

# The Legal Eagle

DECEMBER 2015  
Book 15, Issue 12

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Crystal Rivera and Lieutenant Scott French

## Upcoming Events

- December Mock Trial
- Stockings for Loaves and Fishes

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Find us on FaceBook

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## President's Message

### Submitted by Crystal Rivera



I'm not ready for Christmas or the New Year, are you?

I can tell you that SLSA's Day In Court Committee is ready for our upcoming Annual Day In Court events! They've been hard at work for a couple of months, and have been able to confirm speakers and vendors for January and February. (Flyers can be found in this bulletin, and you can register on SLSA's website under Upcoming Events.)

For the New Year, please consider becoming more involved in SLSA – run for office or be a committee chair (or co-chair). We have a handful of members who always volunteer, step in where or when needed. I feel guilty asking the same people to assist, especially when I know they already have a lot on their plate. We have 114 members, but only about one-fifth of those regularly attend the dinner meetings, and a fraction of those volunteer to be on a committee or assist wherever necessary. We still have committee chair positions open, and unfortunately the Board is not able to cover all of those. We get suggestions for speaker topics, but we need the names of potential speakers and contact information; please email me with any suggestions ([president@slsa.org](mailto:president@slsa.org)). Remember, SLSA is a volunteer association, and it takes a lot of people to keep the association functioning and to provide the educational opportunities that its members deserve.

If you missed our November dinner meeting, you missed a great presentation by Elk Grove Police Lieutenant Scott French. Scott was very engaging and gave us some great safety tips (which are in this bulletin)!

Lastly, look in this bulletin for the National Docketing Association's information regarding its Annual Civil Procedure Calendaring Workshop, which is March 19. Space is limited, so early registration is strongly suggested.

---Crystal



Sacramento Legal Secretaries Association Presents Its

## Annual Holiday Mock Trial



### "Burgermeister Meisterburger v. Kris Kringle: Duck . . . Duck. . . Whoops!" Written by John Baldwin

December 17, 2015, 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**  
**Baked Potato Bar, Roasted Veggies & Salad Bar!**  
**RSVP By 12:00 Noon on Friday, Dec. 11, 2015**

**Ornament Exchange Immediately Following Mock Trial!**  
Bring a gift-wrapped ornament (under \$10) to participate

**Make checks payable to "SLSA," and mail to:**  
Linda Bianchi, Registration/Reception Chair 2015-2016  
c/o Downey Brand  
621 Capitol Mall, 18<sup>th</sup> 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 Actors and Jurors Needed!!**

Bailiff	Burgermeister Meisterburger
Judge	Kris Kringle
Plaintiff's Attorney	Lieutenant Grimsby
Defense Attorney	Susie Dour
Court Clerk	Ms. Jessica
Jurors	Winter Warlock

(Please contact Lynne Prescott, CCLS, at [lynne@majlabor.com](mailto:lynne@majlabor.com) to volunteer!)

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

# Speaker Spotlight – “Keeping the Grinch out of Christmas – Tips for Holiday Safety”

Submitted by Rebecca Lerma



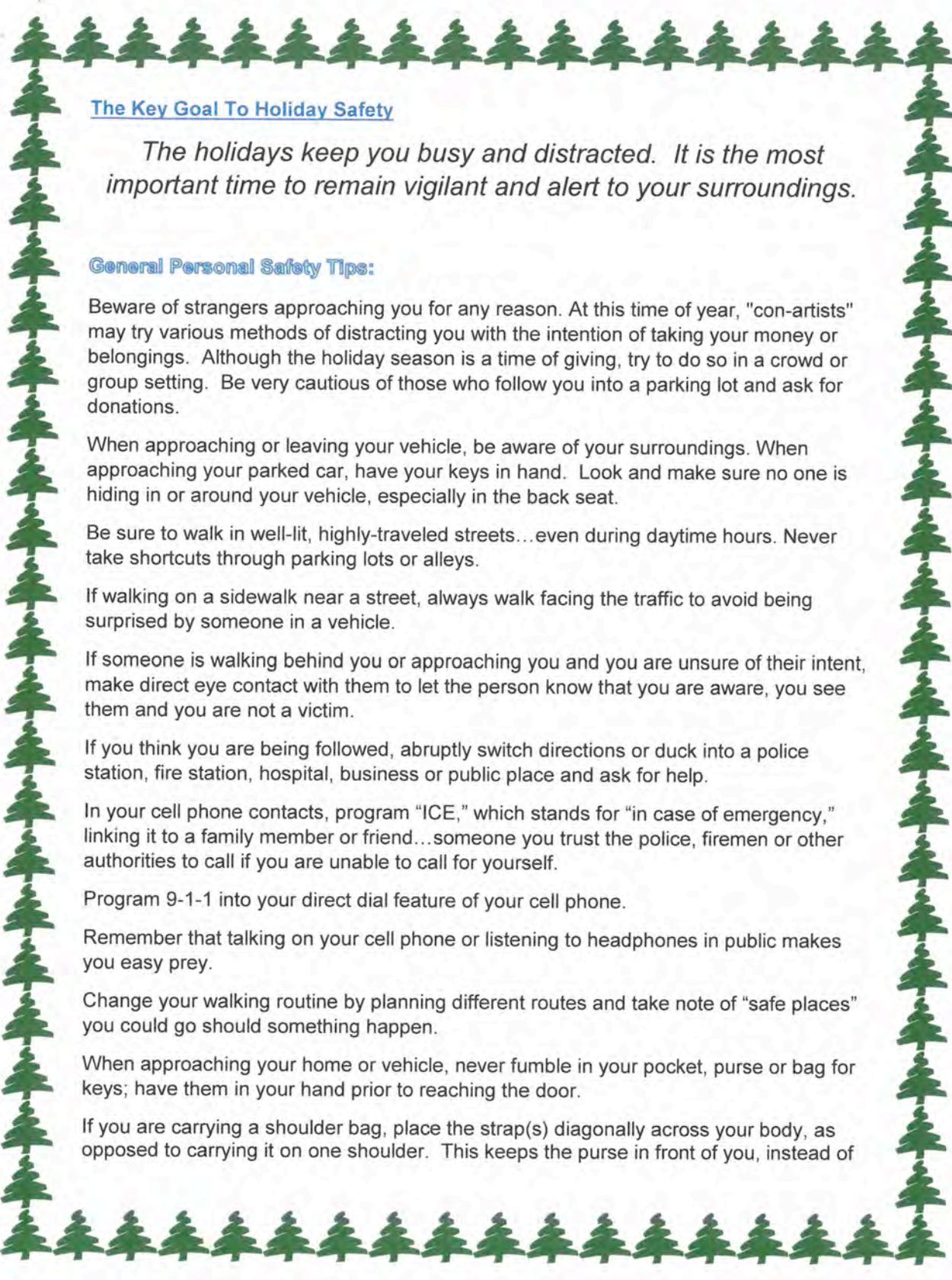
Rebecca  
Lerma

We were pleased to have Lieutenant Scott French at our November 19, 2015 dinner meeting. Lieutenant French has been in law enforcement for 29 years. During his career, he has worked as an officer and Sergeant in the jail system, uniform patrol, gang enforcement, organized crime, and narcotics enforcement. Lieutenant French also instructs at several local law enforcement academies as well as in-service training for the Elk Grove Police Department where he is currently a Commander.

Lieutenant French spoke to us about tips for Holiday Safety. It was a very informative and interactive discussion, with tips on how you can be more aware and reduce your risks. In lieu of a summary, I feel this topic is so important for our group this time of the year that I am including Lieutenant French’s handout of safety tips in its entirety (with his permission).

*~ Rebecca is a litigation paralegal at Stoel Rives LLP.*





### The Key Goal To Holiday Safety

*The holidays keep you busy and distracted. It is the most important time to remain vigilant and alert to your surroundings.*

#### General Personal Safety Tips:

Beware of strangers approaching you for any reason. At this time of year, "con-artists" may try various methods of distracting you with the intention of taking your money or belongings. Although the holiday season is a time of giving, try to do so in a crowd or group setting. Be very cautious of those who follow you into a parking lot and ask for donations.

When approaching or leaving your vehicle, be aware of your surroundings. When approaching your parked car, have your keys in hand. Look and make sure no one is hiding in or around your vehicle, especially in the back seat.

Be sure to walk in well-lit, highly-traveled streets...even during daytime hours. Never take shortcuts through parking lots or alleys.

If walking on a sidewalk near a street, always walk facing the traffic to avoid being surprised by someone in a vehicle.

If someone is walking behind you or approaching you and you are unsure of their intent, make direct eye contact with them to let the person know that you are aware, you see them and you are not a victim.

If you think you are being followed, abruptly switch directions or duck into a police station, fire station, hospital, business or public place and ask for help.

In your cell phone contacts, program "ICE," which stands for "in case of emergency," linking it to a family member or friend...someone you trust the police, firemen or other authorities to call if you are unable to call for yourself.

Program 9-1-1 into your direct dial feature of your cell phone.

Remember that talking on your cell phone or listening to headphones in public makes you easy prey.

Change your walking routine by planning different routes and take note of "safe places" you could go should something happen.

When approaching your home or vehicle, never fumble in your pocket, purse or bag for keys; have them in your hand prior to reaching the door.

If you are carrying a shoulder bag, place the strap(s) diagonally across your body, as opposed to carrying it on one shoulder. This keeps the purse in front of you, instead of



at your side or behind you, which sometimes happens with purses with long straps. If you are carrying a hand bag, then make sure to hold it close to the front of your body, instead of holding it on your wrist or loosely in your hand.

Keep a secure hold on your purse, handbag and parcels. Do not put them down or on top of the car in order to open the door.

Use a purse that is difficult to open. A purse with a zipper or snaps is best.

Never leave your purse unattended on a store counter or in a grocery shopping cart. Avoid carrying large amounts of cash; pay with a check or credit card whenever possible.

Deter pickpockets. Carry your purse close to your body or your wallet inside a coat or front trouser pocket.

When on public transportation, cover your jewelry. Turn stone rings toward the palm side of your hand.

Keep your space: intimate space = 0 to 1.5 feet; personal space = 1.5 to 4 feet; social space = 4 to 12 feet; and public space = 12 feet or more.

#### Holiday Personal Safety Tips:

Always carry your California Driver License or Identification Card along with necessary cash, checks and/or a credit card you expect to use.

Do not carry a purse or wallet, if possible.

If you are carrying a wallet, keep it in a front pocket.

Dress casually and comfortably. Avoid high heels or footwear that you cannot run or walk briskly. If possible do not wear a dress or skirt.

