

THE LEGAL EAGLE



Sacramento Legal Secretaries Association

September 2021—Book 21, Issue 9



Brenda Johnson, CCLS and Marci Frazier
Breakfast at LPI's 1st Quarterly Conference 2021

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President's Message:

Overcoming Procrastination

Submitted by: Marci Frazier

As legal professionals, we often find ourselves juggling a multitude of tasks while trying to stay on top of deadlines. Sometimes it may feel that the more we have to do, the harder it seems to even begin one task, and the easier it becomes to put everything off until later.

I have found myself in that position many times. Here are few pointers I have found helpful:

1. **Breathe.** Give yourself a bit of compassion and understanding. Remember: you are only human; procrastination is not a sign of failure.
2. **Write is right.** Make a list of things that have to be done, placing them in order of priority and assign a time to get them done.
3. **Eat an elephant.** Desmond Tutu once said, "There's only one way to eat an elephant: one bite at a time." Take a look at the list of the things that have to be done and commit to doing bite-sized tasks, being sure to take breaks in between.
4. **Social media mania.** Sometimes it helps to turn off the phone, television and other devices that can be distracting and take us off our target goal.
5. **Throw a block party.** Block out a specific time – one day a week, or one hour a day – where you don't schedule appointments, accept invitations or allow interruptions. That time is blocked out specifically for working on your tasks.
6. **We all scream for ice cream.** Reward yourself when you accomplish a deadline, no matter how small. The reward can be something that you can look forward to once a task is completed.
7. **Mind your business.** Practicing mindfulness is important in breaking any habit, including procrastination. When you feel overwhelmed, listen to your body. If you need a break, take it.

Practicing these and other techniques can help us stay on top of our tasks and keep us productive and efficient legal professionals.

Love and hugs,

Marci Frazier
SLSA President 2021-2022
president@slsa.org



Sacramento Legal Secretaries Association



VIRTUAL [Zoom]

General Membership Meeting

Thursday, September 16, 2021, at 6:00 p.m.

Zoom session opens at 5:30 p.m. for meet and greet

The Big Business of Litigation Support and a Breakdown of Court Reporting Charges

Court reporting is a billion dollar industry where transparency is lost and profit is made. We will walk you through how to read a court reporting invoice, how to break down what you are being charged, help you identify “fluff” charges, explain the difference between trial, arbitration, and deposition invoicing, and understand charges related to the newest area of reporting – the remote deposition. We will also provide the Court Reporting Board’s information, a direct and powerful resource you never knew you had.

Guest Speakers:

Sean Coletta, Esq.

CEO/Owner, IMAGINE REPORTING

&

Jenoa Derdowski

Director of Business Management, IMAGINE REPORTING

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

Registration Fee:

\$10 SLSA Members and Non-Members

RSVP by Wednesday, September 15, 2021

Two Way to Register:

- **Online at www.slsa.org under "Events" (Preferred) - pay by credit card or check**
 - **Via Email to reservations@slsa.org and pay by check**

A link and instructions for access to the virtual meeting will be emailed upon receipt of your registration.

Make checks payable to "SLSA" and mail to:

**Christie Kaelber, Registration Chair
c/o Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814**

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

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to all of our
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Speaker Spotlight:

An Overview of Licensing Commercial Cannabis Cultivation in the Greater Sacramento Region



Submitted by: Marci Frazier

Trevor Carson is the President of the Sacramento County Bar Association. He is also the owner and operator of Rooted Legal PC. Mr. Carson handles transactional and litigation matters relating to commercial cannabis.

Cannabis cultivation is a rapidly growing California industry. A relatively low barrier to entry, compared to other cannabis industries such as dispensaries, attracts many entrepreneurs to consider cannabis distribution.

However, California's regulatory and licensing process is rigorous, so much so that the California Secretary of State recommends those considering embarking on the cultivation and distribution license process seek professional, legal assistance. Trevor's presentation embarked how his law firm tackles these concerns.

Trevor's presentation began with a brief walk down memory lane. Cannabis in California has been legal for medical use since 1996 and for recreational use since 2016. The state's first attempt to legalize cannabis was in 1972 with Proposition 19. California would later become the first state to legalize medical cannabis with the passage of the Compassionate Use Act of 1996 with Proposition 215.

The Act allowed people the right to obtain and use cannabis for any illness if they obtain a recommendation from a doctor. Medical cannabis identification cards were issued through the California Department of Public Health's Medical Marijuana Program.

