

Book 15, Issue 8

August 2015



SACRAMENTO LEGAL SECRETARIES ASSOCIATION

# The Legal Eagle



## August Events

- ◆ August 20, 2015: General Dinner Meeting, SCBA Updates and “Are HMO’s Too Big To Fail? What Happens When An HMO Acts Inappropriately?”, 5:30 p.m. to 8:00 p.m., at Courtyard Marriott, 4422 Y Street, Sacramento, CA. See page 4.

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## President's Message Submitted by Crystal Rivera



President  
Crystal Rivera

If you didn't attend our July dinner meeting on "Social Media: Living and Litigating in a Digital Age," you missed a great presentation by David Grant of Altep. He was very engaging and extremely entertaining. He was also very impressed with the way we conducted our meeting, and said it was the best time he has had at any meeting. Being from Texas, he was also very appreciative of our group saying the Pledge of Allegiance.

As I have said many times, I always learn something new from attending SLSA's dinner meetings. In addition to the educational speaker, I learned something else at the July meeting. Member Pamela Lee, CCLS, mentioned that there is an organization that annually presents a one-day seminar in San Francisco on calendaring/docketing. The last one was held March 2015 at One Ferry Building on the Wharf. Pam has attended these in the past and said they are extremely informative. The organization is San Francisco Association for Docket, Calendar & Court Services ([www.sfdocketassn.us](http://www.sfdocketassn.us)). They have yet to update their "upcoming events" portion of their website with new events, but I plan to check monthly to see what they have scheduled. I'll keep you posted.

I'm pleased that this month our guest speaker is Sacramento County Bar Association President Angela Lai. Ms. Lai is an attorney at the Office of Enforcement with the Department of Managed Health Care. In addition to updating us on what is happening with the SCBA, Ms. Lai will also talk about HMOs. (See the flyer in this issue or on SLSA's website.) This should be of interest to everyone, as most of us deal with managed health care on a personal level.

I hope to see several of you this month at LSI's Quarterly Conference in Stockton - it is less than an hour drive from Sacramento, so no excuse that it is too far to travel.

You can now register for SLSA's 75th Anniversary Gala Celebration. (See flyer in this issue or on SLSA's website.) This is a huge milestone for any association. The committee is working hard to make this an event to remember!



e-Discovery Consulting  
Digital Forensics & Investigations  
Cyber Security  
Compliance Risk Assessment  
ESI & Paper Processing  
Hosting & Review

**Damien Caponi**  
**[dcaponi@altep.com](mailto:dcaponi@altep.com)**  
**415-525-2101**

[www.altep.com](http://www.altep.com)



# Calendar/Dates to Remember

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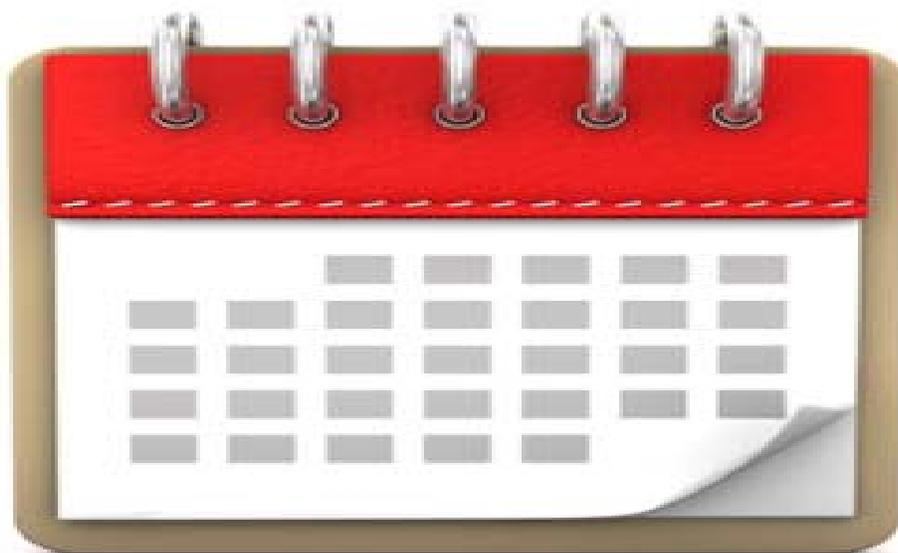
## AUGUST

- August 1 No refunds after this date for LSI's First Quarterly Conference.
- August 1 Alameda County LSA's Summer Social – Oakland A's Game.
- August 11 SLSA Executive Board Meeting, 6:00 p.m., Somach, Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
- August 11 Last day to register for any Legal Specialization Section Seminar at LSI's First Quarterly Conference without incurring a late fee.
- August 14 Last day to RSVP for August dinner meeting.
- August 18 Last day to submit application to take October CCLS Exam without incurring late fee.
- August 20 SLSA Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15 p.m. Dinner. Our guest speaker will be Sacramento County Bar Association President, Angela Lai. The topic is "SCBA Updates" and "Are HMOs too big to fail? What happens when an HMO acts inappropriately."

- August 21-23 LSI's First Quarterly Conference, Stockton Hilton, Stockton, California.
- August 28 Deadline to submit articles to the Editor for the September issue of The Legal Eagle.

## SEPTEMBER

- September 7 Labor Day. State and federal courts closed and no U.S. Mail delivery or pick-up.
- September 11 Patriot Day.
- September 13 Grandparents Day.
- September 17 SLSA's 75th Diamond Anniversary Gala, DoubleTree by Hilton, 2001 Point West Way, Sacramento.
- September 23 First day of Autumn.
- September 25 Deadline to submit articles to the Editor for the October issue of The Legal Eagle.



# Sacramento Legal Secretaries Association



## Dinner Meeting - August 20, 2015

Courtyard Marriott  
4422 Y Street - Sacramento

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



## SCBA Updates and “Are HMOs too big to fail? What happens when an HMO acts inappropriately?”

Guest Speaker: Angela Lai  
Sacramento County Bar Association President

**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, August 14\***

### Two Ways to Register:

- Online at [www.slsa.org](http://www.slsa.org) under Upcoming Events (Preferred)
- Via e-mail at [reservations@slsa.org](mailto: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 2015-2016  
c/o Sacramento City Attorney's Office  
915 "I" Street, 4th Floor  
Sacramento, CA 95814

### Dinner Menu – Choice of:

- Herb Marinated Baked Tilapia with Rice Pilaf and Seasoned Vegetables.
- Penne Pasta Primavera with Fresh Vegetables and Light Olive Oil Vinaigrette Served with Grilled Vegetables and Rice and Balsamic Glaze.

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

**SLSA's Vendor Partner for August 2015:**

**Luke Patterson**  
**Capitol Legal Investigations, Inc.**

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

## Vendor Spotlight: Submitted by Rebecca Lerma



Programs Chair  
Rebecca Lerma

Our vendor of the month was Altep, a leading eDiscovery and data forensics company. Damien Caponi and Victor Aguilar talked to us about the services that are offered and brought goodie bags and the raffle prize of a bluetooth speaker.

Since 1994, Altep has been assisting corporations and law firms with complex data and discovery management initiatives. Its primary goal is always to identify the strategies, techniques and technologies that can save their clients time and money, allowing them to meet discovery and compliance obligations thoroughly and efficiently. Their consultative approach to the development of business solutions is the keystone in this effort – they work closely with you to understand your driving factors and explore creative solutions that avoid unnecessary costs and provide the best value for your money. Altep's

experts specialize in Digital Forensics, Discovery and Compliance.

To learn more about Altep's services, please contact:

**Damien Caponi**  
Account Executive  
[dcaponi@altep.com](mailto:dcaponi@altep.com)



220 Montgomery Street, Suite 404, San Francisco, California 94104  
800 263-0940 Toll Free  
415 394-7800  
415-525-2101 Cell  
[www.altep.com](http://www.altep.com)

**PLEASE SUPPORT OUR VENDORS BECAUSE THEY SUPPORT US!**



*Back: Damien Caponi and Victor Aguilar  
Front: Pamela Lee, CCLS and Elizabeth Madden, CCLS*

## Speaker Spotlight: Social Media: Living and Litigating in a Digital Age,” Submitted by Rebecca Lerma



Programs Chair  
Rebecca Lerma

We were pleased to have Dave Grant from Altep as our guest speaker at our July 16, 2015 dinner meeting. He came all the way from Houston, Texas just to talk to our group. Mr. Grant joined Altep, a leading eDiscovery and data forensics company, in September 2014 as the Director of Privacy Services. In that role, David directs the company’s provision of secure cyber services that include Data Breach Investigations/Notifications, Data Destruction and Data De-identification. David is a lawyer and Certified Information Privacy Professional/US. He is a former prosecutor, criminal investigator and civil trial attorney.

