



The Legal Eagle

Sacramento Legal Secretaries Association

Book 2015, Issue 4
April 2015



Managing New Forms of Discovery



Lynne Prescott, CCLS, and Morgan Albanese of Litigations Services (see story on page 4)

In this Issue

[76th Annual Installation of Officers](#)

[Results: Nominations and Elections](#)

[LSI's Annual Conference](#)

[Save the Date!](#)

[MS Word Tips!](#)

Table of Contents

President's Message	2
April Meeting Flyer	3
Speaker Spotlight	4
Member News	11
Vendor Spotlight	17
Calendar/Dates to Remember	21
CCLS Report	22
Legal Procedures	24
Of Note	28
Law Office Products and Management	29
Benefits	31
Governor's Report	32
CAPs Report	34
Employment Report	39

April Meeting Information

SLSA welcomes Gary Smith, Executive Director of Legal Services of Northern California to our April 2015 monthly dinner meeting. Mr. Smith will be speaking about the legal services that LSNC offers to the community.

The dinner meeting will be on April 16, 2015, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. Meet and Greet at 5:30 p.m. The dinner meeting begins at 6:15 p.m.

President

Lynne Prescott, CCLS
Messing Adam & Jasmine LLP
980 9th Street, Suite 380
Sacramento, CA 95814
(916) 551-3360

Bulletin Editor

Corene E. Rodder
Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814
(916) 469-3814



President's Message: "The Legacy and the Tribe"

Submitted by Lynne Prescott, CCLS



As you have probably surmised from my messages over the last couple of years, I am a big supporter of all things having to do with preserving history and ensuring the continuation of legacies. I also firmly believe in the power of family – be it family of origin, or the people you choose to embrace as family as you go through life. I think a lot of my passion for this comes from the deep need that many of us have for wanting to leave some tangible part of ourselves behind; wanting to know who we are, who our people are, and where we came from, etc. In fact, growing up in the Deep South as I did, “Who are your people?” and “Where are your people from?” were questions I heard from the time I was itty-bitty, and are still being asked today. I think these are wonderful questions. It’s not so much out of nosiness that people ask, but rather out of that need to somehow find a connection.

When I was first installed as SLSA President in April 2013, I quoted from a book entitled *1,000+ Little Things Happy Successful People Do Differently*, by Marc & Angel Chernoff, that contains a list of “12 Steps to Make a Dream a Reality.” Step #3 of that list states: “Surround yourself with great people. You are the sum of the people you spend the most time with. Find your tribe and work together to make a difference in all of your lives – you will be far more capable and powerful than you ever could have been alone.”

In SLSA, I found my tribe. I surrounded myself with great people. I embraced them as family, and they did the same with me. I connected with them, and they with me. They became, and still are, “my people.” I want to thank the Executive Board members and committee chairmen who have supported me and been servant leaders with me over the last two years. I would not have been able to add my legacy, that small, tangible part of myself, to those that have gone before me, without you – my tribe and family. I spent most of my time with you the last two years and we all worked together to make a difference. You embraced me, inspired me, encouraged me, and gave me the confidence to keep SLSA moving forward. I am so grateful, honored, and humbled.

One of the most rewarding experiences in being part of a great tribe is watching the next set of leaders move forward and take their place in the continuation of the legacy. As I mentioned in my last President’s Message, I am so proud of the incoming officers for 2015-2016 for their courage and willingness to lead. Please offer them your support and help where you can. It truly makes a difference, and makes us all far more capable and powerful than we could ever have been alone.

Thank you for your faith in me, thank you for allowing me to serve as your President these past two years, and thank you for the opportunity to become part of SLSA’s legacy. Most importantly, thank you for being my tribe and my family.

The legacy continues . . .

- Lynne



Sacramento Legal Secretaries Association



Dinner Meeting - April 16, 2015

Courtyard Marriott
4422 Y Street - Sacramento

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



76th Annual Installation of Officers Guest Speaker: Gary Smith, Executive Director



Legal Services
of
NORTHERN CALIFORNIA

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 Noon on Friday, April 10*

Two Ways to Register:

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

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

Make checks payable to SLSA and mail to:

Paula Lockard, CCLS
Registration/Reception Chair 2014-2015
c/o Sacramento City Attorney's Office
915 "I" Street, 4th Floor
Sacramento, CA 95814

Dinner Menu – Choice of:

- Grilled Chicken Breast with Apples & Grapes. Served with Demi Sauce, Rice, and Vegetables.
- Penne Pasta Primavera with Fresh Vegetables & Light Olive Oil Vinaigrette. Served with Grilled Vegetables, Rice, and Balsamic Glaze.

*Entrees include green salad and
choice of Starbucks Coffee, Tazo Tea, and water service.*

SLSA's Vendor Partner for April 2015:



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



Submitted by Crystal Rivera

“Managing New Forms of Discovery: ESI Liaisons and Social Media and Mobile Device Evidence in Complex/Non-Complex Litigation Matters”

Morgan Albanese, the General Manager of the Northern California office of Litigation Services, was the guest speaker at our March 19, 2015 membership dinner meeting. She received her B.A. in journalism from California State University, Sacramento, in 2008 with cum laude honors and entered the legal service industry in 2009. After gaining a background in marketing for a UCC filing company, she found her way into the court reporting industry.

In addition to her duties at Litigation Services, Mrs. Albanese is an active member of the Sacramento County Bar Association, the Sacramento Legal Secretaries Association (SLSA), and the Leonard M. Friedman Bar Association. She currently resides in Sacramento, where she is growing the Northern California LIT office. On her off days, you will find her spending lots of time with her husband and their Shihpoo, Mochi.

Mrs. Albanese’s presentation regarding new forms of discovery was very informative. Litigation Services offers a complete suite of litigation support services from matter inception to resolution: ESI (electronically stored information) Liaisons; domestic and international forensic collection, analysis, reporting and testimony; online hosted discovery review services (depository/repository); managed review; national court reporting; and, trial support experts.

Mrs. Albanese discussed the emerging and important role of the ESI Liaison in the discovery process.

The ESI Liaison may be a party’s employee, a consultant, or an attorney, prepared to participate in eDiscovery dispute resolution, and knowledgeable about the party’s eDiscovery efforts. They need to be familiar with the party’s systems and capabilities in order to explain systems and answer questions, and knowledgeable about the technical aspects of eDiscovery, including storage, organization, format, and retrieval technology, including search methodology.

There are some critical categories of information that the attorney must provide their ESI Liaison to reasonably ensure a successful outcome. They must define the beginning and ending dates of the dispute; an understanding of damages being alleged in total dollar terms; the current complaint, and answers/defenses thereto; and, current list of named, known litigants or custodians of electronic evidence.

There are also suggested categories to identify and request, such as: personal and work-provided laptop and desktop computers; iPads and/or tablets; smartphones; loose media (flash drives, external hard drives, DVDs); personal and/or departmental shared folders on a company file server; third party email accounts (Gmail, Yahoo Mail); social media accounts (Facebook, LinkedIn); cloud storage (Google Drive, Dropbox); archive media (backup tapes, hard drives, optical disks); and paper files.

There are challenges of social media/mobile device evidence in complex/non-complex litigation matters. In the days of paper only discovery, paralegals or associate attorneys would order a chronological photocopy set and then they would do a page-by-page review. Commonly encountered electronic discovery “universes” currently number in the 10s to 100s (e.g., Facebook, Instagram, LinkedIn) and will continue to expand on a regular basis. Can all of these universes possibly be dispositive?

New universes of potentially relevant evidence continue to appear and be adopted almost randomly: cloud; social networking; instant messenger; webmail applications; peer-to-peer file sharing applications; web browsers; mobile backups; picture and video media; video game consoles; etc.

Using police and military sector technology, LIT’s experts are able to recover evidence of internet/social media usage directly from desktop/laptop computer hard drives, smartphones, tablets/iPads, etc. Their Internet Evidence Finder (IEF) is able to find cloud storage usage, Facebook

Speaker Spotlight (Continued)

messaging usage, evidence of search terms, evidence of LinkedIn usage, evidence of viewed pictures, evidence recovered from “safe” browsing, location based evidence, etc. They can recover the times, dates, and locations (who, what, when, where) of the user’s electronic activities. Note that signing into a WiFi network creates a time/date/location stamp on a workstation (smartphone, laptop, etc.). LIT’s system creates a timeline of everything done on the electronic device(s) within the specific search parameters.

And, when you think you’ve deleted files, text messages, etc., almost all the time the experts can still find and retrieve that information.