Trevor moved on with an explanation of "Cannabis Cultivation". He pointed out that cultivation means any activity involving the planning, growing, harvesting, drying, curing, grading, or trimming of cannabis. [4 Cal. Code Regs. §16000(h)]

He also explained that "commercial cannabis activity" includes the cultivation, possession,

manufacture, distribution, processing, storing, laboratory testing, packaging, labeling, transportation, delivery, or sale of cannabis and cannabis products. [4 Cal. Code Regs. §16000(g)]

The California Department of Food and Agriculture is the government body that regulates and licenses cannabis cultivation. A cannabis "canopy" is defined as the designated area(s) at a licensed premises (except for nurseries and processors) that will contain mature (flowering) plants at any point in time, as follows:

- A specialty outdoor canopy is determined by either square feet or plant count, whereas a specialty cottage outdoor canopy is determined by plant count.
- If mature plants are being cultivated using a shelving system, the surface area of each level must be included in the total calculation of the canopy.
- The canopy shall be calculated in square feet and measured using clearly identifiable boundaries of all the areas that will contain mature plants at any point in time, including all the space(s) within the boundaries.
- The canopy may be noncontiguous, but each unique area included in the total canopy calculation must be separated by an identifiable boundary that includes, but is not limited to, interior walls, shelves, greenhouse walls, hoop-house walls, garden benches, hedgerows, fencing, garden beds, or garden plots.

(Continued on page 5)

(Continued from page 4)

Trevor then outlined a few of the counties and cities in the greater Sacramento area where commercial cannabis cultivation is allowed, including:

Colusa County
Lake County
Sacramento (City)
West Sacramento (City)
Yolo County

Here are a few counties where cannabis cultivation is banned:

Amador County
Napa County
Placer County
Sacramento County
Solano County
Sutter County
Yuba County

SLSA would like to thank Trevor Carson for joining us and providing us with such valuable insight on cannabis cultivation in Sacramento.



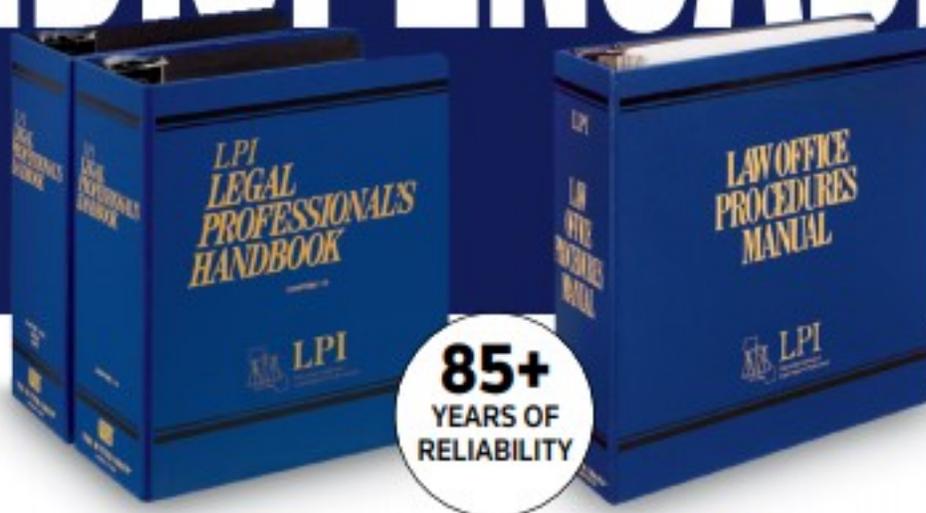
Code of Ethics

Legal Professionals, Incorporated

It shall be the duty of each Member of Legal Professionals, Incorporated to observe all laws, rules, and regulations now and hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence, and diplomacy, in accordance with the highest standards of professional conduct.

Dedicated to Joan Moore, PLS

INDISPENSABLE



LEGAL PROFESSIONAL'S HANDBOOK

...THE ULTIMATE RESOURCE GUIDE!

Busy lawyers rely on their staff to handle many details of their practice. They look to you, as a professional, to know what to do, and when and how to do it. The *Legal Professional's Handbook* provides you with the answers ...just as it has for over 75 years! Each chapter contains detailed practice forms and step-by-step instructions covering every major area of California law practice. The Handbook is an invaluable resource to add to your entire reference library!

LPI MEMBERS-ONLY PRICE\$380.80
Nonmembers Price.....\$544

Price includes shipping. Add applicable sales tax.
This title is updated annually for subscribers by replacement pages.

LAW OFFICE PROCEDURES MANUAL

...THE IDEAL TRAINING MANUAL FOR NEW STAFF!

This must-have manual and forms guide contains detailed practice forms for major areas of law practice, both civil and criminal, along with step-by-step instructions for completing them. The manual includes Judicial Council forms and California recording laws. The manual also provides procedural checklists, transcriptions and proofreading tips, sample calendar notations, practice tips for filing documents with the court, and a glossary of legal terms.

LPI Members-Only Price\$209.30
Nonmembers Price.....\$299

Price includes shipping. Add applicable sales tax.
This title is updated bi-annually for subscribers by replacement pages.

Buy both LPI books together and get a discount!

Combo price for both books.....\$590.10

Price includes shipping. Add applicable sales tax.

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Governor's Report

Submitted by: Corene Rodder

Hello everyone,

It is September already! Before we know it, the holidays will be upon us. This seems to be the busy time of year for everyone but try and take the time to reach out, reconnect, and revive all of our professional relationships. Our LPI Vice President, Rod Cardinale, Jr. challenged each one of the governors to reach out to one member. I am also challenging our Sacramento LSA to do the same.

