

The Legal Eagle

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Current and Upcoming Events



Annual State Day in Court
Hilton Arden West, Sacramento



SLSA Board Meeting



Martin Luther King, Jr. Day



LSI Quarterly Conference
San Diego, CA



USPS Postage Rate Increase Takes Effect



Annual Federal Court Updates
Hilton Arden West, Sacramento

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President's Message

By: Brenda Bracy, CCLS

Merry Christmas and Happy New Year. I hope everyone had a great holiday with your family and friends. I had a wonderful Christmas with my family and enjoyed the long weekend. I want to take this time to thank all of the members for being a part of SLSA and all you do to make SLSA such a great organization. I am thankful for all of the members of this wonderful association. We had a wonderful year and I look forward to working with all of you again in the new year.

I want to remind everyone that elections for the board members are coming up. If you are interested in being a board member, please let me know. If you would like to be a committee chair or member, please let me know.

We finished out our year by having our annual Mock Trial, written by Lynne Prescott, CCLS, and the ornament exchange. Thank you, Lynne for a great script. I also want to thank everyone who attended and participated. We all had a great time. A special thank you to the Clay Arnold Law Firm for allowing us to use their mock trial courtroom for this year's event.

SLSA filled and donated 76 Christmas stockings to Loaves & Fishes this year. A special thank you to Gisele Mitsuk, the Charitable Projects Chair for her work in putting this event together. I also want to thank all members and offices who donated. A special thank you to Gisele Mitsuk, Lynne Prescott, CCLS, Crystal Rivera, Dawn Forguer, CCLS, Rebecca Lerma, Sheila Brown, Jan Ainsworth, and Josie Garcia for their help in stuffing the stockings. Also a special thank you to Murphy Austin for allowing us to use their conference room. It takes a village to put these events on, and I personally thank each and every one of you for your selfless time and money in donating the items and taking the time to stuff the stockings. Well done SLSA.

As we begin 2019, remember that our parent corporation, LSI is a great source for continuing education, along with SLSA. LSI offers a great variety of educational opportunities for all of its members. The schedule of classes and conferences are listed on the LSI website at LSI.org. If you attend a seminar, class, or conference, please send our Governor, Jan Ainsworth, an email that you attended, or go to our website, SLSA.org and fill out the CAPS form.

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



SLSA 8-gig USB Drive Available for Purchase

\$10.00 cash/check discount

\$10.61 credit card

Email executiveadvisor@slsa.org
if you would like to purchase one.



ANNUAL STATE DAY IN COURT

PRESENTED BY THE
SACRAMENTO LEGAL
SECRETARIES ASSOCIATION

SPEAKERS INCLUDE COURT CLERKS
& EXECUTIVE OFFICERS

17

January 2019

EXHIBITOR GALLERY & NO-HOST BAR 4:45 P.M.-6:15 P.M.
DINNER 6:15 P.M.

Dinner will be Held at

HILTON ARDEN-WEST
2200 HARVARD STREET
SACRAMENTO, CA 95815



PARKING WILL BE VALIDATED BY HOTEL

SLSA MEMBERS: \$45

NON-MEMBERS: \$50

HOW TO REGISTER:

Deadline to Register: January 11, 2019
Add \$5 after Deadline

OPTION 1: ONLINE AT
WWW.SLSA.ORG UNDER UPCOMING
EVENTS (PREFERRED)

OPTION 2: VIA E-MAIL AT
RESERVATIONS@SLSA.ORG
(PLEASE INCLUDE MENU CHOICE)

MAKE CHECKS PAYABLE TO "SLSA"
AND MAIL TO:
CORENE RODDER
C/O SOMACH SIMMONS & DUNN
500 CAPITOL MALL, SUITE 1000
SACRAMENTO, CA 95814

MENU

1. CHIMCHURRI FLANK STEAK, GARLIC MASHED POTATO, FRESH VEGETABLE DU JOUR
2. CHICKEN CONCASSE WITH FRESH TOMATO AND BASIL, GARLIC MASHED POTATO, FRESH VEGETABLE DU JOUR
3. MANICOTTI STUFFED WITH SPINACH, MASCARPONE, LEMON BUERRE BLANC, FRESH VEGETABLE DE JOUR

CONTACT JESSICA PATTON
WITH EVENT QUESTIONS
E: JESSICAP@SDNLAW.COM
T: (916) 448-7888

Cancellations must be made 72 hours in advance for a refund. No-shows will be billed!

