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WWW.SLSA.ORG

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Sacramento Legal Secretaries Association



February Event(s)

- **February Day in Court – February 16.** This event will be held at the Hilton-Sacramento Arden West, 2200 Harvard Street, Sacramento. You can register online through our website (www.slsa.org) or contact Maimie Chyinski at reservations@slsa.org. *See page 35.*
- **Nominations & Elections -** Nominations close Thursday, February 16, 2012. *See page 22.*

Mission Statement

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

NON-MEMBERS ARE WELCOME!





President's Report

by Dawn Forgeur, CCLS

The months are flying by and the Board and chairmen are already working on the February federal court updates event. Our Federal Day in Court will take place on February 16, 2012, at the Arden Hilton location again. Don't forget to register!

In January, SLSA held the state court updates Day in Court event and we had several court representatives come speak to everyone about what's going on in their court. Rebecca Lerma and Crystal Rivera are our Day in Court chairs and they did an awesome job coordinating the speakers, vendors, and putting together the handouts on CDs – thank you!

It's also time again for Nominations and Elections! The offices available are:

- President
- Vice President
- Secretary
- Treasurer
- Governor
- Delegates (3)

The delegates are SLSA's representatives at the May 2012 Annual Conference. The Delegates attend the Board of Governor's meetings and vote as they have been directed by the members. At the annual conference, if an issue comes up that the delegates have not been directed on, then the president provides them with insight on how to vote in a manner that is best for the association.

If you would like to add your name to the ballot for any of these positions, you can e-mail

Yolanda De La Cruz at ydelacruz@somachlaw.com, or you may fill out the nomination form in this bulletin and e-mail or fax that to Yolanda's attention. Nominations for each of these elected positions close at our February dinner meeting, and nominations can be made from the floor that night.

If you have any questions, please feel free to e-mail myself, or any of the board members! I look forward to seeing everyone in February.

It's time again for Nominations and Elections!



Chapter Achievement Points

Are you planning on attending the LSI quarterly conference at the end of February? Let us know because you've earned SLSA points!

If you've attended a class or seminar hosted by a sister association, you have earned SLSA more points.

Have you submitted any CCLS questions to the CCLS Certifying Board? Those also earn SLSA CAPs!

Please email governor@slsa.org and let us know how you've helped SLSA earn CAPs.

SLSA's State Day in Court

by Rebecca Lerma

SLSA's annual State Day in Court – Court Updates event was held on Thursday, January 19, 2012, at the Hilton-Arden West. We had well over 200 attendees this year! This year, SLSA went green and provided court handouts via CD instead of paper. This was a big hit, and we received feedback from several attendees about how they loved bringing back one CD to their offices instead of reams of paper! As you can imagine, the speakers were also very appreciative, especially Sacramento's speaker who in years past would bring in a dozen bankers boxes of local rules and updates. If you missed this event, we do have extra CDs of the handouts available for \$4, which will cover the cost of the CD and mailing it to you.



We were honored to have speakers from Sacramento Superior, El Dorado Superior, Placer Superior, Stanislaus Superior, San Joaquin Superior, and the Court of Appeals. Each speaker addressed changes to hours or locations, local rules, forms and procedures, provided tips on common filing mistakes, and answered audience questions. Many of the courts have made an effort to streamline their local rules and eliminate rules which are duplicative of either the California Rules of Court or California Codes, which is welcome news. (Note: All 2012 local rules for the counties who attended are on the handout disc.) Also, for all California courts are participating in an amnesty program this year for traffic tickets, so if you

have outstanding tickets and qualify, you can receive a discount.

Not only do we learn new things from Day in Court, but often times our speakers gain valuable feedback from us too! A few of our members noticed a discrepancy between the new local rule and local form related to the civil trial readiness procedure for Sacramento County. Meredith Bostian of Sacramento Superior acknowledged and addressed this issue for us.

If our speakers did not cover the topics you were interested in, I encourage you take a more participatory role to make next year's event even better. The speakers WANT to talk about the topics that we are interested in. They will tailor which speakers they send based on the questions we have. As someone who has stood in front of a crowd for presentations, I can tell you that one of the worst feelings you can get is that your audience is not interested in what you're saying. If you are not comfortable with asking questions in front of a crowd, please submit them in advance. This year we had three questions, and all three were addressed. I would love to see more of your questions answered next year.