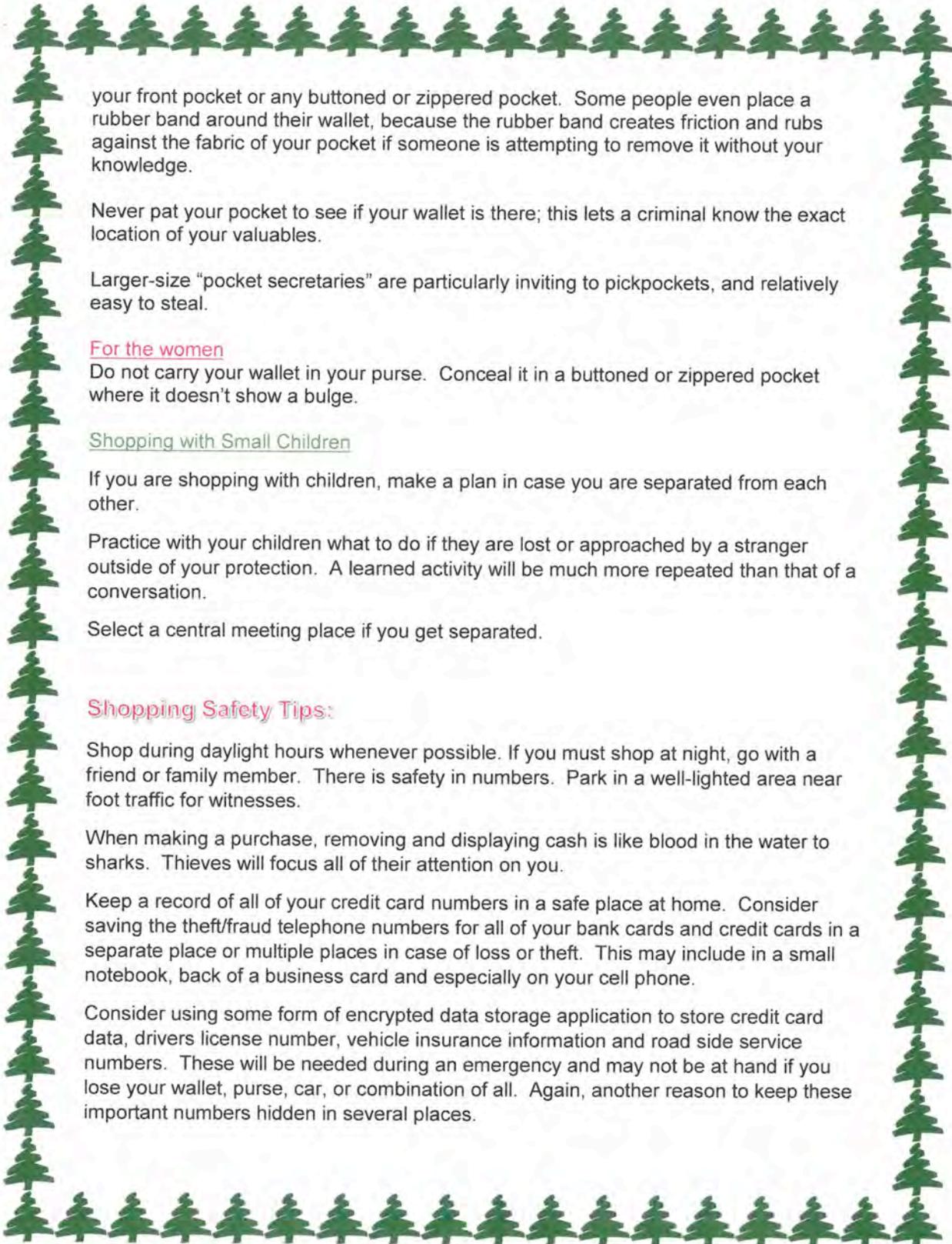
Don't overburden yourself with packages. Be extra careful with purses and wallets. Carry a purse close to your body, not dangling by the straps. Put a wallet in an inside coat or front pants pocket.

#### Tips to avoid being the victim of a pickpocket thief

##### For the men

The target areas are back trouser pockets, and suitcoat and sports jacket pockets, located both inside and out. A pickpocket generally avoids front trouser pockets, and especially buttoned or zippered pockets.

If you have to carry your wallet in an unbuttoned jacket, coat or pants pocket, be sure it holds only what you can afford to lose. Keep large sums of money, credit cards, IDs, in



your front pocket or any buttoned or zippered pocket. Some people even place a rubber band around their wallet, because the rubber band creates friction and rubs against the fabric of your pocket if someone is attempting to remove it without your knowledge.

Never pat your pocket to see if your wallet is there; this lets a criminal know the exact location of your valuables.

Larger-size "pocket secretaries" are particularly inviting to pickpockets, and relatively easy to steal.

#### For the women

Do not carry your wallet in your purse. Conceal it in a buttoned or zippered pocket where it doesn't show a bulge.

#### Shopping with Small Children

If you are shopping with children, make a plan in case you are separated from each other.

Practice with your children what to do if they are lost or approached by a stranger outside of your protection. A learned activity will be much more repeated than that of a conversation.

Select a central meeting place if you get separated.

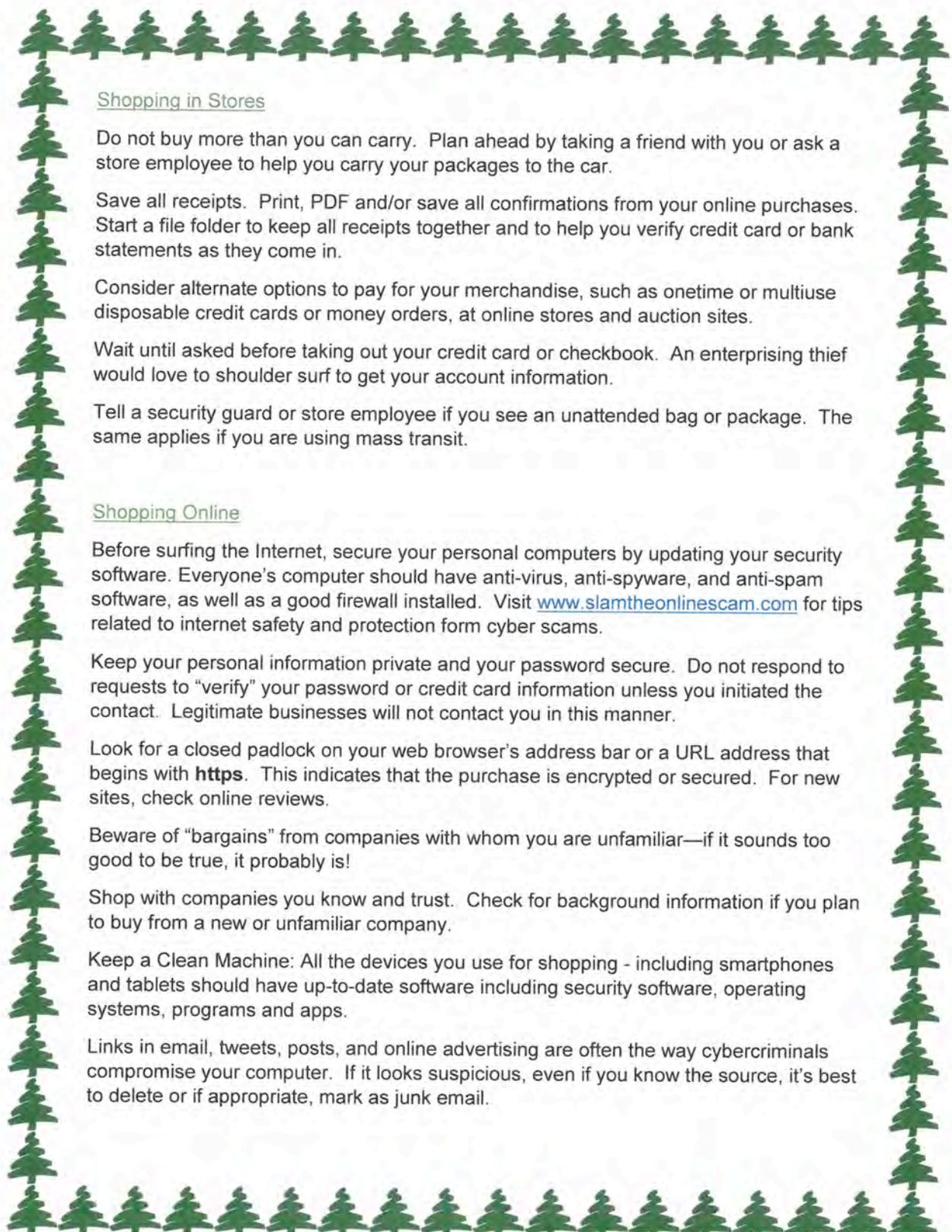
#### Shopping Safety Tips:

Shop during daylight hours whenever possible. If you must shop at night, go with a friend or family member. There is safety in numbers. Park in a well-lighted area near foot traffic for witnesses.

When making a purchase, removing and displaying cash is like blood in the water to sharks. Thieves will focus all of their attention on you.

Keep a record of all of your credit card numbers in a safe place at home. Consider saving the theft/fraud telephone numbers for all of your bank cards and credit cards in a separate place or multiple places in case of loss or theft. This may include in a small notebook, back of a business card and especially on your cell phone.

Consider using some form of encrypted data storage application to store credit card data, drivers license number, vehicle insurance information and road side service numbers. These will be needed during an emergency and may not be at hand if you lose your wallet, purse, car, or combination of all. Again, another reason to keep these important numbers hidden in several places.



### Shopping in Stores

Do not buy more than you can carry. Plan ahead by taking a friend with you or ask a store employee to help you carry your packages to the car.

Save all receipts. Print, PDF and/or save all confirmations from your online purchases. Start a file folder to keep all receipts together and to help you verify credit card or bank statements as they come in.

Consider alternate options to pay for your merchandise, such as onetime or multiuse disposable credit cards or money orders, at online stores and auction sites.

Wait until asked before taking out your credit card or checkbook. An enterprising thief would love to shoulder surf to get your account information.

Tell a security guard or store employee if you see an unattended bag or package. The same applies if you are using mass transit.

### Shopping Online

Before surfing the Internet, secure your personal computers by updating your security software. Everyone's computer should have anti-virus, anti-spyware, and anti-spam software, as well as a good firewall installed. Visit [www.slamtheonlinescam.com](http://www.slamtheonlinescam.com) for tips related to internet safety and protection from cyber scams.

Keep your personal information private and your password secure. Do not respond to requests to "verify" your password or credit card information unless you initiated the contact. Legitimate businesses will not contact you in this manner.

Look for a closed padlock on your web browser's address bar or a URL address that begins with **https**. This indicates that the purchase is encrypted or secured. For new sites, check online reviews.

Beware of "bargains" from companies with whom you are unfamiliar—if it sounds too good to be true, it probably is!

Shop with companies you know and trust. Check for background information if you plan to buy from a new or unfamiliar company.

Keep a Clean Machine: All the devices you use for shopping - including smartphones and tablets should have up-to-date software including security software, operating systems, programs and apps.

