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December Events

- **December Mock Trial – December 13.** This meeting will be held at the Courtyard Marriott - Midtown Sacramento, 4422 Y Street, Sacramento. You can register online through our website (www.slsa.org) or contact Jennifer Rotz at jrotz@murphyaustin.com. **See page 15.**



Mission Statement

The 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.

NON-MEMBERS ARE WELCOME!





Dawn Forgeur, CCLS



President's Message

by Dawn Forgeur, CCLS

Finally – the Holiday Season is in full swing! We are halfway through this fiscal year, and I can't believe it's gone by so quickly! Just around the corner is our State Day in Court event, our biggest event of the year. With all the budget cuts that have been made this past year, I'm sure the court representatives will have plenty of updates for us.

Have you thought about being on the Executive Board of SLSA? Please contact any of the current Board members and any one of us would be happy to answer any questions you might have!

May you and your families have a great holiday season and stay safe during your holiday travels!

As we always are this time of the year, SLSA is collecting various food items for the Sacramento Food Bank and we are also collecting items for the holiday stockings that we donate to Loaves & Fishes. Loaves & Fishes hands out these stockings to visitors during the holiday meal. Bring your donation items to the December meeting!

December is our annual Holiday Mock Trial and Ornament Exchange. Our mock trial this year is Penguins v. Claus International Industries, et al., written by honorary member John Baldwin. We also need some volunteer actors (and jurors) – you don't have to memorize any lines! Please contact Jennifer Rotz at jrotz@murphyaustin.com to register and/or volunteer. Don't forget, your wrapped ornament should cost no more than \$5 if you would like to participate.



CHANGE OF ADDRESS:

Please remember if you have moved offices or home, be sure to send us your Change of Address form so that we can update our records. This will minimize any delay in your receiving our monthly bulletin, any correspondence, and the LSI quarterly magazine. The change of address form can be found in this bulletin or on our website. They should be mailed to our Vice President and Membership Chair, Lynne Koroush, to her work address at Greenberg Traurig, LLP, 1201 K Street, Ste. 1100, Sacramento, CA 95814.



November Membership Chair Report

by Lynne Koroush

Welcome, and congratulations to the following new SLSA members, who were inducted at the November 15, 2012, regular membership meeting.

Active Membership

Annamarie Argumedo – Annamarie is a Senior Legal Typist with the California Department of Health Care Services. She has been a legal professional since 1990, and specializes in administrative law, business/corporate law, criminal law, law office management, and workers compensation. Annamarie celebrates her birthday on December 28, and enjoys dancing, sewing, jewelry-making, movies, and gardening.

Sharon Griswold – Sharon is a paralegal/secretary at Goyette & Associates and has been a legal professional since 1980. She specializes in arbitration, bankruptcy, business/corporate law, family law, law office management, litigation, probate/estate planning, and real estate law. Sharon celebrates her birthday on December 13, and enjoys cooking, golf, needlepoint, and working with glass beads.

Jennifer Goldsmith – Jennifer is a legal assistant with The Arnold Law Firm, and has been a legal professional since 1999. She specializes in litigation. Jennifer celebrates her birthday on April 9, and enjoys being active and participating in charity events.

If you are interested in membership in SLSA, please contact Lynne Koroush at (916) 442-1111, or via e-mail at koroush1@gtlaw.com.

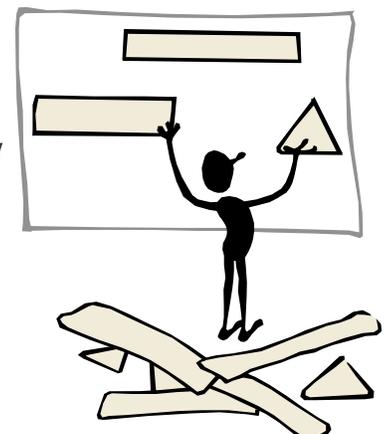
Condolences

Our sympathies and prayers go out to Annette Johnson, President of San Fernando Valley LSA and Assistant Editor to LSI's Publications Revision Committee, on the passing of her mother on November 20. Annette's mother was ill with Chronic Lymphocytic Leukemia (CLL) for several years. Even though the family knew it was coming, it is nevertheless hard to accept once it happens, and even more difficult to experience the loss of a loved one during the holiday season. Please feel free to send condolences to Annette and the family at: Annette M. Johnson, 2554 Olive Drive, Apt 195, Palmdale, CA 93550.

LSI Past President Christa Davis' dad passed away recently. Please keep Christa and her family in your thoughts and prayers. Please feel free to send condolence cards and/or flowers to: Christa Davis, 19827 Alana Road, Castro Valley, CA 94546.

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 koroush1@gtlaw.com.





Employment Report/Positions Available

by Jaymie Moralez

This free benefit 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 committee act as an employment agency.

Employers/Attorneys will 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. Ads are usually posted within 48 hours.

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

Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at jmoralez@somachlaw.com. A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

- (11/13/12) Legal Secretary/Floater. Downey Brand LLP, Sacramento's largest law firm, seeks a Litigation Secretary/Floater for its Downtown Sacramento office. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Requires 75+ wpm accurate typing, word processing and proficiency with MS Office applications. Ability to accurately proofread documents, set priorities and work under pressure is critical. Must have a positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, a strong work ethic, and be highly organized with an extreme level of attention to detail. There is potential for the person hired for this position to receive a permanently assigned desk. Salary commensurate with experience, firm-paid health benefits, and parking are provided. Qualified applicants may submit a cover letter and resume in confidence to Camilla Arnds, Human Resources Director, via the firm's web application by clicking here. No e-mails or telephone calls please.
- (11/13/12) Experienced Legal Secretary - 30 hours per week. Evers Law Group seeks an experienced litigation secretary for its office in Sacramento. Evers Law Group is a small firm which maintains a casual yet professional environment. Candidates must have at least five years of litigation experience and have thorough knowledge of civil procedures and relevant timelines. The candidate must also have very strong typing skills, transcription skills, word processing skills, proofreading skills, excellent written and verbal communication skills, and proficiency in WordPerfect, Words, AdobePro, Abacus and Timeslips. Team players need only apply. Send your resume along with hourly pay requirements to: k.evers@everslaw.com. No telephone calls please.
- (10/29/2012) Litigation Secretary. Downey Brand LLP, Sacramento's largest law firm, seeks a Litigation Secretary for its Downtown Sacramento office. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Requires 75+ wpm accurate typing, word processing and proficiency with MS Office applications. Ability to accurately proofread documents, set priorities and work under pressure is critical. Must have a positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, a strong work ethic, and be highly organized with an extreme level of attention to detail. Salary commensurate with experience and firm-paid health benefits and parking are provided. Qualified applicants may submit a cover letter and resume in confidence to Camilla Arnds, Human Resources Director, via the firm's web application. No e-mails or telephone calls please.



Employment Report/Positions Available

by Jaymie Moralez

(cont.)

- (9/13/12) Receptionist/Legal Secretary. Folsom law office seeks a full-time receptionist/legal secretary with a minimum of 1 year experience. You will welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries. Maintain reception area and conference room. Familiar with basic legal terminology and law office tasks including but not limited to photocopying, preparing client files and subfiles, filing, calendaring, scheduling appointments, drafting basic letters and scanning documents. Must be punctual, detail oriented, honest and dependable. Strong knowledge of MS Office, including Word, Excel and Outlook is required. Compensation depends on experience. To be considered for this position, please email your cover letter and resume to deborahcarrillo3@gmail.com.

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(Conference room rental services, virtual office rentals, secretarial services, catering services, meeting/event planning services and more!)



