



# The Legal Eagle

## Sacramento Legal Secretaries Association

Book 2014, Issue 12  
December 2014



### December Meeting Information

Don't miss our next regular dinner meeting! SLSA will be holding its annual mock trial. This year we are pleased to present, "Santa v. NORAD: Who's Zooming Whom?" The dinner meeting will be held on December 11, 2014, at the Midtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. We will begin at 6:00 p.m.

### In this Issue

December Charitable Event

Online Classes!

- Overview of California State Court Discovery

Boss of the Year

Legal Professional of the Year

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## President's Message: "Christmas Wishes"

Submitted by Lynne Prescott, CCLS

Have you made your Christmas wish list yet? Even though I'm no longer that little girl who excitedly writes and sends off her wish list to Santa Claus, it might surprise

you to know that I do still make a wish list every year. My wish lists are a lot different these days and are usually filled with wishes for more non-material things than actual presents. I even have a wish list for SLSA.

### **Wish #1: A Full Slate of Officers and Committee Chairs for the Next Term.**

Not only will I be stepping down as President in April, we have a couple of other officers and some committee chairs who will also be stepping down. Naturally, my wish is that SLSA will continue to thrive with a new president, a complete Executive Board, and a full roster of committee chairs.

### **Wish #2: Resume Lunch Lessons and Training Classes.**

SLSA's lunch lessons and training classes are extremely popular and the demand often exceeds our ability to provide. This term, we have not been able to offer either of these due to lack of volunteers, in addition to other factors.

### **Wish #3: Continue to Offer Quality Education and Professional Development Opportunities.**

Not only is this SLSA's main purpose, it has been our legacy for 75 years. We must do whatever it takes to preserve and continue that legacy for those who will come after us.

### **Wish #4: Continue Our Partnership with the Sacramento County Bar Association.**

SLSA is very fortunate to have developed a renewed partnership with SCBA through the support of its past two presidents as well as SCBA's Executive Director. This is an important relationship for both associations, and it is my hope that we will continue to see growth and progress in our partnership.

### **Wish #5: Promote the Legal Profession to High Schools, Colleges, and Trade Schools**

This is an area I would really love to see SLSA become more involved in – talking to and establishing relationships with educational institutions in our community, providing them with information on the legal profession as a viable career choice, and offering information on SLSA and LSI as available resources for education and scholarship opportunities.

All of these wishes have the very real potential to be fulfilled and become a reality. In fact, they all have one common denominator: you. It takes members like you to make these wishes into something more than a wish. No holiday magic is necessary — you have what SLSA needs to make all these wishes come true.

What do you say? Will you help me with my list?

Merry Christmas!

— Lynne Prescott, CCLS

*P.S. Please note that my last name has changed. It will take some getting used to, as I haven't gone by my maiden name in over 30 years, but I appreciate your help in using the new name. Thanks!*



*Sacramento Legal Secretaries Association Presents Its*



[www.noradsanta.org](http://www.noradsanta.org)

## **Annual Holiday Mock Trial**

### **"Santa v. NORAD: Who's Zooming Whom?"**

**Written by John Baldwin**

December 11, 2014, at 6:00 PM  
Courtyard Marriott, 4422 Y Street,  
Sacramento

MCLE & CCLS Credit: 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 in the amount of 0.5 hours.

**\$25 per Person  
Soup, Salad and Baked Potato Bar!  
RSVP By 12:00 Noon on Friday, December 5, 2014**

#### **Ornament Exchange!**

Bring one gift-wrapped ornament (under \$10) to participate in the ornament exchange (*Immediately following the Mock Trial*)



**Make checks payable to "SLSA," and mail to:**

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

**Register via website at [www.slsa.org](http://www.slsa.org) under "Upcoming Events"  
Or via E-mail at [reservations@slsa.org](mailto:reservations@slsa.org)**

Cancellations must be received 48 hours in advance for a refund.  
No-Shows will be billed. Walk-ins and registrations received after the RSVP deadline are subject to a \$5 late fee.

**Volunteer Jurors Needed!!**  
(Please contact Lynne at [LKoroush@cbmlaw.com](mailto:LKoroush@cbmlaw.com))

***PLEASE REMEMBER TO BRING YOUR ITEMS FOR THE LOAVES & FISHES  
CHARITABLE PROJECT TO THIS MEETING!***

## Speaker Spotlight: “Sexual Harassment and the Hostile Work Environment”



Submitted by Crystal Rivera

We were pleased to have Heather Edwards, Esquire, as our guest speaker at our November 20, 2014 dinner meeting.

Ms. Edwards is a partner

with the law firm of Girard & Edwards who specializes in providing legal counsel to school districts, county offices of education, charter schools, and SELPAs throughout the state. Ms. Edwards' practice areas include special education, human resources/personnel, collective bargaining and labor relations, charter schools, contracts, open meeting laws, student discipline, and issues unique to county superintendents and county boards of education. Ms. Edwards is a frequent presenter at conferences for statewide organizations such as the Association of California School Administrators and the California Charter Schools Association. Prior to joining Girard & Edwards, Ms. Edwards served as the Assistant Executive Director of the California County Superintendents Educational Services Association (CCSESA), which represents the 58 county superintendents of schools. Since 2007, she has also taught education law for the Capitol Area North Doctorate in Educational Leadership (Ed.D) Program, a partnership between UC Davis and Sonoma State University.

Despite the end of the “Mad Men” era, sexual harassment still exists. In 2011, there were 18,012 employment discrimination complaints filed with the FEHA; of those, 3,713 (20.6 percent) were for sexual harassment. EEOC complaints of sexual harassment have decreased, but the percentage of charges filed by males has increased by 18 percent.

Sexual harassment claims are also costly. Ms. Edwards provided some recent jury verdicts and settlements:

- *Chopourian v. Mercy General Hospital*, 2012: \$168 million
- *Johnson v. ICEF Public Schools*, 2012: \$1.4 million settlement
- *DFEH v. Esquire Cocktail Lounge*, 2010: \$150,000 settlement
  - *Weeks v. Baker & McKenzie*, 1994: \$7.1 million jury verdict

Sexual harassment claims are also detrimental to the organization due to lost wages, lost staff time to investigate and resolve the claims, attorneys' fees and defense costs, and lowered staff morale and productivity.

California is one of a few states that mandates supervisory training. An employer having 50 or more employees is required to provide a supervisory employee with a minimum of two hours of training, once every two years. New supervisory employees are required to be trained within six months of assuming a supervisory position.

There are two main statutes which prohibit harassment in the workplace on the basis of sex. California's Fair Employment & Housing Act (FEHA) and Title VII of the Federal Civil Rights Act.

Training must now include prevention of “abusive conduct.” Workplace bullying / destructive behaviors in the workplace that don't quite fall into the traditional harassment and discrimination categories (sexual, disability, age, etc.) are not illegal in California – for now. Abusive conduct is defined as: conduct of an employer or employee in the workplace, with malice, and which a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. It may include repeated infliction of verbal abuse, such as derogatory remarks, insults, and epithets, verbal/physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or gratuitous sabotage or undermining a person's work performance.

Who may be liable? An employee may be personally liable for harassment. An employer may be liable for the acts of an employee (non-supervisory), applicant, or contractor, if the employer knows or should have known of the conduct, and fails to take immediate and appropriate corrective action. An employer is strictly liable for all acts of a supervisor; it does not matter what the employer know or should have known, or what corrective action was taken. An employer may be liable for acts of nonemployees if the employer knew or should have known of the conduct, and if the employer fails to take immediate and appropriate corrective action. Examples: clients, contracted service providers, etc.

## Speaker Spotlight (Continued)

Courts will consider the extent of the employer's control over the nonemployee's conduct.

**Example** (harassment by a non-employee): Circus Circus Enterprises has employed a female professional mime. Casino patrons would often touch the mime to see if she was "real." She discussed her concerns with her supervisor who told her to call security whenever she experienced problems, gave her a sign to wear which read "Stop, Do Not Touch," assigned a large man in a clown costume to accompany her, and enlisted the help of other employees to call security if they saw her in trouble and ask the patrons not to touch her or other performers. Despite these precautions, a casino patron approached the mime and said to on-lookers "I will show you how real she really is." A fellow employee warned the patron three times not to touch the mime. The patron moved toward the mime with his arms open as if to hug her, and the mime punched the patron in the mouth. The incident was video taped and after reviewing the video, Circus Circus fired the mime for punching the patron without adequate provocation. The mime alleged she was terminated in retaliation for her expressing concerns about casino patrons' sexual harassment. The court held that the mime failed to establish that Circus Circus in any way ratified or acquiesced in the patrons' alleged sexual harassment, and that Circus Circus took reasonable steps to ensure the mime's safety from customer harassment.

There are two types of sexual harassment: quid pro quo and hostile environment. Quid pro quo sexual harassment is when employment or benefits of employment are conditioned on the employee's submission to a supervisor's unwelcome sexual advances. Hostile environment sexual harassment is when the employee is subjected to unwanted sexual advances or other verbal or physical conduct of a sexual nature that is sufficiently severe or pervasive as to alter the conditions of employment to create a working environment that is abusive and hostile. The employee is not required to show signs of serious psychological injury to prevail. Hostile environment harassment requires unwelcome behavior. If the victim actively participates in behavior that supports that behavior, it is not unwelcome behavior. *Example:* There was no sexual harassment where a male employee admitted he discussed his sex life with the plaintiff and showed her sexually explicit materials, but the plaintiff had consented to these exchanges, rubbed his shoulders, and engaged in sexual bantering.

A single incident may or may not be harassment. It may be harassment if it is sufficiently severe or pervasive.

Harassment was established where a "single incident" was three rapes in one night. No harassment was established where a "single incident" was two art students displaying a highly offensive drawing of a school employee engaging in a sexual act. Generally, isolated remarks by managers (even if upsetting) are not harassment. Acts of harassment cannot be occasional, isolated, sporadic, or trivial. A victim must show a concerted pattern of harassment of repeated, routine, or generalized nature. Ordinary tribulations of workplace, such as sporadic use of abusive language, gender-related jokes, and occasional teasing is not considered harassment.

To determine if the harassment created a hostile work environment, the totality of the circumstances and factors need to be considered: the nature of the unwelcome sexual acts or words (generally, physical touching is more offensive than mere words); the frequency of the conduct; the total number of days over which the conduct occurred; the context in which the conduct occurred. Courts consider whether a reasonable person of the same sex as the victim would consider the behavior severe or pervasive enough to alter the employment conditions and create a hostile environment. The reasonable victim standard classifies conduct as unlawful sexual harassment even when harassers do not realize that their conduct creates a hostile working environment. Well-intentioned compliments by co-workers or supervisors may form the basis of a sexual harassment claim. There is a reasonable victim standard. The importance of training is to educate and sensitize the workforce as to what behavior would be considered harassment. The standard is not static; what may be considered acceptable behavior today may be considered harassment in the future.

Types of unlawful conduct are: unwanted sexual advances; offering employment benefits in exchange for sexual favors; making or threatening reprisals after a negative response to sexual advances; leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons, or posters; making or using derogatory comments, epithets, slurs, innuendos, banter, and jokes; verbal commentaries about an individual's body; suggestive or obscene letters, notes, photos, invitations, emails, websites; and touching, assault, impeding or blocking movements.