Links in email, tweets, posts, and online advertising are often the way cybercriminals compromise your computer. If it looks suspicious, even if you know the source, it's best to delete or if appropriate, mark as junk email.



Be wary of communications that offer amazing deals that sound too good to be true, implore you to act immediately - including those about a problem with an order or payment or ask you to view the website via a provided link.

Don't share personal or financial information over an unsecured network (a connection that doesn't require a password for access). Using the direct web access on your phone (via a 3G/4G connection) is safer than an unsecured wireless network when on your mobile device.

Be alert to the kinds of information being collected to complete the transaction. Make sure the information requested is only that needed to complete the transaction. Only fill out required fields on checkout forms. Check the website's privacy policy. Make sure you understand how your information will be stored and used.

Credit cards are generally the safest option because they allow buyers to seek a credit from the issuer if the product isn't delivered or isn't what was ordered. Credit cards may have a limit on the monetary amount you will be responsible for paying. Never send cash through the mail or use a money-wiring service.

Save records of your online transactions, including the product description, price, online receipt, terms of the sale, and copies of email exchanges with the seller. Read your credit card statements as soon as you get them to make sure there aren't any unauthorized charges. Review your purchase history through the online access to the bank. If there is a discrepancy, call your bank and report it immediately.

#### Protecting Your Vehicle and Contents:

Keep all car doors locked and windows closed while in or out of your car. Set your alarm or use an anti-theft device.

Park as close as you can to your destination and take notice of where you parked.

Loading up on all those gifts is a sign of progress in the holiday shopping. But if those packages are left out in the open after they're in the car, your car has become a likely target for thieves. Remember the old cliché "Out of sight, out of mind?" The same idea applies to items in your car.

Always lock your vehicle and store all items out of sight. Breaking into an empty car isn't worth a thief's time. However, anything left in plain view—from your holiday gifts to spare change, sunglasses, CDs, cell phones or briefcases—may tempt a thief.

#### Deliveries To Your Home

Don't have packages delivered if you are not there to receive them. Instead, consider having them delivered to your workplace, a trusted neighbor, the apartment / condo complex office, or arrange to have them held the shipping company for your pick up.



Require packages be delivered with a signature required. This way they should not be left unattended on a porch.

Watch out for your neighbors. Ask a trusted neighbor to pick up any packages left on your porch, and return the favor for them.

Track your packages so you know when they should be delivered. If you can't be there, ask the shipping company to deliver to where you are, deliver at a different time/day, or hold it for your pick up.

If you are going to be away for more than three days, put a hold on your mail (<https://holdmail.usps.com>). Remember this will work for the mail, but not other shipping companies.

### **Safety Tips While At Home:**

Leave a radio or television on so the house looks and sounds occupied. This may only work if the thief has not been watching your home and knows you are gone.

#### Strangers at Your Door

Donate only to recognized charitable organizations.

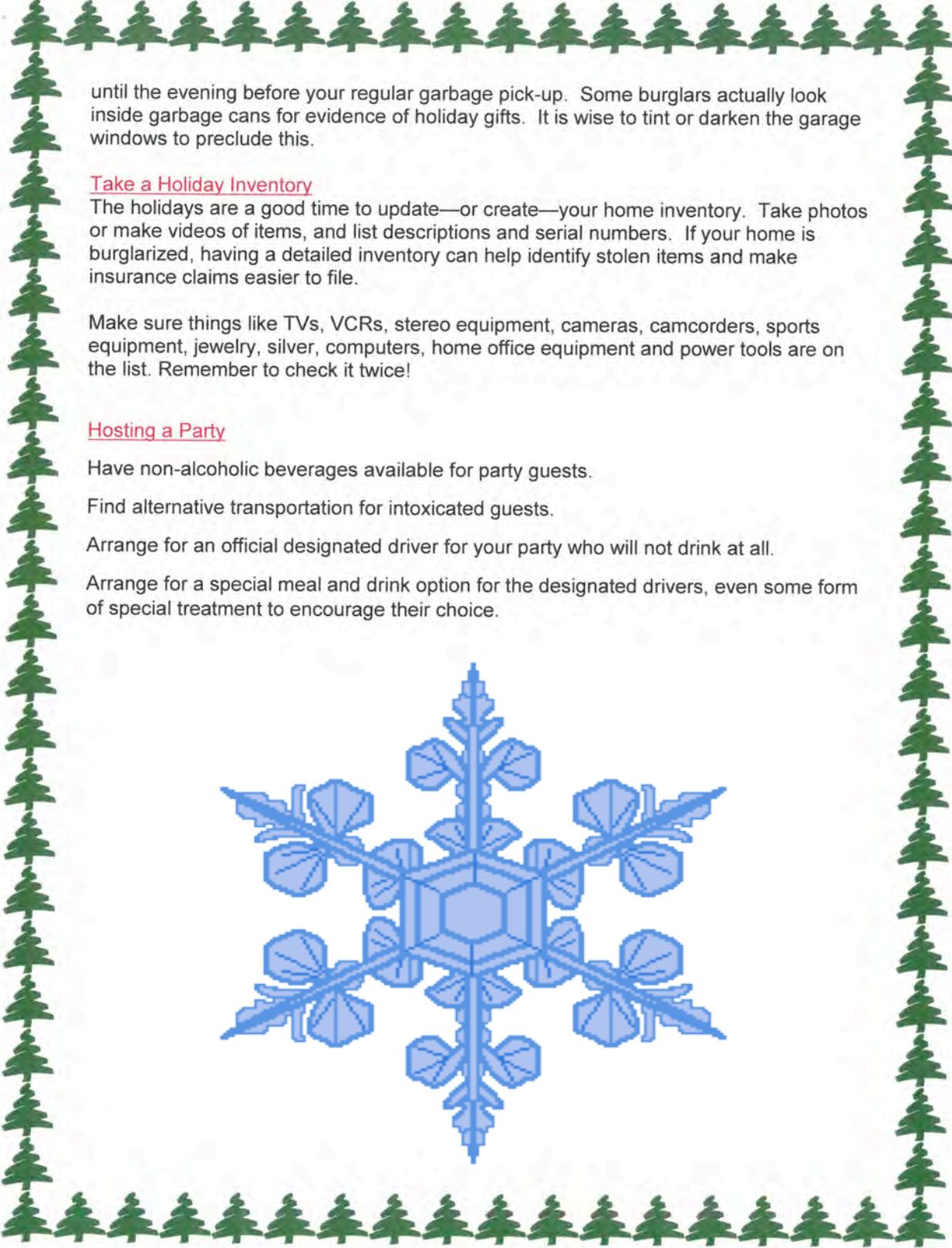
If the visitor, salesman, or donation solicitor at your door seems legitimate, ask for a website address so that you may donate/purchase online. You can even offer to give him/her the credit for the donation or sale by using his/her name in the process.

It is not uncommon for people to try to take advantage of others' generosity during the holidays by going door-to-door for charitable donations when there's no charity involved. Ask for identification, and find out how the funds will be used. If you aren't satisfied, don't give. Help a charitable organization you know and like instead.

#### After You Open the Gifts

Burglars know that many households have new, and oftentimes expensive, items in their homes following the December holidays—especially items such as new computers and peripherals, stereo components, televisions, cameras and other electronic equipment. In too many cases, residents make it easy for burglars to figure out which homes to target by putting boxes that identify their new gifts in plain view with their other garbage.

Avoid becoming an easy target for post-holiday burglars by not leaving boxes for new electronics and other items in the garbage pick-up locations for several days at a time. Instead, break down any boxes you are throwing out, put them in garbage bags and place them inside a trash can. (In many cases, especially with computer equipment, you might consider keeping the boxes for safe storage, shipping or moving in the future.) Think about keeping broken-down boxes inside—in a garage, for example—



until the evening before your regular garbage pick-up. Some burglars actually look inside garbage cans for evidence of holiday gifts. It is wise to tint or darken the garage windows to preclude this.

#### Take a Holiday Inventory

The holidays are a good time to update—or create—your home inventory. Take photos or make videos of items, and list descriptions and serial numbers. If your home is burglarized, having a detailed inventory can help identify stolen items and make insurance claims easier to file.

Make sure things like TVs, VCRs, stereo equipment, cameras, camcorders, sports equipment, jewelry, silver, computers, home office equipment and power tools are on the list. Remember to check it twice!

#### Hosting a Party

Have non-alcoholic beverages available for party guests.

Find alternative transportation for intoxicated guests.

Arrange for an official designated driver for your party who will not drink at all.

Arrange for a special meal and drink option for the designated drivers, even some form of special treatment to encourage their choice.



# November Dinner Meeting 2015



Lieutenant Scott French and Dawn Forgeur, CCLS



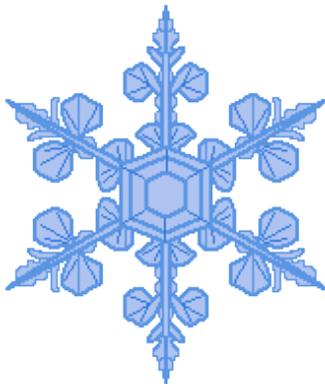
Jan Ainsworth and Karen Martinez



Jennifer Estabrook, CCLS and Heather Rodriguez, CCLS



Lynne Prescott, CCLS



Ashley Syvertsen, Sarah Martinez, and Richie Winn



# SACRAMENTO LEGAL SECRETARIES ASSOCIATION

A Member of Legal Secretaries, Incorporated

PROUDLY PRESENTS

## ANNUAL STATE COURT UPDATES 2016

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

### JANUARY 21, 2016

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

**Non-Members: \$50**

**Deadline to RSVP is January 14, 2016**

**\$5 late fee will apply to all reservations made after the deadline**

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

**RSVP by January 14, 2016\***

#### 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:

- Sliced New York Steak with Mushroom Demi Glace
  - Chicken Toscana with Artichokes, Roasted Red Peppers and Lemon Beurre Blanc
  - Roasted Vegetable Ravioli with Sage Crème
- Meals include:  
Mixed Winter Greens with Tangerine and Cranberries, Goat Cheese, Sliced Almonds  
Champagne Vinaigrette Dressing, Rolls & Butter and Tuxedo Mousse Kahlua Cake

Contact Deseree Aguillen (916) 231-0321, [daguillen@stonegraves.com](mailto:daguillen@stonegraves.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.

## Member News

Submitted by Lacy Monserrat, CCLS



Vice President  
Lacy Monserrat,  
CCLS

Welcome, and congratulations to the following new SLSA members who were inducted at the November 19, 2015 meeting.

### Active Membership

**Suzy Michaud** – Suzy is a legal secretary and certified paralegal at Schuering, Zimmerman & Doyle, LLP, and has been employed as a legal professional since 2000. She specializes in medical malpractice. She celebrates her birthday on December 21, and she enjoys crafts, baseball, basketball, piano, and camping.