Melanie Herman



Governor's Report

by Melanie Herman

LSP's second quarterly conference was held on November 16, 17, and 18, 2012, in Palm Springs, California, and was hosted by Desert Palm Legal Professionals Association. The theme was "A Weekend in Paris" and the hosting association did a fabulous job with ALL the favors – yes, there was more than one! I took home a festive beret, some delicious bath salts, and an adorable engraved shot glass and, as always, I returned home with a bag full of tasty treats. I attended the Board of Governors Meeting and the Governors' luncheon on Saturday. Prior to conference, all the Governors and Presidents were provided written reports and all LSP's officers and chairmen who were called to the conference gave their oral reports. Below

you will find the relevant items that were discussed and presented.

First and foremost, I am happy to announce that our very own VP Mrs. Lynne Koroush has been appointed as LSP's new Day in Court/Professional Liaison Chair. Unfortunately, Catherine Carmichael, of Stanislaus County Legal Professionals, is battling health concerns and, at the request of her physician, had to step down from the position. Additionally, Diane M. Mecca, also of Stani-

slaus County Legal Professionals, had to step down from her position as LSP's Assistant Editor of the Publications Revision Committee.

LSI President, Sandra T. Jimenez, CCLS, also announced that, as of October 1, 2012, our sister and neighboring association, Capitol City Legal Professionals Association has been dissolved. If you know or hear from any former Capitol City members, please invite them to our next event.

LSP's Executive Committee presented the Governors with five recommendations, which were put forth in an effort to clean up a few outdated Standing Rules, all of which passed.

Recommendation No. 1:

Amend Standing Rule 13.1 to delete the reference to CCLS Pop Quizzes. (Note: the quizzes are no longer offered.)

Recommendation No. 2:

Add Standing Rule No. 17.1.10 to read as follows: Remote location is defined as any conference location that requires an attendee to rent a car in addition to flying in order to reach the conference location because there are no airports close enough that offer a shuttle service.

Recommendation No. 3:

Amend Standing Rule 31.1 to read as follows: In the event of a vacancy for the position of LSI Administrator, application for the position shall be submitted to the LSI President no later than a date set by the Executive Committee when the vacancy is announced. (Note: as the Rule currently reads, it states that applications must be received by October 1st – whether or not the position is even open.)

Recommendation No. 4:

Add Standing Rule 31.2 to read as follows: At least every two years, a performance evaluation of the LSI Administrator shall be conducted by



CHAPTER ACHIEVEMENT REPORTING FORM

Each association in LSI participates every year in the Chapter Achievement contest. An award of \$250 is presented by LSI to the highest scoring association in each membership category at the Annual Conference of LSI. Chapter Achievement Points (CAPs) are tracked during the year by SLSA's Governor. This covers activities from April 1, 2012, through March 31, 2013. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete this form each time you attend a function and mail it to SLSA's Governor.** 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 belong to an LSI-sponsored credit union. (100 points)
- _____ I am insured through an LSI plan. (100 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 submitted questions to LSI for use on the CCLS Mock exam.
How many? _____. (25 points per question)
- _____ I recertified as a CCLS during the 2012-2013 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, 2013. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I attended a Legal Specialization Section Regional Seminar. (75 points)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH) between April 1, 2012, and
March 31, 2013. (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM) between April 1, 2012,
and March 31, 2013. (200 points)
- _____ I purchased updates to the LPH between April 1, 2012, and March 31, 2013. (100 points)
- _____ I purchased updates to the LOPM between April 1, 2012, and March 31, 2013. (100 points)

Name: _____ Email: _____

If you have any questions or would like to email this form, you can reach the Governor at governor@slsa.org, otherwise you can mail this form to:

Sacramento LSA
Attn: Melanie Herman, Governor
Perkins & Associates
300 Capitol Mall, Ste. 1800
Sacramento, CA 95814



Astrid Watterson, CCLS



Parliamentarian's Corner

by Astrid Watterson, CCLS

What happens when a crowd becomes unruly or the debate goes on forever? Luckily in our association, we haven't had this situation happen, but it can. At the LSI's August 2011 conference, there was a lot of debate over whether the executive board should allow article submissions from an "anonymous" author. Someone made a motion to not allow "anonymous" author submissions, which stemmed from a recent article in The Legal Secretary addressing the proper dress code for meetings. Many Governors and members attending the conference alike, seemed to be very passionate either way about this particular motion. People stood up and wanted to be heard. It went on and on.

Finally, from the back, somewhere, someone called for the question. Robert's Rules of Order states that the proper method is to "move for the previous question," which essentially stops all debate and also prevents the making of a number of secondary motions, including those to amend, commit, and postpone to a certain

time. Robert's continues on to say that this particular motion cutting off debate, infringes on the right of members to speak.

The question then is, what do you do when someone calls for the question? The President, who is considered the chair, recognizes the member who made the motion and restates the motion. You now have to stop debating the previous motion (excluding articles from anonymous authors) and deal with the current motion (stopping the debate). It will take a two-thirds vote to pass the motion for the previous question. If it passes, then the chair moves on to the pre-

vious motion (excluding articles from anonymous authors) and the voting begins.

Moving for the previous question can be an effective way to get a group of people back on track, but it also takes a leader with strong parliamentary knowledge to know how to handle these types of situations. You want to appear fair and composed, willing to listen to all of the members' concerns, but you must also keep in mind that there is business still to be completed. Understanding the various motions and what they can do can be helpful.

Understanding when a motion requires a two-thirds vote or a majority vote is a valuable piece of knowledge for the chair. A governor attending a conference, should also be aware of basic parliamentary procedure in order to be an effective representative of their association. They should be able to understand what is being debated, how it's being debated, and how to participate in the debate.

If you have any questions on parliamentary procedure, feel free to contact me.





Governor's Report

by Melanie Herman

the Executive Committee. (Note: prior to this Rule, the Administrator did not receive an evaluation. It is my understanding that the evaluation will occur when a new President is elected.)

Recommendation No. 5:

The Executive Committee recommends a logo design contest, to be submitted by any active member of LSI to the LSI Vice President by January 10, 2013, to be voted on by the governors at the February 2013 conference, in addition to any logos added by the Marketing Committee. The Logo is to represent the meaning of LSI and is to be submitted in true digital color or PDF format. The LSI member submitting the winning logo will receive a scrip ticket to attend the May 2013 Annual Conference.

The Governors also voted on the proposed amendment to LSI's Bylaw Article XIV, section 6, which also passed. Bylaw Article XIV, section 6, now reads as follows:

Voting Rights. Only Governors shall have the right to vote at meetings of the Board; provided, however, that a Governor shall not be entitled to vote unless the required per capita taxes on all members of the Local Association, which elected such Governor have been paid. Local associations who have not complied with the annual reporting requirements of the Internal Revenue Service and Franchise Tax Board and have not provided proof of said filing to the LSI Treasurer shall not be entitled to vote unless the required proof has been submitted.

Lastly, LSI's Executive Committee gave notice of another Bylaw amendment, which will be presented and voted on at the February 2013 Conference. Additionally, last week I received the formal notice from Astrid B. Watterson, CCLS, LSI's Parliamentarian, which reads as follows:

The Executive Committee provided notice of a proposed Bylaw amendment to LSI Bylaw Article IX, Section 2, subsection (a), by deleting "If the immediate Past President is unable or

unwilling to serve, this office shall remain vacant until there is a subsequent immediate Past President." And inserting "If the immediate Past President is unable or unwilling to serve, this office shall be offered to an LSI Past President who is willing and able to serve the remaining appointment term. This office shall remain vacant until an LSI Past President has been appointed." The purpose of the notice to amend the Bylaw is to allow the current LSI President to fill the position of Executive Advisor with an LSI Past President who may fulfill the duties of the Executive Advisor for the remaining term.