This discovery can be used in support of, or against, your client. But remember, if unfortunately you and your employer end up in litigation against each other, this sort of discovery can be utilized. So, if you’re looking for a new job, don’t use any electronics that your work provided. And, if you’re playing hooky from work, don’t use any electronic devices that can track what you’re doing (when, where, etc.). You don’t want your employer finding out that you were on the beach surfing the net on a Wednesday afternoon when you called in sick!

Author’s bio:

I’ve been a legal secretary since 1979, and was with the Grunsky Law Firm in Watsonville for almost 20 years. I am currently a legal secretary to three shareholders at Somach Simmons & Dunn, and have been at SSD for almost 14 years. I have one child, Army Staff Sergeant Heidi Rivera-Merrill who is stationed at Ft. Bragg, North Carolina, and I’m so proud of all that she has accomplished! A little fact about me: I’m a really shy person and I have to make a conscious effort to even say Hi to people and engage in conversation. I’d rather blend in with the wallpaper!



Nominations and Elections

Submitted by Dawn Forgeur, CCLS

At the March 19, 2015 dinner meeting, the Nominations and Elections Committee validated 51 ballots with the following results:

For the position of Delegate to represent SLSA at LSI’s May 2015 Annual Conference, the winners are:

Jan Ainsworth
Paula Lockard, CCLS
Corene Rodder

The Alternate Delegates are Terry Olson and Brenda Bracy.

Congratulations to all the nominees and thank you for stepping up and being willing to represent SLSA at the May Annual Conference! Thank you, SLSA members, for participating in the election and sending your votes in! You are a member of this corporation and your vote ensures that SLSA is represented.

Nominations and Elections Committee

Dawn R. Forgeur, CCLS – Chair
Selena Paradee – Member
Launa Atkinson, CCLS – Member

Quarterly Conference Report and Future LSI Quarterly and Annual Conferences



Submitted by Crystal Rivera

FEBRUARY LSI QUARTERLY CONFERENCE

I was pleased to find out that my name was picked by SLSA for the free scrip to attend LSI's February Quarterly Conference (February 20-22). I was also pleased that I didn't have any filings the following Monday (so I wouldn't have to work that weekend).

Conference host was San Fernando Valley Legal Secretaries Association (SFVLSA), and they did a great job! The theme for Conference was "Viva Las Vegas" "What Happens at Conference – Stays at Conference" (this saying was repeated several times).

The Conference was held at the Garland Hotel in North Hollywood, the same weekend as the Oscars. I flew into the Burbank Airport (aka Bob Hope Airport), and kept an eye out for celebrities, but unfortunately I didn't see any.

The Garland is a nice hotel, cozy enough that you aren't walking a mile from room to workshop, lunch, dinner, etc. I started seeing familiar faces from previous conferences as soon as I walked into the lobby.

As always, there were great workshops and Legal Specialization Section (LSS) seminars.

I attended the Friday night Welcome Reception where we had some nice hors d'oeuvres. After the Reception, a group of us took a nice walk to a nearby restaurant – which wasn't exactly as nearby as we all thought – but

it was a decent trek, which was good because we were all so stuffed!

Saturday was busy. In the morning I attended the Board of Governors Meeting, and then the Civil Litigation LSS seminar. The LSS seminar speaker was attorney Alexander Kasendorf of Alpert Barr & Grant, and the topic was "Sacramento's Shadow on the World of Litigation – How Pending Legislation can have a Dramatic Impact." He was a terrific speaker and explained how new laws/legislation can have an impact on what we do as legal support professionals. After the LSS seminar, I attended the Governor's Luncheon, which was very enlightening especially since I will be SLSA's 2015-2016 President. (I guess I need to know what my Governor does at conference.) In the afternoon, I attended the Board of Governors Meeting where many Executive Committee and Marketing Committee Recommendations were adopted.

Saturday evening was Banquet. We had a very entertaining speaker, and the jazz band DA Bookman & Flow played a few songs during and after.

Sunday morning was Brunch. When I walked into the ballroom for brunch, the SLSA gals were all excited because I had won several raffle prizes. (I came home with four different gift cards!) Our guest speaker for brunch was attorney and best selling author Robert Tanenbaum. He has written over 26 books! While he was with the New York County District Attorney's office, he never lost a felony case – which is amazing! He also served two terms as Mayor of Beverly Hills. He was extremely engaging and had everyone's attention.

Other things *may* have happened at Conference, but "What Happens at Conference – Stays at Conference!"

2015	
LSI 81st Annual Conference	
May 14-17, 2015 Bahia Resort <i>Host Association: San Diego LSA</i>	
LSI First Quarterly Conference August 21-23, 2015 Stockton Hilton <i>Host Association: Stockton – San Joaquin County LPA</i>	LSI Second Quarterly Conference November 13-15, 2015 Marriott Hotel, Riverside <i>Host Association: Riverside LPA</i>
2016	
LSI Third Quarterly Conference February 26-28, 2016 Tenaya Lodge, Fish Camp <i>Host Association: Merced County LPA</i>	LSI 82nd Annual Conference May 19-22, 2016 Flamingo Conference Resort and Spa, Santa Rosa <i>Host Associations: Marin County, LPA/San Francisco LPA</i>

San Diego Legal Secretaries Association
presents



CARNAVALE



Legal Secretaries, Incorporated's 81st Annual
Conference
May 14-17, 2015

HOTEL REGISTRATION FORM

Bahia Resort Hotel
998 W. Mission Bay Drive, San Diego, CA 92019
Phone: 858.488.0551

ROOM RATES:*

Single: \$149.00

Double: \$149.00

Triple: \$169.00

Quad: \$189.00

*(Please note: these room rates are guaranteed only until **April 14, 2015**)

To Make Reservations online: https://shop.evanshotels.com/bahia_groups/1643.html

To Make Reservations by phone: **800.288.0770** or **858.488.0551**

GROUP NAME: LSI 2015 Annual Conference

SPECIAL REQUESTS: Please notify Conference Chair or Registration Chair for room accessibility requests **as soon as possible**. Although the hotel cannot guarantee your request, reserving your room early will allow a greater opportunity for the hotel to honor your request.

For General Information Contact:

Michelle D. Tice, CCLS Conference Chair

Email: MDTice@cox.net

Telephone: 619.820.9525

Annie S. Parrish, CCLS, Registration Chair

Email: 2015RegChair@gmail.com

Telephone: 619.322.5066

HOTEL REGISTRATION DUE BY APRIL 14, 2015

San Diego Legal Secretaries Association
presents

CARNAVALE



Legal Secretaries, Incorporated's
81st Annual Conference

Bahia Resort Hotel
998 W. Mission Bay Drive, San Diego, CA 92019
May 14-17, 2015

CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____

Association Name: _____

Mailing Address: _____

City/State/Zip: _____

Home Telephone: _____ Work Telephone: _____

Email: _____

Please check if applicable and include title:

Please check if you are:

LSI Officer/Chair _____ Governor CCLS PLS

SCRIP TICKET (price includes: registration, reception, banquet, brunch):

POSTMARKED ON OR BEFORE **April 14, 2015** _____ @ \$139.00 \$ _____
POSTMARKED ON OR AFTER **April 15, 2015** _____ @ \$149.00 \$ _____

INDIVIDUAL TICKETS:

Registration on or before April 14, 2015	_____ @ 20.00	\$ _____
Registration on or after April 15, 2015	_____ @ 30.00	\$ _____
Welcome Reception (Friday)	_____ @ 25.00	\$ _____
Governor's Luncheon (Friday)	_____ @ 38.00	\$ _____
President's Luncheon (Friday)	_____ @ 38.00	\$ _____
Newcomer's Luncheon (Friday)	_____ @ 38.00	\$ _____
CCLS/Member Luncheon (Saturday)	_____ @ 38.00	\$ _____
Saturday Night Banquet	_____ @ 66.00	\$ _____
Sunday Brunch	_____ @ 34.00	\$ _____

TOTAL AMOUNT PAID: _____ \$ _____

Special Dietary Requests: _____

RETURN THIS FORM and PAYMENT TO: (checks payable to **SDLSA 2015 Annual Conference Fund**)

Annie S. Parrish, CCLS, Registration Chair
1819 Julianna Street
Rancho San Diego, CA 92019
Email: 2015RegChair@gmail.com
Telephone: 619.322.5066 Fax: 619.230.0987



NO REFUNDS AFTER APRIL 30, 2015

ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION

A Member of Legal Secretaries, Incorporated

Speaker: Michelle Regalia McGrath



**Prevention, Detection and Correction
of Harassment and Bullying
in the Workplace**

**Tuesday, May 5, 2015
6:00 p.m.**

**Location
Buttercup Grill
229 Broadway, Oakland**

- 1) **GRILLED CHICKEN TOSTADA** – A large flour tortilla shell filled with beans, shredded lettuce, jack and cheddar cheese, topped with grilled chicken and garnished with guacamole, sour cream, diced tomatoes and green onions.
- 2) **AVOCADO BURGER** – A plump patty served on an old fashioned bun topped with lettuce, tomatoes, red onions, avocado, Jack cheese and Thousand Island dressing. Served with a choice of fries, curly fries or potato salad (*please specify*).
- 3) **B. L. T. & G** – An update BLT with bacon, lettuce, tomatoes and guacamole on a toasted sour dough bread with mayonnaise. Serve with reg. or curly fries (*please specify*).
- 4) **SHRIMP SCAMPI** - Jumbo shrimp sautéed in garlic butter, served over rice with fresh vegetables. Served with a choice of dinner salad (*please specify dressing*), cup of home-style soup or baked potato.