Sacramento Legal Secretaries Association Proudly Presents
Annual Federal Court Updates Dinner

Exhibitors, Speakers from the U.S. District Court, Eastern District and Bankruptcy Court

Hilton Arden - West 2200 Harvard Street, Sacramento

February 21, 2019

Exhibit Gallery & No Host Bar: 4:45 p.m. Dinner: 6:15 p.m.



SLSA Members: \$45
Non-members: \$50

TWO WAYS TO REGISTER:

- Online at www.slsa.org under upcoming events. (Preferred.)
- Via email at reservations@slsa.org. Please include menu choice.

Make checks payable to:
Sacramento Legal Secretaries Association
& mail to:
Corene Rodder
% Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814

Cancellations must be made 72 hours in advance for a refund. No-shows will be billed!

Menu Options:

- Grilled New York steak topped with mushrooms and cabernet demi, potato gratin, fresh vegetable du jour.
- Salmon fillet with mango salsa and teriyaki glaze, jasmine rice, fresh vegetable du jour.
- Vegetable Wellington, medley of grilled California vegetables, mozzarella fresh herbs, wrapped in puff pastry, marinara sauce and pesto.

Questions? Contact Jessica Patton
E: jessicap@sdnlaw.com
T: (916) 448-7888

Governor's Report

By: Jan Ainsworth

I trust you enjoyed your holidays; I know I did. Happy New Year to one and all.

Once again, this report will be short and sweet.

LSI's Third Quarterly Conference will be held February 15-17, 2019, at the Viejas Hotel and Resort in Alpine, CA; Host Assn: San Diego LSA.

CHAPTER ACHIEVEMENT POINTS TO DATE: 19,550

CALL FOR NOMINATIONS

SLSA Executive Board members are legal professionals who are committed to helping others and the legal community. As we have said before, without the volunteers that run this association, it simply cannot exist. The association can't continue to present monthly educational meetings that keep you updated, informed, marketable, and an asset to your office. We can't continue to publish a monthly informational newsletter that keeps the members current on local legal news and upcoming classes locally and regionally. We can't put together the annual state and federal court update meetings at the beginning of each year. We can't continue doing the great charitable projects throughout each year. Volunteering is a rewarding experience and SLSA needs you. Get out of your comfort zone, become more involved in the association.

For the first part of this fiscal year, the association was without a Vice President, and then Jaime Gooch volunteered. There is a great need for association members to step up and volunteer for board positions.

All positions (other than President) do not require any experience! Any new Board member will receive plenty of training and guidance from your predecessor and other Board members. Additionally, at the beginning of each fiscal year, there is a workshop on parliamentary procedures taught by a Registered Parliamentarian for all Board members. You can do it and the time is now!

The Nominations Committee is also accepting nominations for delegate positions for the May Annual Conference. Annual Conference is May 15-19, 2019, at the Double Tree by Hilton in Newark. As a delegate, you will attend this one conference and represent SLSA's members at the business meetings. Delegates also attend educational workshops and Saturday night banquet – it is an awesome way to learn about LSI, attend educational classes, meet and network with other legal professionals from around the state, and also earn SLSA Chapter Achievement Points!

We have received nominations for the following positions:

Vice President
Secretary

The deadline to submit nominations is on or before February 21, 2019, which is our Annual Federal Court Updates Meeting. Please email executiveadvisor@slsa.org with any nominations or questions.

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



February 2019 Quarterly Conference
Viejas Casino & Resort Hotel, Alpine, CA
[Opposite the Viejas Factory Outlet Mall]
Dates: February 15-17, 2019
Scrip - \$150 / Room - \$149
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 12/20/18



Sacramento Legal Secretaries Association
Charitable Project Report

Christmas 2018
Beneficiary: Loaves & Fishes



Sacramento Loaves & Fishes
feeding the hungry, sheltering the homeless

Thank you everyone that contributed to our donation drive for Loaves & Fishes!

We exceeded our 2017 donation! In 2017 we filled 60 men/women/children stockings. We set a goal of 65 stockings for 2018 and I'd be fibbing if I didn't say I was nervous if we could pull it off. But WOW!! I did not need to worry one bit! **We filled 76 stockings in 2018!** We blew our goal out of the water thanks to you! At the Christmas holiday season it means a lot to those that have little, to receive the gifts we can provide for them. Thank you for your generosity to give to those who need it most!

THANK YOU to our generous donors (in no particular order): Rebecca Lerma; Fagen Friedman & Fulfrost; Dawn Forgeur, CCLS; Brenda Bracy, CCLS; Crystal Rivera; Gisele Mitsuk; Stoel Rives attorneys & staff – Allison Smith, Ha Nguyen, Carolyn Aschenbrener, Marilyn Sykes, Melissa Jones, Mike Brown and Tom Woods; Luke Patterson, PI; Somach Simmons & Dunn attorneys & staff.