### Associate Membership

**Katelyn Hoffman** – Katelyn is a customer service representative at VSP Global, and recently completed a legal secretary certificate course at University of the Pacific. She celebrates her birthday on April 16, and she enjoys reading, knitting, drawing, and writing.

## Our Condolences

**Dawn Forgeur, CCLS** – Our heartfelt sympathy to Dawn and her family for the loss of her mother.

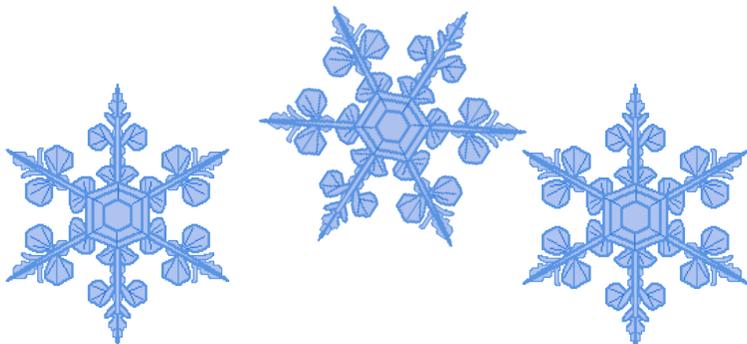
## Congratulations!

**Jennifer Chastain** – SLSA is pleased to announce that Jennifer Chastain was awarded lifetime membership status at the November regular membership meeting. Jennifer has been a member of SLSA for over 20 years.

## On the Move!

**Brenda Bracy** – Brenda has moved to Boutin Jones Inc.

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



Lacy Monserrat, CCLS, and  
Katelyn Hoffman

## Member News – Continued

### December Birthdays

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

Linda Gerst	December 8
Debbie Jordan	December 10
Karen Takao	December 11
Michele Van Dyke	December 13
Serena Albaeck	December 14
Serena Pena	December 16
Margie Fair	December 19
Marci Frazier	December 20
Suzy Michaud	December 21
Annamarie Argumedo	December 28



## CCLS Report

Submitted by Elizabeth Madden, CCLS

### CCLS Quiz – Plurals – The Gregg Reference Manual, Section 6

#### CHOOSE THE CORRECT PLURAL FORM OF EACH WORD

1. Notary Public A. Notaries Public B. Notary Publics C. Either A or B	6. grant-in-aid A. grants-in-aid B. grant-in-aids C. either A or B
2. quiz A. quizzes B. quizzes C. either A or B	7. HMO A. HMO's B. HMOs C. Either A or B
3. fiasco A. fiascos B. fiascoes C. either A or B	8. shelf A. shelves B. shelves C. either A or B
4. scarf A. scarves B. scarfs C. either A or B	9. zero A. zeroes B. zeros C. either A or B
5. passerby A. passersby B. passerbys C. either A or B	10. father-in-law A. father-in-laws B. fathers-in-law C. either A or B

## CCLS - Vocabulary

Compunction: guilty uneasiness	Cryptic: hidden
Comport: carry in a particular manner; carry oneself	Egregious: monumentally bad
Commodious: spacious, roomy	Malfesance: performance of unlawful act/evil wrongdoing
Morass: quagmire	Corpus delicti: essence of the crime
Raze: demolish to ground level	Appellation: designation; name

## Vendor Spotlight

### Submitted by Rebecca Lerma

Our vendor of the month was ABC Legal, a statewide process serving and court filings company. Bianca Nickols spoke to us about the services offered by ABC Legal, and presented a short video (available at [https://www.youtube.com/watch?v=3pxcFSq\\_Jus](https://www.youtube.com/watch?v=3pxcFSq_Jus)). After having used this vendor for the last three months, what has impressed me the most is that all of my orders are available to view and track online. In addition, a picture is taken and uploaded by ABC Legal for every process service attempt so that you can see the business/residence where the server is attempting service. I have included information from ABC Legal's website which describes this process:

#### ***What You Get with every ABC Legal Process Service***

*Your documents are entered, bar-coded, and check-pointed to our mostly employee route process servers.*

*Our process servers use our proprietary mobile application with GPS, photos, & routing software. All ABC Legal service attempts are captured real-time and viewable in your secure customer account portal. We image every court-conformed legal document and post those to the site for download and review.*

*All of your affidavits, complaints and invoices are available as PDFs that you access at your convenience or we send to you as a business rule that you define.*

For more information about ABC Legal, please contact:

Bianca Nickols

[bnickols@abclegal.com](mailto:bnickols@abclegal.com)

(C) 909.499.4763

(O) 213.621.9999 ext. 3105



Rebecca Lerma and Bianca Nickols



LEGAL SECRETARIES, INCORPORATED



## CCLS ON-LINE STUDY GROUP

January 12, 2016 – March 15, 2016

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 12, 2016

Classes will take place once a week via videoconference on Tuesday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through March 15, 2016. Login information will be provided upon enrollment in the classes.

The cost of the 10-week Study Group 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 19, 2016

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, NO LATER THAN 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.**

### 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: \_\_\_\_\_

**DEADLINE TO REGISTER IS DECEMBER 31, 2015.** Send registration 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 5, 2016.**

**STRIVE FOR SUCCESS – BE A CCLS!**

# Calendar and Dates to Remember

<b>December</b>	
December 1	Deadline for SLSA's submission of article(s) to the Editor for the February issue of <i>The Legal Secretary</i> .
December 8	SLSA's Executive Board Meeting, 6:00 p.m., Somach, Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
December 17	SLSA's Annual Holiday Mock Trial, Courtyard Marriott, 4422 Y Street, Sacramento; Meet and Greet; 6:00 p.m.
December 24	Deadline to submit articles to the Editor for the January issue of <i>The Legal Eagle</i> .
December 25	Christmas Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
December 31	New Year's Eve.

\* Be sure to check court websites for special court closures during the holiday season.

## **January**

January 1	Happy New Year! State and federal courts closed, and no U.S. Mail delivery or pick-up.
January 11	LSI's Beginning Legal Secretarial Training Class begins (January 11 – March 7). Go to LSI's website under "Upcoming Classes" or refer to the November issue of <i>The Legal Secretary</i> for registration and details.
January 12	SLSA's Executive Board Meeting, 6:00 p.m., Somach, Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
January 12	LSI's CCLS On-line Study Group class begins (January 12 – March 15). Go to LSI's website under "Upcoming Classes" or refer to the November issue of <i>The Legal Secretary</i> for registration and details.
January 14	Deadline to register for SLSA's January 21 State Court Updates meeting.
January 18	Martin Luther King, Jr. Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
January 21	Annual State Day In Court Meeting.

\* Be sure to check court websites for special court closures during the holiday season.



# Charitable Project

## Submitted by Corene Rodder

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### SLSA'S DECEMBER CHARITABLE PROJECT

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

**Let's try to fill at least 30 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)
- Disposable razors (adult stockings only)
- 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 can be brought to SLSA's December 17 Mock Trial. If you're unable to attend the December Mock Trial but have items to donate for the stockings, please contact any of the Charitable Projects Committee Chairs to make other arrangements.

**Deadline for SLSA to drop off donated stockings is December 18.**

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

Corene Rodder, Chair [crodder@somachlaw.com](mailto:crodder@somachlaw.com) (916) 469-3814





# BEAR IT ALL IN YOSEMITE

Merced County Legal Professionals  
Association

**February 26-28, 2016**  
LSI 3<sup>rd</sup> Quarterly Conference  
Tenaya Lodge, Fish Camp, California  
**Conference Registration Form**

Name on badge: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Local Association: \_\_\_\_\_ LSA/LPA (full name)

**Please check if applicable and include title:**

**Please check if you are:**

State Officer \_\_\_\_\_  
 State Chairman \_\_\_\_\_

Governor  CCLS  PLS

**SCRIP** (includes registration, welcome reception, banquet and brunch)

Postmarked on or before January 25, 2016 \_\_\_\_\_ @ \$124.00 \$ \_\_\_\_\_  
Postmarked January 26, 2016 or later \_\_\_\_\_ @ \$134.00 \$ \_\_\_\_\_

**Individual Tickets:**

Registration by January 25, 2016 \_\_\_\_\_ @ \$20.00 \$ \_\_\_\_\_  
Registration January 26, 2016 or later \_\_\_\_\_ @ \$30.00 \$ \_\_\_\_\_

**Welcome Reception** (Friday) \_\_\_\_\_ @ \$25.00 \$ \_\_\_\_\_

**Luncheons** (California Cobb salad w/chicken or \_\_\_\_\_ Vegetarian – w/out chicken)  
Governor’s (Saturday) \_\_\_\_\_ @ \$26.00 \$ \_\_\_\_\_  
President’s (Saturday) \_\_\_\_\_ @ \$26.00 \$ \_\_\_\_\_  
Membership (Saturday) \_\_\_\_\_ @ \$26.00 \$ \_\_\_\_\_

**Saturday Night Banquet** \_\_\_\_\_ @ \$63.00 \$ \_\_\_\_\_

\_\_\_\_\_ Salmon \_\_\_\_\_ Chicken \_\_\_\_\_ Pasta  
**\*Choose one:**  tomato basil soup or  salad

**Sunday Brunch** (All American Breakfast) \_\_\_\_\_ @ \$26.00 \$ \_\_\_\_\_

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

**Please make checks payable to: February 2016 Conference Fund**

Mail Registration to: Lorraine Bettencourt, 3361 Shore Line Drive, Atwater, CA 95301

**For General Information Contact:**

Stephanie Harrison,  
Conference Chair  
(209) 761-4490 or stephmbj@sbcglobal.net

Lorraine Bettencourt, PLS, CCLS,  
Registration Chair  
(209) 356-0815 or plscccls325@att.net

**\*\*\*NO REFUNDS AFTER JANUARY 30, 2016\*\*\***



Merced County Legal  
 Professionals Association  
 Invites you to  
**BEAR IT ALL IN YOSEMITE**

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

February 26-28, 2016

TENAYA LODGE  
 1122 HIGHWAY 41  
 FISH CAMP, CA 93623

**ROOM RATES:\***

Single: \$125.00                      Double: \$125.00

Triple: \$140.00                      Quad: \$155.00

\*Please note room rates are guaranteed only until January 26, 2016

**To Make Reservations online:** [www.TenayaLodge.com](http://www.TenayaLodge.com)

**To Make Reservations by phone:** (888) 514-2167 option #2; Identify the following:

**Group name:** *LSI Quarterly Conference hosted by MCLPA*                      **Group Code:** 30W4XK

**Special Requests:** Please notify Conference chairs for room accessibility requests as soon as possible. Although the hotel cannot guarantee your request, reserving your room early will allow a greater opportunity for the hotel to honor your request.