- **All entrees are served with bread/butter, soft drink, iced tea or coffee and dessert -**

COST

\$25 per person

PLEASE NOTE: 24-hr cancellation of reservation required to avoid being charged for meals.
No-shows will be charged for their meal.

Please make checks payable to “ACLSA”.

RESERVATIONS REQUIRED

Please submit your reservation and dinner choice to

Judy A. Martinez as soon as possible,

RSVP Deadline: No later than Friday, May 1st at jmh1561@aol.com

ACLSA, a local association of Legal Secretaries Incorporated, an approved provider, certifies that this activity has been approved for minimum of .45 hr. of CCLS/MCLE credit continuing legal education credit by the State Bar of California and Certified Legal Secretary.



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Submitted by Crystal Rivera

If you are interested in membership in SLSA, please contact Vice President Crystal Rivera at (916) 469-3813, or via e-mail at crivera@somachlaw.com.

Birthdays

The following members are celebrating their Birthday in April.

We hope you have a Hop'n Birthday!

Casie Campbell	April 3
Robert Carter	April 4
Desiree Delonia	April 7
Kimberly Fedor	April 8
Jamie Brandt	April 9
Jennifer Goldsmith	April 9
Luke Patterson	April 12
CoSandra Pollard	April 17
Rebecca Lerma	April 19
Yelana Williams	April 19
Suzanne MacDonald	April 22
DeAnn Rippy	April 29
Kimberly Bogie	April 30



Items for the SLSA History Book

If you have photos, programs, flyers, or other memorabilia from an SLSA or LSI event you attended this past year, PLEASE GET THEM TO SLSA HISTORIAN LIZ GIDEON, CCLS, as soon as possible! She needs to have everything to put into the book to present to President Lynne and to take to the LSI Annual Conference, so your help, photos and mementos would be greatly appreciated!

Please contact Liz at lgideon@weintraub.com. Thanks!

Membership Renewals

Reminder: Get your membership renewals in on time. They are due May 1, 2015. To avoid the additional late fee, get it in before June 1, 2015. The 2015-2016 renewal forms are in this bulletin, are available on SLSA's website, and will be emailed to all current members. Copies will also be available at SLSA's April 16, 2015 general membership dinner meeting.



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2015 – April 30, 2016
Due Date: May 1, 2015**

Make check payable to:

Sacramento Legal Secretaries Association

Amount Due: **\$40**

Renewals are due May 1, 2015

There will be a late fee of \$5 after June 1, 2015

Return the completed invoice and full payment to:

Heather Rodriguez, CCLS

SLSA Treasurer

Messing Adam & Jasmine LLP

980 9th Street, Suite 380

Sacramento, CA 95814

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

ARE YOU A CCLS? _____

BIRTHDAY: _____

JOB TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

BUSINESS E-MAIL: _____ (for vital updates/reminders)

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

RESIDENCE E-MAIL: _____ (for vital updates/reminders)

YOUR SPECIALTY:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Bankruptcy |
| <input type="checkbox"/> Corporate Law | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Labor and Employment | <input type="checkbox"/> Law Office Management |
| <input type="checkbox"/> Legal Support | <input type="checkbox"/> Litigation | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Probate/Estate Planning | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Other: _____ |

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered?

Business Residence

Where do you want e-mail delivered?

Business Residence

INVOLVEMENT:

Have you been awarded lifetime membership in SLSA? (If yes, return form only w/out dues) Yes No

Are you interested in volunteering as a committee chairperson or co-chairperson? Yes No

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

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

CHANGES?? UPDATES??

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



**Sacramento Legal Secretaries Association
Name/Address Change Reporting Form**

Please fill out this form to let us know the changes you would like to make to your membership record.

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

BUSINESS E-MAIL: _____

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

HOME E-MAIL: _____

CHANGE IN SPECIALTY:

- | | | |
|---|--|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Arbitration |
| <input type="checkbox"/> Business/Corporate Law | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Law Office Management | <input type="checkbox"/> Litigation | <input type="checkbox"/> Probate/Estate Planning |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Taxation | <input type="checkbox"/> Other: _____ |

CHANGES TO MAILING/LISTING INFORMATION:

- Where do you want *The Legal Eagle* and other SLSA/LSI mail delivered? Business Home
- Where do you want e-mail delivered? Business Home

Please submit to:

**Attn: Crystal Rivera
SLSA Vice President 2014-2015
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814
E-mail: vicepresident@slsa.org**

**APPLICATION FOR MEMBERSHIP IN
SACRAMENTO LEGAL SECRETARIES ASSOCIATION**

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO "SLSA" (see membership category and dues information below), TO:

**Lacy Monserrat, CCLS, Vice President
Sacramento Legal Secretaries Association
c/o Messing Adam & Jasmine LLP
980 9th Street, Suite 380, Sacramento, CA 95814**

NAME OF APPLICANT _____ ARE YOU A CCLS? YES NO

EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ CITY/ZIP _____

BUSINESS PHONE _____ BUSINESS E-MAIL _____

RESIDENCE ADDRESS _____ CITY/ZIP _____

RESIDENCE PHONE _____ RESIDENCE E-MAIL _____

EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____

PREVIOUS MEMBERSHIP IN A LEGAL SECRETARIES ASSOCIATION (INCLUDE ASSOCIATIONS, DATES) _____

IF ACCEPTED AS A MEMBER, I AGREE TO BE BOUND BY THE BYLAWS AND STANDING RULES OF LEGAL SECRETARIES, INCORPORATED, AND THE LOCAL ASSOCIATION TO WHICH I HEREBY APPLY FOR MEMBERSHIP, INCLUDING THE FOLLOWING CODE OF ETHICS:

IT SHALL BE THE DUTY OF EACH MEMBER OF LEGAL SECRETARIES, INCORPORATED TO OBSERVE ALL LAWS, RULES AND REGULATIONS NOW OR HEREAFTER IN EFFECT RELATING TO CONFIDENTIALITY AND PRIVILEGED COMMUNICATION, ACTING WITH LOYALTY, INTEGRITY, COMPETENCE AND DIPLOMACY, IN ACCORDANCE WITH THE HIGHEST STANDARDS OF PROFESSIONAL CONDUCT. (Dedicated to the memory of Joan M. Moore, PLS, CCLS, LSI President 1980-82.)

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR (IF ANY) _____ APPLICATION APPROVED _____

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

ACTIVE MEMBER* (Annual Dues \$40): Persons currently engaged in work of a legal nature with at least one year's experience as a legal professional, including persons licensed to practice law, persons working in the office of an attorney licensed to practice law in this state, or in the courts of this state, trust departments of banks or trust companies, or in any other institution or office directly engaged in work of a legal nature, including the public offices of the United States government, state, cities, counties or municipalities. *Dues include local dues, any initiation fee, and Legal Secretaries, Incorporated (LSI) per capita tax.*

STUDENT MEMBER (Annual Dues \$25):** Persons currently enrolled in an educational program with emphasis on legal studies; persons currently engaged in work of a legal nature who possess less than one year's experience as a legal professional. Upon completion of one year of employment as a legal professional, Student Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

ASSOCIATE MEMBER (Annual Dues \$25):** Persons interested in the legal profession who possess no legal experience; legal professionals who are presently unemployed. Associate Members may retain such status for two (2) years only. Upon meeting the conditions of active membership, Associate Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

* ACTIVE MEMBERSHIP IN SLSA INCLUDES MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED (LSI), AND ALL BENEFITS OF MEMBERSHIP IN LSI AND SLSA. ACTIVE MEMBERS MAY VOTE, SERVE ON COMMITTEES, AND BE ELECTED TO OFFICE.