Thank you to our stocking stuffers who gave up an additional night beyond our mock trial dinner meeting: Crystal Rivera; Brenda Bracy, CCLS; Rebecca Lerma; Josie Garcia; Sheila Brown; Lynne Prescott, CCLS; Gisele Mitsuk; Jan Ainsworth; and Dawn Forgeur, CCLS.



Thank you also to **Murphy Austin Adams Schoenfeld LLP** for the generous use of your conference room for the gift-giving magic to come together!



Important note about your donations:

Loaves & Fishes is a 501(c)(3) non-profit that relies solely on private donations and is located in Sacramento. This means

your support really makes a difference in our local community. Thank you for all that you have contributed!

<http://www.sacloaves.org/about>

SLSA would like to thank all donors!
Any omissions are unintentional.
Please let us know if we missed you so that we can say thank you.



-The Stocking Stuffer Squad 2018-

L-R: Jan Ainsworth, Crystal Rivera, Brenda Bracy, CCLS, Rebecca Lerma, Gisele Mitsuk, Josie Garcia, Sheila Brown, Lynne Prescott, CCLS

Camera Shy: Dawn Forgeur, CCLS

Gisele Mitsuk
Sacramento Legal Secretaries Association
Charitable Contributions Chair
gmitsuk@gmail.com



UNITED STATES FEDERAL COURTS

Judiciary Has Funds to Operate Through January 31

Published on January 22, 2019 at www.uscourts.gov

The Administrative Office of the U.S. Courts (AO) now estimates that federal courts can sustain funded operations through Jan. 31, 2019. The Judiciary continues to explore ways to conserve funds so it can sustain paid operations through Feb. 1. No further extensions beyond Feb. 1 will be possible. The Judiciary previously had revised its estimate for exhausting available funds from Jan. 18 to Jan. 25.

The extensions have been achieved through a multi-pronged strategy of deferring non-critical operating costs and utilizing court filing fees and other available balances. Most of the measures are temporary stopgaps, and the Judiciary will face many deferred payment obligations after the partial government shutdown ends.

In recent weeks, courts and federal public defender offices have delayed or deferred non-mission critical expenses, such as new hires, non-case related travel, and certain contracts. Judiciary employees are reporting to work and currently are in full-pay status.

Should funding run out before Congress enacts a new continuing resolution or full-year funding, the Judiciary would operate under the terms of the Anti-Deficiency Act, which permits mission critical work. This includes activities to support the exercise of the courts' constitutional powers under Article III, specifically the resolution of cases and related services. Each court would determine the staff necessary to support its mission critical work.

In response to requests by the Department of Justice, some federal courts have issued orders suspending or postponing civil cases in which the government is a party, and others have declined to do so. Such orders are published on court internet sites. Courts will continue to conduct criminal trials.

The Case Management/Electronic Case Files (CM/ECF) system remains in operation for electronic filing of documents, as does PACER, which enables the public to read court documents.

Courts have been encouraged to work with their district's U.S. Attorney, U.S. Marshal, and Federal Protective Service staff to discuss service levels required to maintain court operations. The General Services Administration has begun to reduce operations and courts are working with their local building managers to mitigate the impact on services.

Updates will be provided as more information becomes available.



Another Mock Trial In The Books!

By: Lynne Prescott, CCLS

The Sacramento LSA Players did it again - - this year's Holiday Mock Trial was a great success! The case of "Rudolph the Red-Nosed Reindeer v. Santa Claus, Inc., United Reindeer Workers Union Local #8, and Comet Reindeer: a Case of Bullying at the North Pole" was heard on December 13, 2018, the Honorable Y. I. Otta presiding.



2018 Mock Trial Cast

Plaintiff's Counsel stated in her opening remarks that Rudolph was not always the celebrated holiday hero he is today. She stated that Rudolph has been laughed at, bullied, ridiculed, and ostracized by his own herd. Further, he has been openly discriminated against by the Defendants and denied participation in the training afforded to every reindeer in Christmas Town, thereby depriving him of economic benefit. His most basic constitutional rights as a citizen of the North Pole have been violated almost from birth. His parents were shunned and unable to openly celebrate their son's brilliant gift, and Rudolph ultimately fled his home to spare those he loved embarrassment and shame. Plaintiff's Counsel also stated that the Defendants have taken unfair advantage of Rudolph's situation, and have done nothing but capitalize on his name and rise to international fame, while he now earns basic reindeer union wages, again depriving him of economic benefit.