David spoke to us about Social Media: Living and Litigating in a Digital Age. We learned about the discoverability of personal email accounts and social media (Facebook, Twitter, etc.) and caselaw in this ever growing area of the law. David cautioned us to be careful of what we share to the public as social media shared to the public was not protected, whereas information for instance on your private Facebook page, was more likely to be protected.

We also learned about the privacy afforded to us via the federal Stored Communications Act (codified at 18 U.S.C. Chapter 121 §§ 2701–2712) which essentially prohibits subpoenas in a civil matter to social media or internet service providers for your personal account information. Of course, there are always exceptions and there are cases where judges have ordered the production of the specific portions of an account which is directly relevant to the case. As one court noted, “[d]iscovery in this area is nonetheless governed by the same legal principles that guide more traditional forms of discovery and digital ‘fishing expeditions’ are no less objectionable than their analog antecedents.” *Winchell v. Lopiccio*, 38 Misc. 3d 458, 461 (N.Y. Sup. Ct. 2012) (internal citations omitted.).

For example, in *Richards v. Hertz Corp.*, 2012 WL 5503841 (Nov. 14, 2012), the appellate court sided with defendants and ordered discovery of the contents of the Facebook page of one of the plaintiffs. In that case, Plaintiff had a non-private photo of her on skis in the snow. The judge found it was relevant evidence in light of her claimed

injuries and ordered the production of every facebook photo which evidenced her involvement in a sporting activity.

In cases where you believe social media is relevant evidence, it is prudent to hire an expert to properly preserve and capture the social media as it exists. Improper collection may result in inadvertent changes to the data, or even the corruption or complete loss of the data.

*Rebecca is a litigation paralegal at Stoel Rives LLP. Her admitted addiction is shoes.*



Jan Ainsworth



Rebecca Lerma and Victor Aguilar

## Birthdays

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The following members are celebrating their Birthday in August. We wish you a Wonderful Birthday!

Happy Birthday to all of SLSA's August babies!!

Amy Freeman  
Elizabeth Gideon  
Cynthia Piazza  
Selena Paradee  
Alexander Cain  
Mary Taylor  
Margarita Jakovas

August 4  
August 5  
August 10  
August 11  
August 21  
August 22  
August 29



*Rebecca Lerma, David Grant, Crystal Rivera*

# July General Dinner Meeting

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*Jennifer Chastain and Alice Baber*



*Marci Frazier and Dawn Willis*



*Maimie Chyinski, Lynne Prescott, CCLS and  
Heather Rodriguez, CCLS*



*Lacy Monserrat, CCLS  
and Marci Frazier*



*Michele Cooper and Sarah Martinez*

# SLSA's Reno Bus Trip - 2015



## SILVER LEGACY

RESORT · CASINO · RENO

**Saturday, October 10, 2015 : 8am - 8pm**

**While in Reno, Enjoy: The Eldorado Great Italian Festival**

#### Includes:

- \$5 Food Credit Voucher
- \$10 Free Casino Play
- Free Breakfast snacks on destination trip
- Free swag bag on return trip
- Games with Prizes on the Bus

#### Onboard:

- Restroom
- \$1 Italian Soda / Bottled Water
- \$2 Beers, Mimosas, Bloody Marys & Fuzzy Navels
- Raffle Prizes (Ticket Sales)

#### Departures & Drop-Offs:

8:00 AM @ Arden Fair Mall (Sears Parking Lot along Royale Rd.)

8:40 AM @ Citrus Heights (Safeway Parking Lot, 5345 Elkhorn Rd.)

**Only \$30 per person**  
**Must be 21 years of age or older**  
**Open to Members & Non-Members of SLSA**

**RSVP BY SEPTEMBER 15, 2015**

(no refunds after this date)

**Please mail in the form below.**

#### Questions?

Dawn Willis : [dwillis@doweybrand.com](mailto:dwillis@doweybrand.com)

Mary Taylor : [mtaylor@downeybrand.com](mailto:mtaylor@downeybrand.com)

### Checks Payable to: SLSA

Mail form & payment to:

Dawn Willis, c/o Downey Brand LLP  
621 Capitol Mall, 18th Fl., Sacramento, CA 95814-4731

Name: \_\_\_\_\_

Number of Tickets Requested: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Pickup Location:  Arden Fair Mall or  Citrus Heights

## Member News

### Submitted by Lacy Monserrat, CCLS

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Vice President,  
Lacy Monserrat, CCLS

Welcome and congratulations to the following new SLSA member who was inducted at the July 16, 2015 meeting.

#### ACTIVE MEMBERSHIP

**Marci Frazier** – Marci is a legal secretary at Downey Brand, and has been employed as a legal professional since 1987. She specializes in bankruptcy, business and corporate law, litigation, probate and estate planning and real estate law. She celebrates her birthday on December 20, and she enjoys writing, reading, dancing and poetry.

If you are interested in membership in SLSA, please contact Vice President Lacy Monserrat, CCLS, at (916) 551-3302, or via e-mail at [lacy@majlabor.com](mailto:lacy@majlabor.com).

#### CONGRATULATIONS!

To Astrid Watterson, CCLS, on her hard work and dedication to Sacramento Legal Secretaries Association. SLSA is pleased to announce that Ms. Watterson achieved Lifetime Membership status at the July regular membership meeting.

To Pamela Spring on her new job at Meyers Nave.

#### 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 [vicepresident@slsa.org](mailto:vicepresident@slsa.org).*

## CCLS Vocabulary

### Submitted by Liz Gideon, CCLS

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Bifurcate	To divide into two parts.
Citee	The person commanded in a citation to appear.
Deviation	A departure from usual conduct.
Ex Parte	By or for one party.
Injunctive Order	A judicial remedy awarded for the purpose of requiring a party to refrain from doing a particular act or activity.
Nullity	A proceeding to declare a marriage void from its inception.
Quasi	As if; almost as if it were.
Replevin	A proceeding to recover unlawfully held personal property.
Sine Die	Without day. The final adjournment or dismissal of a case against a defendant.
Summons	A writ of process issued by the clerk of the court.

# CCLS Quiz (Answers on Page 29)

## Submitted by Liz Gideon, CCLS



CCLS Chair,  
Liz Gideon, CCLS

- |                              |                      |
|------------------------------|----------------------|
| A. Declared Homestead        | F. Tenancy in Common |
| B. Mortgage                  | G. Warrant Deed      |
| C. Community Property        | H. Deed of Trust     |
| D. Grant Deed                | I. Quitclaim Deed    |
| E. Deed of Full Reconveyance | J. Joint Tenancy     |

- 1     \_\_\_     Requires a transfer of legal title to the property from the trustor (buyer) to a trustee for the purpose of placing the legal title to the property in the hands of such trustee to secure the performance of certain obligations.
- 2     \_\_\_     Property acquired by husband and wife, or either, during marriage and while domiciled in California or another community state, when not acquired as the separate property of either.
- 3     \_\_\_     Estate owned by 2 or more persons in equal shares, by a title created by a single Will or transfer, when expressly declared in the Will or transfer.
- 4     \_\_\_     Implies covenants of the grantor that the grantor has not transferred the same estate to anyone other than the grantee and that the property is free of encumbrances placed on the property or suffered by the grantor, unless such expressly excepted.
- 5     \_\_\_     To protect a certain portion of one's equity in his/her dwelling from forced sale.
- 6     \_\_\_     A two party instrument which generally requires the conditional conveyance of debtor's (buyer) fee interest in the subject property (collateral) to his/her creditor (lender).
- 7     \_\_\_     A form of ownership by 2 or more persons who hold undivided interests, without right of survivorship; interests need not be equal or created at the same time.
- 8     \_\_\_     Contain express covenants, such as covenants against encumbrances and of quiet enjoyment.
- 9     \_\_\_     Used in conjunction with a deed of trust and its purpose is to clear the lien created by that Deed of Trust.
- 10    \_\_\_     Transfers only whatever interest the grantor has at the time of execution, without any implied covenants concerning title or encumbrances.

# Legal Procedures Submitted by Corene Rodder

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Legal Procedures Chair  
Corene Rodder

PLEASE TAKE NOTICE that the Court has published for public comment changes to the ADR Local Rules, along with a minor, conforming change to Civil Local Rule 16-8. The most important substantive changes are summarized here:

1. Non-binding arbitration is removed as a formal part of the ADR Multi-Option Program. (See ADR L.R. 4.) This change is proposed because parties almost never select non-binding arbitration (only 9 arbitration awards have been issued in the last 10 years), so the resources required to maintain the program may not be justified. Parties may still agree to non-binding arbitration as a customized procedure under ADR L.R. 8.