I am happy to report on LPI's first quarterly conference held in person in Santa Clara. The theme was the Mexican Rivera; our first stop on a journey that we are keeping track of in our passport. It was fabulous to actually get to see everyone in person. Please see pictures on the next page.

The Governors discussed many upcoming items :

- San Mateo County LPA has bid to host February 2023 Quarterly Conference
- New LPI Membership pins will be available at the November 2021 Conference—each governor will receive enough for each association to be distributed by the governors to the members.
- CCLS Exam is now online—the first will be the September exam.
- Legal Specialization Section will have Strip readers for accepting credit card payment—no cash accepted beginning with November Conference.
- Joint Venture Partnership Agreement with First Legal has been approved by the governors and will run from August 7, 2021 to August 27, 2022.

Please do not forget to check out the LPI Events page at:

<https://www.legalprofessionalsinc.org/events/>.

All the best,

~Corene
governor@slsa.org



Corene Rodder and Marci Frazier





Member News

Submitted by: Sarah Martinez



Welcome Back!

Inducted in the August 2021 Membership Meeting

Christine Soule Christine was a previous SLSA member in 1999-2000 and has been in the legal field since 1993. She currently works for Trainor Fairbrook and celebrates her birthday on Christmas Eve.



Dawn Willis—9/11

Tiffany Meier—9/13

Alicia Malerbi—9/15



Cathie Adams—9/22

Lynne Prescott—9/24

Lacy Monserrat—9/25

Corene Rodder—9/28

If you are interested in membership in SLSA, please contact Vice President Sarah Martinez via e-mail at vicepresident@slsa.org.

Are you an SLSA member who has moved? Changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you!! Let us celebrate your accomplishments with you during the good times, and support you during the tough times. Please send your news to vicepresident@slsa.org.



Parliamentarian's Piece

Submitted by: Dawn Willis

The Ayes Have It!!! Handling a Main Motion.

We all seek positive outcomes. Meetings are not any different. Thus, meetings governed by Robert's Rules have specific protocols for conducting business. One of those protocols is through motions and obtaining votes in favor or against. Nothing goes to discussion (and a vote) without a motion being on the floor.

Step 1 is obtaining and assigning the floor. We've all seen chaotic meetings where everyone is jumping from their seats and yelling with fists in the air. We can all agree that is no way to conduct business. How can anything get anything accomplished with all that yelling over each other? Robert's Rules steps in and brings calm to the chaos. In an orderly fashion, a member raises their hand when no one else has the floor and is speaking. The chairperson of the meeting then recognizes the member by name.

Step 2 is how the motion is brought before the membership. The member who has been recognized by the chairperson makes the motion just like they do in the movies: "I move that (or to) . . ." Then simply sits down. Without having to be formally recognized, another member seconds the motion by simply shouting out: "I second the motion" or "I second it" or simply "Second." The chairperson states the motion (preferably word for word): "It is moved and seconded that . . . Are you ready for the question?"

Step 3 is the time for orderly discussion. Members can debate the motion by first obtaining the floor (see Step 1 above). Confining the debate to the merits of the motion is the tricky part. Jumping down a rabbit hole, Alice, is an easy thing to do but the chairperson or parliamentarian or even members keep the process moving smoothly. Debates can be closed only by a 2/3rds vote by the voting membership. Or closed by the chairperson if no one seeks the floor for further debate.

Question? (See Step 2 above.) What's this question you speak about?

Step 4 is when the chairperson puts the motion to a vote – which means asking the question. "Asking the question" entails putting the matter to a vote by the membership. "The question is on the adoption of the motion that . . . As many as are in favor, say Aye." (Pause for a response.) "Those opposed, say Nay." (Pause for a response.) "Those abstained please say Aye."

Step 5 is the finale. The chairperson announces the result of the vote. "The Ayes have it, the motion carries, and . . . [repeating the effect of the vote]." Or, "the Nays have it and the motion fails."

Key points to remember are to (i) listen to the other side, (ii) focus on the issues, not personalities, (iii) avoid questioning motives, and (iv) be polite.

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



ANSWERS: 1=F; 2=T; 3=T; 4=T; 5=F; 6=F; 7=F; 8=T; 9=T; 10=F; 11=T; 12=F; 13=T; 14=T; 15=F



CALENDAR

Dates to Remember

SEPTEMBER

September 6, 2021	Labor Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
September 7, 2021	SLSA's Executive Board Meeting, 6:00 p.m., via Zoom .
September 16, 2021	SLSA Monthly Membership Meeting:, 6:00 p.m., via Zoom. Please register at: SLSA.org . The topic will be: The Big Business of Litigation Support and a Breakdown of Court Reporting Charges - presented by: Sean Coletta, Esq. CEO/Owner, IMAGINE REPORTING and Jenoa Derdowski Director of Business Management, IMAGINE REPORTING

OCTOBER

October 6, 2021	Beginning Leal Secretary Training Course—Register by September 24, 2021.
October 11, 2021	Columbus Day—Make sure to check the Court's calendar to see if they are closed.
October 12, 2021	SLSA's Executive Board Meeting, 6:00 p.m., via Zoom.
October 16, 17, 23, & 24, 2021	Fairytale Town Safe and Super Halloween—Each day from 5-9:00 p.m. See flyer on page 14.
October 21, 2021	SLSA Monthly Membership Meeting:, 6:00 p.m., via Zoom. Please register at: SLSA.org . The topic will be: Bluebook vs. California Style Manual—Presented by: Professor Adrienne Bruggess, McGeorge School of Law. Register by October 20, 2021.