Same-sex sexual harassment is also unlawful. Male-to-male or female-to-female harassment because of sex is unlawful.

## Speaker Spotlight (Continued)

Courts have broadly construed the meaning of “work environment.” What about off-site conferences? The office holiday party at an employee’s home? A bachelorette party for an employee? Happy hour after work at a bar near the office? *Example:* A court held that a hotel room for a female flight attendant, paid for by the airline during a required overnight stay in Rome, could be a “work environment”.

The employer must remedy the harassment and injury. The employer must take prompt corrective action reasonably calculated to end the harassment, even if the harasser voluntarily stops the harassment. Reasonableness and adequacy of the remedy depends on whether the action stops the perpetrator and deters others from engaging in similar behavior. The more egregious the behavior, the more the employer should do to minimize the contact between the employees pending an investigation. The employer may terminate the employee who engages in the harassment, but is not required to do so. Counseling or admonishing the harasser may be enough. The employer’s actions should be targeted at the harasser, not the victim.

Key elements of an anti-harassment policy would be: zero tolerance; definition of sexual harassment; examples; duty to report; retaliation; complaint procedures (which should include timely investigation and corrective action once the violation is verified); confidentiality; training; and the policy should be regularly distributed to staff. The victim should be able to report their complaint to someone other than their immediate supervisor, especially if the supervisor is the harasser.



Lynne Prescott, CCLS and Heather Edwards, Esq.

## 2014-2015 Boss of the Year and Legal Professional of the Year



Submitted by Maryanna Rickner, Co-Chair

The Committee presented the winners of SLSA's 2014-2015 Boss of the Year and Legal Professional of the Year at the November 20, 2014 dinner meeting.

Crystal Rivera, legal secretary with the Law Office of Somach, Simmons & Dunn in Sacramento was selected as SLSA's Legal Professional of the Year. The nomination essay submitted by Lynne Prescott, CCLS, described Ms. Rivera as being "committed, dedicated and generous." Ms. Rivera has been with Somach, Simmons & Dunn for over 13 years where she handles complex litigation matters for three attorneys. While she serves as SLSA's Vice President, she has also served as the Secretary and on numerous committees for SLSA.

Jason Jasmine, Partner with the Law Office of Carroll Burdick & McDonough LLP in Sacramento was selected as SLSA's Boss of the Year. The nomination essay submitted by Heather Rodriguez, CCLS, described her boss as a "leader, role model and truly amazing." Mr. Jasmine has been with Carroll Burdick & McDonough LLP for over 10 years, specializing in public sector labor law. He serves as a Director for the Sacramento County Bar Association and volunteers his time serving as a fee arbitrator, board member for his neighborhood watch, and as a mentor to law students.

The winners in each category were awarded a wooden plaque and a gift to acknowledge their accomplishment. Although Mr. Jasmine could not attend the presentation due to a prior engagement, his wife, Tara Jasmine, was present to accept the award on his behalf.

The Committee also presented certificates of recognition to each of the following Boss of the Year nominees:

Stephen A. Kronick, Law Office of Bartkiewicz, Kronick & Shanahan, who was described in the nomination essay submitted by Terry Olson as being "accomplished, appreciative and supportive."

Matthew Schoech, Schoech Law Group, who was described in the nomination essay submitted by Joy Henderson as being "tenacious, driven and fun."

Andrew Hitchings, Paul Simmons and Theresa "Tess" Dunham, Law Office of Somach, Simmons & Dunn, who were all described in the nomination essay submitted by Crystal Rivera as being "hardworking, well-respected and conscientious."

The Committee congratulates SLSA's 2014-2015 Boss of the Year, Legal Professional of the Year, and all of the nominees. These individuals all bring forth the professionalism, integrity, and zeal required within the legal community. We thank them all for their contributions to the legal field.

As a side note, I would also like to thank my fellow Committee Members, Maimie Chyinski and Teri McClory, CCLS, who graciously co-chaired this event with me and volunteered hours of their personal time to the planning, judging, and carrying out of this event to ensure its success.

## November 20, 2014 Dinner meeting



Teri McClory, CCLS, Maryanna Rickner,  
Maimie Chyinski, Tara Jasmine, and  
Heather Rodriguez, CCLS



Maryanna Rickner, Teri McClory, CCLS,  
Maimie Chyinski, Crystal Rivera, and  
Lynne Prescott, CCLS



Tara Jasmine, Heather Rodriguez, CCLS,  
Stephen A. Kronick, Matthew Schoech,  
Andrew Hitchings, and Tess Dunham



Lacy Monserrat, CCLS, giving the Governor's report

## November 2014 LSI Conference



## November 2014 LSI Conference



## St. John's Halloween Party 2014

Submitted by Rebecca Lerma

On October 28, 2014, SLSA members, with the assistance of generous donations from members and their offices, hosted a Halloween Party at St. John's for 45 children and their mothers. The Halloween Party was the first of its kind at the housing facility, and featured pizza, cupcakes, costumes, face painting, temporary tattoos, a craft station, and pin the tail on the cat game. The event was a huge success and proved to be a fun and memorable experience. Due to their circumstances, these children often have to grow up fast, and a night of dressing up offered a chance for them to have fun and just be a kid.

During our tour of the facility weeks prior to the event, the facility administrator shared that a little girl had been crying recently because she knew she would not have a costume like everyone else at the school's Halloween parade. We were able to provide a costume for each and every child, which they happily donned for the event, and later used for their school parade and Halloween trick or treating. The mothers expressed their personal gratitude for what we had done, and one commented that "she didn't know what she was going to do this year," and thanked us for making her daughter so happy.

At the pin the tail on the cat station, Coty Lutz relayed that "There was one boy who reluctantly played the Cat game with his arms folded in the beginning. As I twirled him, I noticed his arms were still folded. I told him that I hadn't twirled him enough to unfold those arms. He smiled and he went spinning several more times until he started laughing and pinned that tail. He said thanks with a great big smile on his face."

At the craft station, Crystal Rivera had her hands full. She commented "I had one little girl (about 3 yrs old) who wanted to take selfies on my phone - she couldn't get enough pics of herself in her costume!" Can you spot the girl Crystal is talking about in the pictures? What a smile!

Thank you to all the donators to this very worthy cause. Thank you to the event's volunteers, without whom the event would not have happened: Crystal Rivera, Corene Rodder, Coty Lutz, Elicia Bennett, and Alex Lerma. Additionally, a very special thank you to

Pete's Restaurant and Brewhouse, who donated 20 large pizzas. Having the pizza donated allowed us to focus our funds on ensuring we had costumes for each child.

*St. John's Program for Real Change is a nonprofit organization in Sacramento which provides shelter and food to women and their children, and helps women transform their lives through a unique program consisting of mental health services, GED attainment, and on-the-job training. All the while, their children also receive emotional and developmental support through St. John's Children's Program. For more information, please see <http://saintjohnsprogram.org/>.*



## St. John's Halloween Party 2014



A Beautiful Angel



A Little Fairy



A Cyborg and a bee getting their faces painted.



A Happy Indian

## St. John's Halloween Party 2014



Pretty Princess found  
her tiara



Having Fun!



Playing Pin the Tail on the Cat



Cody Lutz, Crystal Rivera, Corene Rodder, Rebecca Lerma,  
Alex Lerma, and Elicia Bennett



Milk jug Jack-O-Lanterns



## LEGAL SPECIALIZATION SECTIONS LUNCHTIME LEARNING WEBINAR

The Probate and Estate Planning Legal Specialization Section Presents:

Same Sex Marriage Estate Planning Issues  
Speaker: Bridget Mackay, Esq.

January 14, 2015, 12:00 p.m. - 1:00 p.m.

PROBATE/ESTATE PLANNING SECTION MEMBER:	LSI/LOCAL ASSOCIATION MEMBER:	NON-LSI MEMBER:
Free with Advanced Reservations \$5 After January 7, 2015  <input type="checkbox"/>	\$10 with Advanced Reservation \$15 After January 7, 2015  <input type="checkbox"/>	\$15 with Advanced Reservation \$20 After January 7, 2015  <input type="checkbox"/>

Name: \_\_\_\_\_ PLS/CCLS/Paralegal E-mail: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Phone: \_\_\_\_\_ Local Assn.: \_\_\_\_\_

Payment:  Check (made payable to LSI)  Credit Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Type of Card: Visa \_\_\_\_\_ M/C \_\_\_\_\_ CVV No: \_\_\_\_\_

**Send completed form and payment (check made out to LSI) to:**

Dawn R. Forgeur, CCLS, LSS Coordinator  
500 Capitol Mall, Suite 1600, Sacramento, CA 95814  
Email: [dawn.forgeur@stoel.com](mailto:dawn.forgeur@stoel.com)

*The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that this seminar has been approved for minimum MCLE/CLE credit of 1 hour by the State Bar of California.*

PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.



LEGAL SECRETARIES, INCORPORATED

## CCLS ON-LINE STUDY GROUP

January 13, 2015 – March 17, 2015



If you are interested in studying for the California Certified Legal Secretary ("CCLS") Exam,\*\* join LSI's CCLS On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- California Legal Procedure (civil, family, probate, real estate, corporate)
- Legal Terminology (citations, terminology)
- Legal Computations (calendaring, math)
- Skills (proofreading, following directions)
- Ability to Communicate Effectively (grammar, punctuation, word usage)
- Law Office Administration (computers, filing)
- Reasoning & Ethics (ability to act reasonably and ethically)

### CLASSES BEGIN TUESDAY, JANUARY 13, 2015

Classes will take place once a week via WebEx videoconference on Tuesday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through March 17, 2015. Login information will be provided upon enrollment in the classes. System requirements are available at [www.webex.com](http://www.webex.com).

The cost of the Study Group (all classes) is \$100 for LSI members and \$125 for non-LSI members taking classes for first time; and \$50 for LSI members and \$75 for non-LSI members repeating. Each individual must register separately.

### NEXT CCLS EXAM SATURDAY, MARCH 21, 2015

Students will be provided with homework and handouts. **Students are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* (11th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*, by the start of the classes.** Students are also encouraged to have the CCLS Study Guide.

*\*\*All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LSI's website.*

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#### CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: \_\_\_\_\_ Association: \_\_\_\_\_ LSA/LPA

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

Daytime Phone: \_\_\_\_\_ Evening Phone (during class time): \_\_\_\_\_

Email (during class time): \_\_\_\_\_

Payment: Check # \_\_\_\_\_ Credit Card # Visa/MC only  
Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Send registration form by NO LATER THAN December 31, 2014, to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 3043 4th Avenue, San Diego, CA 92103, email [lsiccls@outlook.com](mailto:lsiccls@outlook.com). You may also pay via PayPal at [www.lsi.org](http://www.lsi.org). **NO REFUNDS AFTER JANUARY 6, 2015.**

**STRIVE FOR SUCCESS – BE A CCLS!**



# LSI

*Educating California's  
Legal Support Professionals*

## BEGINNING LEGAL SECRETARIAL TRAINING CLASS

LSI will be offering its Beginning Legal Secretarial Training Class online. This class will be an eight-week, work-at-your-own-pace online session commencing January 12 and ending March 9, 2015. During the classes, the following topics will be covered:

- |  |   |
|--|---|
| Introduction to the Law Office         | Transcription and Proofreading Techniques     |
| Duties of the Legal Secretary          | Court Structure                               |
| Effective Telephone Skills             | Citations                                     |
| Effective Oral Communication Skills    | Service of Legal Documents                    |
| Effective Written Communication Skills | Preparing a Proper Caption                    |
| Calendaring and Timetables             | Preparation of Documents Filed with the Court |
| Basic Grammar Skills                   | Basics of Civil Litigation                    |

### **CLASS SESSION OPENS ON MONDAY, JANUARY 12, 2015**

Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.