**For General Information contact:**

Stephanie Harrison,  
Conference Chair

Email: [stephmjb@sbcglobal.net](mailto:stephmjb@sbcglobal.net)

Telephone: (209) 761-4490

Susie Fagalde  
Conference Co-Chair

Email: [susie.fagalde@berliner.com](mailto:susie.fagalde@berliner.com)

Telephone: (209) 576-0111

**PARKING IS FREE**





## HOORAY FOR LSI – A TRIBUTE TO HOLLYWOOD

MARIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

and

SAN FRANCISCO LEGAL PROFESSIONALS ASSOCIATION

May 19-22, 2016

LSI ANNUAL CONFERENCE

FLAMINGO CONFERENCE RESORT & SPA, SANTA ROSA, CALIFORNIA

### CONFERENCE REGISTRATION FORM

Name (on Badge): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Local Association: \_\_\_\_\_ LSA/LPA (Full Name)

Please Check If Applicable and Include Title:    Please Check if You Are:  
 State Officer \_\_\_\_\_     Governor     CCLS     PLS  
 State Chairman \_\_\_\_\_     DELEGATE

Scrip (Includes Registration, Welcome Reception, Banquet and Brunch)  
 Postmarked on or **Before APRIL 19, 2016**    **\$135.00**    \$ \_\_\_\_\_  
 Postmarked **APRIL 20, 2016 or later**    **\$145.00**    \$ \_\_\_\_\_

Individual Tickets

Registration by APRIL 19, 2016	_____ @	\$25.00	\$ _____
Registration APRIL 20, 2016 or Later	_____ @	\$35.00	\$ _____
Welcome Reception (Friday)	_____ @	\$30.00	\$ _____
Luncheons _____ Vegetarian			
Governor’s (Friday)	_____ @	\$30.00	\$ _____
President’s (Friday)	_____ @	\$30.00	\$ _____
Membership (Saturday)	_____ @	\$30.00	\$ _____
CCLS luncheon (Saturday)	_____ @	\$30.00	\$ _____
Saturday Night Banquet	_____ @	\$55.00	\$ _____
_____ chicken                  _____ Pork Tenderloin                  _____ Salmon			
Sunday Brunch	_____ @	\$35.00	\$ _____
Total Amount Enclosed			\$ _____

Special dietary needs: \_\_\_\_\_

Please make checks payable to: **MCLPA MAY 2016 ANNUAL CONFERENCE FUND**

Mail to: Alison Gardner, CCLS  
 775 E. Blithedale Avenue #122  
 Mill Valley, CA 94941

For General Information Contact:  
 Registration Chair – Alison Gardner, CCLS (415) 419-2012 – [agardner@freitaslaw.com](mailto:agardner@freitaslaw.com)  
 or Conference Co-Chair – Kristi Edwards, CCLS (415) 491-5000 – [kledwards@justice.com](mailto:kledwards@justice.com)  
 Christine Flores (415), CBA 773-5566 – [cflores@orrick.com](mailto:cflores@orrick.com)

**NO REFUNDS AFTER May 5, 2016**



**HOORAY FOR LSI! A Tribute to Hollywood**  
**MARIN COUNTY LEGAL PROFESSIONALS ASSN. and**  
**SAN FRANCISCO LEGAL PROFESSIONALS ASSN.**

MAY 19-22, 2016  
 LSI 82<sup>ND</sup> ANNUAL CONFERENCE  
 FLAMINGO CONFERENCE RESORT and SPA  
 SANTA ROSA, CALIFORNIA

**HOTEL REGISTRATION FORM**

FLAMINGO CONFERENCE RESORT and SPA  
 2777 Fourth Street  
 Santa Rosa, CA 95405  
 PH: 800-848-8300 or 707-545-8530

NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 LOCAL ASSOCIATION: \_\_\_\_\_ LSA/LPA (FULL NAME)  
 ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

Accommodations: (Plus Applicable Taxes and Fees)

- Double/Double or Superior King - **\$169**, plus \$10 each for 3<sup>rd</sup> & 4<sup>th</sup> person
- Executive King - **\$199**
- Suite - **\$269**

*Includes complimentary Wi-Fi in guest and meeting rooms, complimentary Self-Parking, and complimentary Continental Breakfast for all registered attendees on Friday and Saturday.*

Please use the following link or call hotel directly for reservations, 707-545-8530. Use code "**LSI CONFERENCE 2016**" to identify yourself as being a part of **lsi** in order to get the group rate.

A credit card is required to hold your reservation, but the hotel will not charge your card at the time of reservation.

Please ensure you receive a written confirmation and bring it with you to conference.

[LSI Conference 2016 Reservation Link](#)

For General Information Contact:

Registration Chairman: Alison Gardner, CCLS, 415-419-2012, [agardner@freitaslaw.com](mailto:agardner@freitaslaw.com)  
 Conference Co-Chair: Kristi L. Edwards, CCLS, 415-491-5000, [kledwards@justice.com](mailto:kledwards@justice.com)  
 Conference Co-Chair: Christine Flores, CBA, 510-388-7918, [cflores@orrick.com](mailto:cflores@orrick.com)

**HOTEL REGISTRATION DUE BY APRIL 24, 2016**

*The Hotel is expected to sell out during our dates. Please make your reservations early!*



## 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 11 and ending March 7, 2016. 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 11, 2016

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.

### 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 4, 2016, to Shaylene Cortez, CCLS, LSI Legal Secretarial Training/Seminar Chair, [training@lsi.org](mailto:training@lsi.org) or mail to LSI (see website for mailing address). 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, 2016.

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

## Governor's Report Submitted by Jan Ainsworth



Governor  
Jan Ainsworth

Riverside LPA was our host association for LSI's Second Quarterly Conference. The theme for the weekend was "Super Heroes." Quite a few members of our host association came costumed and we even received a visit from The Joker and Batman at banquet on Saturday night.

The Board of Governors meeting was called to order at 9:00 a.m. An inspirational message was given by Annette Johnson, President of San Fernando Valley LSA. She explained that what makes a hero heroic is that they are more concerned about group goals versus their own. They recognize their weaknesses and recognize those who give them credence. She segued into how it relates to us as legal secretaries and our attorneys. Annette's accolades to her fellow legal secretaries was well received.

Thereafter roll was called. Twenty-four governors were present and we had a quorum. Correspondence was read – a condolence thank you card from Past President, Christa Davis, regarding the passing of her husband. The introduction of our official Timekeeper and Page for the day was LSI Administrator, Kim Oreno. This was my first time meeting Kim. She was a pleasure and I look forward to working with her. You can see her photograph in the November issue of *The Legal Secretary* along with her contact information.

The Minutes of the August Quarterly Conference Board of Governors Meeting were approved as mailed. Treasurer, Lynne Prescott, CCLS, read the Second Quarter Treasurer's Report. When asked if there were any questions for Lynne, one Governor inquired if a sales tax income line item could be added to the Summary of Revenue

Expenses. Lynne's response was in the affirmative. Vice President, Jennifer Page, CCLS, reported that the "Chapter Achievement Contest is in full swing, the updated contest form is available on the LSI website and to start counting those points!" I couldn't have said it better myself.

We recessed at 10:15 a.m. and I attended the Civil Litigation Seminar. We adjourned for lunch at approximately 12 Noon. I naturally ran to the clothes vendor booth and bought myself a harvest gold cashmere-like shawl for fall. I attended the Governor's Luncheon. Hot topic: dealing with difficult board members (i.e., bullying, nosy, wants change/doesn't want change). Thank goodness we at SLSA have nothing like that going on.

Discussion of the EC Resume: Will the Legal Secretary Resource Guide be updated in time for the Beginning Legal Secretary Training class? The answer was maybe, but, whatever the version – it will be ready for the class. Constant Comment. What is it and how will it be used? Constant Comment is a tea flavor. Just kidding. Just seeing if you are paying attention. It is actually called Constant Contact and it is a communicative database that will enable LSS to e-blast like SLSA uses Mail Chimp. Parliamentarian, Astrid Watterson, CCLS, advised that new chapter requirement rules are in discussions and forthcoming. For instance, steps on how to grow your association and how to generate a new chapter. Twelve people are necessary to start a new chapter. Exciting news from LSS Coordinator, Dawn Forgeur, CCLS, there is discussion regarding reconfiguration of LSS Sections (combining Criminal and Family; and, adding Federal). Look for this development to come Fiscal Year 2016.

Now let's get to the Governor voting portion of the meeting. I have relayed to you an LSI Bylaw and Recommendation that Governors will be voting upon at Conference. As you will remember, the first was a housekeeping task keeping up with the times regarding mailing. We do not mail any longer – we email. The second was an Executive Committee Recommendation to revoke the charter membership

## Governor's Report - Continued

of Redding LPA. This recommendation was/is based on Redding LPA's failure to pay per capita taxes and a membership of less than five. There was a standing vote. Twenty-four Governors counted off and voted unanimously in favor of both.

There were a few announcements: Pamela Schuld was appointed to the PRC Committee. I cannot recall her association. My apologies. LSI's Third Quarterly Conference will be held on February 26-28, 2016 at the Tenaya Lodge, Fish Camp, CA. Public transit is available to Yosemite. Go to this website for more information: [yarts.com](http://yarts.com). LSI's 82<sup>nd</sup> Annual Conference will be held May 20-22, 2016 at the Flamingo Conference Resort & Spa in Santa Rosa, CA. The theme will be "Hooray for LSI – A Tribute to Hollywood." I understand the Flamingo is a Sonoma wine country four star conference venue and Santa Rosa will be our host association. Get your reservations in early for both. I understand rooms are at a premium. For more information go to [lsi.org](http://lsi.org) and click on Upcoming Conferences. There you will find hotel reservation information, etc.

We were surprised at Saturday night's banquet to a fight between Batman and The Joker. Guess who won? Thereafter, I had the pleasure to attend the appreciation after party in LSI President, Mary Beaudrow's suite. We toasted Shaylene Cortez,

CCLS, Conference Chair, and Riverside LPA for a job well done and another conference under our super hero belts.

Sunday at brunch we were introduced to our guest speaker, Teresa Rhyne, Esq. Teresa is a Cancer survivor to a triple negative diagnosis which would not respond to hormonal treatment – but only to chemo therapy. The odds were against her. Teresa's story was heartbreaking and uplifting all at the same time. Teresa also has an affinity for beagles; especially one named Seamus, who, along with Teresa's husband, kept her spirits up. Remind me to tell you the cookie story.

Call to order came at 10:55 a.m. Roll call was dispensed. There was no unfinished business. There was no new business.

The President made the announcement that the five scrip tickets to the Merced County LPA hosted February 2016 Quarterly Conference in Central California are: Los Angeles LSA, Santa Maria, LSA, San Gabriel Valley LSA, San Francisco LPA, and Rio Hondo District LPA. Congratulations!

We adjourned at 11:11 a.m. I headed back to my room, checked out, shared/grabbed a cab, and hightailed it back to the airport to get my name on the next flight out as a stand by. It worked and I was home before the flight I was scheduled on even took off. Phew.