Who You Gonna Call? GHOSTBUSTERS!!

Come join Sacramento Legal Secretaries Association for
Ghostly Fun at Fairytale Town's 34th Annual
Safe & Super Halloween



OCTOBER 16, 17, 23, & 24 from 5 - 9 pm

This 4-night Halloween extravaganza
features treat stations, nightly costume
parade, hands-on activities, and lots of fun!



ADVANCE:

Adults \$13

Children (age 2-12) \$13

Children (age 1 and under) Free

*Members get \$3 off ticket

Tickets at FairytaleTown.org

AT DOOR:

Adults \$16

Children (age 2-12) \$16

Children (age 1 and under) Free

*No Member discount at the door

PLEASE NOTE: Adults must be accompanied by children and children must be
accompanied by adults in order to gain admittance to Fairytale Town

Volunteers and Candy Donations Needed

Candy donations can be picked up. Please contact Brenda Johnson
or Crystal Rivera to schedule a pick-up.

Questions? Please contact:

Brenda Johnson (916) 628-0864 or brendajohnsonccls@yahoo.com

Crystal Rivera (916) 952-5718 or crivera@somachlaw.com





Sacramento Legal Secretaries Association Presents its

Beginning Legal Secretary Training Course

October 6 – December 15, 2021 (Every Wednesday), 6:00 PM to 8:00 PM

Via Zoom

Class Size is Limited

Registration and Payment Must be Received by: September 24, 2021

TWO WAYS TO REGISTER - - Online at www.slsa.org/events or use the attached registration form

*First-Come, First-Served, with Proper Registration and Payment**

Registrations received after the class is filled will be placed on a wait list in the event of an opening

NO REFUNDS AFTER SEPTEMBER 27, 2021

This is a ten-week course covering California state court practice and procedures. It is designed for beginning-level students or for those who feel they could use a refresher in basic legal secretary training. Previous work experience in an office setting is strongly recommended.

Cost: \$275.00 SLSA Members

\$325.00 Non-Members

Forms of Payment Accepted: Check,

Money Order/Cashier's Check, or Credit Card

(Convenience fee applies to credit card payments)

Includes course fee, Law Office Procedures Manual, all training materials, and one year of membership¹ in

Sacramento Legal Secretaries Association and Legal

Secretaries, Incorporated (1 applies only to those who are not already members of SLSA)

Class Schedule (Subject to Change)

All classes will cover legal terminology

Week 1 – October 6, 2021	Court Structure, Best Practices, and Ethics
Week 2 – October 13, 2021	Civil Litigation – Part 1
Week 3 – October 20, 2021	Civil Litigation – Part 2
Week 4 – October 27, 2021	Discovery/Depositions
Week 5 – November 3, 2021	Calendaring/Corporate Law
Week 6 – November 10, 2021	Citations
Week 7 – November 17, 2021	Family Law/Criminal Law
Week 8 – December 1, 2021	Probate/Estate Planning
Week 9 – December 8, 2021	Real Estate/Unlawful Detainer
Week 10 – December 15, 2021	Final Exam

**Because of the demand for access to this class, as well as the amount of material presented and wide spectrum of practice areas being covered in just ten weeks, attendance at each class is critical. Students are permitted one excused absence. Missing more than one class may result in dismissal from the course.*

For more information, please contact Brenda Bracy, CCLS,

CCLS BrendaBracy@hotmail.com or at (916) 628-0864

Visit our website: www.slsa.org



Sacramento Legal Secretaries Association

Beginning Legal Secretary Training Course

Registration Form

(Please type or print clearly)

Each individual must complete and submit a registration form. Group registrations will not be accepted.