The cost of the training class, which includes the Legal Secretary's Reference Guide, is \$150 for LSI members/\$200 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate from LSI.

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### **BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION**

(Please type or print clearly)

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

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

Address/City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Association: \_\_\_\_\_ LSA/LPA

\$150 LSI Member \_\_\_\_\_

\$200 Non-LSI Member \_\_\_\_\_

Payment: Check # \_\_\_\_\_ (made payable to LSI)

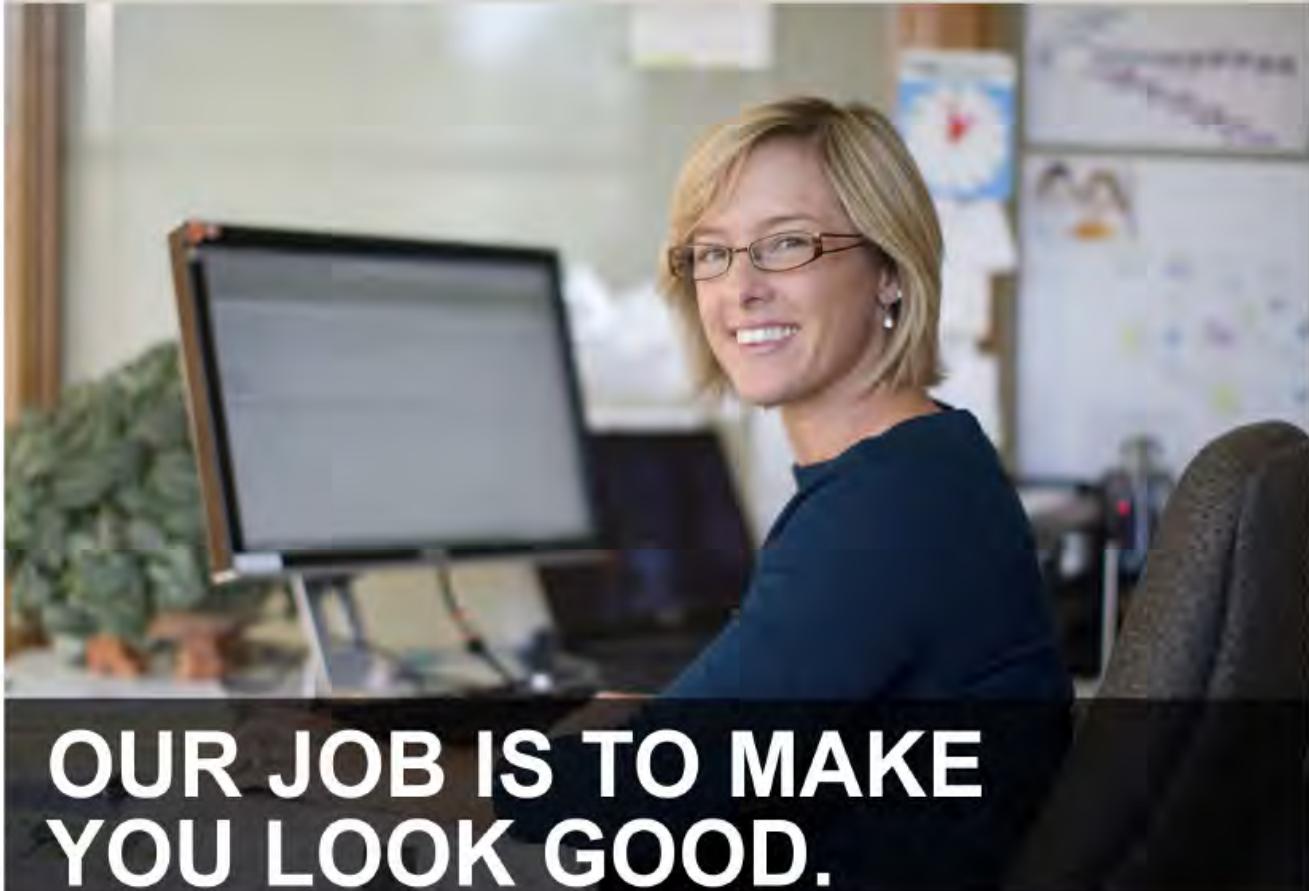
(Note: Checks must clear before books will be mailed and may cause a delay in access to the class.)

Visa/MC Credit Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ 3-digit CVV No.: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email registration form NO LATER THAN January 5, 2015, to Shaylene Cortez, CCLS, LSI Legal Secretarial Training/Seminar Chair, [training@lsi.org](mailto:training@lsi.org) or mail to: LSI, P. O. Box 660, Fortuna, CA 95540-0660. Registration will also be offered online at [www.lsi.org](http://www.lsi.org) with PayPal. Keep in mind books will not be mailed until registration is processed. For further information or inquiries, email [training@lsi.org](mailto:training@lsi.org). No refunds after January 12, 2015.

***LSI – Educating California's Legal Professionals***



## OUR JOB IS TO MAKE YOU LOOK GOOD.

As an attorney service, we understand the pressure and deadlines legal support professionals face everyday. Timely and accurate court filing, eFiling and process serving are critical to preventing costly delays and jeopardized cases. That's why, at Rapid Legal, our job is to ensure we make legal support professionals look good by executing their orders on time and without error—every time.

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Submitted by Crystal Rivera

Welcome, and congratulations to the following new SLSA members who were inducted at the November 20, 2014 meeting.

## **ACTIVE MEMBERSHIP**

**Amy Freeman** – Amy is a legal secretary at Kennaday, Leavitt & Daponde, and has been employed as a legal professional since 2000. She specializes in litigation, transactional-healthcare, and administrative law. She celebrates her birthday on August 4, and enjoys jogging, gardening/working in the yard, reading, and spending time with her dog.

**Diane Gee** – Diane is a legal assistant for attorney Frayla L. Bruton, and has been employed as a legal professional since 2010. She specializes in probate/estate planning. She celebrates her birthday on May 11.



Crystal Rivera and Brittany Monday

## **STUDENT MEMBERSHIP**

**Brittany Monday** – Brittany is a receptionist at Bartkiewicz, Kronick & Shanahan. She celebrates her birthday on November 12, and enjoys camping, sewing, and quilting.

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

## **SLSA Event Registrations is Paperless!**

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

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

Thanks for helping us streamline our registration process!

### Congratulations!

Congratulations to our Governor, Lacy Monserrat, CCLS, on passing the California Certified Legal Secretary exam! Way to go Lacy!



### On The Move

Maribel Garza Duran has moved to the Demas Law Group, P.C., in Sacramento.

Launa Atkinson, CCLS, has moved to Stoel Rives, LLP. Her new email address is [launa.atkinson@stoel.com](mailto:launa.atkinson@stoel.com).

Brian Niegemann has moved out of state. We wish Brian all the best in his new venture.

### Condolences

Former LSI Administrator and Honorary LSI Member Sharon R. Irish, CCLS, recently passed away. Sharon was a Hollywood starlet, who knew many of the old time Hollywood actors and actresses, and had amazing stories to share about that time. She was a cancer survivor, as well as a lover of cats. Her final resting place will be with her family in South Dakota. Sharon did not have a specific charity she supported, so any donations may be made at your favorite charity in her name. Cards may be sent to Sharon's sister, Joanne Fluke, 820 Woodland Drive, Silverton, OR 97381. Our condolences go out to her family.



Sharon R. Irish, CCLS

### Birthdays

Wishing the following members a Jolly Birthday!

Linda Gerst	December 8
Debbie Jordan	December 10
Karen Takao	December 11
Pamela Myers	December 12
Serena Albaeck	December 14
Serena Pena	December 16
Sally Eredia	December 18
Margie Fair	December 19
David Graulich	December 23
Benjamin Harrell	December 28





## LSI - LEGAL SPECIALIZATION SECTIONS

### 2014-2015 MEMBERSHIP APPLICATION AND ANNUAL RENEWAL FORM

August 1, 2014 – July 31, 2015

Membership includes access to free quarterly workshops at LSI conferences for those sections you are a member of; quarterly newsletters that include changes to the law and forms; discounted LSS webinars; statewide roster of all LSS members in each section for easy access to local procedural information in other counties; and networking opportunities.

	<input checked="" type="checkbox"/>	LSI New Member	LSI Renewal	Non-LSI New Member	Non-LSI Renewal
I would like to join all six sections!		\$75	\$75	\$150	\$150
Civil Litigation		\$20	\$20	\$40	\$40
Criminal Law		\$20	\$20	\$40	\$40
Family Law		\$20	\$20	\$40	\$40
Law Office Administration		\$20	\$20	\$40	\$40
Probate/Estate Planning		\$20	\$20	\$40	\$40
Transactional Law		\$20	\$20	\$40	\$40
<b>Total:</b>					

Name: Mr./Mrs./Ms. \_\_\_\_\_ CCLS/PLS/CLA/Paralegal \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
*[Please note that newsletters, rosters, and other communications will be sent via email unless regular mail is requested.]*

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

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

Local Association: \_\_\_\_\_ LSA/LPA \_\_\_\_\_

Contact Phone: (      ) \_\_\_\_\_ I prefer communication via USPS

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

**Credit Card 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, \$25 PENALTY, AND THE ACTUAL COST CHARGED TO LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

Mail to: Dawn R. Forgeur, CCLS, Legal Specialization Sections Coordinator  
500 Capitol Mall, Ste. 1600, Sacramento, CA 95814

YEARS OF LEGAL EXPERIENCE: \_\_\_\_\_

SPECIALTY: \_\_\_\_\_

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

## **CHANGES?? UPDATES??**

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



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

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

#### **CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):**

NAME:	<hr/>		
FORMER NAME:	<hr/>		
NEW EMPLOYER:	<hr/>		
BUSINESS ADDRESS:	<hr/>		
CITY:	<hr/>		
STATE & ZIP:	<hr/>		
BUSINESS PHONE:	<hr/>		
FAX:	<hr/>		
BUSINESS E-MAIL:	<hr/>		
NEW HOME ADDRESS:	<hr/>		
CITY:	<hr/>		
STATE & ZIP:	<hr/>		
HOME E-MAIL:	<hr/>		

#### **CHANGE IN SPECIALTY:**

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

#### **CHANGES TO MAILING/LISTING INFORMATION:**

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

- |                                   |                               |
|-----------------------------------|-------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |

Please submit to:

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

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

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

Crystal Rivera, Vice President  
Sacramento Legal Secretaries Association  
c/o Somach Simmons & Dunn  
500 Capitol Mall, Suite 1000, 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	<input type="checkbox"/> 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
	<input type="checkbox"/> Specify: _____	

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

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

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

**E-MAIL PREFERENCE?**       BUSINESS       RESIDENCE

**REGULAR MAIL PREFERENCE?**       BUSINESS       RESIDENCE

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

How did you hear about SLSA? \_\_\_\_\_

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

Crystal Rivera, Vice President  
Sacramento Legal Secretaries Association  
c/o Somach Simmons & Dunn  
500 Capitol Mall, Suite 1000  
Sacramento, CA 95814



**Sacramento Legal Secretaries Association  
Membership Renewal Invoice**

**Membership Period: May 1, 2014 – April 30, 2015**

**Due Date: May 1, 2014**

Make check payable to:  
**Sacramento Legal Secretaries Association**  
Amount Due: **\$40**  
Renewals are due May 1, 2014  
There will be a late fee of \$5 after June 1, 2014

Return the completed invoice and full payment to:  
**Elizabeth Madden, CCLS**  
**SLSA Treasurer**  
**5916 Camray Circle**  
**Carmichael, CA 95608**

**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

A Member of Legal Secretaries, Incorporated

PROUDLY PRESENTS

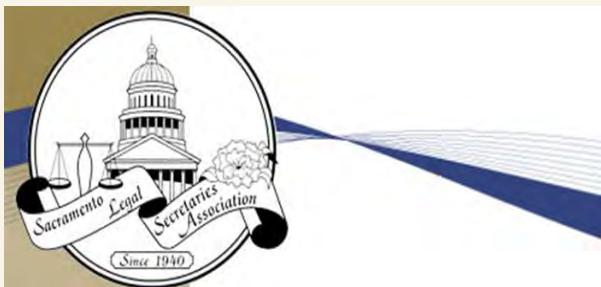
## ANNUAL STATE COURT UPDATES 2015

Speakers Include Court Clerks and Executive Officers from Numerous Counties  
~ Door Prizes ~ Exhibitors ~ Information from the Courts ~

### JANUARY 15, 2015

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

**HILTON - SACRAMENTO ARDEN  
WEST**  
2200 Harvard Street  
(at Business 80 and Arden Way West)  
Sacramento  
Parking will be validated for all attendees



**SLSA Members: \$40 before January 9th  
(add \$5 after January 9th)**

**Non-Members: \$45 before January 9<sup>th</sup>  
(add \$5 after January 9th)**

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

**RSVP by January 9, 2015\***

**Two Ways to Register:**

- Online at [www.slsa.org](http://www.slsa.org) under Upcoming Events (Preferred)**
- Via e-mail at [daguillen@stonegraves.com](mailto:daguillen@stonegraves.com) (please include menu choice)**

**Make checks payable to SLSA and mail to:**

Deseree Aguillen  
c/o Stone & Graves  
11335 Gold Express Drive, Suite 145  
Gold River, CA 95670

**Menu Choices:**

- Spice Rubbed Tri-Tip with BBQ Vinaigrette, Au Gratin Potatoes and Fresh Vegetable du Jour
- Rosemary Chicken with Lemon Slice and Roast Garlic Natural Jus, Au Gratin Potatoes and Fresh Vegetable du Jour
- Roasted Vegetable Ravioli with Fresh Pomodoro and Pesto Sauce, Shaved Romano and Parmesan

Contact Deseree Aguillen (916) 231-0321, [daguillen@stonegraves.com](mailto:daguillen@stonegraves.com) – OR – Alex Cain (916) 990-7486, [acain@odlegal.com](mailto:acain@odlegal.com)

**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 1.0 hour by the State Bar of California.

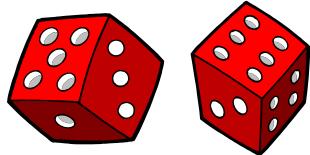
## Future LSI Quarterly and Annual Conferences

<b>2015</b>	
<b>LSI Third Quarterly Conference</b>  <b>February 20-22, 2015</b> Beverly Garland Holiday Inn <i>Host Association: San Fernando Valley LSA</i>	<b>LSI 81st Annual Conference</b>  <b>May 14-17, 2015</b> Bahia Resort <i>Host Association: San Diego LSA</i>
<b>LSI First Quarterly Conference</b>  <b>August 21-23, 2015</b> Stockton Hilton <i>Host Association: Stockton – San Joaquin County LPA</i>	<b>LSI Second Quarterly Conference</b>  <b>November 13-15, 2015</b> Marriott Hotel, Riverside <i>Host Association: Riverside LPA</i>
<b>2016</b>	
<b>LSI Third Quarterly Conference</b>  <b>February 26-28, 2016</b> Tenaya Lodge, Fish Camp <i>Host Association: Merced County LPA</i>	<b>LSI 82nd Annual Conference</b>  May 19-22, 2016 Embassy Suites Hotel, San Rafael <i>Host Associations: Marin County, LPA/San Francisco LPA</i>



SAN FERNANDO VALLEY LEGAL SECRETARIES ASSOCIATION  
INVITES YOU TO

# LSI Vegas



**"What Happens at Conference ~  
Stays at Conference"**

LSI 3<sup>rd</sup> Quarterly Conference

February 20-22, 2015

The Beverly Garland  
North Hollywood, 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): \_\_\_\_\_ LSA/LPA

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 JANUARY 20, 2015 \$ 116.00 \$ \_\_\_\_\_

POSTMARKED JANUARY 21, 2015 OR LATER \$ 126.00 \$ \_\_\_\_\_

INDIVIDUAL TICKETS

\_\_\_\_ Registration PRIOR to January 20, 2015 \$ 15.00 \$ \_\_\_\_\_  
\_\_\_\_ Registration AFTER January 21, 2015 \$ 25.00 \$ \_\_\_\_\_  
\_\_\_\_ WELCOME RECEPTION (Friday) \$ 20.00 \$ \_\_\_\_\_

LUNCHEONS       Vegetarian Meal  
\_\_\_\_ Presidents' Luncheon (Saturday) \$ 30.00 \$ \_\_\_\_\_  
\_\_\_\_ Governors' Luncheon (Saturday) \$ 30.00 \$ \_\_\_\_\_  
\_\_\_\_ Open Luncheon (Saturday – Open to All) \$ 30.00 \$ \_\_\_\_\_  
\_\_\_\_ BANQUET (Saturday Evening) \$ 55.00 \$ \_\_\_\_\_

Chicken     Pasta (Vegetarian)  
\_\_\_\_ BRUNCH (Sunday) \$ 32.00 \$ \_\_\_\_\_

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

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

**PLEASE MAKE CHECKS PAYABLE TO: SFVLSA FEBRUARY 2015 CONFERENCE FUND**

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

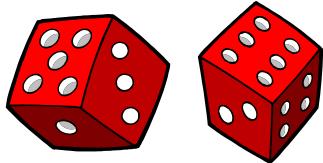
Cathie Sorensen, c/o Blue Shield of CA, 6300 Canoga Avenue, Woodland Hills, CA 91367

For Questions/General Information Contact: Cathie Sorensen, Registration Chair [Cathie.Sorensen@blueshieldca.com](mailto:Cathie.Sorensen@blueshieldca.com) or Lisa De La O, Conference Chair - (818) 715-7025 / [Idelao@fitcheven.com](mailto:Idelao@fitcheven.com) / [www.sfvlsa.com](http://www.sfvlsa.com)

**NO REFUNDS AFTER FEBRUARY 1, 2015**

SAN FERNANDO VALLEY LEGAL SECRETARIES ASSOCIATION  
INVITES YOU TO

# LSI Vegas



***"What Happens at Conference ~  
Stays at Conference"***

LSI 3<sup>rd</sup> Quarterly Conference

February 20-22, 2015

The Beverly Garland  
North Hollywood, California



## HOTEL REGISTRATION FORM

### HOTEL INFORMATION:

The Beverly Garland  
4222 Vineland Avenue  
North Hollywood, CA 91602  
(818) 980-8000 / (818) 766-0112 Fax  
[www.beverlygarland.com](http://www.beverlygarland.com)

### ROOM RATES:

\$159.00 Single / Double  
\$169.00 Triple  
\$179.00 Quad  
Plus 14% Occupancy Tax Per Night  
City TOT 1.5% Per Night and  
\$0.15 CA State Tourism Tax Per Night

### ROOM RESERVATIONS:

Please contact the hotel directly at 1-800-BEVERLY (1-800-238-3759) or book online at  
<https://bookings.ihotelier.com/bookings.jsp?groupID=1150760&hotelID=86288>

### GROUP BOOKING CODE: SFV

### CHECK IN/OUT:

Check-In Time: 3:00 p.m. / Check-Out Time: 12:00 p.m.

### SELF PARKING:

\$7.00 per day / \$14.00 per night for overnight guests

### AIRPORTS:

Burbank (Bob Hope) 5 miles from hotel  
Los Angeles International (LAX) 17 miles from hotel



### QUESTIONS/GENERAL INFORMATION:

Cathie Sorensen, Registration Chair  
[Cathie.Sorensen@blueshieldca.com](mailto:Cathie.Sorensen@blueshieldca.com)

Lisa De La O, Conference Chair  
(818) 715-7025 or [ldelao@fitcheven.com](mailto:ldelao@fitcheven.com)

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

*Hotel provides complimentary shuttle service to  
Universal Studios, City Walk, and Metro Red Line  
Subway Station*

No Airport Shuttle Service Provided

**DEADLINE FOR GROUP RATE IS JANUARY 23, 2015**

## Calendar/Dates to Remember

### December 2014 \*

December 8	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9 <sup>th</sup> Street, Suite 380, Sacramento, CA 95814. All members are welcome.
December 11	SLSA Annual Holiday Mock Trial, 6:00 p.m., Courtyard Marriott, 4422 Y Street, Sacramento, CA 95817.
December 15	Deadline to submit bulletin articles to the Editor for the January issue of <i>The Legal Eagle</i> .
December 25	Christmas Day. All state and federal courts closed. No U.S. Mail service.
December 31	New Year's Eve . . . 3 . . . 2 . . . 1 . . . !!!!!

### January 2014 \*

January 1	New Year's Day! All state and federal courts closed. No U.S. Mail service.
January 5	Last day to register for the Online Beginning Legal Secretarial Class
January 7	SLSA Executive Board Meeting, 6:00 p.m., Carroll, Burdick & McDonough LLP, 980 9 <sup>th</sup> Street, Suite 380, Sacramento, CA 95814. All members are welcome.
January 12	Online Beginning Legal Secretarial Class begins.
January 13	CCLS Online Study Group begins.
January 15	Annual State Court Updates/State Day in Court Meeting, 4:45 p.m., Hilton – Sacramento Arden West, 2200 Harvard Street, Sacramento, CA 95815
January 19	Martin Luther King, Jr. Day. All state and federal courts closed. No U.S. Mail service.
January 20	Last Day to postmark your Conference Registration Form for LSI's 3rd Quarterly Conference without incurring a late fee.