As some of you may know, Brooke Mansfield, CCLS, LSI Past President 2010-2012, recently stepped down from her role as LSI's Executive Advisor, and therefore, the LSI Executive Committee currently has no Advisor and, as the Bylaw currently reads, will not have one until 2014, when a new President is elected. By way of this amendment, it will allow the LSI Executive Committee to seek out a new Advisor for the remainder of this term.

Should you have any questions or need additional information, please do not hesitate to contact me.



Benefits Highlights

It's the Holidays and if you plan on traveling at all this holiday season or perhaps even later in the year, did you know that as members of SLSA, you are entitled to our parent corporation's benefits as well? Hertz offers a 10% discount on car rentals! You can call 1-800-654-3131 to make a reservation. The next time you make travel plans and need to rent a car, try using our discount. Please check out the LSI benefits page in this bulletin for this discount code and others you may find interesting. Don't forget to let the Governor know if you use one of these benefits so that we can capture the Chapter Achievement Points for it!



CAPs

by Melanie Herman

SLSA's goal for 2012-2013 is 75,000! We are over half-way there, with a total of 38,155, as of November 28, 2012, leaving only 36,845 more to go! SLSA would like to remind you that we gain 100 points for each member who purchases updates for their Law Office Procedures Manual and/or Legal Professional's Handbook. So, if you received updates, let us know! Help us capture CAPs and reach our goal. E-mail Melanie and let her know that you earned SLSA points – don't make her harass you. Her e-mail is mherman@perkins-lawoffice.com. **See the Chapter Achievement Reporting Form in this bulletin for more ways to gain points.**

CCLS Quiz

by Launa Atkinson, CCLS

Choose the **MOST** correct answer:

1. ___a. Please make ten copies of this article.
___b. Please make 10 copies of this article.
2. ___a. Please send 10 copies of this article to our Boise office and eleven copies to our Topeka office.
___b. Please send 10 copies of this article in our Boise office and 11 copies to our Topeka office.
3. ___a. On April 5th, we will
___b. On April 5, 2006, we will
4. ___a. a 20-year mortgage
___b. a twenty-year mortgage
5. ___a. that will be three hundred fifty questions
___b. that will be 350 questions
6. ___a. there were 200 people there
___b. there were two hundred people there
7. ___a. I would like to know why the policy is being changed?
___b. Why is the policy being changed?
8. ___a. Will you please let me know whether you plan to stay overnight.
___b. Will you please let me know whether you plan to stay overnight?
9. ___a. We can provide the following kinds of software:
Customer information systems
Product information systems
Decision support systems
___b. We can provide the following kinds of software:
Customer information systems.
Product information systems.
Decision support systems.
10. ___a. The Foxes, the Perrys, and the Joneses have said yes.
___b. The Foxes, the Perrys and the Joneses have said yes.



Law Office Products/Management

by Jennifer Chastain



Jennifer Chastain

HOW TO MAKE YOUR RESUME STAND OUT ABOVE THE REST!

Last month, Dawn Forgeur, CCLS gave some tips for securing a job in this economy, but the interview is just one part of it. What gets you there is your resume. Your resume is critical. One of my roles at my job is to review resumes when we are hiring legal secretaries. I've seen it all – wonderful resumes, and some pretty terrible ones, too. From the perspective of someone who reviews resumes and makes decisions about which candidates to even call to schedule an interview, here are some of my DO's and DONT'S that may help you.

DON'T...	DO!
Rush to put your resume together.	Take the time to make sure your resume is PERFECT. Even one typographical error can put doubt in a recruiter's mind as to your ability to do the job well. Remember, in our profession, accuracy is everything!
Include a personal photo, especially one taken with your hand in the air from your smart phone.	Give the recruiter a verbal picture of what you can do for them. Use buzz words, and show what shines about you.
Use an email address like lazycrazygirl1066@gmail.com	Use a classic, generic email address. For example, maybe your first initial and last name such as gsmith@yahoo.com .
Leave unexplained gaps in your employment history.	Put a brief parenthetical notation at the end of a job, such as (firm dissolved). This will give the employer information about why you left a position so they are not left guessing.
Include salary information on your resume.	Have your salary history available for when you complete the employment application.
Leave out software expertise.	Include special software programs you have used. If you were even a trainer on specific software at a previous firm, include that.
Assume that temporary positions aren't valuable.	Include temporary positions, maybe a one-line entry "Temporary Work for Office Team." This shows that you are keeping your skills current.
Go back too far.	Include the last 10 years of employment history in your resume. If there is something significant prior to 10 years, list it in a blanket entry called "prior experience."
Put too much information in each job entry.	Keep the information in each job entry focused on your strengths, key duties held, and contributions you made while there.
Forget to include your professional membership information!	Include your SLSA membership. It shows you are interested in, and committed to the legal profession and continuing education.



Your resume should show what you can do. Make it strong. Make the recruiter want to hire YOU!



Debbie Frias, CCLS



Legal Procedures

by Debbie Frias, CCLS

As I am digesting the civil trial presentation by our speaker at our association's November dinner meeting, I am also putting other trial deadlines into motion. Our law firm has a number of trials in the next several months, with one set for early December. I seem to be in constant "trial" mode. As Legal Procedures Chair for SLSA, I also want to help our members who find themselves at the crossroads of trials.

The one thing that I find is crucial, is to be organized. You need to use an accurate calendaring system and carry it out explicitly. If you miss a deadline, your attorney and your client may not be able to recover from it. I heard of an instance where a secretary did not calendar a witness disclosure properly. The defense attorney was not forgiving. Fortunately, the matter settled, but that one error could have been avoided with diligence and an accurate calendaring system in place.

You might use a system such as CompuLaw to help you with your trial deadlines. Use another back-up such as Outlook and your hard (paper) calendars. Yes, we have the beauty of computer systems, but that hard calendar comes into play, too.

Another suggestion is to always check the local rules. If your attorney has a matter out-of-county, you might run into a few snags, especially when the case is being tried and is ready to go to the jury. What about your jury instructions? Some counties require not only hard copies, but also copies to go to the courtroom clerk via email. What about payment of daily jury fees? What about availability of court reporters to record

the daily happenings? Remember, some counties no longer provide reporters. Before trial, check those local rules and let your attorney know the procedure in that county. If you cannot locate anything within the local rules, try to contact the court clerk. It helps if your case is assigned to a judge for all purposes; call the clerk of the assigned department. Usually, they are very helpful...if you can reach them without having to go through the voicemail trees!

Here in Sacramento, before your case is set, our cases are referred (at Case Management) to the Trial Setting Process. Quite honestly, I was a little unsure of myself with this new procedure until I set a couple of cases for my attorneys. I like the fact that you can log on, give them the dates selected by your attorney and the other parties, and get a confirmation that the request was made. A couple of days or so later, you get the confirmed dates for your mandatory settlement conference and trial. Plaintiff's counsel then serves and files a Notice of Trial.

Don't forget some of Sacramento's other local rules: 1. Submit the Civil Trial Notification form (on-line procedure); and 2. Follow Sacramento's Standing Rules as they pertain to trials. Go on-line to our local court's website: www.saccourt.ca.gov to view the rules and forms. Become familiar with them and share your knowledge with your attorneys and other staff members.

We could go on and on, as our rules and the like change constantly! My message? Be careful, be diligent in calendaring, and check those local rules!