Mr. Reindeer brought his case before the Court to ask that Defendants be held accountable for these grievous wrongs. Plaintiff requested remuneration for general and specific damages, as well as punitive damages, in the amount of 100 million dollars.



Luke Patterson, Lynne Prescott, CCLS,
Terri Olson



The Jurors



Kelly Leca, Heather Rodriguez, CCLS

December Mock Trial, cont.



Jan Ainsworth, Kelly Leca, and Emily Rodriguez

Defense Counsel characterized Plaintiff's allegations as "just a big misunderstanding," stating that, "Everyone knows that Santa Claus and all the reindeer in Christmas Town love Rudolph." She further referred to the fact that Defendant Santa Claus even gave Plaintiff the lead reindeer position on his team and asked him to guide his sleigh on the most important night of the year.

Defense Counsel argued that Defendants did not violate Plaintiff's rights, nor was he bullied, harassed or discriminated against by Defendants, and that any and all actions taken by Defendants with regard to the Plaintiff were purely designed to prepare him to one day assume his father's legendary status on Santa's reindeer team and as a future union boss. Defense Counsel further stated that Plaintiff has enjoyed tremendous worldwide fame and notoriety because of his red nose and has not suffered in the least as a result. Defendants alleged that Plaintiff brought this lawsuit out of petty jealousy over the fact that Santa Claus, Inc. had the foresight and business acumen to jump on a wildly popular story and make it a successful venture. Defendants requested that Plaintiff take nothing as a result of this lawsuit.



Marci Frazier

In addition to testimony offered by Plaintiff Rudolph, witnesses for the Plaintiff included Hermey the Elf, Fireball Reindeer, Clarice Reindeer, Yukon Cornelius, and Charlie-in-the-Box. Defendant Santa Claus testified on behalf of himself and Santa Claus, Inc., and Comet Reindeer gave testimony on behalf of United Reindeer Workers Union Local #8 and himself. The sole witness for the defense was Santa's Head Elf, Bernard.



Kelly Leca



Terri Olson



Luke Patterson and Corene Rodder



Marci Frazier and Lynne Prescott, CCLS



Hailey Rodriguez



Josie Garcia

December Mock Trial, cont.

As you can see from the photos, everyone completely embraced their roles and brought tremendous creativity and fun to the evening. Thank you to the following cast members:



Crystal Rivera

- Luke Patterson – Judge Y. I. Otta
- Heather Rodriguez, CCLS - Court Clerk
- Lacy Monserrat, CCLS - Bailiff
- Marci Frazier - Plaintiff's Counsel
- Jan Ainsworth - Defense Counsel
- Lynne Prescott, CCLS – Plaintiff Rudolph the Red-Nosed Reindeer
- Emily Rodriguez – Defendant Santa Claus
- Kelly Leca - Defendant Comet Reindeer
- Hailey Rodriguez - Hermey the Elf
- Gisele Mitsuk – Santa's Head Elf
- Terry Olson Kalaitzidis – Clarice Reindeer
- Corene Rodder - Yukon Cornelius
- Crystal Rivera - Charlie-in-the-Box
- Josie Garcia – Fireball Reindeer

Jurors - Rebecca Lerma, Daphne Boyd, Hugo Flores-Nava, Bobby Rodriguez, and Shannon Kline

Also, very special thanks to the Arnold Law Firm for the use of their mock trial courtroom. It was wonderful to be able to have a real witness stand, a Court Clerk's desk, and a true bench for the Judge! SLSA appreciates your generosity and support! Thank you, also to Dawn Willis, President Brenda Bracy, CCLS, and Crystal Rivera for coordinating the location and all the details for the evening.

Thank you to Crystal Rivera for handling the dinner service. Putting on a complete meal of pizza, salad, drinks, and dessert, especially with not being in a restaurant setting where everything is already provided, takes a lot of planning and coordination. Thank you to all who assisted with the set-up and clean up.

Finally, thank you to Dawn Forgeur, CCLS, for taking all the fun photos, and to Corene Rodder for handling registration for the Mock Trial.



Kelly Leca, Emily Rodriguez, Hailey Rodriguez



Corene Rodder



Lacy Monserrat, CCLS, Heather Rodriguez, CCLS



Corene Rodder, Marci Frazier



Gisele Mitsuk

Member News

By: Jaime Gooch

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

ACTIVE MEMBERSHIP

Loni Morse – Loni is a Legal Secretary for Messing Adam & Jasmine, specializing in Litigation. She has been a legal professional for 10 years, and celebrates her birthday on December 14.