\* Be sure to check local court websites for special court closure periods or early closure days during the holiday season



Submitted by Dawn Forgeur, CCLS

## **Public Notices From the Sacramento Superior Court**

The Small claims and Unlawful Detainer mediation and advisory services located at the Carol Miller Justice Center will be reduced on the following Fridays:

- December 19, 2014 - Closed from 8:00 a.m. - 1:00 p.m.; Open from 1:00 p.m. - 4:00 p.m.
- December 26, 2014 - Closed from 8:00 a.m. - 1:00 p.m.; Open from 1:00 p.m. - 4:00 p.m.
- January 2, 2015 - Closed from 8:00 a.m. - 1:00 p.m.; Open from 1:00 p.m. - 4:00 p.m.
- January 9, 2015 - Closed from 8:00 a.m. - 1:00 p.m.; Open from 1:00 p.m. - 4:00 p.m.

Small and Unlawful Detainer mediation and advisory services are available Monday - Friday excluding court holidays, from 8:00 a.m. to 12:00 Noon and 1:00 to 4:00 p.m., except as outlined above.

Children's Waiting Room services will be closed on Wednesday, December 24, 2014, at the following Sacramento court facilities:

- Juvenile Courthouse - 9605 Kiefer Blvd.
- Carol Miller Justice Center - 301 Bicentennial Circle

The Children's Waiting Rooms located at the Gordon D. Schaber Sacramento County Courthouse, 720 9th Street, and William R. Ridgeway Family Relations Courthouse, 3341 Power Inn Road, will be open from 8:00 a.m. - 12:00 noon on Wednesday, December 24, 2014.

Children's Waiting Room services will be closed on Friday, December 26, 2014, at the following Sacramento court facilities:

- Juvenile Courthouse - 9605 Kiefer Blvd.
- Carol Miller Justice Center - 301 Bicentennial Circle
- William R. Ridgeway Family Relations Courthouse - 3341 Power Inn Road

The Children's Waiting Room located at the Gordon D. Schaber Sacramento County Courthouse, 720 9th Street, will be open from 8:00 a.m. - 12:00 noon on Friday, December 26, 2014.

## **Attention Notaries**

<http://leginfo.legislature.ca.gov/faces/billStatusClient.xhtml>

Summary by the National Notary Association: <http://www.nationalnotary.org/knowledge-center/news/law-updates/ca-senate-bill-1050>

The notary forms have changed and require the below extra language to be in a box and be located at the top, before the notary venue.:

**A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.**

**Sacramento Legal Secretaries Association is extremely proud and honored to announce the recipients of the 2014-2015 Legal Professional of the Year and Boss of the Year.**



**Congratulations to Crystal Rivera, SLSA's Legal Professional of the Year.** Crystal is a legal secretary with the law office of Somach Simmons & Dunn in Sacramento. She handles complex litigation matters for three attorneys, and has been with the firm for over 13 years. Crystal serves as SLSA's Vice President, and previously served as its Secretary. In the nomination essay for Legal Professional of the Year, Crystal was described as being "committed, dedicated and



**Congratulations to Jason Jasmine, SLSA's Boss of the Year.** Jason is a partner with the law office of Carroll Burdick in Sacramento, specializing in public sector labor law. He has been with the firm for over 10 years. Jason serves as a Director for the Sacramento County Bar Association, and volunteers his time serving as a fee arbitrator, board member for his neighborhood watch, and as a mentor to law students. In the nomination essay for Boss of the Year, Jason was described as being a "leader, role model, and truly amazing."

**SLSA also congratulates the following fellow nominees for Boss of the Year:**

Stephen A. Kronick – Bartkiewicz, Kronick & Shanahan  
Matthew Schoech – Schoech Law Group  
Andrew Hitchings – Somach Simmons & Dunn  
Paul Simmons – Somach Simmons & Dunn  
Theresa "Tess" Dunham – Somach Simmons & Dunn



**Congratulations to the new California Certified Legal Secretaries!**

Sacramento LSA congratulates the following individuals who passed the October 2014 California Certified Legal Secretaries (CCLS) exam.

Kimberly Barker, CCLS (Non-LSI Member)  
Sally Butterworth, CCLS (San Diego LSA)  
Linda Lane, CCLS (San Gabriel Valley LSA)  
Lacy A. Monserrat, CCLS (Sacramento LSA)  
Candace Nelson, CCLS (MAL)  
Laura Prongos, CCLS (Non-LSI Member)  
Vivian Shreve, CCLS (Santa Clara County LPA)  
Arkisa Ward, CCLS (San Gabriel Valley LSA)



Submitted by Liz Gideon, CCLS

## Unlawful Detainer

### **Questions: True or False.**

- 1     When preparing any unlawful detainer action, you must comply with both the notice requirements in the lease and in the code.
- 2     In most cases, the Notice to Pay Rent or Quit is served before any grace period allowed in the lease.
- 3     There are unlawful detainer cases where no notice is required.
- 4     Unpaid rent is the exact amount of rent due as of the date of termination of the tenancy, including late charges, utility charges, and security deposit.
- 5     Damages for unlawful detainer is the reasonable rental value of the property for each day the tenant remains in possession from the date of termination of the tenancy through either the date of trial or judgment or the date of possession is returned, or if possession is returned prior to the date of trial.
- 6     The "reasonable rental value" per day is generally calculated as 1/31 of the monthly rental amount stated in the lease.
- 7     Even if a tenant is successfully evicted and vacates before the end of the month, the full month's rent is due.
- 8     The unlawful detainer action is an expedited procedure which uses a 5-day summons.
- 9     The unlawful detainer action mandates trial within 30 days of the first request (at issue memorandum).
- 10    In the unlawful detainer action, cross-complaints are not allowed if possession is still at issue in the case.

### **Definitions:**

Answer:	To respond to a pleading or discovery request; a defendant's first pleading that addresses the merits of the case.
Complaint:	The initial pleading that starts a civil action and states the basis for the court's jurisdiction, the basis for the plaintiff's claim, and the demand for relief.
Default:	The omission or failure to perform a legal or contractual duty.
Defendant:	A person sued in a legal proceeding.
Demand:	To claim as one's due; to require; to seek relief.
Eviction:	The act or process of legally dispossessing a person of land or rental property.
Judgment:	A court's final determination of the right and obligations of the parties in a case.
Notice:	Legal notification required by law or agreement.
Plaintiff:	The party who brings a civil suit in a court of law.
Serve:	To make legal delivery of (a notice or process).
Unlawful Detainer:	The unjustifiable retention of the possession of real property by one whose original entry was lawful, as when a tenant holds over after lease termination despite the landlord's demand for possession.
Writ:	A court's written order, in the name of a state or other competent legal authority, commanding the addressee to do or refrain from doing some specified act.

*California Certified Legal Secretary*

A Program of  
Legal Secretaries, Incorporated



APPLICATION

Please complete and mail this form to the following address with your check to reserve your place at one of the examination venues:

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

(Select One)		(Select One)	
<input type="checkbox"/>	Northern California	<input type="checkbox"/>	Saturday, October 18, 2014
<input type="checkbox"/>	Southern California	<input type="checkbox"/>	Saturday, March 21, 2015

**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. Deferral requests must be made no later than 2 weeks prior to the exam.

**EXAMINATION FEES\***

	LSI MEMBERS**		Non-LSI MEMBERS	
Registration fee:	\$ 25.00		Registration fee:	\$ 75.00
Examination fee:	<u>\$ 100.00</u>		Examination fee:	<u>\$ 100.00</u>
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: \_\_\_\_\_ Email: \_\_\_\_\_

**Employment Record:** Please list legal secretarial employment, beginning with your most recent (or current) employment, to show a minimum of two full years of such employment. Attach a supplemental page if additional entries are necessary to show two full years of employment as a legal secretary.

Dates: \_\_\_\_\_ Position: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

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: \_\_\_\_\_

Rev. Mar. 2014

## SLSA'S DECEMBER CHARITABLE PROJECT

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

**Let's try to fill at least 40 stockings this year!**

We are looking for the following items:

- New or gently used Christmas Stockings
- McDonald's \$5 Gift Certificate(s)
- New socks, one size fits all
- Stretch/knit hat, gloves and scarves
- Travel-size toiletry items (lotions, Vaseline, conditioners, shampoos, soap, hand sanitizer)
- Deodorant
- Chapstick
- Toothbrush and toothpaste
- Decks of cards
- Gum
- Shoelaces
- Hand Warmers
- Feminine products



*We are also looking for items specific to children.*

**Donations of filled Christmas stockings OR items to put in the stockings should be brought to SLSA's December 11 Annual Holiday 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. SLSA will be dropping off the donated stockings by December 19.

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

Rebecca Lerma, Chair [rmlerma@stoel.com](mailto:rmlerma@stoel.com); (916) 319-4790

Crystal Rivera, Co-Chair [crivera@somachlaw.com](mailto:crivera@somachlaw.com); (916) 469-3813

Coty Lutz, Co-Chair [clutz@murphyaustin.com](mailto:clutz@murphyaustin.com); (916) 446-2300, ext. 3068





Submitted by Lynne Prescott, CCLS



### Superior Court of California County of San Diego

CENTRAL COURTHOUSE  
220 WEST BROADWAY  
PO BOX 122724  
SAN DIEGO CA 92112-2724

October 21, 2014

### **PUBLIC NOTICE CLOSURE OF BUSINESS OFFICES/ TRANSFER OF OPERATIONS**

cuts are in addition to some \$42 million in reductions incurred during the preceding five fiscal years. As a result, the Court must further reduce the services it provides to bring expenditures in line with funding.

The Court is inviting public comment on this change prior to implementation. To ensure prompt review and consideration, comments should be submitted electronically through the Court's website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov) (click on "Invitation to Comment"). For those without easy internet access, comments may be mailed to: Superior Court of California, County of San Diego, 220 W. Broadway, Executive Office, San Diego, CA 92101, attention Michael Roddy, Court Executive Officer.

MICHAEL M. RODDY  
Executive Officer

Distributed for Publication



## Superior Court of California County of San Diego

CENTRAL COURTHOUSE  
220 WEST BROADWAY  
PO BOX 122724  
SAN DIEGO CA 92112-2724

October 21, 2014

### **PUBLIC NOTICE CLOSURE OF BUSINESS OFFICES/ TRANSFER OF OPERATIONS**

Pursuant to Government Code § 68106 and Rule 10.620 of the California Rules of Court, the Superior Court of California, County of San Diego, is providing 60 days' notice that it will be: (1) consolidating its appellate filings by closing the appellate desk/operations of its business offices in its North, South and East County Divisions for certain case filings and transferring them to the Central Division; and (2) closing its Small Claims business office in the Kearny Mesa Courthouse and transferring all Small Claims operations and hearings/trials from the Kearny Mesa Courthouse to the Hall of Justice and Central Courthouse.

Effective December 22, 2014, the Small Claims business office at the Kearny Mesa Courthouse will be closed and that courthouse will no longer accept any Small Claims filings, including filings for Small Claims appeals; such filings must be made in the Civil Business Office at the Hall of Justice, 330 West Broadway, Room 241, San Diego, CA 92101. Effective January 5, 2015, all Small Claims hearings/trials will be transferred from the Kearny Mesa Courthouse and will take place in Department 22 of the Central Courthouse. No changes are being made to filings and hearings in the North County Division.