December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
						
9	10 <i>Board Meeting</i>	11	12	13 <i>SLSA Mock Trial</i>	14	15
16	17	18	19	20	21	22
23	24	25 <i>Christmas Day— Courts Closed</i>	26	27	28	29
30	31 					

Dates to Remember

- **December 10 - SLSA Executive Board Meeting** (Location: *Stoel Rives* - Time: 6:00 p.m.)
- **December 13 - Mock Trial** (Location: *Courtyard Marriott—Midtown, 4422 Y Street, Sacramento, CA*, 5:30 p.m.)
- **December 26 - Last Day to Submit Articles for the January issue of The Legal Eagle**
- **January 8 - SLSA Executive Board Meeting** (Location: *Stoel Rives* - Time: 6:00 p.m.)
- **January 17 - State Day in Court** (Location: *Arden Hilton, Sacramento, CA*, 5:30 p.m.)
- **January 21 - Last Day to Submit Articles for the February issue of The Legal Eagle**



LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

2012-2013 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

Complete and mail with your check made payable to LSI, for \$20 for each section, or a total fee of \$75 per year to join all SIX sections simultaneously if an LSI Member, or \$40 for each section, or a total fee of \$150 per year to join all sections simultaneously if joining as a non-LSI member.

Mail to: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**
5534 Blackbird Drive, Pleasanton, CA 94566

Enclosed is payment of my dues for the fiscal year 8/1/12 through 7/31/13 for the following Section(s). Please check appropriate boxes below for the sections you are joining.

Method of Payment: Check, payable to "LSI," enclosed VISA MASTERCARD AMEX

Credit Card Information: Number _____ Expiration Date: Month _____ Year _____

Name on Credit Card: _____ **Card Verification Number** _____

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.

NEW	RENEWAL

- Civil Litigation
- Criminal Law
- Family Law
- Law Office Administration
- Probate/Estate Planning
- Transactional Law



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS. _____ PLS/CCLS/CLA/PARALEGAL

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PLEASE NOTE PREFERRED EMAIL ADDRESS. NEWSLETTERS, ROSTERS, AND OTHER COMMUNICATIONS, WILL BE SENT VIA EMAIL UNLESS REGULAR MAIL IS SPECIFICALLY REQUESTED.

I prefer mail to: HOME OFFICE

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

FAMILIAR WITH PRACTICE IN COUNTIES OF (Please indicate each County, not area):



**Mark Your Calendars, and Join Us for the
Sacramento Legal Secretaries Association's Annual
MOCK TRIAL EVENT!**

Some tasty holiday appetizers and desserts will be available for snacking, and don't forget your wrapped holiday ornament for the ornament exchange (under \$5 please).

Date: December 13, 2012
Time: 6:00 p.m.
Location: Courtyard Marriott - Midtown
 4422 Y Street, Sacramento
RSVP: By Dec. 11, email attendance confirmation to Jennifer Rotz at jrotz@murphyaustin.com.
Cost: \$20.00 (No shows will be billed.)



Penguins vs. Claus International Industries, et al.
 Written by: John Baldwin
VOLUNTEER ACTORS NEEDED:

- Judge Milo T. Bloom	- Santa Claus
- Bailiff	- Smokey Polar Bear
- Court Clerk	- Chumley Walrus
- Plaintiff's Counsel	- Seven (7) Jurors
- Defense Counsel	
- Skipper Penguin	
- Kowalski Penguin	
- Opus Penguin	

Please contact *Jennifer Rotz* if you're interested in participating in this FUN-FILLED event at jrotz@murphyaustin.com.

At over 200 MPH, the Peregrine Falcon is the fastest animal on the planet.

Rumor has it they trained here at Atkinson-Baker.




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CCLS Terminology List

by Launa Atkinson, CCLS

Defunct Corporation	A corporation which has ceased to function, but has not gone through a formal process to wind up and dissolve.
Dividends	The funds set apart by a corporation out of its profits to be apportioned among the shareholders.
Members	The owners of a limited liability company.
Officers	The persons in a corporation responsible for running day-to-day operations; usually consists of a president, vice president, secretary, and chief financial officer or treasurer.
Stock	The capital or principal fund of a corporation acquired from the sale of shares.
Bylaws	Regulations, ordinances, rules, or laws adopted by a corporation for its government.
Incorporation	The act or process of forming or creating a corporation.
Operating Agreement	An agreement between the members of a limited liability company for its operation. Such agreement may be oral.
Share	A specific portion of the capital (stock) of a corporation.
Articles of Incorporation	The instrument by which a private corporation is formed and organized under general corporation laws.



CCLS Quiz Answers

by Launa Atkinson, CCLS

CCLS

ANSWERS—Chose the Most correct

- | | |
|------|-------|
| 1. a | 6. b |
| 2. b | 7. b |
| 3. b | 8. a |
| 4. a | 9. a |
| 5. b | 10. a |



SLSA'S FALL CHARITABLE PROJECT



Sacramento Legal Secretaries Association is participating in Sacramento Food Bank & Family Services' (SFBFS) 19th Annual Spirit of Giving Drive.

Over the past 18 years, the Spirit of Giving (SOG) drive has helped SFBFS organization collect and distribute over 4.6 million pounds of canned and non-perishable food items to local families in need. Help SLSA support families in need by participating in this year's drive. The drive started **October 1** and ends **January 31**.

Lynne Koroush and Greenberg Traurig have generously offered to host a container again this year. Last year SLSA collected 640 lbs.! This year we have the opportunity to surpass that amount. For members who wish to donate, you can bring your food donations to SLSA's regular meetings, and the Charitable Projects Committee will deliver the donations to SFBFS.

If you're unable to attend a regular meeting between now and the end of December and wish to donate food, please contact Teri McClory; it's possible that the Charitable Projects Committee can arrange to pick up and deliver your donations to SFBFS.

Thank you for your involvement. If you have any questions regarding this project, please contact Teri McClory at teretad@metzlawonline.com or (916) 716-9956.

Crystal Rivera, Chair crivera@somachlaw.com
Teri McClory, Co-Chair teretad@metzlawonline.com
Corene Rodder, Co-Chair rodderc@gtlaw.com



FOOD Program

Wish List

NOV-Jan collections

Help us feed 15,000 people each month.
These items are needed year-round.

- Dry grains and beans
- Whole wheat pasta
- Soups*
- Canned fruits, vegetables, beans*
- Canned meat, tuna, chicken*
- Low-sugar/high fiber cereals
- Snack bars, fruit cups, peanut butter, nuts

*Low-sodium and pop-tops preferred.



Sacramento Food Bank & Family Services
3333 Third Avenue, Sacramento, CA 95817
Tel (916) 456-1980 * Web site: www.sacramentofoodbank.org
Donations: Monday-Friday, 8 am-4:30 pm, Wednesdays until 7 pm.

SLSA'S DECEMBER CHARITABLE PROJECT

SLSA is again participating in the Sacramento Loaves & Fishes Christmas Stocking Giveaway.

Let's try to fill at least 20 stockings this year!



We are looking for the following items:

- McDonald's \$5 Gift Certificate(s)
- One pair of new socks, one size fits all
- One set of stretch/knit hat and gloves
- Travel-size toiletry items (lotions, Vaseline, conditioners, shampoos, body wash)
- Disposable razors (adult stockings only)
- Deodorant
- Chapstick
- Toothbrush and toothpaste
- A deck of cards
- Gum
- Bar soap
- A pair of shoelaces

We are also looking for items specific to children.

Donations of filled Christmas stockings OR items to put in the stockings can be brought to SLSA's December 20 Mock Trial. If you're unable to attend the December Mock Trial but have items to donate for the stockings, please contact any of the Charitable Projects Committee Chairs to make other arrangements.

Deadline for SLSA to drop off donated stockings is December 21.

A BIG THANKS for your support of SLSA's charitable projects!

