, discovery deadlines, method of service and time extended, and more.

NextGen is an affiliate of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing education credit by the State Bar of California in the amount of ____ hours. This activity is approved for ____ hours of CCLS credit.

MCLE Certificate Requested: ___CCLS ___ Paralegal ___ Attorney [Bar No. _____]

Register no later than October 2, 2018

No cancellations or refunds are provided after the webinar; however, should a cancellation occur at least 48 hours before the live webinar, LSI will issue a full refund. Should you be unable to attend the live webinar, and you have already paid, you can receive a link to the presentation to watch at a later time.

ONLINE REGISTRATION AND PAYABLE AVAILABLE AT WWW.LSI.ORG
For group registration, please email Donna Day, CCLS at training@lsi.org

October 4, 2018	Member	Non-member
Calendaring Basics: State and Federal Litigation	<input type="checkbox"/> \$25	<input type="checkbox"/> \$45

REGISTRATION

Name: _____

Email: _____

Telephone: _____

Association: _____

LSA/LPA (No abbreviations)

Payment: Check (made payable to LSI) Credit Card or PayPal Available at www.lsi.org
Send completed form and payment to:
LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833, info@lsi.org

4850-3833-5600 |



OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY

NextGen
→Legal

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 October 1 and ending November 12, 2018. 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, OCTOBER 1, 2018

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.

OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY CLASS REGISTRATION

Name: _____ Email: _____

Address: _____

City/Zip: _____ Telephone: _____

\$30 LSI Member _____ Association: _____ LSA/LPA
(No abbreviations please; status is verified)

\$50 Non-LSI Member _____

Payment: Check # _____ (made payable to LSI)

Name on Card: _____

Visa/MC Credit Card # _____

Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____

Email registration form NO LATER THAN September 24, 2018, to training@lsi.org or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at www.lsi.org with PayPal. For further information or inquiries, email training@lsi.org. No refunds after October 1, 2018. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.

LSI – Educating California's Legal Professionals

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: Lynne Prescott, CCLS, LSI Vice President LSI Marketing Committee Coordinator (916) 398-0120 sjprescott7@gmail.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>
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3

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**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

Vice President

This position is open, if you are interested, please email Brenda Bracy, CCLS.

Secretary

This position is open, if you are interested, please email Brenda Bracy, CCLS.

**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

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