Effective January 5, 2015: all Civil appeals, all Family appeals, and all East and South County Division Criminal appeals (excluding North County Criminal appeals) will be transferred to the Central Division, and all filings related to such appeals shall be made in the Central Division, at 220 West Broadway, Room 3005, San Diego, CA 92101. "Criminal" is defined as traffic/infractions, misdemeanors, and felonies. No changes are being made to Juvenile appeals filings.

This Court finds the above actions are necessary due to the severe and ongoing cuts to the state judicial branch budget. Since 2009, state funding for the judicial branch has been significantly reduced, with those reductions impacting the budgets of individual superior courts. The Court estimates that it faces a \$9 million cut in funding for FY 2014-2015 and FY 2015-2016. These



# COUNTY OF SAN DIEGO

ERNEST J. DRONENBURG, JR.  
ASSESSOR/RECORDER/COUNTY CLERK

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



**ASSESSOR'S OFFICE**  
1600 PACIFIC HIGHWAY, SUITE 103  
SAN DIEGO, CA 92101-2480  
(619) 236-3771 • FAX (619) 557-4056

**RECORDER/COUNTY CLERK'S OFFICE**  
1600 PACIFIC HIGHWAY, SUITE 260  
P.O. BOX 121750, SAN DIEGO, CA 92112-1750  
(619) 237-0502 • FAX (619) 557-4155

TO: San Diego County Recorder/County Clerk Customers  
  
FROM: Val Wood, Chief Deputy Recorder/County Clerk  
  
DATE: October 31, 2014  
  
SUBJECT: Conformed Copy Change

I am excited to inform you that we will soon be implementing our new recording system, Acclaim, and with this new system comes changes. This letter is to officially inform you of a change in conformed copies. Effective December 1, 2014 our office will no longer provide the conformed copy service. We are replacing this service by selling a copy of the first page which has the recording label. If you need the recording information returned to you quickly you may purchase a copy of the first page only, for \$2.00.

If your document requires a coversheet, and you only want a copy of the first page, you may want to write the names of the parties on the coversheet. This is not a recording requirement, but a way for you to easily identify your documents quickly if you have multiple recordings and you typically use the names as a reference.

The County of San Diego Board of Supervisors Policy #B-29 requires that county departments recover full cost, to the extent legally possible, for services provided to agencies or individuals. Any exception would require specific Board approval. Our office has conducted an initial time study for conformed copies which resulted in a cost higher than the \$2.00 copy fee for the first page mentioned above. We chose to discontinue the service and offer the first page copy as an alternative.

Additionally, our office is preparing to implement a new recording system. We are planning the implementation of electronic recording in 2015 for those customers who are eligible for these services and in mid-2015 we plan to implement immediate return of documents that are presented for recording in one of our offices – eliminating the wait time you now experience.

You may also purchase a copy of the entire document at the cost of \$2.00 per page. Certification is an additional \$1.00. However, you must purchase the entire document if you need certification. Thank you for your flexibility and cooperation in this matter.

Please email or call if you have any questions. My contact information is: (619) 557-4035 or  
[val.wood@sdcounty.ca.gov](mailto:val.wood@sdcounty.ca.gov).



# COUNTY OF SAN DIEGO

ERNEST J. DRONENBURG, JR.  
ASSESSOR/RECORDER/COUNTY CLERK

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



## ASSESSOR'S OFFICE

1600 PACIFIC HIGHWAY, SUITE 103  
SAN DIEGO, CA 92101-2480  
(619) 236-3771 • FAX (619) 557-4056

## RECORDER/COUNTY CLERK'S OFFICE

1600 PACIFIC HIGHWAY, SUITE 260  
P.O. BOX 121750, SAN DIEGO, CA 92112-1750  
(619) 237-0502 • FAX (619) 557-4155

## Notary Consumer Disclosure Requirement (SB 1050)

Effective **January 1, 2015**, pursuant to Senate Bill 1050, the San Diego County Assessor/Recorder/County Clerk's Office will require the Notary Consumer Disclosure. This bill requires a legible notice at the top of the certificate of acknowledgment in an enclosed box, stating that the acknowledgment, proof of execution, or jurat, verifies only the identity of the individual who signed the document to which the acknowledgment, proof of execution, or jurat is attached, and not the truthfulness, accuracy, or validity of the document.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Documents where the person appeared before a notary or other officer on or after **January 1, 2015** must have this disclosure or will be rejected. Documents acknowledged before January 1, 2015 will be accepted for recording and must meet current applicable statute.

This requirement has been made in accordance with the legislative amendment to Sections 1189 and 1195 of the Civil Code, and to amend Section 8202 of the Government Code, relating to notaries public.



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO**

**NEWS RELEASE**

**Release date:  
December 8, 2014**

**FROM:** Honorable Robert C. Hight  
Presiding Judge

Honorable Russell Hom  
Grand Jury Advisory Judge

**CONTACT:** Ginger Sylvester  
Public Information Officer  
(916) 591-0050

**FOR IMMEDIATE RELEASE**

**Sacramento Superior Court Seeks Volunteers for 2015-2016 Grand Jury Service**

The Superior Court of California, County of Sacramento is accepting applications for volunteers to serve on the 2015-2016 Grand Jury. The Grand Jury serves from July 1, 2015 - June 30, 2016. The deadline to accept applications is February 2, 2015.

Applicants must be 18 years or older, United States citizens, residents of the State of California and of the County of Sacramento. Applicants must be able to communicate verbally and in writing and can not have served as a Grand Juror in any court of this state within the past year. Persons interested in applying may also visit the Grand Jury website [www.sacgrandjury.org](http://www.sacgrandjury.org) to obtain the application questionnaire and view a fact sheet on grand jury service.

Once applications are received, qualified applicants will be invited to a briefing session in February.

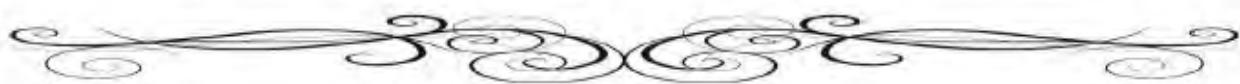
**The deadline to receive applications is Monday, February 2, 2015**

### **Important: Parking at the Courtyard Marriott**



Please be advised that the Courtyard Marriott at 442 Y Street, where SLSA holds its regular monthly meetings, installed an electronic ticket system for parking. YOU WILL NOT HAVE TO PAY FOR PARKING. However you **WILL** need to do the following:

1. Pull a ticket from the automated dispenser upon entering the Courtyard Marriott parking lot.
2. BRING THE TICKET WITH YOU TO THE MEETING.
3. Use the validation machine located in the meeting room.



### **Court Reporters & Conference Rooms In Walnut Creek**

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[Prs@PrsDepo.com](mailto:Prs@PrsDepo.com) | [www.ProRepSvs.com](http://www.ProRepSvs.com)

### **Answers to CCLS Quiz**

1. True
2. False
3. True
4. False
5. True
6. False
7. False
8. True
9. False
10. True



## Law Office Products and Management: “Communicating Effectively” (Part 2 of 3)

Submitted by Lynne Prescott, CCLS

Last month, we covered some basic rules of punctuation – the period (.), question mark (?), exclamation point (!), and the comma (,). I hope you found the information helpful, even if it was just to refresh your memory.

This month, we will address the colon (:), semi-colon (;) dashes (-), apostrophe ('), and quotation marks (" "). Again, these are very basic rules and examples. For more specific information or further examples, consult a reference such as *The Gregg Reference Manual*.

### **Colons and Semi-Colons**

#### **Colon - A Colon Appears at the End of a Completed Main Clause**

If you have trouble deciding when to use a colon in your writing, it helps to ask yourself if a period or question mark would be appropriate in the same location. If the sentence is already complete, you may use a colon to add a list, elaboration, or restatement.

*List: I have three brothers: David, Kent, and Jacob.*

*Elaboration: I have decided not to move to San Francisco: I have been offered a job in Milwaukee.*

*Restatement: Jenny couldn't decide who was to blame for yesterday's fight: she couldn't decide whether to blame herself or her best friend Annie for the argument.*

#### **Semi-Colon - A Semicolon is Used for Equal Emphasis**

In a compound sentence that has no coordinating conjunction, a semicolon joins related independent clauses that are of equal importance.

*Sarah answered my question abruptly; she seemed preoccupied.*

A semicolon can also be used before a conjunctive adverb used to join the two clauses in a compound sentence.

*The restaurant was very crowded; however, the waitress took our order immediately.*

### **The Dash**

#### **A Dash is a Strong Comma**

Essentially, a dash is used for many of the same purposes as a comma. However, since it is more emphatic than a

comma, a dash should only be used to add extra emphasis to an important piece of information.

A dash can be used to draw attention to the last item in a list.

*For his birthday, Mark received a sweater, a jacket, a savings bond - and a new bike!*

A dash can also be used to set off an initial position free modifier that begins with the word "these."

*Pizza, chocolate, and ice cream - these are my favorite foods.*

### **Apostrophes**

#### **Apostrophes Show Possession or Indicate an Omission**

An apostrophe is used to indicate possession or ownership. An apostrophe and an -s should be added to singular possessive nouns, plural possessive nouns that do not end in -s, and singular possessive nouns that end in -s. Only an apostrophe should be used when showing possession or ownership for a plural possessive noun that ends in -s.

*Singular possessive noun: Susan's book*

*Singular possessive noun ending in -s: Chris's car*

*Plural possessive nouns: The children's school*

*Plural possessive noun that ends in -s: My parents' house*

An apostrophe can also be used to show that a letter has been omitted from a word to form a contraction. For example, "it's" is a contraction for it is. "It's" is a possessive pronoun.

### **Quotation Marks**

#### **Using Quotation Marks to Quote Someone**

Maybe you are writing a research paper, and you need to quote a source, or perhaps you are writing an article about the Gettysburg Address, and you need to quote Abraham Lincoln, or maybe you are writing an email to your best friend about your date last night, and you need to quote what he said to you. In any of these cases, you need to use quotation marks (" ").

Simply put, you just surround the quoted text with quotation marks. Any words that are not your own original words should be inside the quotation marks.

*"Four score and seven years ago..." Generally speaking,*

however, when you use a quote, you will put it into some sort of context so it's not standing all alone. If this is the case (and it usually is), then we need to talk about punctuation.

## Punctuating a Quote

Basically, any punctuation that comes before the beginning of the quote goes outside of the quotation marks, and any punctuation that comes at the end of the quote stays inside the marks. For example:

*Then he said, "How would you like to get some ice cream after the movie?"*

In this sentence, there is a lead-in to the quote. Notice that at the end of the lead-in, before the quote begins, there is a comma. And at the end of the quote, still inside the quotation marks, is the question mark.