SLSA hopes that you will be able to join us at February's Federal Day in Court event on Thursday, February 16, 2012. From the U.S. District Court, Eastern District we have the Honorable Carolyn Delaney, Magistrate Judge, and Wim van Rooyen, Law Clerk. Sandy Gettler, Bankruptcy ECF Liaison & Training Specialist, and Nicole Sanchez-Gargalikis, Bankruptcy Operations Help-Desk Analyst will be joining us from the U.S. Bankruptcy Court for the Eastern District. Your questions for these speakers may be submitted in advance to me at rmlerma@stoel.com



Membership Chair Report

by Lynne Gomes



SLSA's membership categories offer something for everyone -- from the person interested in learning more about the legal field, to the seasoned, long-standing legal professional. Membership in SLSA is open to all Sacramento-area legal professionals, including legal secretaries, legal assistants, paralegals, attorneys, other legal support staff, and those professionals or businesses who work directly with law offices. In addition to "active" membership (our largest category), SLSA also offers membership to those pursuing an education in the legal field or training to become a legal professional, as well as those who are exploring or desire to enter the legal field.

ACTIVE MEMBER -- Persons with at least one (1) year of legal experience who are currently employed in the legal profession qualify for Active Membership. Upon application and approval by SLSA's membership, active members also become members of LSI, are eligible to serve on committees, hold office, and have voting rights. Membership application fee/dues are \$40 per year.

STUDENT MEMBER -- Persons training to become a legal professional qualify for student membership. Upon completion of one year of legal experience, student members may become full active members with all the rights and obligations of active membership. Student members are allowed to retain the student membership status for no more than one (1) year after becoming employed. They are not eligible to hold office, nor do they have voting rights, but may serve on committees. Membership application fees/dues are \$25 per year, and does not include membership in LSI.

ASSOCIATE MEMBER -- Persons with a desire to become a legal professional who have not met the one year of legal experience requirement, or persons not currently employed as a legal professional, qualify for associate membership. Upon completion of the required active legal office employment, associate members may become full active members with all the rights and obligations of active membership. Associate members are allowed to retain the associate membership status for no more than two (2) years after becoming employed. They are not eligible to hold office, nor do they have voting rights, but may serve on committees. Membership application fees/dues are \$25 per year, and does not include membership in LSI.

SLSA has additional membership categories for retired members, lifetime members, and honorary members.

If you have questions about SLSA's membership requirements, or would like to submit an application for membership, please contact:

Lynne Gomes
 SLSA Vice President/Membership Chair
 1201 K Street, Suite 1100
 Sacramento, CA 95814
 (916) 442-1111 (Bus.)
 gomesl@gtlaw.com

CHANGE OF ADDRESS:

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



Employment Report/Positions Available

by Jaymie Moralez



This free benefit provides the legal community with a place to post job openings for all categories of job positions. SLSA assists in every possible manner to procure employment for members of this association, and cooperates with attorneys in filling positions in law offices, but in no event does this committee act as an employment agency.

Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney/employer is requested to e-mail the Employment Chair with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Ads are usually posted within 48 hours.