**Indicates Required Information*

*Name: _____ *E-Mail Address: _____

*Preferred Mailing Address: _____

*Business Telephone: _____ *Personal Telephone: _____

Do you have experience as a legal secretary/legal support professional? Please briefly describe below:

*Method of Payment:

_____ Check/M.O./Cashier's Check (\$275 SLSA Members; \$325 Non-Members)

_____ Credit Card (*Convenience Fee Included in Price*) – Visa, MasterCard, Discover, AmEx

Name on Credit Card: _____ Exp. Date: _____

Card Number: _____ Zip Code Associated with Card: _____

Signature of Cardholder: _____ CVC Number: _____

Amount authorized to charge: _____ \$283.25 (SLSA Members) _____ \$334.73 (Non-Members)

Registration with payment MUST BE RECEIVED BY Sept. 24, 2021. Registration is on a first-come, first-served basis until the class is full or until the deadline for registration, whichever comes first. Registrations received after the class is filled will be placed on a wait list in the event of an opening. **No refunds after Sept. 27, 2021.**

Mail this completed form with payment to:

Brenda Bracy, CCLS
P.O. Box 938
Galt, CA 95632

Make checks payable to: "SLSA"

Registration is also available online with credit card payment (convenience fee applies) at

www.slsa.org/events.

PLEASE ALLOW 24-48 HOURS FOR REGISTRATION CONFIRMATION RECEIPT

Sacramento Legal Secretaries Association



VIRTUAL [Zoom]

General Membership Meeting

Thursday, October 21, 2021, at 6:00 p.m.

Zoom session opens at 5:30 p.m. for meet and greet

BLUEBOOK vs. CALIFORNIA STYLE MANUAL

Which one should be used and when?
Professor Adrienne Brungess of McGeorge School of Law will explore these questions and more as she discusses the difference between the Bluebook and the California Style Manual. This lecture is pre-recorded.



Guest Speaker:

Professor Adrienne Brungess

McGeorge School of Law

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

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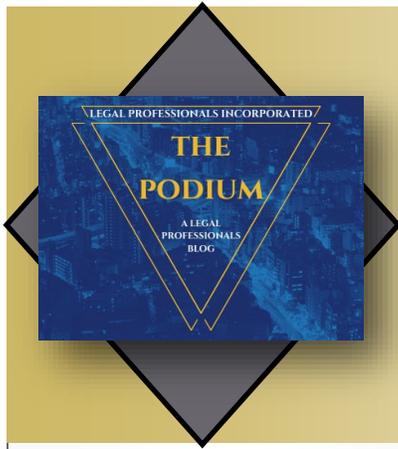
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**Christie Kaelber, Registration Chair
c/o Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814**

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

**Special thanks
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LEGAL PROCEDURES

Submitted from
LPI Blog—The Podium

<https://www.legalprofessionalsinc.org/lpi-blog/>

e-Recording Now Available in California

Many things changed when we shut down due to the COVID-19 global pandemic. State Government Offices and Municipalities throughout the state began to offer some sort of electronic services during the shutdown. One of the services that many may not be familiar with is eRecording with many of California County Recorder Offices. So, just how does it work?

Electronic Recording (e-recording) is the process of recording documents via a secure internet portal that would otherwise be sent by mail or courier to the local County Assessor-Recorder's Office. E-recording is an efficient and secure means to submit documents electronically.

Your local legal support service provider that offers eFiling Services, may also provide eRecording Services. But here are a few things you will need to know.

The original document(s) will need to be sent to your service provider.

Not all the counties in California accept eRecording so be sure to check with your local County Recorder.

Your documents will be scanned so that they can be uploaded through the secured web-based portal.

The Recorder's office will process those electronic document files if there are no errors. If errors are found, the document will be rejected.

Once the documents have been reviewed and approved for processing, they will be stamped, recorded, and returned electronically.

Please note, not all documents can be recorded. Be sure to check with your local County Recorder for a list of documents that can be processed electronically. Also, don't forget to review the requirements for documents to be recorded.

If you need further assistance, contact your local County Recorder's office, or simply call your legal support service provider.

LEGAL PROCEDURE

e-Recording Now
Available in California

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LEGAL SPECIALIZATION SECTIONS

Online Registration Available at:
<https://www.legalprofessionalsinc.org/events/>
or **CLICK HERE**



September 16, 2021
12:00 PM to 1:00 PM

UNDERSTANDING THE VALUE OF ESTATE PLANNING AND THE PROBATE ADMINISTRATION PROCESS

PRESENTED BY:
ANDREW J. DIGNAN, ESQ.
ATTORNEY AT BERLINER COHEN LLP

The Legal Specialization Sections is a program of Legal Professionals, Inc., an approved provider, and certifies that this seminar has been approved for one minimum continuing education credit in the amount of 1.0 hour by the State Bar of California.

- **Members of ALL Six (6) Legal Specialization Sections (LSS) - FREE!**
- **LPI Members/Local Association Members - \$25**
- **Non-LPI Member or Attorney - \$45**
- **The price increases \$5 after September 2, 2021**
- **Registration closes September 9, 2021**





EMPLOYMENT REPORT

Submitted by: Brenda Johnson, CCLS

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

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

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

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

(September 9, 2021) Legal Secretary – San Francisco, CA

de la Peña & Holiday is seeking an experienced and knowledgeable legal secretary for a full-time position in our San Francisco Financial District office. We need someone who is highly organized, detail-oriented, self-motivated, professional, reliable and able to efficiently multi-task a busy desk. The ability to prioritize, follow up and complete assigned tasks and communicate well are of paramount importance. All candidates must be able to communicate effectively and efficiently through Zoom, Zoom chat, telephone and email as our attorneys typically work remotely. Our firm primarily handles insurance defense litigation matters.