2. The confidentiality provisions of the rules for ENE, mediation, and settlement conferences are narrowed slightly in two respects. (See ADR L.R. 5-12, 6-12, and 7-4.)

a. Currently, the rules for all of these processes define as "confidential information" the contents of any ENE, mediation, or settlement conference statement, "anything that happened or was said, any position taken, and any view of the merits of the case expressed by any participant in connection with any" ENE, mediation, or settlement conference. "Confidential information" is not to be disclosed to anyone not involved in the litigation, to the assigned judge, or to be used for any purpose in any pending or future proceeding in this Court. The proposed revisions delete the words "happened or" from the definition of confidential information. This change brings the rule closer to the practice under California law, and to the provisions of the Uniform Mediation Act.

b. The proposed revisions also modify the exceptions to confidentiality to permit parties to discuss what happened in an earlier ADR proceeding during a subsequent confidential settlement proceeding conducted under the ADR Local Rules, rather than requiring a stipulation of all parties. This change acknowledges the realities of practice while still ensuring that confidential settlement information is not revealed outside of a confidential settlement proceeding.

3. Settlement conferences are more clearly defined as an option under the Court's ADR Multi-Option Program. (See ADR L.R. 3-2, 3-4, and Civil Local Rule 16-8.) Currently, parts of the local rules treat settlement conferences as separate from other ADR processes. In practice, particularly from the litigants' point of view, the full range of ADR choices includes the various Court options and options available in the private sector. Especially in the absence of arbitration, it makes more sense to include settlement conferences in the list of court-sponsored options.

4. The payment structure for ENE and mediation is modified. This adjustment clarifies the expected amount of free preparation time provided by neutrals and allows neutrals to charge their regular rates after providing four hours of free session time. This change is designed to ensure both an adequate opportunity for litigants to avail themselves of the Court's ADR services free of charge and fair compensation to the neutrals serving on the Court's panels.

View the notice on the court's website, where a redline of the proposed changes may be downloaded. [cand.uscourts.gov/news/184](http://cand.uscourts.gov/news/184).

Comments regarding the proposed changes may be submitted via email to [evidence@cand.uscourts.gov](mailto:evidence@cand.uscourts.gov) no later than 5:00 p.m. (PST) on July 31, 2015.





# NOTICE TO ATTORNEYS

Los Angeles Superior Court  
Public Information Office  
Website: [www.lacourt.org](http://www.lacourt.org)

June 19, 2015

## ON-LINE COURT RESERVATION SYSTEM (CRS) EXPANSION

**Effective July 1, 2015**, the on-line Court Reservation System (CRS) for the Los Angeles Superior Court will expand to the following independent calendaring courtrooms:

- Pomona Courthouse: Departments J and O
- Stanley Mosk Courthouse: Departments 28, 31, 34, 38, 53, 56, 72, and 78

**Effective August 3, 2015**, the on-line Court Reservation System (CRS) will expand to the following independent calendaring courtrooms:

- Compton Courthouse: Department B
- Governor George Deukmejian Courthouse: Department S26 and S27
- Torrance Courthouse: Departments B and M

Parties with a case assigned to these courtrooms must reserve a date for law and motion hearings, via CRS, on the Court's website at [www.lacourt.org](http://www.lacourt.org) under *LA Court Online, Court Reservation System* and must also use CRS to continue motions. **Parties with cases assigned to other courtrooms will continue to follow the existing procedures of the respective courtrooms.** CRS is available 24 hours a day, seven days a week. When using CRS, the reserving party will receive an email notification (and optional text message) when:

- a reservation is made,
- the Court has received and processed the motion document(s),
- a reservation is rescheduled, or
- a reservation is canceled.

Parties will be charged the applicable motion filing fee and/or first paper fee at the time the reservation is made. **Once the motion hearing date is reserved, the fees are non-refundable.** No additional fees will be charged to use CRS.

At the time of payment, CRS will provide a receipt with the reservation ID and receipt number. When the corresponding motion is presented for filing at the Filing Window, the receipt must be attached as the last page of the motion and the reservation ID must be noted on the motion face page under other hearing information.

Use of CRS or its content does not supersede any statutes, rules, and/or policies/procedures related to motions and/or giving notice.

For additional information on the motion reservation process, parties are directed to read the *CRS Instructions and Information* available on the Court's website at [www.lacourt.org](http://www.lacourt.org) under *LA Court Online, Court Reservation System*.

###

**Are you ready for e-filing?**

**Join us for training.**



In September 2015, e-filing through ImageSoft's TrueFiling system will become mandatory for all attorneys in the Court of Appeal, Third Appellate District. The court will offer free training to the legal community on July 29, 2015.

Filers are invited to join us to learn more about TrueFiling and e-filing at the Stanley Mosk Library & Courts Building, 914 Capitol Mall, Sacramento. The July 29th sessions will be held in Room 500 at 10 o'clock a.m. and 2 o'clock p.m. Attendance of law office support staff is welcomed and encouraged.

Please register by sending an email with your name, job title, professional affiliation, and preferred time to [Brianna.Jennings@jud.ca.gov](mailto:Brianna.Jennings@jud.ca.gov). You will be notified if your preferred time is not available.

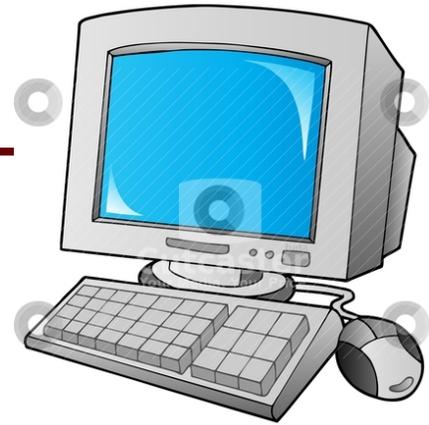
Filers who cannot attend a training session may find helpful videos and documentation on the TrueFiling Support and Training site at: <http://www.courts.ca.gov/truefiling.htm>.

Please share this training announcement with your colleagues.

# Technology Tips of the Month

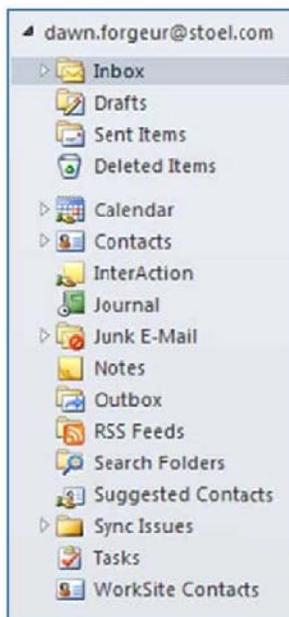
## Submitted by Dawn R. Forgeur, CCLS

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Technology Tip of the Month  
By Dawn R. Forgeur, CCLS

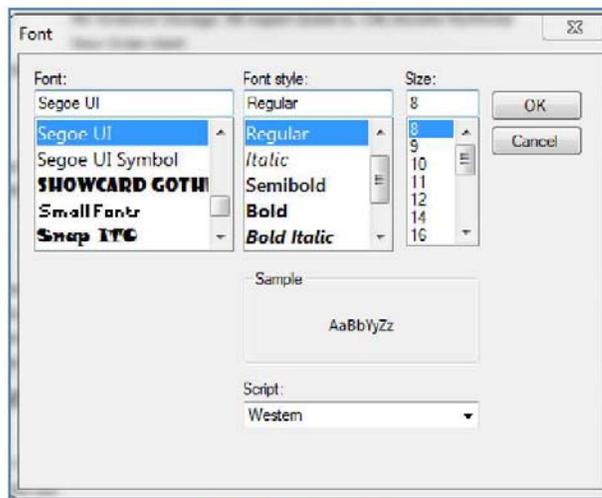
### **Change The Navigation Pane Font In Outlook 2010**



Navigation Pane

Have you ever thought that your Outlook Navigation Pane font is way too small for comfort? You can change the font and size of the text in the Navigation Pane, from any view in Outlook!

On the **View** tab, in the **Layout** group, click **Navigation Pane**, click **Options**, and then click **Font**.



Change Font and Size

Enter the settings that you want in the **Font**, **Font style**, and **Size** boxes. Click **OK** twice to close the open dialog boxes and save your changes.

## Governor's Report Submitted by Jan Ainsworth

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Governor,  
Jan Ainsworth

Hello members. Exciting news – LSI now has an official blog and a “subscribe” option for the LSI blog is now available. Please go to <http://www.lsi.org/lsi-blog/> and enter your email address. You will then receive a verification email with a link to verify your email. Once you verify your email, you will receive an email when a new blog is posted. It’s easy, even I did it.

I would really like to see you join SLSA at LSI’s First Quarterly Conference at the Stockton Hilton – even if it is only registering for Saturday’s general session. Look for the conference registration and hotel reservation forms along with the Legal Specialization Section flier in this issue. To make matters even simpler, you may now register on line for LSS seminars.