Crystal Rivera, Chair crivera@somachlaw.com; (916) 469-3813
Teri McClory, Co-Chair teretad@metzlawonline.com; (916) 514-1097
Corene Rodder, Co-Chair rodderc@gtlaw.com; (916) 442-1111





**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: _____ (for vital updates/reminders)

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

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 <i>The Legal Eagle</i> and other SLSA/LSI mail delivered? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| Where do you want e-mail delivered? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| Which address should be listed in the membership roster? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| If you do NOT want to be listed in the membership roster, check here: | <input type="checkbox"/> No roster listing | |

Please submit to:

Lynne Koroush
SLSA Vice President and Membership Chair 2012-2013
1201 K St., Ste. 1100
Sacramento, CA 95814
E-mail: vicepresident@slsa.org



Jennifer Rotz



Jennifer Sachs



November Regular Meeting

Speaker Spotlight: Third District Court of Appeal, California
by Jennifer Rotz and Jennifer Sachs

On Thursday, November 15, 2012, the Sacramento Legal Secretaries Association (SLSA) was honored to host Stephen M. Lerner, Esq., of the California Attorney General’s Office, at its monthly dinner meeting. Mr. Lerner gave an informative and entertaining presentation on trial preparation for legal secretaries and paralegals.

Mr. Lerner likened litigation to sports, calling trial the “Super Bowl” of litigation. He described the trial team as consisting of the attorney, paralegal, legal secretary, and support staff and stressed the importance of communication between members of the team. His presentation focused on the first 100 days before trial and he provided a very useful outline of the first 100 days, emphasizing the importance of organization and preparation along the way. Mr. Lerner makes use of binders during trial preparation. He recommends using a binder system with binders prepared in advance for witnesses (contact information, availability), deposition transcripts (condensed transcripts, deposition

summaries), discovery, and trial (brief, opening and closing statements, motions in limine, jury instructions).

Mr. Lerner graduated from McGeorge School of Law and started practicing law in 1995. He is now practicing law at the Attorney General’s office, Natural Resources Law Section, where his practice focuses on environmental litigation. In private practice, Mr. Lerner focused on business, real estate, environmental, and health care litigation. He has had approximately fifteen bench trials, two jury trials, and countless arbitrations and mediations. It was great to host an accomplished and seasoned litigator like Mr. Lerner. If you attended the presentation but did not receive the outline, please email me at jrotz@murphyaustin.com.



(From L to R) Jennifer Rotz, Stephen Lerner, Esq., and Lynne Korosh



Jennifer Estabrook, CCLS and Teri McClory, CCLS



Debbie Frias, CCLS and Lynne Koroush



Maimie Chyinski & Her Mother



Shelly Reyes, Deseree Gamayo, Melanie Herman, Lynne Koroush



*Jennifer Goldsmith, Sharon Self-Grisvold,
and Annamarie Argumedo*



Vice President Lynne Koroush, filling in as SLSA President



*Guest Speaker
Stephen Lerner, Esq.*



Induction of new Members



FOR SALE!

Sacramento Legal Secretaries Association is selling 2 GB flashdrives as part of its Ways and Means project this year. Help support SLSA and purchase your flashdrive today. They will be sold at the general meetings or you may contact SLSA President Dawn Forgeur, CCLS at drforgeur@stoel.com.

\$10 EACH





Lynne Koroush



November General Meeting:

Vendor Spotlight: One Legal

by Lynne Koroush

“Please remember to support our vendors, because they support us!!”
~Lynne Koroush

SLSA was pleased to welcome Mark Schwartz and his awesome team from One Legal as our Vendor of the Month for November. Some of you may remember that One Legal actually started as the old “Fax & File” service in 1990. Back when fax machines were an emerging technology, they pioneered the same-day legal support industry by filing the very first facsimile-transmitted document ever accepted in a California court. As technology has changed over the years, so has their company. Today, One Legal remains at the cutting edge of the legal court services industry.

One Legal currently offers court document retrieval, courtesy copy delivery, e-filing and e-service, and process serving nationwide, as well as court filing in 15 states. Their goal is to continue expanding their service area and add new

services for added value to their customers. And be sure to check out the “One Legal University” (MCLE-approved resources) and their online webinars on subjects like e-filing!

Please visit One Legal at www.onelegal.com, or call 1-800-938-8815.

Thank you again, Mark, and all the folks at One Legal for being SLSA’s Vendor of the Month!



(From L to R) Lynne Koroush, Tim Palma, Michelle Dodd, Shannon O’Malley, and Mark Schwartz



Holiday Limited Operation/Service Days

Placer County Superior: December 26 to 31, 2012

Only Dept. 13 at the County Jail will remain open for criminal arraignments, certain time-sensitive juvenile proceedings, and any last day criminal matters. All other courtrooms and clerks' offices will be closed. These days will not qualify as holidays for purposes of calculating statutory time requirements, a drop-box will be provided to permit same-day filings at all court locations that otherwise accept filings. Courtroom staff will also accept urgent non-criminal filings (e.g., petitions for restraining orders or injunctions) from 8:00 a.m. to 4:00 p.m. and the court will hear such matters in Dept. 13 if emergency circumstances warrant such action.

San Joaquin County Superior: December 26 to 31, 2012

All clerks' offices will be closed and telephone call will not be answered. Courtrooms will remain open at all court branches and cases already scheduled to be heard on a limited operation day will proceed as scheduled. Courtrooms will continue to be available to conduct arraignments and examinations, to handle time-sensitive juvenile matters, and to sign any necessary documents on an emergency basis, as required by law. Document drop-boxes will be available at all branch courts to permit the same-day filing of documents deposited there before 5:00 p.m. Fax filing through Official Payments will also be available.

Solano County Superior: December 24 to 31, 2012

All clerks' offices and all but two courtrooms will be closed. The open courtrooms will be in the Hall of Justice in Fairfield to conduct arraignments and examinations as required by law, to sign any necessary documents on an emergency basis, and to handle time-sensitive juvenile matters. Time-sensitive family law matters will also be handled daily. Drop-boxes will be available at the Hall of Justice and at the Solano Justice Center for same-day filing of documents deposited there before 4:00 p.m.



Who are the vendors you rely on to help support your office? Which vendors make your life easier? Who do you love? Does SLSA **know about them**?? Would you like to see them featured as a Vendor of the Month at one of our monthly meetings, featured in the Vendor Spotlight article in *The Legal Eagle*, or see their ad in *The Legal Eagle*?

We would love to know about them! Please send their info to SLSA's Vendor Liaison and SLSA's Advertising Chair:

Lynne Koroush, SLSA Vendor Liaison (koroushl@gtlaw.com)

Elizabeth Bomke, CCLS, SLSA Advertising Chair (kwssec@covad.net)

Spread the love and share your faves!

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

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO SLSA, FOR \$40 (\$25 FOR STUDENTS) WHICH INCLUDES LOCAL DUES, ANY INITIATION FEE, AND LEGAL SECRETARIES, INCORPORATED (LSI)* PER CAPITA TAX, TO:

**Lynne Koroush, Vice President
Greenberg Traurig LLP
1201 K Street, Suite 1100
Sacramento, CA 95814**

NAME OF APPLICANT _____
EMPLOYER _____ POSITION _____
MAILING ADDRESS _____ CITY/ZIP _____
BUSINESS TELEPHONE (____) _____ RESIDENCE TELEPHONE (____) _____
BUSINESS E-MAIL _____ 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 _____ APPLICATION APPROVED _____

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

LSI MEMBERS MAY ALSO JOIN ONE OR MORE OF THE FOLLOWING LSI LEGAL SPECIALIZATION SECTIONS:

- ~ CIVIL LITIGATION
- ~ CRIMINAL LAW
- ~ FAMILY LAW
- ~ LAW OFFICE ADMINISTRATION
- ~ PROBATE/ESTATE PLANNING
- ~ TRANSACTIONAL LAW

SPECIALIZATION SECTION MEMBERSHIP INCLUDES: (1) QUARTERLY SECTION NEWSLETTERS; (2) FREE QUARTERLY CONFERENCE WORKSHOPS; (3) REDUCED REGISTRATION FEES FOR REGIONAL SPECIALIZATION SECTIONS SEMINARS; AND, (4) ROSTER LISTING EACH SECTION MEMBER'S NAME, CONTACT INFORMATION, EXPERTISE AND GEOGRAPHICAL AREA WITH WHICH FAMILIAR. SECTION DUES ARE NOMINAL AND A DISCOUNT IS OFFERED FOR MEMBERSHIP IN ALL SIX SECTIONS.