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

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

- **(2/2/12) Legal Secretary/Paralegal** Needed Immediately for Rapidly Expanding Roseville Firm! Legal Secretary/Paralegal to support 1 to 3 associates needed. Must have at least 2 years of heavy litigation experience, including heavy calendaring duties using rule sets (Abacus or other comparable program). Must be able to transcribe if necessary, prepare draft pleadings and discovery templates, prepare complaints for filing and service, set ex parte hearing dates (very heavy ex parte calendar), filing in various counties as well as e-filing in both state and federal courts and appellate district courts. Must be flexible to changing priorities, work well when given instructions, and have a good humor about it. Must be able to keep up on case management of attorneys' files as well as maintaining case files. Must be able to type at least 60 words per minute. Must be willing to take initiative and not wait to be asked to complete tasks, although asking questions for proper procedures is welcome! Must have excellent writing and communications skills to deal with opposing attorneys and their staff, court staff, and clients. Please send resume in confidence to joymorgan@unitedlawcenter.com.
- **(1/27/12) Legal Assistant** Education reform non-profit seeks full-time Legal Assistant to support the General Counsel. The Legal Assistant will prepare highly confidential legal documents, gather/analyze data, and perform administrative duties. At least 5 years experience and bachelor's degree required. Must be very detail-oriented and reliable. Compliance/non-profit/political experience helpful. Competitive salary and benefits. Job location is Sacramento. Please apply at www.StudentsFirst.org/Jobs.
- **(1/11/12) Legal Secretary** Small plaintiff's office (two attorneys, one legal assistant) seeks full time legal secretary. Work does not involve generic personal injury cases (auto, etc.). Rather, highly sensitive cases that require sensitivity and some psychological awareness. Superb typing, transcription and computer skills are more important than legal experience, as long as applicant is industrious, flexible and highly motivated to perform at a superior level. Salary is very competitive and DOE. Retirement, vacation and health benefits are available. Job location is in Sacramento. Please send cover letter and resume to jgeorgejr@psyclaw.com.
- **(1/4/12) Paralegal/Legal Secretary** Immediate need for seasoned Paralegal/Legal Secretary in the Sacramento area. Boutique law firm specializing in Civil Litigation looking for Paralegal/Legal Secretary with a minimum of 5+ years as a Paralegal/Legal Secretary. Litigation and some Transactional work. There are 10 attorneys total over 3 offices. Position to be based out of Sacramento with occasional travel to Stockton Office; needs a self starter, someone who does not leave anything imperfect or incorrect. The cases are very interesting and there is a lot to do - never a dull moment. Base pay 40 - 50K with bonuses. Potential 60 - 80K with bonus. No gaps in employment. Prefers someone currently employed and looking to make a change. Email resume directly to: ihamilton@appleone.com.
- **(11/16/11) Experienced Legal Secretary** - Probate Court - Small firm on University Ave. has an immediate need for a Legal Secretary experienced in matters under the probate court, especially probates, conservatorships and guardianships. The ideal candidate will have a professional and pleasant demeanor to interact with clients. This person needs 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 to HLOPC.HR@gmail.com.

Parliamentarian's Corner

By Astrid Watterson, CCLS

“We need legal professionals like you to step up and help keep this association running.”

~Astrid Watterson, CCLS

It's that time of year once again – nominations and elections for SLSA! If you are thinking about running for an elective position such as the office of President, Vice President, Secretary, Treasurer, or Governor, it's important that you keep in mind the following:

SLSA Bylaw Article VI, Section 3, Eligibility for Office:

- A. Any nominee or appointee must be, at the time of nomination or appointment, an active member in good standing.
- B. Any nominee for an elective office shall be employed in work of a legal nature and have been a member of this Association no less than one (1) year.
- C. Any nominee for the office of president shall have served at least one (1) year as an elected officer of this Association.

SLSA Bylaw Article VI, Section 5:

Elected and appointed officers are required to attend all general and Executive Board meetings of the Association unless good cause is shown and reported to the president.

At our regular meeting this month, the nominating committee will present the slate of officers. If you have not added your name to the ballot either for an executive board position or that of delegate for the May 2012 Annual Conference in San Diego, perhaps you should think about it. This association is run on volunteers. However, if an executive board position is too much for you right now, maybe you can still offer to help as a chair or a volunteer in a committee for the new year. We need legal professionals like you to step up and help keep this association running.

A word of caution, if you are nominating someone, please be

sure that they know that you are nominating them and they have agreed to the nomination. No name shall be placed upon the ballot without procuring the consent of such person to serve if elected. At the end of our meeting, the nominating committee chair will close the slate and then begin to prepare the ballots. Remember to sign your voting ballots when you return them to her. Only envelopes that have been signed will be counted in the elections. Election results will be announced at the March regular meeting.

Good luck to all of you and I hope to see many names on the ballot this year! As always, if you have any questions, feel free to contact me.



Of Note



CCLS Exam Takers:

Please note that LSI has notified us that the California Certified Legal Secretary Certifying Board will be changing the Legal Computations section of the CCLS exam in March 2012. They will be removing the bookkeeping questions from the exam and increasing computation questions. This section will now cover calendaring, filing fees, and math.

If you are planning on taking the exam in March, please be sure that you study for the appropriate subjects in order to pass this particular section. If you need more information, you may go to their website at www.lsi.org and click on the CCLS tab.

Thank you!