*"I would love to," I replied, "but I really ought to go home."*

Here, the quote is divided into two phrases - "I would love to" and "but I really ought to go home." This is one sentence that has been split up to identify the speaker in the middle. You can break up a quote like this as long as you split it at an appropriate place, and there are three appropriate places to divide a quote:

*Between clauses - She buys in bulk / because it's cheaper.*

Before the main clause starts - *In the spring, / I like to sit outside and read.*

Before the verb - *The man in the tuxedo / had been staring intently into his bourbon for the better part of an hour.*

*"Oh," he said sadly and turned to walk away.*

In this final sentence, the quote comes at the beginning. If the quote would normally end with a period like this one, use a comma inside the quotation marks, and then continue the sentence outside. If the quote would end with a question mark or an exclamation point, use that inside, and then continue the sentence outside the quotation marks.

*"Where are you going?" she asked.*

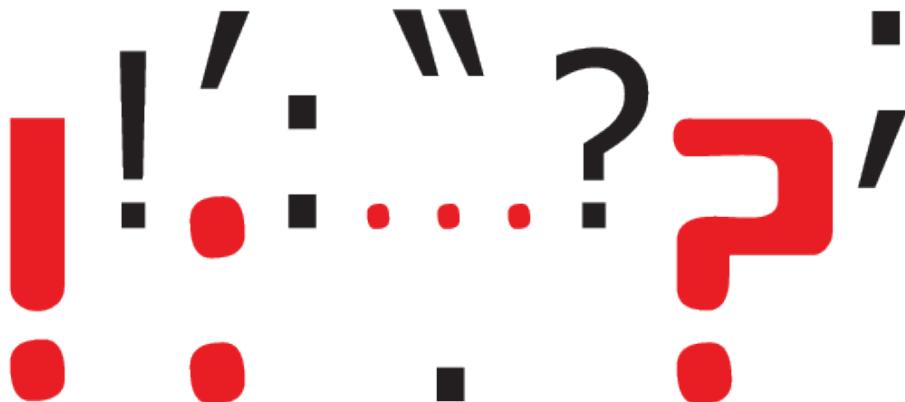
*"I love it!" he exclaimed.*

If your quoted text is a complete sentence (or multiple sentences), capitalize the first letter of the sentence(s) regardless of where you put the quote within the larger sentence.

*"We went to the movies," she said.*

*She said, "We went to the movies."*

*Watch for Part 3 of this series, which will cover words and phrases that are often used incorrectly, and commonly misspelled words.*





Submitted by Lynne Prescott, CCLS

This month, SLSA reminds you of a free benefit we offer to the legal community with a place to post job openings for all categories of legal-related job positions. You may already know about this benefit, but did you know that **we offer this service to non-members as well as members?** That's right – anyone who accesses SLSA's website can view the employment listings. Because one of our stated purposes is to promote the legal profession, we do not place this information under the "Members Only" section of our website; rather, we believe all legal professionals can and should benefit from this free service.

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 way do we act as an employment agency.

Employers desiring/needng to place an advertisement for employment on SLSA's website may view the "Employment Opportunities" page on our 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 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.

Not every legal secretaries association offers this benefit. We are very proud to be able to do so, and we receive requests regularly from law offices throughout the Sacramento area (and beyond). Employment listings are added and updated regularly, so those looking for employment should check the listings frequently for newly-posted information.

For questions about this free benefit, or to have a job listing posted, please contact Jaymie Moralez, Employment Chair, at (916) 654-0194, or e-mail her at [jaymie.moralez@jud.ca.gov](mailto:jaymie.moralez@jud.ca.gov).

### LSI CODE OF ETHICS

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

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

**BENEFITS**  
**LEGAL SECRETARIES INCORPORATED (LSI)**

*Note: This list is maintained for use by members of Legal Secretaries, Inc. Agents for insurance and financial providers are available as resources when members inquire about benefits. Please use this as a starting point; ask for information, compare policy coverage and prices. LSI wants its members to find the BEST coverage for each member's individual needs and location. For information, call these representatives directly.*

<p><b>WORKING ADVANTAGE</b>  Toll Free: (800) 565-3712  <a href="http://www.workingadvantage.com">www.workingadvantage.com</a>  Discount on event tickets, movie tickets, family events, gift cards and more.  Member ID: Contact LSI Corporate Office,  <a href="mailto:Lsiorg@suddenlinkmail.com">Lsiorg@suddenlinkmail.com</a>, or LSI Vice President</p>	<p><b>HERTZ CORPORATION</b>  Effective Date: June 1, 1996  CDP Card #447698  (800) 654-3131  <a href="http://www.hertz.com">www.hertz.com</a></p>
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**QUESTIONS AND CONCERNS, CONTACT:**

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LSI Marketing Committee Coordinator  
P.O. Box 150427  
San Rafael, CA 94915  
Home: (415) 989-1010  
Cell: (415) 710-3402  
[jlpage@ix.netcom.com](mailto:jlpage@ix.netcom.com)



## Governor's Report

Submitted by Lacy Monserrat, CCLS

The following recommendations and amendments were adopted by the governors at the November Quarterly Conference:

### **Executive Committee Recommendation No. 1**

#### 33. AMENDING THE STANDING RULES

33.1 An amendment to the Standing Rules requires a majority vote of the votes cast after quorum has been met.

### **Executive Committee Recommendation No. 1**

Amend Standing Rule 17.5.3 by striking “10 cents” and inserting “15 cents”.

“Actual cost of photocopying, not to exceed 15 cents per page.”

### **CCLS Certifying Board Recommendation No. 2**

To Amend Standing Rule 12.2 by striking “; or, as necessary to fill a vacancy created by the resignation, removal or inability to serve of an LSI member previously appointed to the CCLS Certifying Board.” and inserting the following new sentence at the end: “Should it become necessary to fill a vacancy created by the resignation, removal, or inability to serve of an LSI member previously appointed to the CCLS Certifying Board, the LSI President shall appoint a new LSI member for a term of four years to fill the vacancy.”

“The LSI President shall appoint the requisite number of LSI members to the CCLS Certifying Board in February of each year for terms of four years each. Should it become necessary to fill a vacancy created by the resignation, removal, or inability to serve of an LSI member previously appointed to the CCLS Certifying Board, the LSI President shall appoint a new LSI member for a term of four years to fill the vacancy. Should it become necessary to fill a vacancy created by the resignation, removal, or inability to serve of an LSI member previously appointed to the CCLS Certifying Board, the LSI President shall appoint a new LSI member for a term of four years to fill the vacancy. Should such appoint occur mid-term, the start and end dates of the successor member’s four-year term shall be determined at the discretion of the LSI President with input from the CCLS Certifying Board Chair. Terms of CCLS Certifying Board members are to be staggered to provide stability and continuity. The LSI President may extend the term of an agreeable CCLS Certifying Board member in an effort to avoid a turnover of more than two Certifying Board members at the same time.”

## Chapter Achievement Points

Submitted by Lacy Monserrat, CCLS

You know the saying, “You can’t win the lotto unless you play”? It’s the same concept with Chapter Achievement Points. It’s been over a month since our last conference, so I hope you will take a few moments to fill out the following Chapter Achievement Reporting Form.

As governor, I have received numerous emails which are being forwarded to Legal Specialization Letters for CAPS points. This is great! I can’t think of an easier way to gather CAPs points. If you receive any emails from vendors, agencies, or other resources that you believe may be of interest to a Legal Specialization Leader, please either forward them to me directly or cc me on the email. Just in case, here are emails for each Legal Specialization Section Leader.

Civil Litigation

civil.litigation@lsi.org

Criminal Law

criminal.law@lsi.org

Family Law

family.law@lsi.org

Law Office Administration

law.office.administration@lsi.org

Probate/Estate Planning

probate.estatplanning@lsi.org

Transactional Law

transactional.law@lsi.org

We are currently at 8,050 points! CAPs, CAPs and more CAPs!!!

## **CHAPTER ACHIEVEMENT REPORTING FORM 2014-2015**

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. This covers activities from April 1, 2014, through March 31, 2015.

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

<b><u>Date of Event</u></b>	<b><u>Event</u></b>
	I submitted an article to The Legal Secretary magazine. (50 points)
	I attended an LSI Quarterly or Annual Conference. (50 points)
	I attended an Officer/Chairman Workshop at the Annual Conference.
	How many? _____ (25 points)
	I rented a car through Hertz with the LSI discount. (200 points)
	I took the CCLS exam – Test Date: _____. (100 points)
	I passed the CCLS exam – Test Date: _____. (200 points)
	I recertified as a CCLS during the 2014-2015 fiscal year. (50 points)
	I attended another association's monthly meeting, installation, or other function. (50 points)
	I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points)
	I attended an educational workshop or seminar sponsored by a Forum, CEB, or The Rutter Group. (25 points)
	I am a member of at least one Legal Specialization Section. (50 points)
	I am a member of all six Legal Specialization Sections as of March 31, 2015. (100 points)
	I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? _____. (50 points per seminar)
	I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
	I purchased the Legal Professional's Handbook (LPH). (200 points)
	I purchased the Law Office Procedures Manual (LOPM). (200 points)
	I purchased updates to the LPH. (100 points)
	I purchased updates to the LOPM. (100 points)

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

Sacramento LSA  
Attn: Lacy A. Monserrat, Governor  
Carroll, Burdick & McDonough LLP  
980 9th Street, Suite 380  
Sacramento, CA 95814  
[governor@slsa.org](mailto:governor@slsa.org)

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Total Members (Fiscal Year-end 4/30/14)	Association		New Members	Transfer Members	Continuing Members	Total Members
42	Alameda County	LSA	9		27	36
6	Antelope Valley	LSA	0		6	6
40	Beverly Hills/Century City	LSA	3		31	34
15	Butte County	LPA	0		4	4
17	Conejo Valley	LPA	1		13	14
15	Desert Palm	LPA	11		14	25
17	El Dorado County	LPA	5		14	19
71	Fresno County	LPA	45	-1	41	85
37	Humboldt County	LPA	2		28	30
36	Imperial County	LPA	4		13	17
33	Livermore-Amador Valley	LPA	0	-1	19	18
55	Long Beach	LPA	6		39	45
58	Los Angeles	LSA	16		44	60
33	Marin County	LPA	5		22	27
38	Merced County	LPA	9		34	43
0	Monterey County	LSA				
60	Mt. Diablo	LPA	7		47	54
14	Napa County	LSA	0		14	14
82	Orange County	LSA	18		47	65
24	Placer County	LPA	3		14	17
1	Redding	LPA				
18	Rio Hondo District	LPA	5		12	17
19	Riverside	LPA	6		14	20
168	Sacramento	LSA	45		100	145
217	San Diego	LSA	25		161	186
55	San Fernando Valley	LSA	0		27	27
84	San Francisco	LPA	19	2	70	91
41	San Gabriel Valley	LSA	7		25	32
72	San Mateo County	LSA	5		43	48
24	Santa Barbara	LPA	4		15	19
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	1		7	8
36	Stanislaus County	LPA	8		30	38
27	Stockton-San Joaquin	LPA	0		24	24
4	Trinity County	LSA	0		4	4
23	Ventura County	LPA	2		13	15
46	Members at Large		5		15	20
1733	<b>YTD TOTALS</b>					<b>1444</b>

LSI MEMBERSHIP LIST AS OF 10-31-2014



## Editor's Note

Submitted by Corene Rodder

The Legal Eagle always welcomes letters and article suggestions from readers. Please send them to: Corene E. Rodder, c/o Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 or [crodder@somachlaw.com](mailto:crodder@somachlaw.com).