## Chapter Achievement Chat

Speaking of CAPS – I earned 200 points attending conference and three LSS section seminars. SLSA CAPS earned to date: 19,025 points. We need 55,000 plus by March 31 to possibly win at annual. Go SLSA. There's a new CAPS form on the LSI website.

My LOPM updates arrived. Did yours? Be sure to send in your CAPS form to earn more points for our association.

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

# LSI's Second Quarterly Conference Riverside, CA



Heather Edwards, Executive Secretary; Lynne Prescott, CCLS, Treasurer; Sandra Jimenez, CCLS, Executive Advisor; Astrid Watterson, CCLS, Parliamentarian



A band of super heros!



### *Code of Ethics*

#### *Legal Secretaries, Incorporated*

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

*Dedicated to Joan Moore, PLS*

## CIVIL PROCEDURE CALENDARING WORKSHOP

The SF BAY AREA CHAPTER of the National Docketing Association is pleased to present its **Annual Civil Procedure Calendaring Workshop**

An overview of civil procedure calendaring requirements in California state and federal courts with an emphasis on applicable calendaring deadlines and techniques. Ideal for litigation secretaries, calendar/docket professional, paralegals and case clerks with some basic civil procedure experience. Topics will include venue and jurisdiction, initiation of the action, service of process, responsive pleadings, discovery, motion practice, and methods of disposition.

**MCLE Status: 3.25 Hours**

Date	Saturday, March 19, 2016
Time	9:00 a.m. – 12:30 p.m. <b>Registration opens at 8:30 a.m.</b>
Place	Morrison & Foerster, 425 Market Street, 33 <sup>rd</sup> Floor
Cost	<b>\$125</b> (before 3/12/16)
	<b>\$140</b> (after 3/12/16)
<b>Pre-Registration Only – Registration will not be taken at the door on the day of the workshop*</b>	

To register for this event: - <http://www.nationaldocketing.org/event-2093812>

**\* The Workshop is limited to 70 registrants; and will be filled in the order that registrations with payment are received**

**There is a \$15 charge for a check returned due to insufficient funds. Advance Cancellation is Required. If you enroll and cannot attend, a refund, less \$15 service charge, will be made if written request is received three (3) days prior to the date of the program.**

Questions? [sfdocket@gmail.com](mailto:sfdocket@gmail.com)

### Speakers:

**Elaine Screechfield** is the Firmwide Litigation Docket Manager at Morrison & Foerster LLP. Ms. Screechfield attended the University of California-Davis and the University of San Diego School of Paralegal Studies. Elaine currently serves as the Education Committee Chair for the National Docketing Association and is the Chair of the SF Bay Area Chapter of the NDA. She has lectured at numerous forums including the San Francisco Bar Association; San Francisco Legal Professionals Association; (former) San Francisco Docket Association; National Docketing Association; 2014 Aderant Conference; Bay Area Legal Forum; and the Legal Secretary College of California, where she also was a member of the Board of Advisors.

**Mary J. Beudrow, CCLS**, is a Senior Docket Coordinator at Morrison & Foerster LLP. Ms. Beudrow has been employed in the legal field for over thirty years, spending much of that time working in the attorney service business. Mary currently serves as President for Legal Secretaries, Incorporated, and she is a past president of California Association of Legal Support Professionals. She is a member of the National Docketing Association (and its SF Bay Area Chapter) and of Mt. Diablo Legal Professionals Association. She has lectured at a number of forums including San Francisco Legal Professionals Association, Livermore-Amador Legal Professionals Association, and the Bay Area Legal Forum.

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Mt. Diablo Legal Professionals Association  
P.O. Box 4253  
Walnut Creek, CA 94596

# Legal Procedures

## Submitted by Corene Rodder

### **From the LSI Blog:**

#### **UNITED STATES BANKRUPTCY – REVISED FORMS GO INTO EFFECT DECEMBER 1**

<http://www.lsi.org/united-states-bankruptcy-revised-forms-go-into-effect-december-1/>

U.S. Bankruptcy Court filers and lawyers must use new forms beginning December 1, when the first modernization of bankruptcy forms in two decades takes effect.

The forms are available at [www.uscourts.gov](http://www.uscourts.gov), and contain major changes in organization, language and numbering. Because the new forms will be mandatory for all new cases, users of the bankruptcy system [...]

#### **SACRAMENTO – CIVIL LAW AND MOTION DEPARTMENT CLOSURES IN DECEMBER/JANUARY**

<http://www.lsi.org/sacramento-civil-law-and-motion-department-closures-in-decemberjanuary/>

Due to the December and January holidays, the Civil Law and Motion Departments (Dept. 53 and Dept. 54) will not have calendars on the following dates:

#### **Department 53:**

December 24, 2015; December 31, 2015; January 4, 2016

#### **Department 54:**

December 28, 2015; January 5, 2016

**EX PARTE MATTERS WILL CONTINUE TO BE HEARD ON THE DATES ABOVE.**

#### **LOS ANGELES – REALLOCATION OF JUVENILE COURT RESOURCES**

<http://www.lsi.org/los-angeles-reallocation-of-juvenile-court-resources/>

#### **LOS ANGELES - COURT IMPROVES SERVICE TO THE PUBLIC THROUGH ONLINE INNOVATIONS**

<http://www.lsi.org/los-angeles-court-improves-service-to-the-public-through-online-innovations/>

#### **EL DORADO – TELPEHONIC APPEARANCES**

<http://www.lsi.org/el-dorado-telephonic-appearances/>

The El Dorado Superior Court is implementing a new telephonic appearance system, effective January 1, 2016. This new telephonic appearance system will be replacing CourtCall for all telephonic appearances.

To schedule an appearance, this must be done from the El Dorado Court website

at:

<http://www.eldoradocourt.org/online-services/vcourt.html>

You may view the latest post at [www.lsi.org/blog](http://www.lsi.org/blog).

## Legal Procedures - Continued

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- Legal Secretaries, Inc. – LSI - <http://www.lsi.org> -

### **SACRAMENTO – POSSIBLE STRIKE**

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The Sacramento Superior Court has been advised that its largest Union the UPE Office Technical Unit is planning a strike on December 15 and 16. The Court will remain open during the strike. Some court services may, however, be impacted as a result of the strike. We apologize for any inconvenience this may cause. We are working to resolve this matter as expeditiously as possible. For further information regarding impacted services, please visit: [www.saccourt.ca.gov](http://www.saccourt.ca.gov)

<https://www.saccourt.ca.gov/general/docs/pr-possible-labor-action-120815.Pdf>

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Article printed from Legal Secretaries, Inc. – LSI: <http://www.lsi.org>

URL to article: <http://www.lsi.org/sacramento-possible-strike/>

Corporate Office:  
2520 Venture Oaks Way, Suite 150  
Sacramento CA 95833  
Toll Free: 800-281-2188  
Local: 916-239-4089  
Fax: 916-924-7323  
[info@lsi.org](mailto:info@lsi.org)

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### **NEVER FOLLOW UP WITH YOUR PROCESS SERVER**

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or [ServeSmarter@abclegal.com](mailto:ServeSmarter@abclegal.com).

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



## Legal Procedures - Continued

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Judicial Council of California  
Communications, 455 Golden Gate Ave., San Francisco, CA 94102-3688  
California Courts Infoline 800-900-5980, [www.courts.ca.gov](http://www.courts.ca.gov)

**NEWS RELEASE**

Contact: [Kevin.Stinson](mailto:Kevin.Stinson), 714-571-2600

**FOR IMMEDIATE RELEASE**

November 25, 2015

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### **Court of Appeal Announces Destruction of Old Court Records**

SANTA ANA—The [Court of Appeal, Fourth Appellate District](#), Division Three, has announced its intention to destroy the following criminal and juvenile records pursuant to [Rule 10.1028\(d\)](#) of the California Rules of Court.

All records in criminal cases (excluding those with published opinions) are preserved for a period longer than 20 years, and all records in civil cases (excluding those with published opinions) are preserved for a period longer than 10 years. The records transfer lists of the cases and files relating to this destruction of old court records are available on the court's website:

- [27](#)
- [29](#)
- [30](#)

Anyone who knows of a reason why any of the records listed should be retained, whether for historical or other reasons, should notify Kevin Stinson, Assistant Clerk/Administrator. The reasons for retention should be sent in writing by December 31, 2015 to:

Kevin Stinson, Assistant Clerk/Administrator  
Court of Appeal, Fourth Appellate District  
P.O. Box 22055  
Santa Ana, CA 92701

Please note that records and case files for actions that result in a published opinion will be retained **permanently** by the California State Archives, 1020 "O" Street, Sacramento, CA 95814. The Reference Desk can be contacted at 916-653-2246. Their website is [www.sos.ca.gov/archives](http://www.sos.ca.gov/archives).

# Legal Procedures - Continued

## U.S. Bankruptcy Court

### December 1 Forms Changes - UPDATE

Most Official Bankruptcy Forms are scheduled to be replaced with substantially revised, reformatted and renumbered versions effective December 1, 2015. Other National forms (known as Director's Forms) are being renumbered also effective December 1. The changes to the national forms do have a significant impact on local CSD forms and some procedures.

- CM/ECF will be down on December 1 from 5:00 a.m. until approximately 8:30 a.m. to allow us to install the updated software. This will allow eFilers to complete any filings with the old forms before the system is updated. Any filings after midnight November 30 will be technically deficient.

- The updated version of CM/ECF will require the new forms when using petition preparation software that automates the filing process (i.e. case upload). The manual eFiling process can be used to file the pre December 1 forms. Instructions can be found in the Attorney On-Line Manual ([http://www.casb.uscourts.gov/html/manual/CM-ECF\\_Manual.htm](http://www.casb.uscourts.gov/html/manual/CM-ECF_Manual.htm)).

- [Here](#) is a "zip" file that contains updated Administrative Procedures and CSD forms. Many CSD forms were revised to conform with the new numbering schema. There are also substantive changes to many of the forms including a new proof of service. The court's website will be updated with all the new forms on December 1.

Amendments to the Local Bankruptcy Rules are being made as technical corrections to conform with the December 1 National form changes. [General Order 185](#) specifies the changes. The period of comment is from now until November 30, 2015. Except as set forth in a further order of this Court, the effective date of this order shall be December 1, 2015. Comments concerning these amendments may be submitted by E-mail to:

[LBRcomments@casb.uscourts.gov](mailto:LBRcomments@casb.uscourts.gov) [please include the name, firm name (if any), E-mail address, and phone number of the person submitting the comment] or by mail to the Clerk of Court at 325 West F Street, San Diego, California 92101 - 6991. Please note on the envelope: "LBR renumbering". The deadline is November 30, 2015.