** STUDENT/ASSOCIATE MEMBERSHIP IN SLSA DOES NOT INCLUDE MEMBERSHIP IN LSI. STUDENT/ASSOCIATE MEMBERS MAY NOT VOTE AND MAY NOT BE ELECTED TO OFFICE. STUDENT/ASSOCIATE MEMBERS MAY SERVE ON COMMITTEES.

Name: _____ Birthday (MO/DAY)___

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

_____ Administrative Law _ Criminal Law _ Real Estate Law
_____ Appellate Law _ Family Law _ Taxation
_____ Arbitration _ Law Office Management _ Other
_____ Bankruptcy _ Litigation Specify: ___
_____ Business/Corporate Law _ Probate/Estate Planning _____

EDUCATION:

_____ High School Diploma _ Four-Year Bachelor's Degree
_____ Secretarial Training Course _ Additional Education Above Four-Year Degree
_____ Two-Year Junior/Business College

TYPE OF OFFICE:

_____ Law Office _ Self-Employed
_____ Government Services _ Corporate Legal Department
_____ Court System _ Other (Specify): _____

BENEFITS PROVIDED BY YOUR EMPLOYER: (Check all that apply)

_____ Retirement/401(k) _ Major Medical _ Vacation
_____ Disability Income Plan _ Life Insurance _ Dental
_____ Hospitalization _ Vision _ Other
Specify: _____

_____ **CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES**

_____ **CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS**

_____ **CHECK HERE IF YOU ARE WILLING TO HOLD A STANDING COMMITTEE CHAIR OR ASSISTANT CHAIR POSITION**

E-MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

REGULAR MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

SLSA respects your privacy. If you do NOT want to be listed in SLSA's membership roster, check here: []

How did you hear about SLSA? _____

Please make your **check payable to SLSA**. Mail payment with this form to:

Lacy Monserrat, CCLS, Vice President
Sacramento Legal Secretaries Association
c/o Messing Adam & Jasmine LLP
980 9th Street, Suite 380
Sacramento, CA 95814

Spring Bunco with Placer County LPA



Registration



Dawn Forgeur, CCLS



Crystal Rivera



Dawn Forgeur, CCLS, and Crystal Rivera



Vendor Spotlight: Litigation Services

Submitted by Alex Cain

SLSA was pleased to have Litigation Services as our Vendor of the Month for March. Morgan Albanese was LIT's representative and let us know a little bit about their services.

Their office focuses on creating a great value at efficient costs through centralized discovery management for your complex litigation matters. Litigation Services can facilitate your needs in document processing, court reporting, legal video, trial services, complex case management, ESI collection, processing, and production. LIT also just moved into a new office in downtown Sacramento for your centralized needs.

As always, it is great to have Litigation Service's support of SLSA. Feel free to reach out to Morgan Albanese should you be interested in learning more about their great services.

Morgan L. Albanese
General Manager

Litigation Services | Discovery - Depositions - Decisions
Morgan@litigationservices.com | www.litigationservices.com
o: 800.330.1112 | m: 916.600.5587

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Morgan Albanese, General Manager
916-600-5587 800-330-1112
morgan@litigationservices.com

www.litigationservices.com

SLSA Dinner Meeting
March 19, 2015



Jeanette Osman-Bravard, Karla Dougherty, and
DeAnn Rippy



Margarita Jakovas, Lisa Haddix, Sharon Buckenmeyer



Dawn Forgeur, CCLS, Selena Paradee Debbie Jordan, and
Teri McClory, CCLS

SLSA Dinner Meeting
March 19, 2015



Jan Ainsworth and Liz Gideon, CCLS



President Lynne Prescott, CCLS, conducting the meeting



Paula Lockard, CCLS, and Elizabeth Madden, CCLS





LEGAL SPECIALIZATION SECTIONS SEMINARS
LSI Annual Conference – May 14-17, 2015 – Bahia Resort

The deadline to register without a late fee is Tuesday, May 5, 2015.

LSI SECTION MEMBER: Free w/reservation by May 5, 2015 \$5 at the Door/After Deadline Handout Only: \$5	LSI NON-SECTION MEMBER: \$10 w/reservation by May 5, 2015 \$15 at the Door/After Deadline Handout Only: \$10	NON-LSI MEMBER: \$15 w/reservation by May 5, 2015 \$20 at the Door/After Deadline Handout Only: \$15
Friday, May 15, 2015 – 1:30 p.m. - 3:30 p.m.		
<u>Civil Litigation</u> Demystifying the Rules of Evidence Mary V.J. Cataldo, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>Criminal Law</u> The Best And Worst Practices In Criminal Litigation Judge Richard S. Whitney of the San Diego Superior Court <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Friday, May 15, 2015 – 4:00 p.m. - 6:00 p.m.		
<u>Probate/Estate Planning and Family Law</u> Crossover Issues in Family Law and Estate Planning Miranda Franks, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member		
Saturday, May 16, 2015 – 4:00 p.m. to 6:00 p.m.		
<u>Law Office Administration</u> Adobe Training 1 & 2 Barkley Court Reporters <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>Transactional Law</u> The Business of Craft Brewing Candace L. Moon, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	

Name: _____ CCLS Paralegal PLS
 E-mail: _____ Phone: _____
 Address/City/State: _____
 Local Association: _____ LSA LPA

Payment: <input type="checkbox"/> Check (<u>made payable to LSI</u>) <input type="checkbox"/> PayPal Available at www.lsi.org <input type="checkbox"/> Credit Card: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
Credit Card Number _____ Exp. Date: _____ CVV (Security) No: _____
Name on Credit Card: _____
Send completed form and payment (check made out to LSI) to: Dawn R. Forgeur, CCLS, LSS Coordinator 500 Capitol Mall, Suite 1600, Sacramento, CA 95814 Email: dawn.forgeur@stoel.com

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 2.0 hours each, by the State Bar of California. California Certified Legal Secretary credit offered is 2.0 hours.

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.

April	
April 1	April Fool's Day!! No, seriously . . . it's April Fool's Day!!
April 5	Easter Sunday!
April 8	SLSA Executive Board Meeting, 6:00 p.m., Messing Adam & Jasmine LLP, 980 9 th Street, Suite 380, Sacramento, CA 95814. All members welcome.
April 14	Last day to register for May 2015 LSI Annual Conference without incurring late fee.
April 14	Last day to book hotel for May 2015 LSI Annual Conference at the guaranteed conference rate.
April 15	Tax Day!
April 16	SLSA Regular Membership Meeting and Installation of Officers, Courtyard Marriott, 4422 Y Street, Sacramento, 5:30 p.m. Meet and Greet, 6:15 p.m. Dinner.
April 20	Deadline to submit articles to the Editor for the May Issue of <i>The Legal Eagle</i> .
April 22	Administrative Professionals Day!
April 22	Earth Day.
April 29	SLSA Parliamentarian Training, 6:00 p.m. – 9:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento, CA.
May	
May 5	Last Day to register for any Legal Specialization Section Seminars without incurring a late fee.
May 10	Mother's Day.
May 12	SLSA Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento, CA.
May 14 – 17	LSI 81st Annual Conference, San Diego, CA.
May 25	Memorial Day!! State and federal courts closed and no U.S. Mail delivery or pick up.
May 21	Deadline to submit articles to the Editor for the June Issue of <i>The Legal Eagle</i> .

NOTE: WE WILL NOT HAVE A REGULAR MEETING IN MAY!





Submitted by Liz Gideon, CCLS

Please select the correct answer.