FOR LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP AND DUES INFORMATION, VISIT LSI'S WEBSITE AT www.lsi.org; or, TRANSMIT A COPY OF THIS ENTIRE PAGE OF YOUR APPLICATION TO:

LEGAL SPECIALIZATION SECTIONS COORDINATOR
LSI CORPORATE OFFICE
P.O. BOX 660
FORTUNA, CA 95540-0660
FACSIMILE: 707.725.1344 E-MAIL: lsiorg@suddenlinkmail.com

(Form adopted 5/01; revised 5/08)

* ACCOMPANYING MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED, A CALIFORNIA NON-PROFIT MUTUAL BENEFIT ASSOCIATION, INCLUDES SUBSCRIPTION TO THE LEGAL SECRETARY MAGAZINE, REDUCED ANNUAL DUES FOR MEMBERSHIP IN LEGAL SPECIALIZATION SECTIONS AND DISCOUNTED PRICES ON PURCHASE OF LSI LEGAL PROFESSIONAL'S HANDBOOK AND LAW OFFICE PROCEDURES MANUAL.

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

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

WHERE WOULD YOU LIKE YOUR E-MAIL DELIVERED? [] 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** in the amount of \$40 (\$25 for students). Mail payment with this form to:

Lynne Koroush, Vice President
Greenberg Traurig LLP
1201 K Street, Suite 1100
Sacramento, CA 95814



Birthday Magic

by Crystal Rivera, Teri McClory, CCLS, and Corene Rodder

OCTOBER 25, 2012 BIRTHDAY MAGIC!

SLSA's Charitable Project Committee sponsored another successful Birthday Magic event! We ate pizza, cake, played games, and everyone had a great time! And, again, we were over-achievers!



We coordinated with the Volunteer Center of Sacramento to sponsor the October Birthday Magic event at the Sacramento Area Emergency Housing Center's Family Shelter. Sponsors provide personalized birthday parties for kids living in Sacramento-area homeless shelters, transitional living facilities, and residential treatment centers. SLSA's sponsorship ensured that the kids at this shelter who were celebrating their birthday in October would get a party with all the fixings – decorations, cake, pizza, games, and my personal favorite, birthday presents!!

There were initially two kids at the shelter who were celebrating their birthday in October – Austin and Eloisa. We were given their wish lists, and several members and their co-workers volunteered to buy birthday presents. We also had several members donate items for goodie bags (for the anticipated 20+ kids who would be at the shelter and attending the party). We had so many items for goodie bags that we had to use gift bags (instead of the usual party favor-size bags). It was like all the kids got presents!

Our contact at the shelter was Stormie, the Youth Development Coordinator. I warned Stormie that our members are very generous

when it comes to sponsoring Birthday Magic and buying gifts; she was still surprised by the amount of birthday presents we brought with us.

There was a little snafu the day before the party. We were advised that both Austin and Eloisa had left the shelter: Austin and his family moved to a home in Redding, and Eloisa and her mother relocated to another facility. We had to make a decision to either cancel the October birthday party, and sponsor a November birthday party, make it a Halloween-themed party; or, keep it a birthday party for another boy who had just come to the shelter with his family.

We decided to go forward with the birthday party for Gabriell (the new boy) who was turning 9. Since it was going to be too costly to ship all of Austin's gifts to him, we gave most of them to Gabriell. Since many gifts were bought based on their wish lists, Teri McClory, CCLS, went out during her lunch hour on the day of the party to exchange (and rewrap) several gifts that had been purchased for Austin. Other gifts had gift receipts, so Gabriell would be able to exchange those (if he wished). Gabriell received lots of presents: a couple of pair of shoes, clothes, toys, and learning-type games.

Stormie delivered Eloisa's gifts to her the following week. Stormie warned Eloisa's Mom that there were a lot of gifts and that her car's trunk was full. Even after the warning, Mom still seemed overwhelmed with the amount of gifts. Needless to say, Eloisa was extremely happy with everything! She received several pairs of shoes, clothes, hair accessories, and some awesome Barbie accessories.

Gabriell and his Aunt were very impressed by the generosity of our members and their co-workers. Their family had come to the shelter because their home had caught fire. Gabriell's Aunt said she is usually the one that throws the parties at her house, and under the circumstances she wasn't sure what she'd be able to do for Gabriell's birthday. She was truly thankful for





Birthday Magic

by Crystal Rivera, Teri McClory, CCLS, and Corene Rodder

(cont.)

all we did for Gabriell and the other children. Maryanna Rickner got a “thank you” from Gabriell and a return hug.

The party volunteers decorated and set everything up so quickly that we had time for a short tour of the facility. There are two buildings that house families and one that houses single women. There is another building for the office, kitchen, and dining room and a fifth building where the kids can hang out during the day (when not in school), do homework and get assistance from Stormie, do crafts, read, watch TV, or use the computers.

This particular shelter houses families (including Dads and male children) on an emergency 30-day basis. Each “family” unit is given one room that contains two sets of bunk beds. If needed, the shelter provides sheets, blankets, and towels. The buildings each contain one common room, a shared bathroom/shower, and a shared laundry room. One of the buildings includes a TV room with couches.

I have to tell you that I think most of our mouths dropped when Stormie showed us into an empty room that a family unit would be given. Its starkness was powerful. The mattresses are covered and wrapped in plastic, there is an area the size of half a closet with open shelves, and nothing else. You can’t have your own TV, you can’t even have a fan, and there is absolutely no privacy. It makes you thankful for what you have and compassionate for those who are less fortunate.

The Charitable Projects Committee would like to thank the following individuals for buying birthday presents and/or items for the goodie bags:

Cassie Aw-yang
Elizabeth Bomke, CCLS
Alex Cain
Michele Clark
Debbie Frias, CCLS
Deseree Gamayo
Melanie Herman
Nicholas Jacobs

Lynne Koroush
Rebecca Lerma
Venita Metzinger
Jaymie Moralez
Craig Price
Maryanna Rickner
Paul Simmons
Kelley Taber
Tere Wade

And thanks to the following volunteers who helped at the birthday party:

Alex Cain
Dawn Forgeur, CCLS
Melanie Herman
Teri McClory, CCLS
Maryanna Rickner
Margret Salmon

If you haven’t volunteered to help at a Birthday Magic party before, I encourage you to do so. It’s a great experience.

Thanks again to everyone who helped make this a special birthday for these two kids, and for making this charitable event another success!