All candidates must also have:

At least three years' experience as a litigation legal secretary.

Excellent word processing skills, including ability to generate TOC and TOA using Word, not Best Authority or any other vendor program.

High level of expertise with Word, Excel, Westlaw Form Builder, Outlook.

Familiarity with state and federal court rules.

Experience with e-filing in both state and federal courts.

(Continued on page 21)

(Continued from page 20)

Proven experience in supporting at least 3 attorneys efficiently.

This position is to support three attorneys on primarily insurance defense matters. You will be expected to navigate all California state and federal court websites to set up motions, hearings, ex parte applications and other appearances. You will be expected to efficiently create and edit documents. All documents you create, edit or handle must be named according to our firm's naming conventions and saved in our iManage document depository according to our guidelines. You will also be asked to call the court, clients, co-counsel, opposing counsel and mediators to arrange mediations. Likewise you will also be asked to arrange expert witness deposition which requires the same coordination efforts and communications as mediations.

This position is not a remote position. We have limited staff in our office (approximately 25% of our employees) and secretary workstations are at least 12 to 15 feet apart. Hand sanitizer is provided at several locations in our suite. Masks are required and provided and all employees are fully vaccinated. We are a congenial firm and you will rarely be asked to work through lunch or overtime. Please do not apply if you are looking for substantial overtime as we want all employees to have time off to enjoy life. This position does not include calendaring duties as we have a calendaring clerk who does all calendaring for the firm. We offer two weeks' sick leave, two weeks' vacation, full benefits, Commuter Checks and a 401(k). Salary range is \$60,000-\$85,000. Please forward resumes, references, salary expectations and questions to the office manager, Deborah Alexander, at dalexander@dlphlaw.com.

(August 26, 2021) Paralegal: Environmental Law and Litigation

Somach Simmons & Dunn, a mid-size environmental law firm, has an immediate opening for a paralegal with a minimum of 5 years' substantive litigation experience with eDiscovery proficiency, trial preparation, and trial presentation experience. This individual will work closely with attorneys, other paralegals, and staff to assist clients with a wide variety of environmental matters in multiple state and federal jurisdictions, as well as matters venued before administrative bodies, and state and local agencies.

Essential Functions of Position:

Conduct research and review all applicable federal and state laws, rules, local rules, and standing orders to assess and provide procedural guidance to counsel and staff;

Review a variety of pleadings, correspondence, and orders/decisions in order to docket appropriate deadlines using docket management software in conjunction with Microsoft Outlook;

Draft various documents for attorney review, including but not limited to: correspondence, pleadings, Freedom of Information Act (FOIA), Public Records Act (PRA) requests, discovery requests/responses, declarations, motion papers, subpoenas and any document requests transmitted therewith, stipulations, proposed orders, internal memoranda and/or client communications, status reports, and others, where appropriate;

Develop case management and organization strategies unique to the needs of each matter;

Communicate effectively with case/matter team (attorneys and staff) to manage projects effectively and efficiently;

(Continued on page 22)

(Continued from page 21)

Create and maintain litigation matrices and spreadsheets to track relevant information (e.g., discovery requests/responses, deposition schedules, expert/consultant retention, case contacts);

Review draft briefs and memoranda to: (1) check cited/quoted authority and shepardize cited cases using LexisAdvance; (2) verify appropriate citation format based upon filing jurisdiction (i.e., Bluebook or California Style Manual); (3) review and validate quoted portions/excerpts sourced from other cited material; (4) proof read and propose substantive revisions and edits to counsel with an eye toward proper grammar, punctuation, usage, syntax, etc.;

Manage document/ESI collection, and maintain collection of evidence, including that which is produced pursuant to discovery or in conjunction with an Administrative Record (AR), within an eDiscovery platform database(s);

Communicate professionally with counsel, clients, third parties, experts, and vendors;

Coordinate with case/matter review team to conduct review, analysis, searching/tagging, etc., of incoming documents, via collection or party production;

Collect, organize, prepare, and process documents/ESI for import, review, and production;

Assist attorneys through all phases of litigation/case handling, including preparation for hearings and trial;

Possess skills necessary to accurately interpret court procedures and rules, and general knowledge of federal and state court deadlines; and

Additional duties as assigned.

Requisite Experience:

Candidates must have either: (1) a paralegal certificate from an ABA approved program and a minimum of 5 years' experience as a litigation paralegal; (2) a Bachelor's degree and a minimum of 5 years' experience as a litigation paralegal; OR (3) 5 years' experience as a litigation paralegal with extensive experience administering and managing eDiscovery databases for litigation matters; and

Experience in environmental law, CEQA, and administrative law is desired but not mandatory.