1. In order to ascertain and correctly determine if it will be a testate proceeding or an intestate proceeding you must know:
 - a. The county where the decedent died.
 - b. Who are the surviving heirs?
 - c. If the decedent owned real property.
 - d. Whether the decedent died with or without a Will.
2. After an original Will is stapled:
 - a. Remove staple and make adequate copies.
 - b. If not on a back, remove staple and re-staple.
 - c. It should not be unstapled for any purpose.
 - d. Remove staple to make corrections and re-staple.
3. The Probate Code allows for Summary Probate:
 - a. When the estate has assets under \$100,000.
 - b. Only by use of an affidavit.
 - c. Never. You must always file a general probate.
 - d. When a referee signs an Inventory and Appraisal indicating no assets.
4. One who dies leaving a valid Will:
 - a. Intestate.
 - b. Testate.
 - c. Testator.
5. A holographic Will must be submitted along with:
 - a. Proof of the decedent's handwriting written by decedent within the last 5 years.
 - b. Five (5) photocopies of the purported document.
 - c. A typewritten counterpart setting forth the Will in its entirety.
 - d. A videotape or audiotape, if any, to which the decedent refers.
6. When must the original Will and any codicils be filed?
 - a. Within 60 days after the death of the decedent.
 - b. Within 90 days after the death of the decedent.
 - c. Within 30 days after the death of the decedent.
 - d. There is no statutory requirement.
7. The estate may be closed if 4 months have elapsed since the issuance of Letters and:
 - a. All required reports filed.
 - b. Creditor's claims period has expired.
 - c. Inventory and Appraisal filed.
 - d. Report and First Accounting filed with the Court.
8. A "testamentary trust" is a trust created in a Will and becomes effective upon:
 - a. Execution of the Will.
 - b. Death of the testator.
 - c. Judgment of distribution.
9. If the personal representative has rejected a creditor's claim, the creditor has how many month(s) after service of notice of rejection to bring suit.
 - a. Three (3) months.
 - b. Two (2) months.
 - c. One (1) month.
10. There are how many types of conservatorships? [LPH 1746]
 - a. Three.
 - b. One.
 - c. Two.

Definitions:

Bequeath – To dispose of personal property by Will.

Bequest – A gift of personal property by Will.

Codicil – A supplement to a Will. It may explain, modify, add to, subtract from, qualify, alter, restrain, or revoke provisions of the original Will.

Devise – A gift of real property by Will.

Holographic Will – A will in which the material provisions and the signature are in the handwriting of the testator.

Intestate – One who dies without a valid Will.

Legacy – A gift of personal property by Will.

Pretermitted – In a Will, to let pass without mention or notice, or to omit, for example, to omit mention of one's children.

Testate – One who dies leaving a valid Will.

Testator – The person who makes a Will.



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:
CCLS Certifying Board, 14403 Leibacher Avenue, Norwalk, CA 90650

- (Select one) (Select one)
- Northern California** **Saturday, October 17, 2015**
- Southern California** **Saturday, March 19, 2016**

- **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 14 days prior to the exam date.

EXAMINATION FEES PAYABLE TO "LSI"			
LSI Members	<input type="checkbox"/>	Non-LSI Members	<input type="checkbox"/>
On Time Registration Fee	\$ 25.00	On Time Registration Fee	\$ 75.00
Examination Fee*	100.00	Examination Fee*	100.00
Late Fee (if applicable)	30.00	Late Fee (if applicable)	30.00
TOTAL DUE w/o Late Fee	\$125.00	TOTAL DUE w/o Late Fee	\$175.00

Personal Information

Name: _____

Mailing Address: _____

Last 4 digits of SSN: _____ Email: _____

Phone (Day): _____ Phone (Evening): _____

LSI Member: Yes (*enclose copy of LSI Membership Card*) No

Name of Local LSI Association: _____

Employment Information

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

Position: _____ Dates of Employment: _____

Employer: _____
(name and address)

Supervisor: _____ Supervisor's Phone: _____

Supervisor's Email: _____

Summary of Duties: _____

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

Date: _____
Applicant Signature _____

*Fees subject to change without notice.

Rev. March 2015



Submitted by Dawn Forgeur, CCLS, and Lynne Prescott, CCLS

News & Updates from California Courts

SACRAMENTO COUNTY SUPERIOR COURT

MESSAGE FROM PRESIDING JUDGE ROBERT HIGHT

The following message from Presiding Judge Robert Hight appeared in the March/April 2015 issue of *Sacramento Lawyer* magazine, and bears repeating for the benefit of support staff, as well as attorneys:

“Judge Hight has two important reminders for all civil litigators. The first is to comply with the court’s Civil Trial Readiness Notification requirement:

Counsel shall notify the court of their readiness to begin their Long Cause Civil Trial and provide information as to the status of the case. Such notification shall be done electronically by completing the form provided on the court’s web page. Re-sending a submission will not overwrite any previously submitted information. All submissions will be read and considered.

Notifications shall be made from 10 court days before the trial date to 1:30 p.m. on the Thursday before the trial date.

Judge Hight also reminds all civil litigators to check the court’s web page for available trial dates before they stipulate to a trial continuance. For example, as of the last week of February 2015, the first available trial date was Monday, August 31, 2015. The court cannot grant a trial continuance – even if it is by stipulation – to any date before the first available trial date. To check available trial dates, go to the court’s web page at <https://www.saccourt.ca.gov/civil/trial-setting.aspx>.

REMINDER RE CIVIL SELF-HELP CENTER

Reminder that the Civil Self-Help Center provides workshops and individual assistance with a variety of civil legal issues. There are no income requirements to receive the free services. For more information, visit the Civil Self-Help Center - external link web page at <http://www.saclaw.org/pages/cshc-services.aspx>

The Civil Self-Help Center is located in the Sacramento County Public Law Library, 609 9th Street, in downtown Sacramento.

PLACER COUNTY SUPERIOR COURT SEEKS VOLUNTEERS FOR GRAND JURY SERVICE

The Superior Court of California, County of Placer, is seeking applications from Placer County citizens interested in an opportunity to serve on the 2015-2016 Grand Jury. The Grand Jury’s one-year term begins on July 1, 2015, and ends on June 30, 2016. In order to meet the minimum qualifications for service on the Grand Jury, applicants must be United States citizens who are 18 years of age or older, and have resided in Placer County for a minimum of one year immediately prior to becoming a grand juror. Service on the Grand Jury requires a substantial investment of time, usually 40-50 hours per month. For those interested in obtaining more information, the current Grand Jury will be sponsoring two meet and greet sessions on the following dates to discuss the workings of the Grand Jury:

- March 27, 2015, at 3:00 p.m., at the Santucci Justice Center Courthouse, Jury Assembly Room, 2nd Floor, 10820 Justice Center Drive in Roseville.
- April 9, 2015, at 2:00 p.m., at the Grand Jury’s Office, 11532 B Avenue in Auburn.

Additional information and applications for Grand Jury service are available by contacting the Court Executive Office at (916) 408-6186, or by visiting the Court’s website at: www.placer.courts.ca.gov. Application Deadline: Friday, May 15, 2015, at 3:00 P.M.

EL DORADO COUNTY SUPERIOR COURT

See the attached Notice of Judicial Assignments from Presiding Judge Suzanne N. Kingsbury.



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO**

1354 Johnson Boulevard
South Lake Tahoe, CA 96150

FILED

FEB 19 2015

EL DORADO CO. SUPERIOR COURT
BY *[Signature]*
(DEPUTY CLERK)

DATE: February 19, 2015
FROM: Suzanne N. Kingsbury, Presiding Judge
CLERK: Suzanne M. Thurman

ORDER RE: JUDICIAL ASSIGNMENTS

EFFECTIVE January 5, 2015, the following judicial assignments are made:

- Department 1 Honorable James R. Wagoner
- Department 2 Honorable Kenneth J. Melikian
- Department 3 Honorable Suzanne N. Kingsbury
- Department 4 Honorable Steven C. Bailey
- Department 5 Honorable Vicki Ashworth
- Department 7 Honorable Dylan Sullivan
- Department 8 Honorable Nelson Keith Brooks
- Department 9 Honorable Warren Curt Stracener

FURTHER, all cases pending in Department 5 as of January 5, 2015 as well as all new West Slope family law matters are assigned to the Honorable Vicki Ashworth for all purposes. All criminal cases pending in Department 7 as of January 5, 2015, as well as all West Slope traffic matters, are assigned to the Honorable Dylan Sullivan.