Hugo Flores-Nava – Hugo is a pre-litigation, personal industry Assistant for the Arnold Law Firm, and has been a legal professional for a little over one year. He celebrates his birthday on January 16, and enjoys photography and running.

Larisa-Stephanchuk – Larisa is a Legal Assistant for the Arnold Law firm specializing in litigation. She has been a legal professional for 12 years and celebrates her birthday on June 27.



Hugo Flores-Nava, Crystal Rivera

Happy January Birthdays!

- Terry Olson - January 4
- Jamie Raymond - January 12
- Reyna Martinez - January 22
- Sharla Maxey - January 24
- Laura Kindelt - January 29



Condolences

Colleen Clay, a long-time member of SLSA, has passed away. Cards of condolence may be sent to:

The Family of Colleen Clay
140 Arnold Gamble Court
Sacramento, CA 95835

The father of Mary Lou Floyd, CCLS, LSI Criminal and Family Law Legal Specialization Section Leader, has passed away. Cards may be sent to:

Mary Lou Floyd, CCLS
601 Wassen Court
Brentwood, CA 94513

The brother of Laurelyn Bergfeld, CCLS, LSI CCLS Certifying Board Member, has passed away. Cards may be sent to:

Laurelyn P. Bergfeld, CCLS
7601 Hollywood Way, #201
Burbank, CA 91505

Law Office Products and Management

By: Dawn R. Forgeur, CCLS

U.S. Postal Service Announces New Prices for 2019 Effective: January 27, 2019

Product	Current	Proposed
Letters (1 oz.)	50 cents	55 cents
Letters additional ounces	21 cents	15 cents
Letters (metered 1 oz.)	47 cents	50 cents
Outbound International Letters (1 oz.)	\$1.15	\$1.15
Domestic Postcards	35 cents	35 cents

Product	Current	Proposed
Small Flat Rate Box	\$7.20	\$7.90
Medium Flat Rate Box	\$13.65	\$14.35
Large Flat Rate Box	\$18.90	\$19.95
APO/FPO Large Flat Rate Box	\$17.40	\$18.45
Regular Flat Rate Envelope	\$6.70	\$7.35
Legal Flat Rate Envelope	\$7.00	\$7.65
Padded Flat Rate Envelope	\$7.25	\$8.00

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COURT REPORTING

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Jaime Gooch
Business Development Executive
jgooch@aptusCR.com
559.455.7628
866.999.8310
www.aptusCR.com

Connecting Testimony & Technology Worldwide

EDITOR'S NOTE

The Legal Eagle welcomes letters to the editor, questions, and articles from readers. Please send them to editor@slsa.org. 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.

California Certified Legal Secretary

By: Elizabeth Madden, CCLS

California Legal Procedures

1. ___ An amendment to a pleading takes the place of the original document.
A. True B. False
2. ___ Original written discovery responses, with the original verification and an unsigned Proof of Service, are served on the Propounding Party.
A. True B. False
3. ___ Upon expiration of a fixed term lease, the landlord may proceed directly to an unlawful detainer action without notice to the tenant.
A. True B. False
4. ___ Actions on behalf of Limited Liability Companies may only be taken upon a meeting of the members.
A. True B. False
5. ___ In order for a natural father of a child to execute a voluntary declaration of paternity, the mother must be unmarried.
A. True B. False
6. ___ The probate referee appraises all cash and money accounts and insurance proceeds.
A. True B. False
7. ___ Estate and fiduciary taxes must be paid on all estates.
A. True B. False
8. ___ When bringing a second law firm into the representation of a single client in a case, the parties would file a substitution of attorneys.
A. True B. False
9. ___ A void marriage can never become valid.
A. True B. False
10. ___ A promissory note and grant deed evidence and secure real property loans.
A. True B. False

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



SAN DIEGO LEGAL SECRETARIES ASSOCIATION

Presents

VIVA LAS VEGAS

February 15–17, 2019
 Viejas Casino and Resort, 5000 Willow Road, Alpine, CA 91901
<https://viejas.com/>

**Legal Secretaries, Incorporated
 2019 Third Quarterly Conference**

CONFERENCE REGISTRATION INFORMATION

NAME (AS IT WILL APPEAR ON BADGE): _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 HOME TELEPHONE: _____ WORK TELEPHONE: _____
 EMAIL ADDRESS: _____
 LOCAL ASSOCIATION (DO NOT ABBREVIATE): _____ LSA LPA

PLEASE CHECK IF APPLICABLE (INCLUDE TITLE):
 STATE OFFICER: _____ STATE CHAIRMAN: _____
 GOVERNOR CCLS PLS

SCRIP TICKET (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET, AND BRUNCH):