### **REMINDER - Mandatory Chapter 13 Plan for Comment FINAL DUE DATE 11/30**

The local Chapter 13 Plan Committee has completed work on a draft mandatory Chapter 13 plan for use in the Southern District of California. The [draft plan](#) is now available for a 30-day comment period. Simultaneously with this period for comment, the committee will be completing work on guidelines and any amendments to the Bankruptcy Local Rules to implement the mandatory plan. No effective date has been set for implementation. That will occur when a General Order is issued with the guidelines and the proposed amendments to the Bankruptcy Local Rules. Comments concerning the Mandatory Chapter 13 Plan may be submitted by E-mail to [LBRcomments@casb.uscourts.gov](mailto:LBRcomments@casb.uscourts.gov) [please include the name, firm name (if any), E-mail address, and phone number of the person submitting the comment] or by mail to the Clerk of Court at 325 West F Street, San Diego, California 92101 - 6991. Please note on the envelope: "In re: Chapter 13 Plan". The deadline is November 30, 2015.

## Legal Procedures - Continued

### U.S. District Court – Northern District of California

Amendments to the Federal Rules of Civil Procedure adopted by the Supreme Court in April 2015 and accepted by Congress took effect on December 1. The changes affect Civil Rules 1, 4, 16, 26, 30, 31, 33, 34, 37, 55, and 84, and the Appendix of Forms. The amendments will govern all proceedings commenced on or after December 1, 2015, and all proceedings then pending “insofar as just and practicable.”

The application of the new rules to already-filed cases is authorized by 28 USC §2074(a), which provides in pertinent part:

*The Supreme Court may fix the extent such rule shall apply to proceedings then pending, except that the Supreme Court shall not require the application of such rule to further proceedings then pending to the extent that, in the opinion of the court in which such proceedings are pending, the application of such rule in such proceedings would not be feasible or would work injustice, in which event the former rule applies.*

In this case, the Supreme Court's order of April 29, 2015 transmitting the rules to Congress stated that the amendments would govern "all proceedings in civil cases thereafter commenced and, insofar as just and practicable, all proceedings then pending."

Significant changes to the Federal Rules of Civil Procedure include, among others:

1. The time for service of process under Rule 4(m) is shortened from 120 days to 90 days.
2. The time for holding the initial case management conference under Rule 16(b) has been shortened by 30 days, and new topics for the Rule 26(f) and Rule 16 conferences have been added.
3. The scope of discovery in Rule 26(b)(1) has been amended, and the need for proportional discovery tailored to the reasonable needs of the case has been highlighted.
4. Rule 37(e) has been rewritten to address the preservation and loss of electronically stored information.
5. Rule 1 has been amended to state that parties as well as courts have an obligation to secure the just, speedy, and inexpensive determination of every action.

The text of the amended rules and extensive supporting documentation related to their adoption — including excerpts from the reports of the Judicial Conference Committee on Rules of Practice and Procedure containing the Committee Notes — are posted on the Judiciary’s website at: [www.uscourts.gov/rules-policies/current-rules-practice-procedure](http://www.uscourts.gov/rules-policies/current-rules-practice-procedure).

[View this news item on the website of United States District Court — Northern District of California.](#)

#### CCLS Answers

1. C
2. B
3. B
4. C (preferred: scarves)
5. A
6. A
7. B
8. A
9. C (preferred: zeros)
10. B

**ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION***A Member of Legal Secretaries, Incorporated***Does Your Thinking Limit Your Success?****Speaker: Betty Jo Waxman**

Productive Learning, LLC

www.ProductiveLearning.com

Date & Time**Tues., February 2, 2016  
6:00 p.m.**Location**Buttercup Grill  
229 Broadway, Oakland**Entrée Options:

- 1) **GRILLED CHICKEN TOSTADA** – A large flour tortilla shell filled with beans, shredded lettuce, jack and cheddar cheese, topped with grilled chicken and garnished with guacamole, sour cream, diced tomatoes and green onions.
- 2) **FRIED CHICKEN** - Juicy half chicken piece deep fried to a golden brown. Served with garlic mashed potatoes and fresh vegetables. Served with a choice of dinner salad (*please specify dressing*), or cup of soup.
- 3) **AVOCADO BURGER** – A plump patty served on an old fashioned bun topped with lettuce, tomatoes, red onions, avocado, Jack cheese and Thousand Island dressing. Served with a choice of fries, curly fries or potato salad (*please specify*).
- 4) **FISH AND CHIPS** – Fresh fish lightly battered and fried to a golden brown, with fresh cole-slaw. Served with a choice of regular or curly fries (*please specify*).

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

**COST****\$25 per person**

PLEASE NOTE: 24-hr cancellation required to avoid being charged for meals.

No-shows will be charged for their meal.

Please make checks payable to “**ACLSA**”.**RESERVATIONS REQUIRED**

Please submit your reservation and dinner choice to

**Judy A. Martinez** as soon as possible,RSVP Deadline: No later than Friday, January 29th at [jmh1561@aol.com](mailto:jmh1561@aol.com)

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ACLSA, a local association of Legal Secretaries Incorporated, an approved provider, certifies that this activity has been approved for minimum of .45 hr. of CCLS continuing legal education.



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**San Jose, CA 95120**

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For more information, contact Rod Cardinale Jr. - [rodcardinalejr@sbcglobal.net](mailto:rodcardinalejr@sbcglobal.net)  
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 SCCoLPA, P.O. Box 90509, San Jose, CA 95109.



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**SLSA /LSI Members: \$45**

**Non-Members: \$50**

**Deadline to RSVP is February 11, 2016**

**\$5 late fee will apply to all reservations made after the deadline**

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

**Deadline to RSVP is February 11, 2016. A late fee of \$5 will apply to all reservations made after the deadline\***

- 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)

**Menu Choices:**

- ◇ Spice Rubbed Tri-Tip with BBQ Vinaigrette
- ◇ Salmon Tapenade with Tomato, Olive & Pine Nut Relish
- ◇ Grilled Portobello Mushroom Stuffed with Cheesy Herb Polenta and Roasted Tomato Aioli

**Accompanied by Mixed Field Greens with Grape Tomato, Cucumber, Carrots with dressing, Chef's Risotto, Fresh Vegetable Du Jour, Rolls & Butter and Lemon Crème Chiffon Cake**

**Make Checks Payable to: "SLSA" and Mail To:**

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

Deseree Aguillen (916) 231-0321, [daguillen@stonegraves.com](mailto:daguillen@stonegraves.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.

# Employment Report

## Submitted by Jaymie Moralez



Jaymie  
Moralez, Chair

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

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

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

posted as soon as possible.

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

**Paralegal-County of Sacramento. Position Information:** Under the direction and supervision of a licensed attorney, performs legal tasks assisting the attorney in preparing legal documents, and other legal services. Please refer to the online job announcement for further details. **Minimum Qualifications:** In accordance with the California Business and Professions Code, section 6450 (c), as may be amended from time to time, applicants must meet one of the following requirements: (1) Possess a certificate of completion of a paralegal program approved by the American Bar Association. (2) Possess a certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education. (3) Possess a baccalaureate degree or an advanced degree in any subject *and* a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, *and* a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. (4) Possess a high school diploma or general equivalency diploma *and* a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, *and* a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. **Note:** The word "experience" referenced in the minimum qualifications means full-time paid experience unless the job announcement states that volunteer experience is acceptable. Part-time paid experience may be accumulated and pro-rated to meet the total experience requirements. **Application:** Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a County of Sacramento employment application online, in person, or by mail, *by 5:00 p.m.* on the posted cut-off date. [www.SacCountyJobs.net](http://www.SacCountyJobs.net).

## Employment Report - Continued

**Experienced Litigation Secretary.** Delfino Madden O'Malley Coyle & Koewler LLP, a 14-attorney firm in downtown Sacramento, is seeking an experienced litigation secretary to work with attorneys in its employment law practice. The successful candidate should have proficiency with Microsoft Office Suite, preparation of complex law and motion documents, and must be able to work well with clients and assist the assigned attorneys in balancing multiple counseling and litigation tasks. We are a collegial firm with competitive pay and benefits and are looking for a talented secretary to join us. Please submit your confidential resume to [admin@delfinomadden.com](mailto:admin@delfinomadden.com). No phone calls please. Equal Opportunity Employer.

**Full-Time Legal Secretary.** Preeminent Workers' Compensation Defense Law Firm is seeking an experienced full-time legal secretary for its Sacramento office to support friendly busy attorneys. Ideal candidate should have two years of experience and be reliable, organized, dependable, and able to take direction. Candidates must have good written and oral communication skills. Candidates should have proficient knowledge of Workers' Compensation procedures. *Responsibilities include, but are not limited to:* Transcription with digital dictation machines; proactively assist in the handling of upcoming events; determining dates upon which various pleadings must be served and filed, and ensuring service by those dates; following up with doctors and third party vendors regarding appointments and reports. *Additionally, the chosen candidate should possess these competencies and skills:* ability to format pleadings; ability to identify urgent tasks and to prioritize accordingly; able to practice appropriate office etiquette; ability to manage their time and multitask effectively; able to display problem-solving skills by developing methods or approaches to getting the work done; ability to maintain composure and professionalism under pressure; ability to adapt to new situations and changing priorities. Please reply to Tyler Roberts at [troberts@twohylaw.com](mailto:troberts@twohylaw.com) with resume, professional references, and a cover letter outlining your workers' compensation experience for this position and your familiarity with EAMS.

**Experienced Litigation Secretary.** Small Sacramento employment law office seeks an experienced litigation secretary to support two attorneys. The position requires law office experience in a litigation setting; excellent working knowledge of Microsoft Office (Outlook, Word, Excel); legal calendaring and filing throughout California in various state and federal courts. Prolaw and Worldox experience is a plus. The successful candidate is flexible, organized, good natured and comfortable interacting with high-profile clients. This position also requires excellent reliability and attendance. This is a great opportunity with a dynamic, small law firm, located downtown. We have full benefits, paid downtown parking and a profit sharing program. Salary is competitive and commensurate with experience. Please submit a resume and salary history to [rstovert@shawvalenza.com](mailto:rstovert@shawvalenza.com).

**Administrative Assistant/Paralegal.** Solo Practitioner seeks full-time paralegal/administrative assistant to join the office. This firm specializes in bankruptcy law. One to three years of bankruptcy experience strongly preferred. Superior communications are a must as the position requires constant contact with clients, the courts, the Trustee's offices and various outside agencies. The successful candidate will have a proven track record independently managing a high volume workload in a thorough and expeditious manner. Job duties include, but are not limited to, the following: Gather all necessary documents in order to prepare and complete Chapter 7 and Chapter 13 bankruptcy petitions; motions and litigation support; manage three separate e-mail inboxes including Court Docs inbox that requires calendaring deadlines and taking follow-up actions; ability to manage multiple ongoing assignments with competing deadlines and priorities; ability to logically solve problems with little supervision; answering phones, checking voicemail

## Employment Report - Continued

and responding to e-mails throughout the day; a strong work ethic, meticulous attention to detail; knowledge of Best Case, Word, Outlook, e-filing; discretion in handling and communicating sensitive information; willingness to work under pressure in a dynamic environment; a positive attitude and willingness to do whatever it takes to get the job done. Please reply to Kim Borden at [kim@nelsonswab.com](mailto:kim@nelsonswab.com) with resume, professional references and a cover letter explaining why you are the most competitive candidate for this position, your experience with bankruptcy software programs, your availability and salary expectations. We are an equal opportunity employer and invite candidates from all backgrounds to apply. No phone calls or in-person applications will be accepted. All inquiries held in confidence. EOE/LGBT.