Law Office Products/Management

by Dawn Forgeur, CCLS

iPhone/iPad Apps for the Legal Field

Legal Terms by USLegal, Inc. – Free

This app from USLegal, Inc. has built a comprehensive legal term dictionary. You can browse terms and search for a specific term from an alphabetized list of thousands of legal terms. You can also see related terms. If a term is not listed, you can request a term to be added. This app is formatted for the iPhone, but will also work on the iPad.

LawBox by LawBox LLC – Free, but has in app purchases

This app provides you access to statutes for multiple federal and state statutes, including California. Each code set for California is \$4.99, which means if you want all the code sections, this is not very cost effective. The following packages are included as starter content:

- Federal Rules of Appellate Procedure (as effective 12-1-11)
- Federal Rules of Bankruptcy Procedure (as effective 12-1-11)
- Federal Rules of Civil Procedure (as effective 12-1-10)
- Federal Rules of Criminal Procedure (as effective 12-1-11)
- Federal Rules of Evidence (as effective 12-1-11)
- United States Constitution (as amended 5-5-92)
- This app is formatted for the iPad and the iPhone.

Word Magic Legal English-Spanish Dictionary –\$4.99

Over 74,000 entries, 123,000 translations, and 177,000 synonyms. Fuzzy Search: Detects misspelled words simultaneously in English and Spanish, offering close suggestions. Search History. Word Magic affords not only one (preferred) translation for each entry but many more, so as to enable the user to choose the most appropriate meaning. This app is formatted for the iPad and the iPhone.

Black's Law Dictionary, 9th Edition - \$54.99

From Thomson Reuters Legal, this app is one of the more expensive ones, but this app also offers audio pronunciations for over 7,000 terms. It contains more than 45,000 terms, along with alternate spellings, or equivalent expressions for more than 5,300 terms. This app also offers more than 1,000 law-related abbreviations and acronyms. This app is compatible with iPhone, iPod touch, and iPad



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

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

**Lynne Gomes
Greenberg Traurig LLP
1201 K Street, Suite 1100
Sacramento, CA 95814**

NAME OF APPLICANT _____
EMPLOYER _____ POSITION _____
MAILING ADDRESS _____ CITY/ZIP _____
BUSINESS TELEPHONE (____) _____ RESIDENCE TELEPHONE (____) _____
BUSINESS E-MAIL _____ RESIDENCE E-MAIL _____
EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

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

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

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

- CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES**
- CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS**
- CHECK HERE IF YOU ARE WILLING TO HOLD A STANDING COMMITTEE CHAIR OR ASSISTANT CHAIR POSITION**

WHERE WOULD YOU LIKE YOUR E-MAIL DELIVERED? [] BUSINESS [] RESIDENCE

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

How did you hear about SLSA? _____

Please make your check payable to **SLSA** in the amount of \$40 (\$25 for students). Mail payment with this form to:

Lynne Gomes
Greenberg Traurig LLP
1201 K Street, Suite 1100
Sacramento, CA 95814

Benefit Highlights

by Jennifer Chastain

Working Advantage Spotlight

Happy Valentine's Day! Express your affection and save money! Check out these great deals! You can email me at chastain.j@gmail.com to get LSP's member number to take advantage of these discounts. This is just a sampling of what is offered!

1800Baskets.com 20% off your order

1800Flowers.com 20% off flowers & gifts

FragranceNet.com 10% off, Free shipping on \$70+

[Mrs. Fields](http://Mrs.Fields) 10% off your order

Teleflora 15% off freshly arranged flowers delivered straight to the door!

SpaFinder.com 5% off + Free Shipping

Amazon.com Free shipping on \$25+



CCLS Quiz

by Jennifer Estabrook, CCLS

- Oppositions and replies to motions can be served by regular mail.
 - True
 - False
- The Case Management Statement must be filed and served 15 calendar days before the case management conference.
 - True
 - False
- In general, a natural person (an individual) cannot ask for more than what monetary amount in a claim in Small Claims Court.
 - A. \$5,000
 - B. \$7,500
 - C. \$10,000
- Parties listed on the summons may be abbreviated if there is not enough room to list them all.
 - True
 - False
- The last day to complete non-expert discovery is:
 - A. 30 days before the initial trial date.
 - B. 45 days before the initial trial date.
 - C. 60 days before the initial trial date.
- Plaintiffs must serve on all defendants an ADR information package along with the complaint.
 - True
 - False
- Motion papers may be filed as separate documents, or combined in one or more documents if the party filing the combined pleading specified the documents separately in the caption of the combined pleading.
 - True
 - False
- The party who requested a jury trial must deposit advance jury fees with the court clerk at least 30 days prior to the trial date.
 - True
 - False
- A responsive pleading to a complaint is due:
 - A. 20 days from the effective date of service of the complaint
 - B. 30 days from the effective date of service of the complaint.
 - C. 45 days from the effective date of service of the complaint.
- A motion for summary judgment must be filed and served:
 - A. 16 court days prior to the hearing.
 - B. 75 calendar days prior to the hearing.
 - C. 75 court days prior to the hearing.