POSTMARKED ON OR BEFORE JANUARY 18, 2019 _____ @ \$150.00 \$ _____
 POSTMARKED ON OR AFTER JANUARY 19, 2019 _____ @ \$160.00 \$ _____

INDIVIDUAL TICKETS:

REGISTRATION ON OR BEFORE JANUARY 18, 2019 _____ @ \$25.00 \$ _____
 REGISTRATION ON OR AFTER JANUARY 19, 2019 _____ @ \$35.00 \$ _____
 WELCOME RECEPTION (FRIDAY) _____ @ \$30.00 \$ _____
 *GOVERNORS LUNCHEON (SATURDAY) _____ @ \$32.00 \$ _____
 *PRESIDENTS LUNCHEON (SATURDAY) _____ @ \$32.00 \$ _____
 *OPEN-NEWCOMERS LUNCHEON (SATURDAY)** _____ @ \$32.00 \$ _____

* SOUTHWESTERN CHICKEN WRAP ROAST BEEF ON SOUR DOUGH ROASTED VEGETABLE SANDWICH

BANQUET (SATURDAY): _____ @ \$73.00 \$ _____
 MACADAMIA MAHI MAHI HERB GRILLED CHICKEN ROASTED VEGETABLE WELLINGTON
 BRUNCH (SUNDAY) _____ @ \$38.00 \$ _____

TOTAL AMOUNT PAID: _____ \$ _____

SPECIAL DIETARY REQUEST (INCLUDING VEGETARIAN): _____

MAKE CHECKS PAYABLE TO: SDLSA FEBRUARY 2019 CONFERENCE FUND
 SEND TO: CYNTHIA HALVAX, CCLS C/O NEIL DYMOTT
 110 WEST A STREET, SUITE 1200, SAN DIEGO, CA 92101

OR
 REGISTER ONLINE AT WWW.SDLSA.ORG A PAYPAL FEE OF \$5 WILL BE ADDED TO YOUR TOTAL

** THE OPEN-NEWCOMERS LUNCHEON IS FOR EVERYONE. LEARN ABOUT MEMBERSHIP, MARKETING, AND THE BENEFITS OF BEING A MEMBER OF LSI.

****NO REFUNDS AFTER FEBRUARY 5, 2019****

SAN DIEGO LEGAL SECRETARIES ASSOCIATION

Presents



VIVA LAS VEGAS

February 15–17, 2019

Viejas Casino and Resort, 5000 Willow Road, Alpine, CA 91901

<https://viejas.com/>

Legal Secretaries, Incorporated
2019 Third Quarterly Conference

HOTEL REGISTRATION INFORMATION

ACCOMMODATIONS: (Plus applicable taxes and fees)

Single/Double \$149.00 per night
Triple \$169.00 per night
Quadruple \$189.00 per night

Check in is 4 p.m. Check out is 12 p.m.

RESERVATIONS: 1.800.938.2532 GROUP CODE: 190214Legal



Deadline to reserve your room is January 21, 2019–No Room Rate Guarantee After This Date!

- Parking: Complimentary Self-Parking or Valet Parking
- Airport: From San Diego International Airport, it is 39 miles to Viejas
- Transportation: Super Shuttle <http://www.supershuttle.com/default.aspx?GC=CT8WB>
A shared ride shuttle offers 5% discount one way; 10% discount round trip
Reserve online or call 1-800-Blue-Van and use the code: **CT8WB**
- Internet: Complimentary in guest rooms and meeting rooms

Viejas Casino and Resort offers eight dining venues, and of course—a casino! Right across the street you will find an outlet mall, additional dining options, an outdoor roller rink, bingo, bowling alley, and arcade.

PLEASE NOTE: Viejas will not allow ice chests on the premises.

For additional information contact:

THIRD QUARTERLY CONFERENCE CO-CHAIRS

Leanna Pierce
619.248.0970
lpierce@morrislawfirmapc.com

Renee Evans, CCLS
619.823.7332
renee.evans915@yahoo.com



**LEGAL
SPECIALIZATION
SECTIONS**

February 16, 2019

Deadline to register without late fee: February 11
Section Member - Free | All others - \$15

11:00AM - 12:00PM

Civil Litigation

**"Bull" Jury and Trial Consulting:
The How's and Why's of Jury Consulting**
Leticia Ostler and Jeremy Ostler

Law Office Administration

Defense of Wage and Hour Claims
Lisa Hird Chung, Esq.