### Chapter Achievement Chat

Let’s have a chat shall we? Surely since installation you have racked up some points for our Association right?!

Let me walk you through the bulletin. Almost there. Almost there. Ah ha here we are at the Chapter Achievement Form in the bulletin. Please note a newly added designation to achieving points – Webinars – 50 points for each attendance. If you or someone you know is a member and has attended a webinar since mid-April of this year then you too can help our Association achieve its goal. Simply fill out the form and email or mail it to me and I will handle the rest. Have you attended any other educational seminars that would qualify? Have you attended another Association’s event? Have you received your 2015 updates to your LPH or your LOPM? I did and I captured 200 points for SLSA. Other loyal members have done so and you can too. Simply fill out the form and send it to me. I thank you and your Executive Board thanks you. And, keep up the good work. We have a membership of over 150 people. Come on – come join my movement. I want you. Think of Uncle Sam pointing his finger at you. Let’s capture those CAPS and win big at annual conference next year. We can do this.

And, as always, please feel free to email me with questions or comments at [jainsworth@murphyaustin.com](mailto:jainsworth@murphyaustin.com). I am always interested, here to serve, and I will respond promptly. Until next month - take care. Jan

## Of Note Submitted by Corene Rodder

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### Justice John G. Gabbert Historic Oral Argument and Lecture Series Celebrates Hispanic Heritage Month

*Commemorates 70th anniversary of California’s school desegregation case and 50th anniversary of the creation of local appellate divisions.*

#### Event Details:

Where: Court of Appeal, Fourth Appellate District, Division Two, 3389 Twelfth Street, Riverside, CA 92501

When: 3:00 p.m., Thursday, August 27, 2015

Information/Reservations: Paula Garcia, Assistant Clerk/Administrator, 951-782-2530

Event Overview: The reenactment of the oral argument will be accompanied by historical, legal, and personal perspectives and followed by a reception and open house.

See link for more info: <http://courts.us6.list-manage.com/track/click?u=f49a473fe2b61f8db2ad2aa73&id=6027cac526&e=3a43eb9291>

### New Motor Voter Act Approved by State Senate Transportation and Housing Committee

SACRAMENTO – Legislation sponsored by California Secretary of State Alex Padilla to modernize California’s motor voter registration system was approved by the State Senate Transportation and Housing Committee.

See link for more info: [http://feedproxy.google.com/~r/NewsUpdatesFromCaliforniaSecretaryOfState/~3/2-zGwGwrpQU/?utm\\_source=feedburner&utm\\_medium=email](http://feedproxy.google.com/~r/NewsUpdatesFromCaliforniaSecretaryOfState/~3/2-zGwGwrpQU/?utm_source=feedburner&utm_medium=email)

CHAPTER ACHIEVEMENT REPORTING FORM 2015-2016

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, 2015, through March 31, 2016.

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

Date of Event

Event

- \_\_\_\_\_ I submitted an article to *The Legal Secretary* magazine. (50 points)
- \_\_\_\_\_ I attended an LSI Quarterly or Annual Conference. (50 points)
- \_\_\_\_\_ I attended an Officer/Chairman Workshop at the Annual Conference.  
How many? \_\_\_\_\_ (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 2015-2016 fiscal year. (50 points)
- \_\_\_\_\_ I attended another association's monthly meeting, installation, or other function. (50 points)
- \_\_\_\_\_ I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points)
- \_\_\_\_\_ I attended an educational workshop or seminar sponsored by a Forum, CEB, or The Rutter Group. (25 points)
- \_\_\_\_\_ I attended an educational workshop or seminar via webinar. (50 points)
- \_\_\_\_\_ I am a member of at least one Legal Specialization Section. (50 points)
- \_\_\_\_\_ I am a member of all six Legal Specialization Sections as of March 31, 2016. (100 points)
- \_\_\_\_\_ I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? \_\_\_\_\_. (50 points per seminar)
- \_\_\_\_\_ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- \_\_\_\_\_ I purchased the *Legal Professional's Handbook* (LPH). (200 points)
- \_\_\_\_\_ I purchased the *Law Office Procedures Manual* (LOPM). (200 points)
- \_\_\_\_\_ I purchased updates to the LPH. (100 points)
- \_\_\_\_\_ I purchased updates to the LOPM. (100 points)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Sacramento LSA  
Attn: Jan Ainsworth, Governor  
Murphy Austin, 555 Capitol Mall, Suite 850, Sacramento, CA 95814 [governor@slsa.org](mailto:governor@slsa.org)

**STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION**

INVITES YOU TO

*A Visit to the Emerald Isle*



**LSI 1<sup>ST</sup> QUARTERLY CONFERENCE**

**AUGUST 21-23, 2015**

The Stockton Hilton  
2323 Grand Canal Blvd.  
Stockton, California

**CONFERENCE REGISTRATION FORM**

Name (as it will appear on badge): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home/Cell Telephone: \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Local Association (please spell out): \_\_\_\_\_  
 PLEASE INDICATE IF YOU ARE:

Title  
 \_\_\_\_\_ State Officer \_\_\_\_\_ Governor  
 \_\_\_\_\_ State Chairman \_\_\_\_\_ CCLS \_\_\_\_\_ PLS

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

POSTMARKED ON OR BEFORE JULY 21, 2015 \$ 123.00 \$ \_\_\_\_\_  
 POSTMARKED AFTER JULY 21, 2015 \$ 133.00 \$ \_\_\_\_\_

**INDIVIDUAL TICKETS:**

\_\_\_\_\_ Registration PRIOR to July 21, 2015 \$ 20.00 \$ \_\_\_\_\_  
 \_\_\_\_\_ Registration AFTER July 21, 2015 \$ 30.00 \$ \_\_\_\_\_  
 \_\_\_\_\_ WELCOME RECEPTION (Friday) \$ 25.00 \$ \_\_\_\_\_

**LUNCHEONS** \_\_\_\_\_ Vegetarian Meal

\_\_\_\_\_ Presidents' Luncheon (Saturday) \$ 27.00 \$ \_\_\_\_\_  
 \_\_\_\_\_ Governors' Luncheon (Saturday) \$ 27.00 \$ \_\_\_\_\_  
 \_\_\_\_\_ Open Luncheon (Saturday) - Open to All \$ 27.00 \$ \_\_\_\_\_

\_\_\_\_\_ BANQUET (Saturday Evening) \$ 58.00 \$ \_\_\_\_\_

\_\_\_\_\_ New York Steak \_\_\_\_\_ Salmon \_\_\_\_\_ Vegetarian  
 \_\_\_\_\_ BRUNCH (Sunday) \$ 30.00 \$ \_\_\_\_\_

TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

Special Dietary Restrictions \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO Ssjclpa AUGUST CONFERENCE**

**RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:**

**Debbie Burgoine, 222 East El Campo Avenue, Stockton, CA 95207;**

For questions call Debbie at (209) 472.9676 evenings or email [debbieburgoine@yahoo.com](mailto:debbieburgoine@yahoo.com)

For Questions/ general information, Contact Jan Kuykendall, CCLS, or Colleen Young, Conference co-chairs, at

[ks24fanatic@aol.com](mailto:ks24fanatic@aol.com) or (209) 747-4781 (Jan) or [youngns@comcast.net](mailto:youngns@comcast.net) or (209) 609-4042.

**NO REFUNDS AFTER AUGUST 1, 2015**

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION  
INVITES YOU TO

*A Visit to the Emerald Isle*

LSI 1<sup>ST</sup> QUARTERLY CONFERENCE  
AUGUST 21-23, 2015



**HOTEL REGISTRATION FORM**

**The Stockton Hilton**

2323 Grand Canal Boulevard  
Stockton, California 95207  
(209) 957-9090

Free Parking  
Free WiFi

No Airport Shuttle Services Available

**ROOM RESERVATIONS:** \$ 119.00 single/double

**GROUP CODE: LEGAL**

Please contact hotel directly at (800) 445-8667 or book online at

[http://www.hilton.com/en/hi/groups/personalized/S/SCKSTHF-LEGAL-20150820/index.jhtml?WT.mc\\_id=POG](http://www.hilton.com/en/hi/groups/personalized/S/SCKSTHF-LEGAL-20150820/index.jhtml?WT.mc_id=POG)

**CHECK IN/OUT:**

Check-in Time: 3:00 p.m. / Check-out Time: 12:00 noon

**AIRPORTS:**

Sacramento International (approx. 50 miles)



**FOR FURTHER INFORMATION CONTACT:**

Jan Kuykendall, CCLS, Co-Chair  
[ks24fanatic@aol.com](mailto:ks24fanatic@aol.com), Phone: (209) 747-4781

or

Colleen Young, Co-Chair  
[youngns@comcast.net](mailto:youngns@comcast.net) Phone: (209) 609-4042