(From L to R) Margaret Salmon, Teri McClory, CCLS, Crystal Rivera, Alex Cain, Melanie Herman, Maryanna Rickner, Dawn Forgeur, CCLS, and Stormie





**And Let Them
Eat Cake
(Maryanna Rickner &
Margret Salmon)**





November Lunch Lesson: Working Your Way Through an Unlawful Detainer *by Anne French*

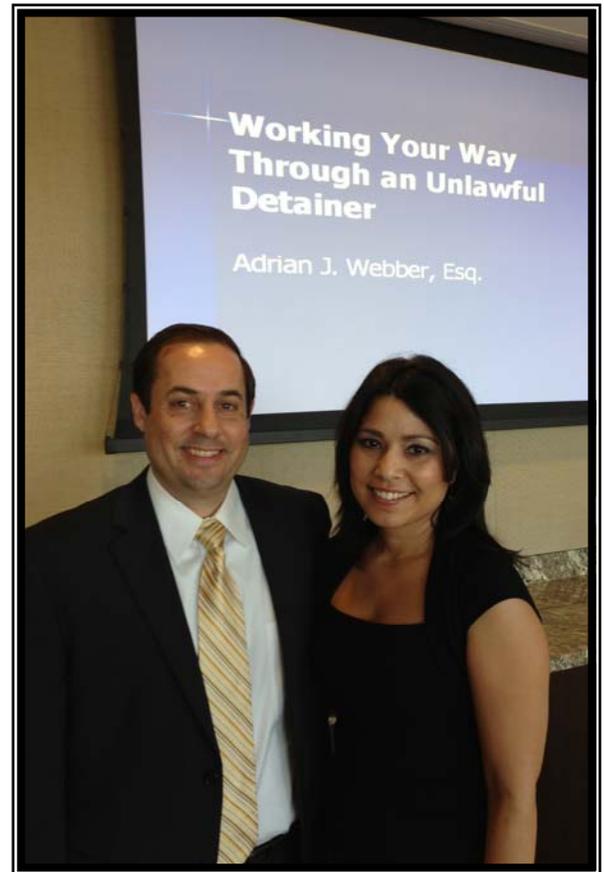
We had another successful Lunch Lesson on November 6, entitled Working Your Way Through an Unlawful Detainer! Our guest speaker was Adrian Webber, Esq. of Downey Brand LLP. Mr. Webber handles a diverse range of litigation issues including corporate contract disputes, real property disputes, and actions involving fraud, unfair competition, trade libel and antitrust claims. Mr. Webber described exactly what an unlawful detainer action was and went through a step-by-step process on how to handle an unlawful detainer from the beginning to the end. He also discussed the importance of talking to your client to ascertain exactly the scope of the unlawful detainer action so your engagement letter is specific. He also went over some of the timelines involved with an unlawful detainer – and those deadlines are on a much more expedited basis! For example, if a tenant is personally served with the complaint, that tenant only has

five days to respond. There were several discussions on different avenues an unlawful detainer can take depending on various situations. The interactive discussion on this topic made this Lunch Lesson even more informative. For those attendees who had never dealt with an unlawful detainer, this was an excellent seminar!

Thank you again to Adrian Webber and to everyone who attended, your time and effort to attend these Lunch Lessons is greatly appreciated. We will have our next lunch lesson in January. Enjoy your holidays and have a safe New Year.



Anne French



Adrian Webber, Esq. and Anne French





Lynne Koroush

LSI's Second Quarterly Conference

by Lynne Koroush

November 16-18, 2012—Palm Springs, CA

Thank you to the SLSA Board for offering me the opportunity to attend LSI's Second Quarterly Conference in Palm Springs, CA, hosted by Palm Desert LPA, November 16-18, 2012. It was a wonderful conference, with beautiful weather and a lovely location, all very fitting for the "Weekend In Paris" theme. The conference was held at the Palm Springs Hilton, which was central to many area attractions, dining, and shopping.

Upon arriving at the hotel, I was greeted by the friendly faces of Desert Palm LPA, looking very French in their smart black and white striped tee-shirts, red neckerchiefs, and black berets. They promptly handled my registration, making sure I was provided with my neck wallet and name badge, conference meal tickets, and boodle bag. The boodle bags were filled with lots of fun and yummy items provided by various vendors and other LSAs/LPAs throughout the state.

The Friday evening reception was very lively and filled with all kinds of legal support vendors, as well as fashion and jewelry vendors. My personal favorites were the hat and handbag vendors.

As you can see by the photos, my fellow SLSA buddies and I had a blast trying on different hats and fascinators! During the reception, LSI President, Sandra Jimenez, CCLS, announced that it was LSI Honorary Member Don Lee's birth-

day, and we had the pleasure of wishing him a happy birthday via song.

There were three educational workshops Friday evening: The Continuing Education Council workshop on "Intellectual Property – Back to Basics"; the Legal Specialization Sections (LSS) Family Law Section workshop on "Emotional and Economic Divorce"; and, the LSS Probate and Estate Planning Section's workshop on "Role of the Probate Referee."

Three additional workshops were held on Saturday morning: the CCLS workshop, which focused on what happens after you take the CCLS exam; the LSS Law Office Administration Section workshop on "Working With a Document Detective"; and the LSS Criminal Law Section workshop on "Whiskey, Tango, Foxtrot! Why Am I In This Profession?!"

The LSI Board of Governors meeting was called to order by President Sandra Jimenez, CCLS, Saturday morning with Heather Nowak, President of Orange County LSA, leading the assembly in the Pledge of Allegiance. The LSI Code of Ethics was read by Aloma Harris, President of Imperial County LPA, and the inspirational message was delivered by Anna Marie Dukeslaw, President of San Gabriel Valley LSA. The welcome message was given by Ginny Foat, Mayor Pro Tem of Palm Springs.

Prior to the reports of officers and chairmen, President Sandra Jimenez announced the resignations of Catherine Carmichael as Professional Liaison/Day In Court Chair, and Diane Mecca of the Publications Review Committee. All officer and chairmen reports were well-received. There was discussion regarding the Marketing Committee report and the results of local associations' feedback on the proposed logos, and discussion regarding the Legal Secretarial Training/Seminar report concerning the possibility of offering online classes or webinars.

I attended the membership luncheon on Saturday afternoon, which was facilitated by LSI



LSI President, Sandra Jimenez, CCLS and Lynne Koroush



LSI's Second Quarterly Conference

(cont.)

by Lynne Koroush

Vice President, Mary Beaudrow, CCLS. Discussion at the luncheon focused on issues that impact association membership, i.e., are we too busy to in today's society to become involved, and keeping the spark of interest alive once a member joins.

The Board of Governors' meeting resumed after lunch, at which time the Governors reviewed the Executive Committee Resume and their recommendations. See Governor Melanie Herman's report for a complete discussion of the EC's recommendations. I was very pleased to be present at this session of the Board of Governor's meeting when President Sandra Jimenez, CCLS, announced that she was appointing me to fill the remainder of Catherine Carmichael's term as LSI Professional Liaison/Day In Court Chair.

The final two educational workshops were held on Saturday afternoon: LSS Transactional Law Section's "The ABCs of Tort Law"; and, LSS Civil Litigation Section's workshop on "Complex Litigation." I attended the Civil Litigation workshop, which covered in detail the steps involved in litigation filings and case management. The speaker did a good job of presenting this topic from the attorney's point of view and how the staff can be helpful to the attorney in the case management process.

Saturday evening's banquet was a feast for the eyes. Fashion ruled as most of the attendees dressed in the chosen color scheme of black and red, from the very elegant to the sassy. Entertainment for the evening was provided by Buddy Schwimmer Dance Studios, and boy, did they dance!! Four different couples (including national dance champions, one teen couple, and one children's couple) danced the Samba, West Coast Swing, a romantic two-step, and even performed modern-day moves to a Michael Jackson medley.

The brunch on Sunday morning brought the Board of Governor's meeting to a close. The guest speaker was attorney Aileen Alvarez, who shared with us her very courageous and inspirational battle with breast cancer. Her story was very moving and touched me greatly. Afterwards, Palm Desert LPA presented appreciation gifts to LSI President Sandra Jimenez, CCLS, and Conference Chair Jennifer Ellis.