Dated: 2/19/15

[Signature of Suzanne N. Kingsbury]

SUZANNE N. KINGSBURY
Presiding Judge

cc: Bench Officers
Court Administration



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FIFTH APPELLATE DISTRICT

STATE OF CALIFORNIA
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FRESNO, CALIFORNIA 93721-2227

CHARLENE YNSON
COURT ADMINISTRATOR/CLERK OF THE COURT

BRIAN COTTA
ASSISTANT COURT ADMINISTRATOR

PHONE (559) 445-5491
FAX (559) 445-5769

March 16, 2015

NOTICE RE: ELECTRONIC FILING FOR CIVIL CASES

The Court of Appeal, Fifth Appellate District has amended Local Rule 8 relating to mandatory electronic filing. Of particular importance, documents must comply with part (b) of the amended Local Rule which requires:

"Documents filed electronically must be in PDF format, or readily capable of conversion to PDF format while maintaining original document formatting by TrueFiling to permit text searches and to facilitate transmission and retrieval. If the filer possesses only a paper copy of a document, it may be scanned to convert it to a searchable PDF format. It is the filer's responsibility to ensure that any document filed is complete and readable. No single document shall exceed a total file size of 25 MB. **Document pages must be consecutively numbered beginning from the cover page of the document and using only the Arabic numbering system, as in 1, 2, 3.**

"Briefs must comply with the content and form requirements of California Rules of Court, rule 8.204, with the exception of those provisions dealing exclusively with requirements for paper. **Notwithstanding rule 8.204(b)(7), briefs may not have different numbering systems. The table of contents for each brief shall include electronic bookmarks to each heading in the text. All original proceedings must include electronic bookmarks from the table of contents for each heading in the text, and to the first page of any exhibit(s), with a description of the exhibit included in the bookmark.**

While compliance with this rule is not mandatory until May 11, 2015, the court asks that you please comply now so your electronic documents are in a format that is more useful to the court. If you have any questions regarding this or any other matter relating to electronic filing, please contact Supervising Deputy Clerk Shandra Santana. She can be reached at 559-445-5789. Thank you for your understanding, support and patience!

Charlene Ynson
Court Administrator/Clerk of the Court

U.S. Bankruptcy Court

The Local Rules Advisory Committee has proposed various changes to the Local Rules that are now available for public comment. The Court does not necessarily endorse these proposed changes and will not adopt any changes until after receiving all public comments. In accordance with 28 U.S.C. § 2071(b), these proposed amendments are now available on the Court's website. Persons wishing to comment on these proposed amendments to the Local Rules may submit their written comments or recommendations to the address listed below. To be considered, comments must be received not later than the close of business on Friday, April 17, 2015. Comments may be sent in letter form to:

Clerk of Court
U.S. Bankruptcy Court
Robert T. Matsui U.S. Courthouse
501 I Street, Suite 3200 Sacramento, CA 958142322

Comments may also be sent via email to: localrules@caeb.uscourts.gov. Subject line: Comments to Proposed Local Rule Changes



Attention All 2014-2015 SLSA Officers and Committee Chairmen!

At the April 16, 2015 Membership Meeting, SLSA will install new officers for the 2015-2016 term. This means that the current officers and committee chairmen will need to have all of their files up-to-date, completed, and ready to turn over to their successor if they are not continuing in their current position. Please either bring the files to the April 16 meeting, or arrange to transfer the files at a mutually convenient time. Thank you!

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Answers to CCLS Quiz

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



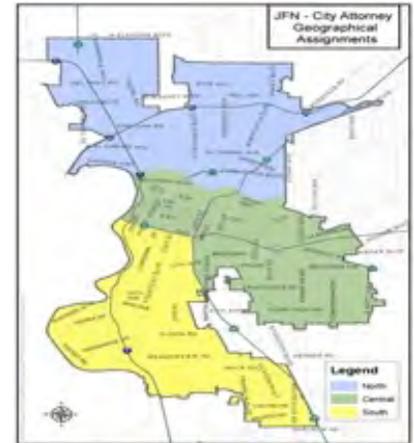
Submitted by Lynne Prescott, CCLS

Justice for Neighbors

The Justice for Neighbors program (JFN) is a task force dedicated to ending threats to public health, safety and welfare of Sacramento neighborhoods.

Sacramento is a diverse city. Each neighborhood has its own rhythm, its own sources of pride, and its own unique concerns. The program focuses on fighting the worst social and criminal nuisances that degrade the quality of life in the City's neighborhoods. Operating under the "broken windows" theory, JFN's aim is to identify, prioritize, and address these criminal problems before they grow into more serious offenses. The program tailors its efforts toward the unique needs of each Sacramento neighborhood.

The JFN team is committed to making Sacramento neighborhoods safe. To learn more about the Justice for Neighbors program, visit the Sacramento City Attorney's website at www.cityofsacramento.org/CityAttorney/Justice-for-Neighbors.



Sacramento Train Depot

Sacramento's historic train depot is the seventh busiest rail station in the nation. The station's architectural features have earned a spot on the National Register of Historic Places, the California Register of Historical Resources, and the Sacramento Register of Historic and Cultural Resources. The \$30-million renovation will reconfigure the depot to improve passenger flow and space; install modern heating and cooling, plumbing, electrical, lighting, and communications systems; and repair and restore the building's historic architectural features. All work will be performed in accordance with the United States Secretary of Interior's Standards for Rehabilitation, in keeping with the station's historic character. Despite the complexity of the undertaking, the station will remain open and fully operational throughout the renovation.

Taxicab Ordinance

In May of 2014, Sacramento's City Council adopted major amendments to the City's taxicab regulations. The amendments were the culmination of the work done during a taxicab vehicle permit moratorium that lasted almost three years. The resulting ordinance addressed the problem of an overabundance of taxicabs in the City by placing a cap on the number of vehicle permits that can be issued. The ordinance also included several public safety regulations that prohibit queuing, require taxicab driver training, and impose a dress code for taxicab drivers and age limits for taxicab vehicles.

SLSA Event Registrations Is Paperless!

Important! SLSA's registration process for dinner meetings, lunch lessons, and other SLSA events is paperless! You have two ways to register – online (preferred method) or via e-mail. There will no longer be a "tear-off-and-mail" form for most of our events. Simply register online (or via e-mail), then follow-up with payment.

Remember – REGISTER ONLINE, THEN FOLLOW-UP WITH PAYMENT!

Thanks for helping us streamline our registration process!



Submitted by Lynne Prescott, CCLS

AutoCorrect

You know how Word automatically corrects certain words you misspell or mistype? That feature is called AutoCorrect (very creative). It's a nice tool, yes, but can be SO MUCH NICER if you learn to use it to your advantage. Use the feature to help you quickly insert phrases or strings of text that you type every day. For example, to type out my name, I can "program" AutoCorrect to spell out "Lynne Prescott, CCLS" when I type "lp." If your firm has a long name, you can create a quick shortcut for it. Say, your firm is named, "Clued, Inn and Able, LLP" - you can create an entry that results in that when you type "cxa" (the space bar after the last letter of your entry executes the macro). Regarding the shortcuts: use two or more characters, do not use real words, you don't need to use caps, and you can use numbers.

Here's how to create a custom AutoCorrect entry:

1. Word - Click on File > Options
2. In the Word Options dialog box, click the Proofing link on the navigation pane to the right, and then click AutoCorrect Options.
3. Look to the middle of the dialog box, you will see an area checked off to "Replace text as you type."
4. In the Replace box, type your desired shortcut. (Remember: use two or more characters, do not use real words, you don't need to use caps, and you can use numbers).
5. In the With box, type the full phrase (include caps and punctuation) that you want to shortcut to expand into.
6. Click Add
7. Lather, Rinse, and Repeat.
8. Click OK when done.

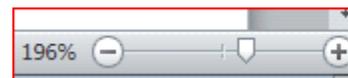
Pesky Page Proportions

We've all gotten them – from clients and from co-workers – documents that seem to be intended for microfilm or assume that we are reading them from 40,000 feet. The solution may surprise you. You probably know about the slider on the lower-right hand corner of MS Word, otherwise known as ZOOM. And though the solution of clicking "+" or "-" might seem simple enough, the results may not be what you want. Suppose you slip-slide yourself to a really comfortable 219% on your big-as-picture window monitor that is the envy of all the partners? Great. But now email that document to one of those partners who happen to be on his/her tablet. What does he/she get? The word ...

AND

as large as life. That's because 219% is relative to the screen on which the document is opened and is remembered as a percentage by the document. The solution? A magical setting called "Page Width," which secretly encodes the document with a "just right" setting that translates from screen to screen. This Page Width button is available in several places:

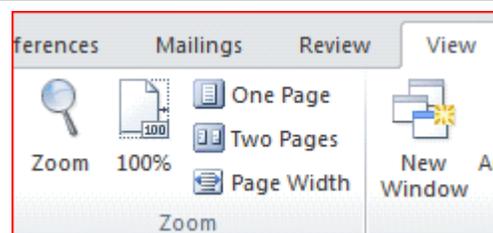
1. Click the Percentage Number next to the slider.