**DEADLINE FOR GROUP RATE IS  
JULY 30, 2015**



## LEGAL SPECIALIZATION SECTIONS SEMINARS

August Quarterly Conference – August 21-23, 2015

The deadline to register without a late fee is **August 11, 2015.**

<b>SECTION MEMBER:</b> Free with Advanced Reservations \$5 at the Door/After Deadline -- Handout Only: \$5	<b>NON-SECTION MEMBER:</b> \$15 with Advanced Reservation \$20 at the Door/After Deadline -- Handout Only: \$15
<b>Friday, August 21, 2015 – 7:30 p.m. to 9:00 p.m.</b>	
<u><b>Family Law</b></u> <b>Workers Compensation and Personal Injury Awards In Divorce</b> Corinne Coston, Esq. <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	<u><b>Law Office Administration</b></u> <b>Employment Law Updates</b> Jeanine DeBacker, Esq. <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER
<b>Saturday, August 22, 2015 – 10:30 a.m. to 12:00 p.m.</b>	
<u><b>Civil Litigation</b></u> <b>eDiscovery - A General Overview of the eDiscovery Landscape</b> Olivia Gerroll, VP & Senior Consultant, D4, LLC <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	<u><b>Criminal Law</b></u> <b>Motions to Suppress: A discussion about search warrants, evidence, Miranda rights and more!</b> Brian Lafferty, Esq. <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER
<b>Saturday, August 22, 2015 – 4:00 p.m. to 5:30 p.m.</b>	
<u><b>Transactional Law</b></u> <b>The Escrow Process of Real Property Acquisitions from Opening to Close</b> Dawn M. Kinney, Certified Senior Escrow Officer Senior Vice President, TransCounty Title Co. <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	<u><b>Probate/Estate Planning</b></u> <b>Estate Planning 101</b> Leslie Kalim McHugh, Esq. Berliner Cohen, LLP <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER

Name: \_\_\_\_\_  CCLS  Paralegal  PLS  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Local Association: \_\_\_\_\_  LSA  LPA

PAYMENT: <input type="checkbox"/> CHECK MADE PAYABLE TO LSI <input type="checkbox"/> CREDIT CARD & PAYPAL AVAILABLE AT <a href="http://WWW.LSI.ORG">WWW.LSI.ORG</a> <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: _____	
<b>REGISTER AND PAY ONLINE OR SEND COMPLETED FORM AND PAYMENT TO:</b>	
DAWN R. FORGEUR, CCLS, LSS COORDINATOR 500 CAPITOL MALL, SUITE 1600, SACRAMENTO, CA 95814 EMAIL: <a href="mailto:DAWN.FORGEUR@STOEL.COM">DAWN.FORGEUR@STOEL.COM</a>	

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 1.5 hours each, by the State Bar of California. California Certified Legal Secretary credit offered is 1.5 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.

**SLSA IS COLLECTING CLOTHES FOR  
VETERANS!**



HELP US WITH VOLUNTEERS OF AMERICA TO HELP FILL THEIR CLOTHES CLOSET  
AT THE MATHER FIELD VETERAN'S CENTER

WHAT THEY NEED:

MENS AND WOMENS CLOTHING FOR THE OFFICE

ONE OF THE BIGGEST NEEDS IS PLUS SIZES FOR WOMEN

PLEASE SEE CORENE RODDER AT THE MONTHLY  
MEETING OR CONTACT AT:

**CRODDER@SOMACHLAW.COM**

I AM GLAD TO PICK UP YOUR DONATION.



Founded locally in 1911, the Northern California & Northern Nevada affiliate of Volunteers of America is one of the largest providers of social services in the region, operating more than 40 programs including housing, employment services, substance abuse and recovery services to families, individuals, veterans, seniors and youth. In fact, Volunteers of America provides shelter or housing to nearly 1,800 men, women and children every night in the Greater Sacramento area. Nationally, Volunteers of America helps more than 2.5 million people annually in more than 400 communities.

# Employment Report

## Submitted by Jaymie Moralez

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Employment Chair,  
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.

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

Employers desiring/needing to place an advertisement for employment on SLSA's website may view the "Employment Opportunities" page on this website and format the advertisement like those already posted. Employers will also need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, and years of experience required. The attorney/employer is requested to e-mail the Employment Chair with the advertisement formatted like those currently posted on the "Employment Opportunities" page. 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.

**Operations Coordinator (Sacramento Location).** Esquire Deposition Solutions is hiring an Operations Coordinator for their Sacramento location. For full position description and how to apply, please visit their website: <http://www.esquireolutions.com/About-Us/careers.aspx>.

**Part-Time Legal Assistant (Sacramento).** Law firm seeking a part-time legal assistant with experience in Estate Planning. We are looking for an extremely detail-oriented person to assist attorneys with legal tasks. You must be organized, efficient, and possess scrupulous attention to detail. The ideal candidate will have excellent writing and grammar skills, and must be competent to proofread the work of others.

*Required Qualifications:* At least 2 years experience; strong written and oral communication skills; transcribe dictation, proof-reading and finalizing correspondence; court filing and Secretary of State filings; copying, scanning, faxing and e-mailing; proficiency in Microsoft Office; creating new files and filing.

If you believe that you meet all of these qualifications, please submit your resume along with a cover letter which provides specific examples of relevant experience that demonstrates your qualifications for this position. You may send your cover letter and resume along with your hourly rate to: [jfreeman@gfsacto.com](mailto:jfreeman@gfsacto.com) – PLEASE NO PHONE CALLS. Compensation commensurate with experience and is negotiable.

**Legal Secretary/Legal Assistant.** North Natomas law firm seeks an experienced legal secretary/legal assistant. Candidate will be responsible for assisting attorneys and paralegal with case management duties as well as administrative and secretarial tasks. This may include but are not limited to answering phones, filing, client phone calls, scheduling, calendar management, traveling to client homes, preparing documents for filing. Candidate must be proficient in Microsoft Word, Excel, Outlook, Adobe Acrobat, and Abacus. Must have reliable transportation and be able to travel to various locations around the Sacramento area. Must be able to multi-task, be professional, organized and work well with clients and coworkers. Wage is dependent on experience. Please send resume and cover letter with salary requested to [selah@norcallawfirm.com](mailto:selah@norcallawfirm.com).

**Experienced Legal Secretary.** King Williams & Gleason LLP, a Sacramento-area boutique law firm specializing in environmental/regulatory, real estate and business law, is seeking a full-time legal secretary, with a minimum of 7 years experience. This position will support a team practicing in the areas of regulatory compliance, environmental litigation, agency enforcement defense and contaminated property transactional matters. Some litigation experience is desired, but the successful candidate will be someone excited to handle a range of tasks that go beyond litigation. The candidate must be able to multi-task, meet deadlines, prioritize duties and work well under pressure with minimum supervision. Ideal applicants will be professional and proactive; self-starters who are very organized, work well within a team, and show ownership of their work; and individuals who are committed to serving the firm's clients. Interested candidates should forward their resume and reference list to Jennifer Hartman King at [jhartmanking@kwgattorneys.com](mailto:jhartmanking@kwgattorneys.com) and Brittany Phillips at [bphillips@kwgattorneys.com](mailto:bphillips@kwgattorneys.com) with Legal Secretary Position in the subject line. The firm provides competitive compensation and paid garage parking. Please no phone calls.

## Employment Report (continued from page 22) Submitted by Jaymie Moralez

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This position requires in-depth knowledge of Microsoft, Worldox, and Adobe, which are web-based applications. Knowledge of federal and state rules of court and civil procedures are necessary.

**Part-Time Legal Assistant/Bookkeeper (Sacramento).** Small firm in downtown Sacramento is seeking an experienced part-time legal assistant/bookkeeper. We are looking for a detail-oriented person to assist with mailed services and general bookkeeping. Typically hours are 10-15 hours per week, but may increase in the future. You must be organized, efficient, and possess a persistent determination to complete all tasks. The ideal candidate would be able to work from home and complete tasks with minimal supervision. If you believe that you meet these qualifications, please submit your resume along with a cover letter which provides specific examples of relevant experience that demonstrates your qualifications for this position. You may send your cover letter and resume to: [Chris@hugheslc.com](mailto:Chris@hugheslc.com) – PLEASE NO PHONE CALLS. Compensation commensurate with experience and is negotiable.