Desired Skills:

Ability to efficiently gather, maintain, track, and organize information, documents, and evidence;

Ability to analyze and accurately categorize, identify, code, and summarize documents in an efficient manner;

Exceptional organizational skills and ability to work independently, and as a team, delegate when necessary, and evaluate workload in order to meet deadlines; and

Excellent time management skills and the ability to manage multiple projects concurrently in such a manner as to deliver an accurate, high-quality work product.

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Software and Technology Proficiency:

Technologically savvy and proficient with the Microsoft Suite of products (Outlook, Word, Excel, PowerPoint);

Experience using electronic billing software, document management software and systems, including network drives and servers; and

Not less than 3 years' experience using and maintaining evidence within eDiscovery databases in one or more of the platforms widely used within the industry (e.g., iPro, Concordance, Relativity, etc.). Although not required, experience managing and administering eDiscovery databases/platforms is highly desired.

The clients we serve and matters we handle offer a unique opportunity to gain insight into the many different facets of environmental law and policy. This is a fantastic opportunity for any candidate who seeks a position working as an integral, respected member of a team, providing excellent client service and work product of the highest quality.

Our firm offers a congenial and inclusive work environment, competitive salary including medical, dental, vision, and life insurance benefits, HSA, and optional medical and dependent care FSA, 401k, and profit sharing plans as well as paid parking. Insurance benefits are 100% employer-paid for both employee and qualifying dependents.

Somach Simmons & Dunn is an equal opportunity employer. Interested candidates should send a resume with cover letter including salary requirements to hr@somachlaw.com or Somach Simmons & Dunn, Attn: Human Resources, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please).

(August 26, 2021) Legal Secretary – Messing Adam & Jasmine LLP – Sacramento, CA

Labor and Employment firm, Messing Adam & Jasmine LLP, seeks a full-time experienced Legal Secretary with at least five years civil litigation experience. Applicant must have a strong understanding of California and Federal Civil Procedure. Experience working with the various County Superior Courts and California Courts of Appeal. Any additional experience working with the State Personnel Board, Public Employment Relations Board, National Labor Relations Board and Office of Administrative Hearings is a plus, but not required. We are currently working in a hybrid/remote setting.

Main Job Tasks, Duties and Responsibilities

Prepares, edits, proof-reads, formats, cite checking and finalizes correspondence, legal documents, including complaints, motions, briefs and subpoenas.

Provide attorneys with basic research of litigation, statutes and regulations.

Files and timely serves all pleadings with the appropriate courts and administrative agencies, and follows up to ensure all filings are completed.

Calendaring litigation and other administrative agency deadlines.

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Client intakes.

Prepares engagement letters.

Process mail, which includes scanning, calendaring and routing to attorneys.

Manages physical and electronic case files.

Schedules and makes appointments and coordinates conference calls for attorneys as needed.

Qualifications

5 years of litigation experience

Experience supporting multiple attorneys in a team environment.

Excellent communication, interpersonal and writing skills.

Must be highly organized, proactive, detail-oriented and able to multi-task.

Knowledge of citation styles (Blue Book and California Style Manual).

Proficiency in MS Word, Excel and Outlook.

Paralegal certificate or CCLS certification is desired, but not required.

About our Firm

Messing Adam & Jasmine LLP focuses on the representation of public sector employee organizations and their individual members. Our attorneys have successfully litigated some of the most significant public employee labor relations cases in California history. These cases have benefited hundreds of thousands of public employees, not only in California, but throughout the United States. Please go to our website for more information about our firm – www.majlabor.com. Our Sacramento office is located at 980 9th Street, Suite 380, Sacramento, CA 95814.

Compensation is negotiable based on experience. We provide excellent benefits, including medical, dental, vision, life, LTD, vacation/sick time, Medical FSA and 401(k) profit-sharing. Qualified applicants should send their resume and references to heather@majlabor.com.

(August 24, 2021) Legal Secretary - Lazono Smith - Sacramento, CA

We currently have an opening in our Sacramento Office for a Legal Secretary. This is a mid-to-high level position, ideal candidates will have 5-7 years of current legal, secretarial experience.

Qualified candidates are team players with excellent communication and interpersonal skills. They are able to work with a variety of people including working with several attorneys simultaneously. Must be highly organized, detail-oriented, positive, proactive, and professional.

All candidates must have exceptional writing, proofreading, technical and administrative skills. As well, must be proficient in MS Word and Outlook, and type 70+ wpm.

Experience A Culture Unlike Any Other

We invite you to check out Lozano Smith, California's premier public agency law firm. As a law firm, we have a

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rather unique culture. Simply put, we enjoy each other's company. We like to have fun together, in the office and in the field. We enjoy our work, and equally important, who we work for. We are committed to giving all employees the opportunity to experience meaningful, impactful work and the support needed to grow.

Focus On The Specifics

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Foundations Of Lozano Smith

Lozano Smith's core is based on relationships, and that has allowed us to remain California's premier public agency law firm representing hundreds of school districts and municipalities. We are a team of more than 180 passionate and diverse attorneys, paralegals and support staff. Everyone who calls Lozano Smith home understands the importance of being there for each other and our clients when they need us most.