The zoom screen will appear. Click the Page Width Radio Button and then "OK".



2. On the View Ribbon, click the Page Width Button.



Indeed, it would be wise to right-click on this button and add it to your Quick Access Toolbar now. The result is a page proportion pleasing to all – or at least most – and travels well with the document.

Keyboard Shortcuts to the ¶ and § Symbols

For legal professionals, the paragraph and section symbol can be very handy! You can always find the Insert > Symbol > Special Characters, but learn these quick keys as an alternative. (Note – you MUST use the number keypad and have NUM LOCK on for these tips to work).

To input the ¶ Paragraph Symbol, hold Alt, and on the NUMERIC keyboard type its code – 0182.

For the § Section Symbol hold Alt, and on the NUMERIC keyboard type its code – 0167.

For those who love keyboard/function key shortcuts, here you go:

CTRL + A Select all
CTRL + B Bold
CTRL + C Copy
CTRL + V Paste
CTRL + D Displays the font dialogue box
CTRL + E Center alignment
CTRL + F Displays the find dialog box, to search the current document
CTRL + G Displays the go to dialog box, to go to a specific location in the current document
CTRL + H Displays the replace dialogue box
CTRL + I Italic
CTRL + J Full justification
CTRL + K Create hyperlink
CTRL + L Left alignment
CTRL + N Creates a new document
CTRL + O Displays the open file dialogue box
CTRL + P Print
CTRL + R Right alignment
CTRL + S Displays the save dialog box
CTRL + U Underline
CTRL + V Paste
CTRL + X Cuts
CTRL + Y Re-do the last undone action
CTRL + Z Undoes the last action
CTRL + ENTER Insert page break

CTRL + F2 Show print preview
CTRL + F4 Closes the active document window
CTRL + F6 Opens the next document window
SHIFT + F3 Change case
CTRL +], **CTRL + [** Grow or shrink font one point
CTRL + SHIFT + END End of document
CTRL + END End of document
END End of line
SHIFT + END End of row
ALT + END End of row
ALT + SHIFT + END End of window
ALT + CTRL + 1, 2, 3 Apply heading 1,2,3
CTRL + SHIFT + A All caps

NAVIGATING A TABLE

TAB Move to next cell in a row
SHIFT + TAB Move to previous cell in a row
ALT + HOME Move to first cell in a row
ALT + END Move to last cell in a row
ALT + PAGE UP Move to first cell in a column
ALT + PAGE DOWN Move to last cell in a column
UP ARROW Move to previous row
DOWN ARROW Move to next row





Submitted by Lynne Prescott, CCLS

It's almost Tax Time! April 15 is just around the corner. Do you need a tax break by opening an IRA, rolling over some pension/401K funds, or just need some financial planning? If so, you may want to check out the following LSI investment/wealth management advisers and credit union options:

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All LSI Members are Eligible to Join.

Be sure to let your SLSA Governor know if you take advantage of one of these benefit providers so that we can capture Chapter Achievement Points!

LSI CODE OF ETHICS

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

Dedicated to LSI Past President, Joan M. Moore, PLS, CCLS



Submitted by Lacy Monserrat, CCLS

Annual Conference is just around the corner in May and with it being held at the Bahia Resort in sunny San Diego, you have the opportunity to take advantage of the many different seminars that LSI has to offer.

Friday morning will bring various officer and chairmen workshops that are free for registered conference attendees. These workshops offer information for local association officers, or those thinking of running for office, on what their jobs entail. There are also chairmen workshops that instruct local chairmen on what their job entails.

Friday afternoon we have four Legal Specialization Section Seminar Seminars being offered, and Saturday will have two more. If you are an SLSA member, these classes are discounted. Please see the registration form for more information.

Friday, May 15, 2015 1:30 p.m. – 3:30 p.m.

Criminal Law: The Best and Worst Practices in Criminal Litigation

Civil Litigation: Demystifying the Rules of Evidence

Friday, May 15, 2015 4:00 p.m. – 6:00 p.m.

Probate/Estate Planning and Family Law: Crossover Issues in Family Law and Estate Planning

Saturday, May 16, 4:00 p.m. – 6:00 p.m.

Law Office Administration: Adobe Training 1 & 2

Transactional Law: The Business of Craft Brewing

You can also sign up for the CCLS/Member Luncheon on Saturday (\$38) and celebrate everyone who has passed the CCLS exam this past year!

Conference registration, hotel information, and the Legal Specialization Section registration forms are in this bulletin but please feel free to email me if you have any other questions about attending!
governor@slsa.org.

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CHAPTER ACHIEVEMENT REPORTING FORM 2014-2015

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, 2014, through March 31, 2015.

Please complete this form and mail or email it to SLSA's Governor, Lacy Monserrat. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to The Legal Secretary magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam – Test Date: _____. (100 points)
- _____ I passed the CCLS exam – Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2014-2015 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 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, 2015. (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: Lacy A. Monserrat, Governor
Messing Adam & Jasmine LLP
980 9th Street, Suite 380
Sacramento, CA 95814
governor@slsa.org

Chapter Achievement Points



Submitted by Lacy Monserrat, CCLS

The fiscal year for accumulating Chapter Achievement Points (CAPs) is from April 1 to March 31 each year. I want to thank everyone who has forwarded me their activities throughout the year and helped SLSA accumulate as many CAPs as we could! I am still finalizing our counts and I'm hopeful that we will make a good showing at Annual Conference this year.

Editor's Note



Submitted by Corene Rodder

I would like to thank Lynne Prescott, CCLS, and SLSA for offering me the opportunity to be the editor of *The Legal Eagle*. As editor, it has been my pleasure to participate in promoting and supporting SLSA. It has been my privilege to serve and I look forward to my next chapter with SLSA.

The Legal Eagle always 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, CA 95814 or crodder@somachlaw.com.

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. Unless stated otherwise in the "Dates to Remember" section of the bulletin, the deadline for all submittals is the Monday after the general meeting of the month preceding the month of 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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QUESTIONS AND CONCERNS, CONTACT:

Jennifer L. Page, CCLS, LSI Vice President
LSI Marketing Committee Coordinator
P.O. Box 150427
San Rafael, CA 94915
Home: (415) 989-1010
Cell: (415) 710-3402
jlpage@ix.netcom.com

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42	Alameda County	LSA	11		27	38
6	Antelope Valley	LSA	0		6	6
40	Beverly Hills/Century City	LSA	5		31	36
15	Butte County	LPA	0		4	4
17	Conejo Valley	LPA	2		13	15
15	Desert Palm	LPA	11		14	25
17	El Dorado County	LPA	5		14	19
71	Fresno County	LPA	49	-1	42	90
37	Humboldt County	LPA	2		28	30
36	Imperial County	LPA	4		15	19
33	Livermore-Amador Valley	LPA	0	-1	19	18
55	Long Beach	LPA	7		40	47
58	Los Angeles	LSA	22		45	67
33	Marin County	LPA	5		22	27
38	Merced County	LPA	9		34	43
0	Monterey County	LSA	0		0	0
60	Mt. Diablo	LPA	7		48	55
14	Napa County	LSA	0		14	14
82	Orange County	LSA	23		49	72
24	Placer County	LPA	4	1	14	19
1	Redding	LPA	0		1	1
18	Rio Hondo District	LPA	5		12	17
19	Riverside	LPA	6		14	20
168	Sacramento	LSA	45		100	145
217	San Diego	LSA	43		161	204
55	San Fernando Valley	LSA	0		27	27
84	San Francisco	LPA	23	2	70	95
41	San Gabriel Valley	LSA	7		25	32
72	San Mateo County	LSA	5	-1	43	47
24	Santa Barbara	LPA	5		15	20
84	Santa Clara County	LSA	29		55	84
6	Santa Cruz County	LPA	0		5	5
20	Santa Maria	LPA	9		12	21
30	Sonoma County	LSA	5		22	27
7	Southern Butte	LSA	2		7	9
36	Stanislaus County	LPA	8		30	38
27	Stockton-San Joaquin	LPA	1		26	27
4	Trinity County	LSA	0		4	4
23	Ventura County	LPA	2		13	15
46	Members at Large		8		16	24
1675	YTD TOTALS					1506

MEMBERSHIP LIST 3rd QUARTER (01-31-15)

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- Unlawful Detainer
- Federal Civil Procedure and Appeals
- Bankruptcy
- Family Law
- Adoptions
- Criminal Law and Procedure
- Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
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Submitted by Jaymie Moralez