**Estate Planning Legal Secretary.** Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week), experienced Estate Planning Secretary to join our Trust and Estates Practice Group. The successful candidate must be able to multi-task in a fast-paced and professional environment, enjoy working as part of a team, and demonstrate a commitment to quality client service. *Under minimal supervision, the Estate Planning Secretary will be expected to carry out the following job duties and responsibilities:* Welcome guests and clients by greeting them in person or on the telephone; answering or directing inquiries. Produce legal information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics, coordinating case preparation and assuring that high priority items are completed in a timely manner. Conserve attorneys' time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents. Draft letters and documents; collect and analyze information; schedule couriers, court reporters, expert witnesses, and other special functions; coordinate preparation of charts, graphs, and other courtroom visuals; prepare expense reports. Maintain attorney calendar by planning and scheduling conferences, teleconferences, depositions, and travel; record and monitor court appearance dates, pleadings, and filing requirements; monitor evidence-gathering. Complete and submit conflict check forms, screening forms and new matter request forms. Represent attorney by communicating and obtaining information; following-up on delegated assignments; know when to refer matters to the attorney. Maintain client confidence by keeping client/attorney information confidential. Input time entry; review and edit bills. Additional duties as assigned including assisting other secretaries, as needed.

*The ideal candidate will have the following capabilities:* Excellent interpersonal skills; ability to empathize with clients and build a personal connection; strong analytical and problem solving skills; effective communication skills; superb drafting skills; attention to detail and high level of accuracy; strong organizational skills; stress and time management skills; flexibility in dealing with multiple projects and assignments; strong client focus; excellent at managing the very busy desk, interacting with clients, and proactively keeping work and assigned attorneys on schedule. *Education and Experience:* College degree preferred but not required; minimum of five years of Trusts and Estate Planning experience including trust administration, probate administration and related real estate projects; knowledge of state, probate court and tax filings requirements; advanced operation and knowledge of Microsoft Office Suite (Outlook, Word, Excel and PowerPoint); type 50 wpm; solid drafting and proofreading skills; self-motivated and able to work independently; ability to multi-task and meet deadlines.

Qualified candidates should send their cover letter, resume and salary requirements to [wrecruiting@weintraub.com](mailto:wrecruiting@weintraub.com).

**Litigation Secretary.** Nelson & Associates is seeking an experienced legal secretary with litigation background for our client, an elder abuse law firm, in Sacramento. This position will support an upcoming trial in September and could lead into a temp-hire placement. Candidate must have an excellent typing/transcription speed (70+WMP), ability to create templates using MS Word, TOA/TOC, e-filing, trial binder creating and other trial prep work as assigned. This position will start ASAP. Hourly rate of pay will be in the range of \$25-\$28 per hour DOE. *Requirements:* Five plus years of experience as a Litigation Secretary/Assistant and prior trial experience. If interested, please submit your resume for immediate consideration to [spisani@nelsonandassociates.com](mailto:spisani@nelsonandassociates.com).

**Legal Secretary/Paralegal (Folsom).** Looking for an experienced legal secretary/paralegal, part-time (approx. 30 hours/week) for a sole practitioner family law attorney. Must be proficient in Word Perfect, Quicken, Essential Forms, and Timeslips. Three years of family law experience necessary. Duties include: typing, preparation of pleadings, bookkeeping, client billings, calendar management, correspondence and communications with clients, attorneys, and court staff. Please submit resume with references and salary requirements to [smreiterlaw@gmail.com](mailto:smreiterlaw@gmail.com).

# Employment Report (continued from page 23)

## Submitted by Jaymie Moralez

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**Part-Time Legal Assistant/Billing Coordinator (Sacramento).** Fast-paced law firm is seeking a part-time legal assistant/billing coordinator. We are looking for an extremely detail-oriented person to assist attorneys with legal tasks and send out client invoices using TimeSlips. You must be organized, efficient, and possess scrupulous attention to detail. The ideal candidate will have exceptional writing and grammar skills, and must be competent to proofread the work of others. *Required Qualifications:* Advanced TimeSlips skills; experience using TimeSlips to issue bills each month; posting invoices; experience using Tymetrix 360; experience using Colaborati; experience editing and proofreading; and proficiency in Microsoft Office.

If you believe that you meet all of these qualifications, please submit your resume along with a cover letter which provides specific examples of relevant experience that demonstrates your qualifications for this position. Applicants that do not have the requisite experience using TimeSlips will not be considered. You may send your cover letter and resume to: [mgm@dfsacto.com](mailto:mgm@dfsacto.com) and [smaxe@dfsacto.com](mailto:smaxe@dfsacto.com) – PLEASE NO PHONE CALLS. Compensation commensurate with experience and is negotiable.

**Legal Secretary/Paralegal.** Sole practitioner specializing in Employment Law on Capitol Mall is seeking an experienced legal secretary/paralegal with a minimum of 2 years' experience for immediate hire. Applicant must know state and federal rules and procedures, be able to work without a lot of supervision, and be skilled in drafting discovery responses, motions, pleadings, calendaring, and business correspondence. Experience with class actions is a plus! This position requires strong organization skills, attention to detail, autonomy, and excellent professional verbal and written communication skills, as you will be dealing with clients, opposing counsel, and judges. Required hard skills include proficiency with Microsoft Suite, transcription, good typing speed, and proofreading ability. This work environment offers some flexibility, but applicant must be reliable! This is a full time position, M-F 9-4. Salary is DOE (parking is included). Please send salary requirements, availability, and resume to [legalsecretary@perezlawoffices.com](mailto:legalsecretary@perezlawoffices.com).

**Receptionist/Legal Assistant.** Well established law firm in midtown Sacramento is seeking a full-time Receptionist/Legal Assistant to work Monday through Friday from 8:00 a.m. to 5:00 p.m. This position will provide clerical support to three (3) attorneys and report directly to and take direction from the Office Manager. Competitive salary and excellent benefits and parking. The successful candidate is punctual, reliable, detail oriented, and takes pride in maintaining a well-organized and professional work environment. *Required Skills and Abilities Include:* 3-5 years of front office legal experience; exceptional telephone etiquette with a professional and pleasant manner; strong written and oral communication skills; proven ability with MS Office applications; possess strong organizational and time management skills, with the ability to follow instructions and work well under pressure. *Responsibilities and Daily Tasks Include:*

Answering calls; performing substantial filing and maintaining accurate client files; copying, scanning, faxing and emailing; maintaining attorney calendars, ticklers and scheduling meetings; transcribe dictation, proof reading and finalizing correspondence; managing closed files, including retrieving and filing off-site; library updates. Please submit your resume, cover letter and salary requirements to [hburcaw@thatchlaw.com](mailto:hburcaw@thatchlaw.com). No phone calls please.

**Legal Secretary (Downtown Sacramento).** Downtown Sacramento litigation defense firm seeks highly organized, self-motivated Legal Secretary for its Medical Negligence Department. Full-time position. Salary DOE. Benefits include medical, dental, vision, disability, long-term care, group life and 401(k). Parking provided.

*Job Qualifications:* Minimum 5 years experience in civil litigation; strong communication skills, both written and verbal; strong work ethic, dependable; upbeat, pleasant and professional, a team player; organizational and time management skills; ability to work with a high degree of accuracy; ability to follow instruction closely; proficient in the use of MS Office, including Word and Outlook; knowledge of current court rules, calendaring, e-filing, both state and federal; experience with discovery, trial preparation, motions, briefs, creating tables of contents and table of authorities; and ability to transcribe dictation. For consideration, please mail your resume along with references and a cover letter to: Firm Administrator, 1000 G Street, Suite 200, Sacramento, CA 95814. PLEASE NO PHONE CALLS.

**Litigation Assistant/Paralegal.** Law firm in Downtown Sacramento is seeking an experienced litigation assistant/paralegal with a minimum of 5 years' experience in drafting discovery responses, motions, organizing records, and trial prep. Applicant must know state rules and procedures, be able to draft correspondence, motions and discovery responses, be a self-starter and able to work without a lot of supervision. This position requires exemplary organization skills, attention to detail, strong client service skills,

## Employment Report (continued from page 24)

### Submitted by Jaymie Moralez

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excellent verbal and written communication skills, the ability to work well under pressure and to be a team player, and the ability to multi-task and set priorities while meeting deadlines in a fast-paced environment. Must be proficient in Word 2010, Excel, Outlook, CompuLaw, Adobe Acrobat Pro, and PowerPoint. Salary is DOE. Please send cover letter, salary history/requirements, and resume to [kari@dudensinglaw.com](mailto:kari@dudensinglaw.com).

**Trusts and Estates Legal Secretary/Paralegal (Sacramento).** Family Wealth Law Group is seeking a full-time legal secretary/paralegal to assist an experienced estate planning attorney. Applicant must have at least three (3) years of experience with the preparation of basic estate planning documents, such as trusts, wills, and powers of attorney, as well as probate, trust administration, preparing and filing court documents. Strong organization and people skills are a must. The ability to manage highly sensitive and legal matters with professionalism is required. Applicant must be able to maintain attorney's calendar and appointments. Other general and administrative support will be required. Salary commensurate with experience.