3:00PM - 4:00PM

Criminal and Family Law

**Domestic Violence
Family Law & Criminal Aspects**
Stefano L. Molea, Esq. and Elizabeth Molea, Esq.

Probate and Estate Planning

Administering Trusts in Life and at Death
Nicole M. Paschoal, Esq.

4:30PM - 5:30PM

Federal Law

Calendaring, Filing Motions, Trial Readiness
Joe Diaz, CM/ECF Coordinator
USDC Southern District of California

Specialty Law

Tribal Governments and the California Law Practice
Ted J. Griswold, Esq. and Gabriela Rios, Esq.
Procopio, Cory, Hargreaves & Savitch LLP

Legal Specialization Sections Seminars
VIEJAS HOTEL AND RESORT, ALPINE, CA

REGISTER ONLINE AT WWW.LSI.ORG

The Legal Specialization Sections are a program of Legal Secretaries, Inc., an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.0 hours each, by the State Bar of California unless otherwise specified.

LEGAL SECRETARIES, INC.'S



PRESENTS A WEBINAR ON
BANKRUPTCY!
A 60,000 FOOT VIEW
 PRESENTED BY:
 GARY RUDOLPH OF SULLIVAN HILL

February 28, 2019, 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 February 18, 2019.	\$10 with Reservation Registration is \$15 after February 18, 2019.	\$15 with Reservation Registration is \$20 after February 18, 2019.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REGISTRATION WILL CLOSE ON FEBRUARY 21, 2019.
 No refunds after February 18, 2019.

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
 1250 California Street, Imperial Beach, CA 91932
 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 MCLE/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.

Parliamentarian's Corner

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

The Do's and Don'ts of Taking Minutes

At every regular membership meeting of SLSA, you are provided a copy of the minutes from the previous month's meeting, as prepared by the association's Secretary. Have you ever wondered why we keep minutes, or why the minutes contain a record of certain things, while others don't get recorded? Minutes are a legal document and an important record of the decisions of an association.

Because meeting minutes play a key legal function in any organized association, it's important to take them correctly. Following are some basic guidelines, or "dos and don'ts," that may help you understand the role minutes play, what the minutes should consist of, and why minutes are important.



Do's

Do keep minutes at all general meetings and board meetings. If your group is incorporated, this is one way to maintain the legal protection the corporate shield gives to your officers.

Do keep minutes at any meeting where people vote. At committee meetings where there is no voting, you might choose to keep minutes for your records, but minutes are not required for legal purposes.

Do list where the meeting takes place, along with the date and time it starts.

Do list the number of attendees (approximate if the group is large) and whether a quorum is present.

Do format your minutes to follow the agenda. If you don't normally create an agenda, you should. It makes the meeting more orderly, lets attendees know what to expect at the meeting, and makes taking minutes significantly easier.

Do record all motions and the outcome of votes.

Do be concise. It's not necessary to go on at length in the minutes. Just record specific motions and votes, and key business.



Don'ts

Don't list the names of people who make and second motions. You might put individuals on the spot in case of a lawsuit. (And yes, it does happen.)

Don't detail the debate over an issue. In your formal notes, you just need the facts. Minutes should record what is done at meetings, not what is said.

Don't list the vote count. Outcome is enough.

Don't be shy about asking for clarification during the meeting to get a point straight in your notes.

Don't wait to type up the minutes from your notes. Do it the same day or the next day, while you still remember what occurred.

As on all matters of meeting procedure, Robert's Rules of Order offers information on taking proper minutes.



California Certified Legal Secretary
A Program of LSI®



APPLICATION TO TAKE CCLS® EXAM

Mail Application, copy of LSI Membership Card (if applicable), and fees to:

April K. Ignaitis, CCLS, CCLS Certifying Board, P.O. Box 2879, Cupertino, CA 95015

- (Select one) **Northern California** **Saturday, March 16, 2019**
 (Select one) **Southern California** **Saturday, September 21, 2019**

- **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"/> Email exam application to CCLSCertifyingBoard@gmail.com Payment link will be provided upon confirmation of eligibility to sit for exam.
LSI Members <input type="checkbox"/>	Non-LSI Members <input type="checkbox"/>	
On Time Registration Fee \$ 25.00	On Time Registration Fee \$ 75.00	
Examination Fee* 100.00	Examination Fee* 100.00	
Late Fee (if applicable) 45.00	Late Fee (if applicable) 45.00	
TOTAL DUE w/o Late Fee: \$125.00	TOTAL DUE w/o Late Fee: \$175.00	

Personal Information

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

Employment Information

Provide your legal secretarial employment information beginning with your most recent (or current) employment in order to confirm that you have at least two years' experience. Attach a supplemental page if you have not been in your current position for two years.