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

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Litigation Legal Secretary. The Law Office of Christian Green, a CNA Staff Counsel located in Sacramento, is seeking a litigation legal secretary. This role will support two attorneys in Sacramento who handle Healthcare Professional Liability, Construction Defects and High Exposure cases, and will provide overflow support for three other attorneys and paralegals in the Sacramento and San Francisco offices. This position will handle tort matters, will require transcription of dictation, and mail handling. This role, under general supervision, assists attorneys and other legal staff by providing legal administrative support, which includes all aspects of document preparation, and coordination of schedules and calendars for attorneys and case work. Collaboratively works with Claim, Claim Legal, and clients as well as other third parties to produce desired results. **Essential Duties & Responsibilities:** Handles all aspects of document preparation. Drafts, prepares, and distributes legal correspondence and memoranda under management/attorney direction. Files documents timely and appropriately with courts and other parties. Collaboratively assists in gathering and organizing exhibits, documents, trial data and other materials in response to subpoenas, discovery requests, interrogatories, motions for summary judgment, etc. Organizes and maintains files (electronic, paper, and other) and legal archives. Schedules and coordinates attorney and case load calendars. May perform additional duties as assigned. **Skills, Knowledge & Abilities:** In-depth knowledge of legal terminology, procedures, and practices as well as overall general knowledge of the insurance industry and the business units. Excellent internal/external customer interactive skills. Strong computer skills including Microsoft Office Suite and other business related software systems. Excellent organizational skills including ability to prioritize and coordinate multiple tasks. Excellent written and verbal communication skills including professional phone etiquette and the ability to draft complex written correspondence. Acts with a sense of urgency to advance priorities of the organization. **Education & Experience:** Associates degree with course work or applicable certifications preferred or equivalent experience. Typically a minimum four years of experience in a related legal administrative environment. If interested, please email your resume to christian.green@cna.com.

Experienced Litigation Secretary (Sacramento). Seeking an experienced 5+ years of experience as a legal secretary for busy partner and two associates with litigation practice in the area of construction litigation, mechanics liens, stop notices, and related bond claims for private and public construction projects, premises liability, real property claims, business litigation, and insurance coverage for personal and commercial liability carriers. Requires 75+ wpm typing, knowledge of MS Office applications, Abacus time/calendaring system a plus, and Adobe. Must be able to handle a busy desk, keeping track of busy calendars, and attention to detail. Must have knowledge in e-filing, fax-filing and be familiar with both state and federal courts. Salary commensurate with experience. We offer a pleasant work environment with health, dental, and disability benefits. E-mail your resume and cover letter to bkeddie@ewwsllp.com. Please do not contact by telephone.

Administrative Assistant to County Counsel (Sutter County). Duties may include, but are not limited to the following: Utilizes a computer to enter, store, and/or retrieve information; types materials into form from typed or handwritten copy or machine dictation using a variety of complicated formats for preparing legal documents, correspondence, reports, and forms; assumes responsibility for correctness of spelling, punctuation, format, and grammar; reviews, edits, types, records, and processes a large variety of legal documents and records; reviews documents to verify accuracy and complete information; coordinates the petitioning of conservatorship renewals; ensures proper medical affidavits and testimonies are obtained; prepares initial and annual conservatorship documents in a form suitable for filing with the court; prepares land use documents for submission to Board of Supervisors; maintains calendars for court appearances, arranges appointments and meetings, and advises attorneys accordingly; manages and organizes dependency files; scans and organizes digital case files; provides direction to, coordinates and reviews work of clerical staff; reviews, verifies, and processes invoices for payment; prepares funds received for deposit; monitors budget; compiles data to assist department head in preparing budget documents; screens and independently handles calls and visitors. Education and Experience: Four years of increasingly responsible experience in a legal office; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Additional requirements available at: www.suttercounty.org/doc/government/depts/hr/hr_jobs.

Secretary/Legal Assistant. A well-established Midtown law firm is seeking a full-time experienced (with 3-5 years minimum) litigation secretary/legal assistant for our eminent domain and real estate practice. The candidate must have previous law and motion, discovery, trial preparation, and appellate support experience. He or she will be responsible for managing a calendar for multiple attorneys, document preparation (including properly formatting, proof-reading, filing, and serving motions and other legal documents). A successful candidate will meet the following criteria: have strong communication skills, both written and verbal; be upbeat, pleasant and professional, and a team player; possess strong organizational and time management skills, with the ability to follow instructions closely; be proficient in the use of MS Office Suite, including Word and Outlook, WordPerfect, Dropbox, Legal Solutions, and TABs; have a working knowledge of current rules of civil procedure and rules of court, calendaring procedures, and e-filing and fax-filing, and familiarity with state and federal and appellate courts; have experience with discovery, trial preparation, preparation of motions and briefs, and formatting documents generally, including creating tables of contents and authorities, and be proficient in transcribing dictation. Competitive compensation and benefits and parking will be offered to the selected candidate. Please submit your resume and salary requirements to eangelo@dnlc.net. No telephone calls please.

File Clerk/Receptionist. Sacramento Civil Litigation defense firm has immediate opening for a full-time File Clerk/Jr. Assistant. Duties include sorting daily mail, calendaring and confirming appearances, organizing and maintaining physical files, indexing files on computer, completing all projects as assigned by lead secretary, photocopying, and scanning of documents to files. Court runs and other runs as needed – must have reliable car and insurance. Must be personable and have a professional demeanor. Candidate must be reliable and able to work independently. Some legal experience required, on-the-job training available. Please submit resume to Mary Bernard at hrjobs@beutlercorp.com.

Experienced Litigation Secretary (Sacramento). Sacramento law firm seeks an experienced litigation secretary, minimum 5 years of experience as a legal secretary. Duties/Experience Required include: heavy typing (minimum 90 words per minute); preparation and electronic filing of legal pleadings; data entry; managing attorney calendars; correspondence and communication with clients, courts, and attorneys. This position requires in-depth knowledge of WordPerfect, Outlook, Sage Timeslips, and Adobe. Knowledge of federal and state rules of court and civil procedure is necessary. Applicants must be able to work under deadlines, communicate effectively, and have exceptional attention to detail and accuracy. Problem-solving skills, a good memory, and organization are a must for this busy desk. We are located in Sacramento in the Howe Avenue / Fair Oaks Boulevard vicinity. We are a bankruptcy firm that has a select group of clients that we serve, not the general public. Bankruptcy experience is desired. Please submit cover letter, resume, references, and salary requirements to bushsusie@gmail.com for consideration. Please detail in your cover letter what specific experience that you have that corresponds with the duties listed above. Please only reply to this ad if you have the skills listed in the experience required section.

Public Defender Administrative Services Director (Merced County). Duties may include, but are not limited to the following: develop, administer, and ensure proper expenditure controls for the departmental budget; coordinate legislative and regulation analysis to determine impact on department; comply with grant application requirements and implement grant objectives; ensure department compliance with judicial and legislative requirements; coordinate and carry out special projects related to department functions; analyze department operations and services for cost benefits and efficient operations; provide supervision, training, development, and work evaluation of management staff; represent the Public Defender with the public, community organizations, and other government agencies; may act for the Public Defender on administrative matters as delegated.

Minimum Qualifications. Experience: three (3) years of progressively responsible professional staff or management level experience in personnel management, budget preparation and control, and facility management which has included responsibility for supervision of staff. Education: equivalent to completion of a four (4) year degree in Business Administration, Public Administration, or a closely related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Link:

<http://agency.governmentjobs.com/merced/default.cfm>.

Part-Time Litigation Secretary. Donahue Davies LLP, a well-established Folsom area 12 attorney Insurance Defense/Litigation Firm is seeking an experienced and knowledgeable litigation secretary who is organized, detail-oriented, professional, able to efficiently multi-task, and has proven experience working with a managing partner plus two attorneys. Qualifications include: 5+ years current experience in insurance/litigation defense, excellent communication skills, advanced skills in MS Word, Outlook, and Excel. Current knowledge of state and federal court rules is mandatory, as well as efficiency in an automated calendaring program. The firm offers competitive salary and benefits. Please include salary requirements when submitting cover letter, resume, and professional references to cdavis@donahuedavies.com.



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OUR MISSION STATEMENT

Sacramento Legal Secretaries Association ("SLSA") is a nonprofit, educational organization whose purpose is to further knowledge of law and its procedures, promote a high standard of ethics, encourage a statewide networking system, and advance the interests of our members and the legal community.

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