*Additional Preferred Skills/Experience:* 4 year college degree or legal secretary/paralegal certification, a plus; 3+ years as a paralegal specializing in trusts and estate planning; ability to work independently; excellent communication and interpersonal skills; technologically savvy--strong user of Outlook, MS Word and Excel.

*How to Apply:* Interested individuals should send a cover letter, resume, and salary requirements to [shannon@familywealthlawgroup.com](mailto:shannon@familywealthlawgroup.com).

**Legal Assistant/Paralegal (Sonora).** Legal Assistant/Paralegal position with a prominent law firm in Sonora, CA. Experience in Probate, Trusts, Estate Planning, Conservatorships and Guardianships required. Proficiency with MS Word, WordPerfect, Excel, creating correspondence, legal documents and pleadings necessary. Salary based on experience and abilities. Submit resumes to [margaret@dtalawyers.com](mailto:margaret@dtalawyers.com).

**Legal Assistant/Paralegal (Sonora).** Legal Assistant/Paralegal position with a prominent law firm in Sonora, CA. Proficiency with MS Word, WordPerfect, Excel, Quicken and Timeslips necessary. Skills in client billing, accounts receivable, accounts payable, file management and organization necessary. Experience in Probate, Trust and Estate Planning helpful. Salary based on experience and abilities. Submit resumes to [margaret@dtalawyers.com](mailto:margaret@dtalawyers.com).

**Litigation Secretary (Sacramento).** Sacramento law firm seeks a full or part-time experienced litigation secretary, minimum 5 years of experience as a legal secretary.

*Duties/Experience Required include:* Heavy typing (minimum 60 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 Ave./Fair Oaks Blvd. 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 [staff@epinolaw.com](mailto:staff@epinolaw.com) for consideration. Please detail in your cover letter what specific experience you have that corresponds with the duties listed above.

**Legal Secretary/Assistant.** Mennemeier Glassman LLP, a small downtown law firm specializing in civil litigation, seeks an experienced litigation secretary/assistant for a part-time position (approx. 20-25 hours/week). Candidates should have 2 years of litigation experience, be familiar with state and federal court rules and procedures, have the ability to multi-task under tight deadlines, be able to edit and proofread legal documents, and have excellent clerical skills for maintaining files. Proficiency in Word, WordPerfect, and Timeslips is a must. The position allows for a flexible schedule. Compensation will depend on experience and qualifications. The firm provides competitive compensation and paid parking. Interested parties may send résumés via email to [hr@mgsllaw.com](mailto:hr@mgsllaw.com).

**Part-Time Administrative Assistant.** MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American

## Employment Report (continued from page 25) Submitted by Jaymie Moralez

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society. We currently seek a part-time Administrative Assistant to support our legal and policy staff in the Sacramento Office. *Job Responsibilities:* Under the supervision of the Legislative Staff Attorney, the Administrative Assistant provides the secretarial, clerical, and office administrative functions required in a small office, using initiative and judgment as necessary in the absence of the attorneys. The Administrative Assistant answers telephones taking and relaying messages and information; schedules appointments and meetings; prepares and processes incoming and outgoing mail and correspondence; maintains an office calendar and tickler system for important dates, deadlines, and other appointments; maintains the office filing system; drafts simple correspondence and memoranda; types testimony, fact sheets and talking points; proofreads documents for accuracy; performs clerical collation; puts together reports and exhibits; fills in forms precisely and without error; prepares expense forms and check requests; processes and maintains petty cash and cash disbursements; answers telephones and serves as receptionist. *Qualifications and Experience:* The successful candidate will have two (2) years experience performing secretarial or clerical tasks in professional office environment. Law and/or legislative office experience highly preferred. *Knowledge, Skills and Abilities:* The successful candidate will have basic knowledge of legal terminology and basic understanding of legal/legislative systems and documents; knowledge of general organization of pleading/brief dockets and legal correspondence files; excellent computer skills, especially word processing, spreadsheets, and Internet. Knowledge of WordPerfect, MSWord, Adobe Acrobat and the Internet; knowledge of proper grammar, punctuation, and spelling sufficient to proofread legal work and to compose simple correspondence; ability to read and understand rules and procedures sufficient to prepare and format documents; skill in typing and word processing at a minimum of 50 wpm; knowledge of both legal and general office procedures and routines. Candidates must be able to communicate fluently in both English and Spanish, including the ability to speak, read, write, understand, and translate from one language to the other.

*Compensation:* \$13.52-\$16.33 per hour. Salary is commensurate with experience. Part time employees are eligible for some benefits including 11 holidays (paid at 50 percent) and 80 hours of personal time off (PTO) per year. Part-time employees also may elect to participate in our 403(b) retirement plan with employer match. *How to Apply:* Send cover letter and resume by email to: [jobs@maldef.org](mailto:jobs@maldef.org). For ease of processing please title your email as follows: Your Name-SAC Administrative Assistant. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

# Help Wanted

1



## To the Members of SLSA and the Sacramento-Area Legal Community

Sacramento Legal Secretaries Association Invites You to Join Us for a Diamond Gala Event  
Celebrating Our 75th Anniversary

**September 17, 2015**

At the Doubletree by Hilton Sacramento  
2001 Point West Way  
Sacramento, California

**Capitol Patio No-Host Cocktail Reception 5:30 - 7:00 p.m.**

**Capitol Ballroom Banquet 7:00 – 9:00 p.m.**

Menu Choice of:

- ◆ Roasted New York Strip Loin (Sliced New York) with Merlot & Shallot Sauce, Topped with Fried Onions and Served with Roasted Red Potatoes & Grilled Vegetables
  - ◆ Stone-Ground Mustard and Rosemary Grilled Chicken & Herb-Seared Salmon with Cucumber Dill Relish, Roasted Red Potatoes & Grilled Vegetables
    - ◆ Baked Eggplant and Vegetable Ratatouille Wellington with Fire-Roasted Red Pepper Sauce
- (All Entrees Include Salad, Bread, Dessert, Iced Tea and Coffee)  
**\$60 per person (includes parking)\***

**Featuring**

**Master of Ceremonies - Joe Genshlea**

**Guest Speaker - The Honorable John A. Mendez, U.S. District Court, Eastern District of California**

Please join us for this very special evening to honor and celebrate SLSA!

**Silent Auction ~ Highlights from 75 Years ~ Special Recognition of Past SLSA Presidents**

**Please Register Online by September 4, 2015**

**[www.SLSA.org](http://www.SLSA.org)**

**Click on "Upcoming Events"**

**\*Please Make Checks Payable to "SLSA" and Mail to:**

**Deseree Aguillen, Gala Registration Chair, c/o Stone & Graves, 11335 Gold Express Drive, #145, Gold River, CA 95670**

For More Information, Contact Gala Chair: Lynne Prescott, CCLS, at [SLPrescott7@gmail.com](mailto:SLPrescott7@gmail.com) or (916) 398-0120



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## Benefits

### Submitted by Liz Gideon, CCLS

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Are you ready for Back to School shopping? If so, [www.workingadvantage.com](http://www.workingadvantage.com) has tons of stores listed on their website with discounts that you can use! Save on all the things you need from backpacks, books, clothing, computers, dorm room supplies, school supplies, shoes, sports, and test preparation and tutoring. Interested? You can email [president@slsa.org](mailto:president@slsa.org) to get LSI's member number to take advantage of these discounts.



<b><u>CCLS Answers</u></b>	
1.	<b><u>H</u></b>
2.	<b><u>C</u></b>
3.	<b><u>J</u></b>
4.	<b><u>D</u></b>
5.	<b><u>A</u></b>
6.	<b><u>E</u></b>
7.	<b><u>F</u></b>
8.	<b><u>G</u></b>
9.	<b><u>B</u></b>
10.	<b><u>I</u></b>

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# *Sacramento Legal Secretaries Association*

**2015 – 2016**

## **BOSS OF THE YEAR**

- Nominations for SLSA's 2015-2016 BOSS OF THE YEAR are now being accepted. The nomination must be made by a member of SLSA.
- Please submit an essay of 500 words or less. Your submission must also describe your boss in three words. The winner's nominating assistant will receive a \$50 gift card, and the winning BOSS will receive a beautiful plaque.

**Please email your essay by September 11, 2015 to the following judges:**

Maimie Chyinski – [mchyinski@f3law.com](mailto:mchyinski@f3law.com)

Teri McClory, CCLS - [teretad@metzlawonline.com](mailto:teretad@metzlawonline.com)

Christie Kaelber – [ckaelber@downeybrand.com](mailto:ckaelber@downeybrand.com)



All essays submitted by the deadline will be considered. The WINNER'S NOMINATING ASSISTANT and BOSS OF THE YEAR will be announced at the October 15, 2015, dinner meeting and will receive well-deserved recognition.