**Litigation Legal Secretary.** The Law Office of Christian B. Green, a CNA staff counsel office located in Sacramento, CA is currently seeking an experienced litigation legal secretary. This role, under general supervision, assists attorneys and other legal staff by providing legal administrative support, which includes all aspects of document preparation, and coordination of schedules and calendars for attorneys and case work as well as scanning and e-filing. Collaboratively works with Claim, Claim Legal and clients as well as other third parties to produce desired results in litigation matters including construction defect, personal injury, property damage, medical malpractice, and general liability matters. *Essential Duties & Responsibilities:* Handles all aspects of document preparation. May draft, prepare, and distribute legal correspondence and memoranda under management/attorney direction. Files documents timely and appropriately with courts and other parties. Collaboratively assists in gathering and organizing exhibits, documents, trial data and other materials in response to subpoenas, discovery requests, interrogatories, motions for summary judgment, etc. Accountable for organizing and maintaining all files (electronic, paper, and other) and legal archives. Schedules and coordinates attorney and case load calendars. May perform additional duties as assigned. *Skills, Knowledge & Abilities:* In-depth knowledge of legal terminology, procedures, and practices as well as overall general knowledge of the insurance industry and the business units. Excellent internal/external customer interactive skills. Strong computer skills including Microsoft Office Suite and other business related software systems. Excellent organizational skills including ability to prioritize and coordinate multiple tasks. Excellent written and verbal communication skills including professional phone etiquette and the ability to draft complex written correspondence. Acts with a sense of urgency to advance priorities of the organization. *Education & Experience:* Associates degree with course work or applicable certifications preferred or equivalent experience. Typically a minimum four years of experience in a related legal administrative environment. If interested, please e-mail your resume to [karen.jackson@cna.com](mailto:karen.jackson@cna.com).

**Probate/Trust Administration Paralegal.** Roseville law firm seeking a paralegal with a minimum of 5 years of experience in probate, trust administration, conservatorships, guardianships and estate litigation. Estate Planning experience would be a plus. Must know court procedures and filing requirements. Applicants must have attention to detail, excellent organization, and communication skills and be able to manage a sizeable workload. Looking for someone who is dependable and accountable. A friendly personality and strong team spirit are a must. Full time or possible part-time schedule. Pay DOE, with benefits. Please send resume to Natalie: [natalie@mylawyersllp.com](mailto:natalie@mylawyersllp.com).

LEGAL SECRETARIES, INCORPORATED  
MEMBERSHIP LIST AS OF 10/31/15

Total Members (Fiscal Year-end 4/30/15)	Association		New Members	Transfer Members	Continuing Members	Total Members
38	Alameda County	LSA	8		32	40
6	Antelope Valley	LSA	0		6	6
37	Beverly Hills/Century City	LSA	2		28	30
15	Conejo Valley	LPA	0		13	13
25	Desert Palm	LPA	11		14	25
19	El Dorado County	LPA	0		0	0
90	Fresno County	LPA	39		48	87
30	Humboldt County	LPA	2		24	26
19	Imperial County	LPA	5		13	18
18	Livermore-Amador Valley	LPA	2		11	13
47	Long Beach	LPA	11		34	45
87	Los Angeles	LSA	14		44	58
27	Marin County	LPA	2		13	15
48	Merced County	LPA	4		33	37
57	Mt. Diablo	LPA	10		49	59
14	Napa County	LSA	0		14	14
78	Orange County	LSA	3		44	47
20	Placer County	LPA	6		14	20
1	Redding	LPA	0		0	0
17	Rio Hondo District	LPA	7		16	23
20	Riverside	LPA	3		19	22
151	Sacramento	LSA	20		93	113
211	San Diego	LSA	13		114	127
27	San Fernando Valley	LSA	21		19	40
102	San Francisco	LPA	6		65	71
37	San Gabriel Valley	LSA	11		20	31
51	San Mateo County	LSA	7		38	43
20	Santa Barbara	LPA	3		14	17
84	Santa Clara County	LSA	29		59	88
5	Santa Cruz County	LPA	0		5	5
21	Santa Maria	LPA	2		10	12
27	Sonoma County	LSA	8		18	26
9	Southern Butte	LSA	1		9	10
38	Stanislaus County	LPA	1		32	33
27	Stockton-San Joaquin	LPA	3		21	24
4	Trinity County	LSA	0		0	0
15	Ventura County	LPA	0		9	9
24	Members at Large		6		16	22
<b>1546</b>	<b>YTD TOTALS</b>					<b>1269</b>

MEMBERSHIP LIST 2nd Quarter, 10-31-15

## SLSA Committee Chairs 2015-2016

Updated: 10/20/15

Position	Name	Contact Info
Advertising	Elizabeth Madden, CCLS	<a href="mailto:elizccls@gmail.com">elizccls@gmail.com</a>
Audit (Financial Review) [3 people]	<b>OPEN</b>	
Benefits	<b>OPEN</b>	
Budget Committee	Dawn Forgeur, CCLS (Chair) Deseree Aguillen Lynne Prescott, CCLS	<a href="mailto:dawn.forgeur@stoel.com">dawn.forgeur@stoel.com</a> <a href="mailto:daguillen@stonegraves.com">daguillen@stonegraves.com</a> <a href="mailto:lynne@majlabor.com">lynne@majlabor.com</a>
Bulletin Editor	<b>OPEN</b>	
CCLS	Elizabeth Madden, CCLS	<a href="mailto:elizccls@gmail.com">elizccls@gmail.com</a>
Charitable Projects	Corene Rodder (Chair) <b>OPEN</b>	<a href="mailto:crodder@somachlaw.com">crodder@somachlaw.com</a>
Day In Court	Deseree Aguillen (Chair) Alex Cain (Co-Chair) Maimie Chyinski (Co-Chair) <b>OPEN</b>	<a href="mailto:daguillen@stonegraves.com">daguillen@stonegraves.com</a> <a href="mailto:acain@odlegal.net">acain@odlegal.net</a> <a href="mailto:mchyinski@f3law.com">mchyinski@f3law.com</a>
Employment	Jaymie Moralez	<a href="mailto:Jaymie.moralez@jud.ca.gov">Jaymie.moralez@jud.ca.gov</a>
Historian	Corene Rodder	<a href="mailto:crodder@somachlaw.com">crodder@somachlaw.com</a>
Interclub	Lynne Prescott, CCLS (Chair)	<a href="mailto:lynne@majlabor.com">lynne@majlabor.com</a>
Law Office Products & Management	<b>OPEN</b>	
Legal Procedures	Corene Rodder	<a href="mailto:crodder@somachlaw.com">crodder@somachlaw.com</a>
Legal Professional of the Year / Boss of the Year	Maimie Chyinski (Chair) Christie Kaelber Teri McClory, CCLS	<a href="mailto:mchyinski@f3law.com">mchyinski@f3law.com</a> <a href="mailto:ckaelber@downeybrand.com">ckaelber@downeybrand.com</a> <a href="mailto:teretad@metzlawonline.com">teretad@metzlawonline.com</a>
Legal Secretarial Training	Astrid Watterson, CCLS Dawn Forgeur, CCLS	<a href="mailto:Astrid.watterson@gmail.com">Astrid.watterson@gmail.com</a> <a href="mailto:dawn.forgeur@stoel.com">dawn.forgeur@stoel.com</a>
Marketing	Lacy Monserrat, CCLS	<a href="mailto:lacy@majlabor.com">lacy@majlabor.com</a>
Membership	Lacy Monserrat, CCLS	<a href="mailto:lacy@majlabor.com">lacy@majlabor.com</a>
Nominations & Elections [3 people]	Dawn Forgeur, CCLS (Chair) Selena Paradee <b>OPEN</b>	<a href="mailto:dawn.forgeur@stoel.com">dawn.forgeur@stoel.com</a> <a href="mailto:selena.paradee@stoel.com">selena.paradee@stoel.com</a>
Professional Liaison	Lynne Prescott, CCLS (Chair)	<a href="mailto:lynne@majlabor.com">lynne@majlabor.com</a>
Programs	Rebecca Lerma (Chair) <b>OPEN</b>	<a href="mailto:rebecca.lerma@stoel.com">rebecca.lerma@stoel.com</a>
Programs – Lunch Lessons	<b>OPEN</b>	
Publicity	Mary Taylor	<a href="mailto:mtaylor@downeybrand.com">mtaylor@downeybrand.com</a>
Reservations/Reception	Linda Bianchi	<a href="mailto:lbianchi@downeybrand.com">lbianchi@downeybrand.com</a>
Scholarship	Christie Kaelber (Chair) Suzanne MacDonald	<a href="mailto:ckaelber@downeybrand.com">ckaelber@downeybrand.com</a> <a href="mailto:smm@pacificalegal.org">smm@pacificalegal.org</a>
Vendor Liaison	<b>OPEN</b>	
Ways & Means	<b>OPEN</b>	
Website Coordinator / Social Media Chair	Dawn Forgeur, CCLS	<a href="mailto:dawn.forgeur@stoel.com">dawn.forgeur@stoel.com</a>
Fairytale Town	Deseree Aguillen (Chair) Alex Cain <b>OPEN</b>	<a href="mailto:daguillen@stonegraves.com">daguillen@stonegraves.com</a> <a href="mailto:acain@odlegal.net">acain@odlegal.net</a>
Reno Bus Trip	Dawn Willis (Co-Chair) Mary Taylor (Co-Chair)	<a href="mailto:dwillis@downeybrand.com">dwillis@downeybrand.com</a> <a href="mailto:mtaylor@downeybrand.com">mtaylor@downeybrand.com</a>
75th Anniversary Gala	Lynne Prescott, CCLS (Chair) Morgan Albanese <b>OPEN</b>	<a href="mailto:lynne@majlabor.com">lynne@majlabor.com</a> <a href="mailto:morgan@litigationervices.com">morgan@litigationervices.com</a>

# SLSA Executive Board 2015 - 2016



President  
Crystal Rivera  
(916) 446-7979  
president@slsa.org



Vice President  
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(916) 551-3302  
vicepresident@slsa.org



Secretary  
Brenda Bracy  
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secretary@slsa.org



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CCLS  
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treasurer@slsa.org



Governor  
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governor@slsa.org



Parliamentarian  
Astrid Watterson, CCLS  
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**Color Copying, Scanning & Printing**

**High Volume Copying**

**Video & Audio Duplication**

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