Position: _____ Dates of Employment: _____
 Employer: _____
 (name and address)
 Supervisor: _____ Supervisor's Phone: _____
 Supervisor's Email: _____
 Summary of Duties: _____

I certify that I have completed this application truthfully. I understand that a false statement may result in the rejection of this application or revocation of my certification. I understand and agree that the contents of the examination are confidential and not to be discussed with anyone, and that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Date: _____

Applicant Signature

*Fees subject to change without notice.
Rev. September 2018

PLACER COUNTY LEGAL PROFESSIONALS ASSOCIATION

Dinner Meeting – February 12, 2019
5:30 – 6:00 p.m. Social & Dinner
6:00 – 8:00 p.m. General Meeting

Round Table Pizza
8755 Sierra College Blvd
Roseville, CA 95661

Self Defense
Professor Denise Gonzales

(Currently holds the rank of Rokudan (6th Degree) in Dan Zan Ryu and Small Circle Jujitsu, Godan (5th Degree) in Judo and 3rd level in Krav Maga)



Wear comfortable clothing and shoes

RSVP by Noon on Friday, February 8, 2019
(MONEY & RESERVATION DUE THIS DATE)

Two Ways to Register:

- Via email to: avisger@colehuber.com
- Call Amy Visger : (916) 780-9009

\$12 PCLPA Members with Advance Payment / \$15 Non-Members & Members that choose to pay at the door / \$5 Without Meal*

Make checks payable to PCLPA and mail to:

Amy Visger
 Registration Chair, PCLPA
 c/o Cole Huber LLP
 2261 Lava Ridge Court
 Roseville, CA 95661

Dinner Menu:

- Pizza
- Salad Bar
- Water

Sodas, Beer, and Wine available for purchase

***Cancellations must be received 24 hours in advance for a refund. No-shows will be billed.**

“Encouraging a Growing Environment Through Legal Education”

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ASSOCIATION FOR OUR 3rd
SPRING TEA & LUNCHEON**



*Let's
have
some
SPRING
tea!*

**SATURDAY, APRIL 6, 2019
12:30 - 3:00 P.M.
CLUB LINCOLN CROSSING
830 GROVELAND LANE
LINCOLN, CA 95648**

TICKETS: \$25

RSVP by **March 22, 2019** to : Rachel@jamisonfamlaw.com or (916) 217-5569
(no refunds after this date)

Make Checks Payable to PCLPA and mail to: Rachel Malerbi; PCLPA Spring Tea,
c/o Law Office of Cynthia C. Jamison, 1700 Eureka Road, Suite 190, Roseville, CA 95661

- Door Prizes
- Table Decorating Contest for Hostesses (Hostesses Needed!)
- Raffle Prizes
- Dessert Auction
- Tea Hat Contest (Dress to Impress!)



San Francisco Legal Professionals Association

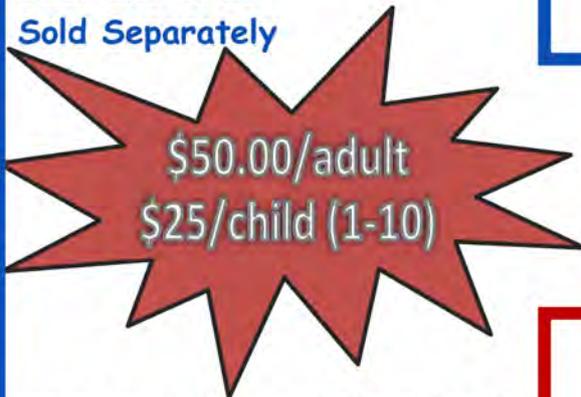
2nd Annual
Crab Feed!



All-You-Can-Eat:

Salad
Spaghetti
Garlic Bread

Beer and Wine
Sold Separately



FOR YOUR CONVENIENCE GROUP SEATING IS
PREASSIGNED BASED ON GROUP TICKET
SALES.

Dungeness Crab

SUNDAY
FEBRUARY 24, 2019
Social Hour at 4:00 pm
Crab Feed at 5:00 pm

**POMEROY RECREATIONAL &
REHABILITATION CENTER**
207 Skyline Blvd.
San Francisco, CA

DEADLINE TO SIGN UP:
FEBRUARY 18, 2019

Pay & Register Online At:
www.sflpa.org

For more info: Lillian Wong at
Lwong@jonesday.com

**Prize Drawing Tickets will be
sold at event.**
Ample Free Parking!

*****RECEIVE A FREE RAFFLE TICKET FOR EARLY REGISTRATION BEFORE 2/11/19*****

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