# *Sacramento Legal Secretaries Association*

**2015 – 2016**

## **LEGAL PROFESSIONAL OF THE YEAR**

- Nominations for SLSA's 2015-2016 Legal Professional of the Year are now being accepted.
- Please submit an essay of 500 words or less, explaining why your nominee (who must be a member of SLSA) should be the Legal Professional of the Year, and also describe the nominee in three words.

**Please email your essay by September 11, 2015 to the following judges:**

Maimie Chyinski – [mchyinski@f3law.com](mailto:mchyinski@f3law.com)

Teri McClory, CCLS - [teretad@metzlawonline.com](mailto:teretad@metzlawonline.com)

Christie Kaelber – [ckaelber@downeybrand.com](mailto:ckaelber@downeybrand.com)



All essays submitted by the deadline will be considered. The LEGAL PROFESSIONAL OF THE YEAR winner will be announced at the October 15, 2015, dinner meeting. In recognition of his/her accomplishment, the winner will receive a plaque, certificate of recognition, and a \$75 gift card.



**Sacramento Legal Secretaries Association  
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? \_\_\_\_\_

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



## 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: _____            |

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

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Where do you want e-mail delivered?

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Please submit to:

Attn: Lacy Monserrat, CCLS  
SLSA Vice President 2015-2016  
c/o Messing Adam & Jasmine, LLP  
980 9th Street, Suite 380  
Sacramento, CA 95814  
E-mail: lacy@majlabor.com

**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.

SLSA MEMBERSHIP APPLICATION (continued)

Name: \_\_\_\_\_ Birthday (MO/DAY) \_\_\_\_\_

Talents, Interests, Hobbies: \_\_\_\_\_

**YOUR SPECIALTY:**

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

**EDUCATION:**

<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Four-Year Bachelor's Degree
<input type="checkbox"/> Secretarial Training Course	<input type="checkbox"/> Additional Education Above Four-Year Degree
<input type="checkbox"/> Two-Year Junior/Business College	

**TYPE OF OFFICE:**

<input type="checkbox"/> Law Office	<input type="checkbox"/> Self-Employed
<input type="checkbox"/> Government Services	<input type="checkbox"/> Corporate Legal Department
<input type="checkbox"/> Court System	<input type="checkbox"/> Other (Specify): _____

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

<input type="checkbox"/> Retirement/401(k)	<input type="checkbox"/> Major Medical	<input type="checkbox"/> Vacation
<input type="checkbox"/> Disability Income Plan	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Dental
<input type="checkbox"/> Hospitalization	<input type="checkbox"/> Vision	<input type="checkbox"/> 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

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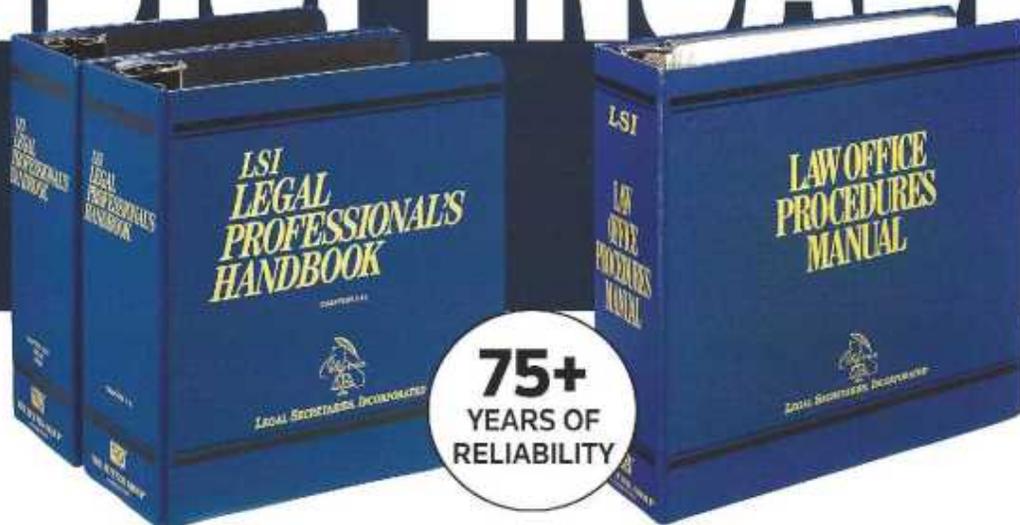
SLSA respects your privacy. If you do NOT want to be listed in SLSA's membership roster, check here: [ ]

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  
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**LEGAL SECRETARIES, INCORPORATED  
MEMBERSHIP LIST AS OF 04/01/15**

Total Members (Fiscal Year-end 4/30/14)	Association		New Members	Transfer Members	Continuing Members	Total Members
42	Alameda County	LSA	11		27	38
6	Antelope Valley	LSA	0		6	6
40	Beverly Hills/Century City	LSA	5		32	37
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	12		36	48
0	Monterey County	LSA	0		0	0
60	Mt. Diablo	LPA	8		49	57
14	Napa County	LSA	0		14	14
82	Orange County	LSA	27		51	78
24	Placer County	LPA	5	1	14	20
1	Redding	LPA	0		1	1
18	Rio Hondo District	LPA	5		12	17
19	Riverside	LPA	6		14	20
168	Sacramento	LSA	51		100	151
217	San Diego	LSA	49		162	211
55	San Fernando Valley	LSA	0		27	27
84	San Francisco	LPA	30	2	70	102
41	San Gabriel Valley	LSA	12		25	37
72	San Mateo County	LSA	7	-1	45	51
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
<b>1675</b>	<b>YTD TOTALS</b>					<b>1550</b>

MEMBERSHIP LIST 4th QUARTER (04-01-2015)

# SLSA Committee Chairs 2015-2016



Position	Name	Contact Info
Advertising	Elizabeth Madden, CCLS	<a href="mailto:staff@epinolaw.com">staff@epinolaw.com</a>
Audit (Financial Review) [3 people]	<b>OPEN</b>	
Benefits	<b>OPEN</b>	
Budget Committee	Dawn Forgeur, CCLS (Chair) Deseree Aguillen Lynne Prescott, CCLS	<a href="mailto:dawn.forgeur@stoel.com">dawn.forgeur@stoel.com</a> <a href="mailto:daguillen@stonegraves.com">daguillen@stonegraves.com</a> <a href="mailto:lynne@majlabor.com">lynne@majlabor.com</a>
Bulletin Editor	Liz Gideon, CCLS	<a href="mailto:lgideon@weintraub.com">lgideon@weintraub.com</a>
CCLS	Liz Gideon, CCLS	<a href="mailto:lgideon@weintraub.com">lgideon@weintraub.com</a>
Charitable Projects	Corene Rodder (Chair) <b>OPEN</b>	<a href="mailto:crodder@somachlaw.com">crodder@somachlaw.com</a>
Day In Court	Deseree Aguillen (Chair) Alex Cain (Co-Chair) Maimie Chyinski (Co-Chair) <b>OPEN</b>	<a href="mailto:daguillen@stonegraves.com">daguillen@stonegraves.com</a> <a href="mailto:acain@odlegal.net">acain@odlegal.net</a> <a href="mailto:mchyinski@f3law.com">mchyinski@f3law.com</a>
Employment	Jaymie Moralez	<a href="mailto:Jaymie.moralez@jud.ca.gov">Jaymie.moralez@jud.ca.gov</a>
Historian	Corene Rodder	<a href="mailto:crodder@somachlaw.com">crodder@somachlaw.com</a>
Interclub	Lynne Prescott, CCLS (Chair)	<a href="mailto:lynne@majlabor.com">lynne@majlabor.com</a>
Law Office Products & Management	<b>OPEN</b>	
Legal Procedures	Corene Rodder	<a href="mailto:crodder@somachlaw.com">crodder@somachlaw.com</a>
Legal Professional of the Year / Boss of the Year	Maimie Chyinski (Chair) Christie Kaelber Teri McClory, CCLS	<a href="mailto:mchyinski@f3law.com">mchyinski@f3law.com</a> <a href="mailto:ckaelber@downeybrand.com">ckaelber@downeybrand.com</a> <a href="mailto:teretad@metzlawonline.com">teretad@metzlawonline.com</a>
Legal Secretarial Training	Astrid Watterson, CCLS Dawn Forgeur, CCLS	<a href="mailto:Astrid.watterson@gmail.com">Astrid.watterson@gmail.com</a> <a href="mailto:dawn.forgeur@stoel.com">dawn.forgeur@stoel.com</a>
Marketing	Lacy Monserrat, CCLS	<a href="mailto:lacy@majlabor.com">lacy@majlabor.com</a>
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## Editor's Note Submitted by Liz Gideon, CCLS

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