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. Unless stated otherwise in the "Dates to Remember" section of the bulletin, the deadline for all submittals is the Monday after the general meeting of the month preceding the month of publication. This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the service of a competent, professional person should be sought.

The opinions expressed in the articles published herein are those of the individuals submitting the articles and not necessarily the views of the board or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the Board of the Sacramento Legal Secretaries Association.



## Vendor Spotlight

Submitted by Alex Cain

SLSA was pleased to have  
Litigation Services (LIT) as our  
Vendor of the Month for

November. Morgan Albanese presented and let us know a little bit about LIT during our dinner meeting. LIT is highly unique in its focus on creating exceptional value and cost-efficiency through centralized discovery management for complex litigation matters. They are a rapidly emerging industry leader providing services including document processing, court reporting, legal video, trial services, complex case management, ESI collection, processing and production. Founded in 1999, the company experienced impressive 98% revenue growth in 2008 and is looking to expand into other markets through acquisition in the near future. Feel free to reach out to Morgan Albanese should you be interested in learning more about their great services.

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Morgan Albanese, General Manager  
916-600-5587 800-330-1112  
[morgan@litigationservices.com](mailto:morgan@litigationservices.com)

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

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Submitted by Jaymie Moralez

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

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 desiring/needng 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 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.

**Litigation Secretary – Sacramento.** Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week), experienced Litigation Secretary to join our Litigation/IP 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. Qualified candidates should send their cover letter, resume and salary requirement to [wrecruiting@weintraub.com](mailto:wrecruiting@weintraub.com).

Under minimal supervision, the Litigation Secretary will be expected to carry out the following job duties and responsibilities: Maintain attorney calendar by planning and scheduling conferences, teleconferences, depositions, and travel, recording and monitoring court appearance dates, pleadings, and filing requirements and monitoring evidence-gathering; 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; prepare documents for state and federal court filings, discovery, arbitration, mediation and hearings; read, sort, and date incoming mail. Ensure that outgoing mail is processed according to office procedures; if necessary, route mail to specific delivery service and follow up on timely delivery; 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; establish and maintain calendar and deadline reminder systems; complete and submit conflict check forms, screening forms and new matter request forms; maintain all client and general files; conduct periodic review for possible storage of older files and prepare files to be closed; provide exceptional client service to guests and clients whether in person or on the telephone; maintain good public relations with clients and observe confidentiality of attorney-client relationship; input time entry, review and edit bill; send and retrieve e-mail and faxes for attorney(s); photocopy and assemble documents as required; additional duties as assigned including assisting other secretaries, as needed.

The ideal candidate will have the following capabilities: Excellent interpersonal skills; strong analytical and problem solving skills; effective communication 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

**Education and Experience:** College degree preferred but not required; 8+ year's legal secretary experience with extensive knowledge of litigation; familiarity with patent prosecution a plus; 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.

## Employment Report (Continued)

**Litigation Paralegal – Sacramento.** Weintraub Tobin is seeking an experienced Litigation Paralegal for our Sacramento office. The successful candidate must be able to multi-task in a fast-paced environment, enjoy working as part of a team, and demonstrate a first-class commitment to client service. Qualified candidates should send their cover letter, resume and salary requirement to [wrecruiting@weintraub.com](mailto:wrecruiting@weintraub.com).

Under minimal supervision, the litigation paralegal will be expected to carry out the following job duties and responsibilities: Organize documents and coordinate document productions including bates-stamping, redaction, duplication and indexing of documents; perform various document searches and factual research; create and maintain internal case databases including searching for internal and external documents; prepare for and attend depositions by gathering and preparing documents relevant to the deponent, organizing exhibits, taking notes, managing exhibits during the deposition and summarizing highlights of a proceeding; work with attorneys and legal secretaries in the preparation and filing of all court documents; act as a liaison between various internal departments, as well as outside vendors; oversee the progress of documents through litigation, order transcripts/medical records, etc. from reporting services and fulfill requests from outside counsel and others; prepare for and attend trials/arbitrations: Organize exhibits, files and all other supporting documents, coordinate trial set-up and logistics, and assist attorneys in the courtroom; discovery: organize documents, review, analyze and summarize discovery responses, and respond to discovery requests.

The ideal candidate will have the following capabilities: Superior attention to detail and organizational ability; familiarity with Worldox or similar document management system; ability to work simultaneously on a variety of projects and work effectively under pressure; adept at working independently or on a team in providing timely service to attorneys; communicates effectively with attorneys and legal personnel at all levels.

**Education and Experience:** Minimum of five years of civil litigation experience; paralegal certificate from ABA approved school is required; bachelor's degree preferred; working knowledge of Microsoft Office and litigation software applications including Casemap, Textmap, Relativity, Adobe Professional, and Sanction (or Trial Director).

**Litigation Secretary – Natural Resources.** Downey Brand LLP seeks a Litigation Secretary for its Downtown Sacramento office. The person hired for this position will work within the firm's Water Law practice. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines. Experience dealing with public/administrative agencies is also desired. Requires 75+ wpm accurate typing, word processing and proficiency with MS Office applications including Office 2010 and Windows 7. 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 is commensurate with experience, and firm-paid health benefits and parking are provided. Qualified applicants may submit a cover letter and resume in confidence to the HR Director via the firm's web application: [https://lawcruit.micronapps.com/sup/v3/lc\\_supp\\_app\\_frm.aspx?lawfirm=169&id=42](https://lawcruit.micronapps.com/sup/v3/lc_supp_app_frm.aspx?lawfirm=169&id=42). No telephone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.

**Docketing Specialist - Sacramento Office.** Downey Brand LLP, Sacramento's largest law firm, seeks an experienced docket/calendar clerk. The primary function of the position will be to provide docketing support to attorneys, paralegals and legal secretaries. Responsibilities include, but are not limited to: calendaring daily incoming mail; maintaining docket due dates and remarks in the docket system; researching state and federal court rules; preparation of daily and weekly calendar reports; performing conflict searches; reviewing client intake forms and communicating with attorneys to resolve potential conflicts of interest. Skills and experience required/desired: must have three or more years of substantial experience computing calendar deadlines for state and federal courts using CompuLaw/Vision docketing software. Knowledge of court rules and procedures for both state and federal courts is a must; familiarity with legal terminology and documents involved in the court filing process is essential, as is a working knowledge of the litigation process. Attention to detail, excellent organizational skills, the ability to communicate effectively with all levels of personnel, adaptability to change, and balancing competing demands in a fast-paced environment are imperative. Qualified applicants may

## Employment Report (Continued)

submit a cover letter and resume in confidence to the Director of Human Resources via the firm's web application. No phone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.

**Legal Secretary II Exam.** The County of Sacramento is accepting applications for Legal Secretary II exam 28111-C. A Legal Secretary II performs a wide variety of specialized legal and general clerical work which includes composing and typing legal documents and correspondence; processing of legal documents, and maintaining legal case records. The work performed requires independent judgment/discretion and is subject to minimal direction and instruction. The range of duties typically involves performing work in multiple, unrelated areas of law and for several attorneys, and/or other staff. Incumbents may be required to use shorthand to perform some work assignments and frequently provide lead direction to other clerical staff. Applicants must meet the special requirements below AND EITHER: One year of experience in Sacramento County service in the class of Legal Secretary I **OR** Two years of clerical experience involving the preparation and processing of legal documents for court action such as those described in the Examples of Duties. Education or training from an accredited college, business school, or training school that is directly related to the Knowledge and Abilities specified for this class may be substituted for a maximum of one year of the required experience (30 semester units or 45 quarter units equal one year of experience.) **Special Requirements:** All positions in this class require the ability to type from clear copy at the rate of 50 net words per minute. Some positions in this class may require taking oral dictation involving legal terminology. To be eligible for appointment to a "short-hand-required" position, the applicant must have the ability to take oral dictation, using any speedwriting method, at the rate of 100 words per minute and transcribe at the rate of 30 net words per minute. Where the oral dictation skill is required, it is used in performing the typical duties of the class as shown in the "Examples of Duties" (located in the class specification). The Civil Service Commission approved the use of selective certification for this special skill on March 7, 1985. For the complete job posting and to apply go to the website [www.personnel.saccounty.net](http://www.personnel.saccounty.net).

**Legal Assistant.** Beutler Corporation is seeking an experienced Legal Assistant to provide full-time additional support to their in-house Legal Department. Must have experience in organizing and maintaining electronic files; preparation, proofing and filing of pleadings, discovery, correspondence and other legal documents; knowledge of State Court rules including e-filing; data entry; managing multi-party litigation; maintaining high volume calendars for multiple attorneys; and communicating with courts. Candidate must be highly organized, detail-oriented, self-motivated, professional, reliable, and able to efficiently multi-task. Please e-mail cover letter and resume, with salary requirements to [bernardm@beutlercorp.com](mailto:bernardm@beutlercorp.com).

**Legal Assistant.** Boutique law firm seeks experienced and hard-working legal assistant for immediate hire. Our firm is composed of two attorneys who were former partners at a mid-size Sacramento firm. In addition to legal assistant duties, applicants must be self-starters who are willing and able to help get this firm up and running as we are brand new. Applicants must be intelligent, detail-oriented, easy to get along with, and have at least two years of experience with civil litigation (including excellent calendaring, filing, and formatting skills). Areas of practice include business litigation, contracts, real estate, employment, and construction law. Applicants should email their resume to [derekdecker@kroghdecker.com](mailto:derekdecker@kroghdecker.com).

**Full-time Litigation Secretary.** Rothschild Wishek & Sands LLP, is an AV-rated, seven-attorney, criminal defense and professional licensing firm. The firm has an immediate opening for a legal secretary. Competitive salary and benefits commensurate with experience. Submit resume and cover letter to [admin@rwslaw.com](mailto:admin@rwslaw.com) with salary expectations with subject line "Legal Secretary."

## Employment Report (Continued)

**Experienced Legal Assistant/Receptionist.** Small firm on University Avenue has an immediate need for a Legal Assistant/Receptionist, preferably experienced in matters under the probate court, including trusts, probates, conservatorships and guardianships. The ideal candidate will have a professional and pleasant demeanor to interact with clients, strong organizational skills and the ability to maintain focus while multi-tasking, as well as the ability to assess, revise and balance priorities. Excellent oral and written communication skills and the ability to proofread and format legal documents are required. Strong attention to detail is an important quality, especially the ability to calendar and track all deadlines and court hearings with a tickler system, prepare complete court filings for the runner and serve POS and NOH as needed. Please email cover letter and resume, with salary requirements, to [HLOPC.HR@gmail.com](mailto:HLOPC.HR@gmail.com).

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

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



## SLSA Executive Board 2014 - 2015



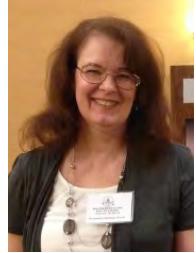
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