Congratulations to Desert Palm LPA for hosting a very successful conference, and thank you, again, to SLSA for the opportunity to attend. The next LSI Quarterly Conference is being hosted by Orange County LSA at Knott's Berry Farm, February 22-24, 2013. I plan to be there, and I hope you will be, too!

Dawn Forgeur, CCLS and Lynne Koroush



Governor Melanie Herman



The SLSA Group at Sunday Brunch

(From L to R) Lynne Koroush, Melanie Herman, Tammy Hunt, CCLS, and Dawn Forgeur, CCLS



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THURSDAY, JANUARY 17, 2013

No-Host Bar: 4:45 p.m. to 6:45 p.m.
Dinner: 6:15 p.m.

Cost: \$40 before January 7, 2013

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Cancellations must be made 72 hours in advance for a refund.

No shows will be billed!!



Location: HILTON — SACRAMENTO ARDEN WEST LOCATION
2200 Harvard Street (located at Business 80 and Arden Way West) Sacramento
Speakers: Court Clerks/Executive Officers from numerous counties.

Day In Court: Rebecca Lerma (rmlema@stoel.com) Phone: 916-447-0700
Chairs: Crystal Rivera (crivera@somachlaw.com) Phone: 916-469-3813

Please mail or email your registration form with your check or you may register online at www.slsa.org/events.

Name: _____ CCLS? Yes ___ No ___
Address: _____ MCLE? Yes ___ No ___
Phone Number: _____
E-Mail: _____

Are you interested in SLSA membership? Yes or No
If you are a member of a local LSI association, please state the name: _____ LSA/LPA
Are you an LSI Officer or Chair? _____ If so, in which capacity? _____

Three course meal including salad starter, entrée, dessert, coffee, and tea. Please indicate your meal preference:
_____ Lemon Chicken – Seared Breast of Chicken with Lemon Slice and Roast Garlic Natural Jus
_____ Boscaiolo Grilled Flank Steak with Sautéed Portobello Mushrooms and a Marsala Demi Glace
_____ Vegetable Wellington – Puff Pastry with Roasted Vegetables (no mushrooms)

Food allergies: _____

Mail Registration and Check (made payable to SLSA) to:

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c/o Law Office of Robert J. Binns
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Sacramento, CA 95864
[E-mail: reservations@slsa.org](mailto:reservations@slsa.org)

If you cannot attend this event but are interested in membership, please contact Vice President Lynne Koroush, Membership Chair at koroushl@gtlaw.com.

SLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California and California Certified Legal Secretary credit in the amount of at least 1.0 hours.



Sacramento Legal Secretaries Association’s annual Day in Court Event is scheduled for *Thursday, January 17, 2013*. We have invited guest speakers from Butte, El Dorado, Placer, San Joaquin, Stanislaus, Sacramento, Yuba and Yolo counties as well as the Third Appellate District Court of Appeals.

We will be submitting questions to the court in advance which they will address during the meeting. The questions should be able to be answered in 1-3 sentences and should not be case specific. Please email your suggested questions to Day in Court Chairs: Rebecca Lerma at rmlerma@stoel.com and Crystal Rivera at crivera@somachlaw.com.

Question(s) for the Court: _____

Name (optional): _____ Email (optional): _____



December

Linda Schrimsher	Dec. 6	Margie Fair	Dec. 19
Terri Adams	Dec. 9	Melanie Herman	Dec. 19
Karen Takao	Dec. 11	Geri Bauer	Dec. 23
Sharon Self-Griswold	Dec. 13	Annamarie Argumedo	Dec. 28
Serena Albaeck	Dec. 14	Maryann McCandless	Dec. 29
Devika Datt	Dec. 16	Susan Heaton	Dec. 31
Sally Eredia	Dec. 18		

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Deadline: Application must be received 60 days prior to examination date. A late application may be accepted up to 30 days prior to the examination if submitted with a \$30 late fee, in addition to the fees listed below, if space is available.

EXAMINATION FEES*			
	LSI MEMBERS**		Non-LSI MEMBERS
	Registration fee: \$ 25.00		Registration fee: \$ 75.00
	Examination fee: \$ 100.00		Examination fee: \$ 100.00
	Total \$125.00		Total \$175.00

Enclosed is a check in the sum of \$ _____ ***, payable to LSI.

* Fees subject to change without notice.

** LSI members: Name of local association: _____ LSA/LPA.
Please enclose a photocopy of your local membership card.
You must be a member upon application to be eligible for reduced fees.

*** Include \$30 late fee if applicable.

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

Highest level of formal education completed: _____; Highest Degree: _____.

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Address _____

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Summary of Duties _____

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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 are not to be discussed. I understand that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Signature of Applicant _____ Date _____

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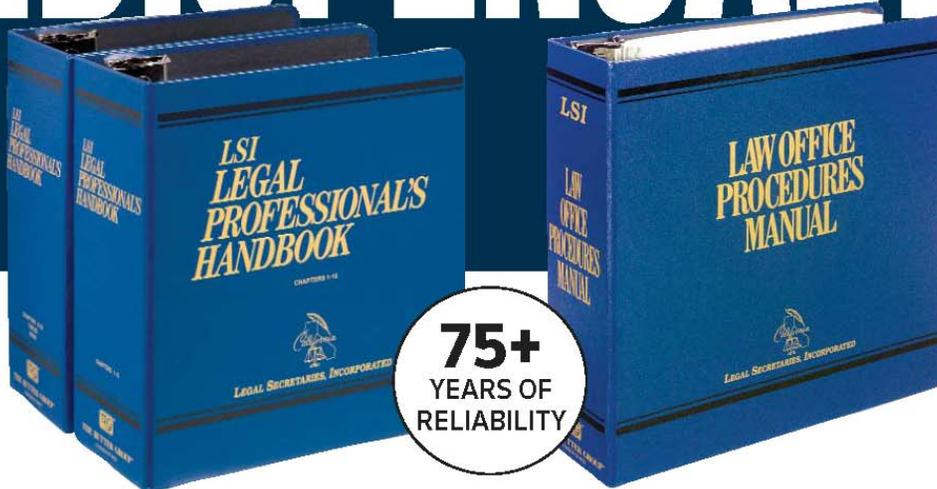
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5	Monterey County	LSA				0
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164	Sacramento	LSA	44		91	135
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26	Santa Barbara	LSA	3		20	23
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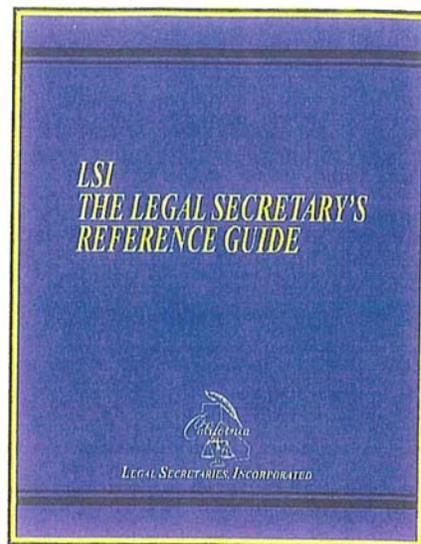
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2012-2013

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Editor's Note

by *Liz Gideon, CCLS*

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Liz Gideon, CCLS, c/o weintraub | tobin, 400 Capitol Mall, 11th Floor, Sacramento, CA 95814 or lgideon@weintraub.com.

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*"Do not follow where the path may lead. Go instead where there is no path and leave a trail."
~ Harold R. McAlindon*

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