How to Apply:

Qualified applicants should send their resume to kgiosa@lozanosmith.com.

(August 18, 2021) Legal Secretary

BPE Law Group is a growing mid-sized Sacramento-area law firm specializing in corporate, real estate, and estate planning transactions and litigation. Our collegial team of attorneys and staff are driven to provide outstanding customer service to our clients while we help them accomplish their goals in the midst of often complex regulatory environments.

BPE Law Group is seeking a full-time, experienced Legal Secretary to support our attorneys in a fast-paced environment. A Legal Secretary provides a professional interface with co-workers, clients, and courts to accomplish the firm's client-service mentality.

This Job is Ideal for Someone Who is:

- Detail-oriented — would rather focus on the details of work than the bigger picture.

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- Resilient — thrives in a high-pressure environment.
- Dependable — more reliable than spontaneous.
- A Self-Starter — enjoys taking on challenges.
- Professional – shows discretion and good judgment.
- Ethical – understands and supports client confidentiality.
- A Team Player – supports attorneys and other team members to maximize team productivity.

Specific Responsibilities:

- Prepares, edits, proof-reads, formats and finalizes correspondence and legal documents.
- Files and timely serves all pleadings with the appropriate courts (electronically or via mail, express, or messenger service), and follows up to ensure all filings and services are completed.
- Maintains expertise in Word including general formatting, styles, generation of TOCs and TOAs.
- Stays current on and applies all court filing procedures and court rules including local rules.
- Reminds attorneys of meetings and litigation deadlines and assists in preparing for same.
- Reviews incoming mail for dates to calendar and maintains a calendar of litigation deadlines.
- Schedules and makes appointments and coordinates conference calls for attorneys as needed.
- Arranges for court reporter and/or videographer when needed.
- Photocopies, assembles, and scans documents.

Qualifications: In addition to experience with the responsibilities outlined above, a Legal Secretary must have:

- Three or more years of previous legal office experience with knowledge of state and federal discovery rules and procedures, calendaring deadlines, and trial preparation.
- Civil Litigation background with an understanding of the California Code of Civil Procedure.
- Superior computer skills and technical savvy, with proficiency in Word, Excel and Outlook.
- Experience with PracticeMaster a plus.
- Excellent communication and writing skills.
- Knowledge of citation styles (Blue Book and CA Style Manual).
- Experience supporting multiple attorneys at a time.
- Fluency in Spanish a plus.

Excellent benefits, including medical, dental, vision, 401(k), profit-sharing package. Family-oriented, respectful, and collaborative office/firm culture. Please send cover letter, resume and references to sarahm@bpelaw.com and must include Legal Secretary Position in the subject line.

Appearing in this Bulletin is the most recent listings.

Please visit SLSA.org/employment/ for more listings.



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[Click here to apply or renew.](#)



EDITOR'S NOTE

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Corene E. Rodder, c/o Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento, California 95814 or crodder@somachlaw.com. The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. The deadline for all submittals is noted in "Dates to Remember" on page 12 of this publication. This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the service of a competent, professional person should be sought. The opinions expressed in the articles published herein are those of the individuals submitting the articles and not necessarily the views of the board or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the board of the Sacramento Legal Secretaries Association.

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LPI BENEFITS 2021—2022



Advantages of Membership

LPI® provides educational, professional, and personal development information to legal support staff throughout the state of California. These educational opportunities are available to members (and non-members, for a nominal fee) throughout California.

- Monthly educational programs and newsletters are provided by local associations
- General educational programs are offered at each LPI conference free to anyone registered to attend. Topics vary among specialized areas of law, ethics, law office products and management, and personal development. Click on the calendar for more information about upcoming LPI and Local Association Events.
- Members (and non-members) are given the opportunity to join one or all six Legal Specialization Sections. Each specialization section offers seminars and newsletters on specific areas of law. Seminars are presented at each LPI quarterly and annual conference free to LPI section members and at a reduced cost to non-section members. For more information, click on “Legal Specialization Sections.”
- Many local associations offer study groups for members interested in preparing to take the California Certified Legal Secretary (CCLS®) examination. LPI also offers an online CCLS Study Course. Information on the CCLS examination can be found by clicking on “California Certified Legal Secretary.”

These programs are designed to provide current material and educational tools to enable law office support staff to remain current with the changes in general law, as well as in their respective areas of practice.

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Learn basic secretarial and computer skills; enroll in a legal secretarial or paralegal course through business schools and college courses; enroll in a training course offered by a Legal Professionals, Incorporated, association in your area; or through LPI’s online courses. Legal Professionals, Incorporated, offers scholarships to non-members interested in pursuing a career in the legal field

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In addition to the many educational and networking opportunities, LPI members may receive discounts for certain educational seminars and publications offered through Continuing Education of the Bar (CEB). Agents for insurance and financial providers are available as resources when members inquire about benefits in an effort to obtain the best coverage for each member’s individual needs and location. Access to credit unions and rental cars are also available.

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