See Answers, Page 23

Charitable Projects

by Crystal Rivera, Teri McClory, CCLS, and Lacy Monserrat

WE WERE FULL OF THE GIVING SPIRIT THIS HOLIDAY SEASON!

SLSA and its members were very giving this past Holiday Season. As one of our projects, SLSA purchased 31 Pillow Pets to donate as Christmas presents to the patients at our local Shriners Hospital for Children. On December 8, Dawn Forgeur, CCLS, Lynne Gomes, Deseree Gamayo, Melanie Herman, Crystal Rivera, Teri McClory, CCLS, and Lacy Monserrat delivered the pillows to the Shriners Hospital on Stockton Boulevard. We met with Penny Lees, one of the hospital's child life specialists. Penny gave us some history, and a brief tour of portions of the facility. It is a beautiful building, and they had several Christmas trees and other holiday decorations.

In the 1870s, a group of Masons started a new fraternity - and so began the Shriners. The Shriners, philanthropists at heart, opened their first Shriners Hospital for Children in 1922 in Shreveport, Louisiana. The goal

was to ensure that children with polio and other orthopaedic problems could have access to quality medical care free of charge. There are now 22 Shriners Hospitals for Children across the United States, and in Canada and Mexico. This 22-hospital system has expanded beyond pediatric orthopaedics, to now include care and research in burns, spinal cord injury, and specialized plastic surgery. Care is provided without financial obligation to patients or their families.

Our local Shriners Hospital was built about 15 years ago, when the Shriners Hospital in San Francisco needed to combine facilities and, hence, needed a larger building - so the location in Sacramento was picked. The Shriners Hospital on Stockton Boulevard works closely with the UC Davis Medical Center, and the Ronald MacDonald House. Until the recent economic downturn, the

hospital operated off of the interest generated by the Shriners' philanthropy.

The Hospital holds daily outpatient clinic hours, seeing up to 100 patients a day. It has operating rooms, a floor for on-site research, and even rooms where families can stay when their child is hospitalized for an extended period of time. The Hospital has a classroom for patients that are hospitalized for over two weeks.

The Hospital has different types of therapists and specialists who work with the patients (and families) to give children the skills, abilities, and guidance they need to lead active, productive lives. Specialists will go to a child's school and speak with the teachers and classmates, answer questions, explain what has happened to their classmate and what they can all expect when their classmate returns to school.

Every Christmas Eve, an anonymous group come in during the night and covers the entire front grounds of the local Shriners Hospital with snow - so the children wake up to a White Christmas!

Another project SLSA members were involved in was the Sacramento Food Bank & Family Services' 18th Annual Spirit of Giving Drive, which ended January 6. During the months of October, November, and December, members



See Charitable Products , Page 19

Governor's Report

by Deseree Gamayo



LSI's Third Quarterly Conference is just a few weeks away and with the theme of "Let the Games Begin" you surely won't want to miss it. Mt. Diablo Legal Professional Association will be hosting the Conference at the Hilton Hotel in Concord on February 24-26, 2012. There are six Legal Specialization Section Seminars available that offer MCLE/CLE credit of 1.25 hours each and CCLS credit. The seminars are as follows:

Friday, February 24
7:30 p.m. to 9:00 p.m.

Probate/Estate Planning – "Estate Planning Issues and

Timely Topics for our Aging Population"

Civil Litigation- "Trial Preparation"

Saturday, February 25
10:30 a.m. to 12:00 p.m.

Transactional Law – "Bankruptcy and the Road to Recovery"

Family Law- "Maneuvering thru Watts & Epstein Credits"

Saturday, February 25
4:00 p.m. to 5:30 p.m.

Law Office Administration – "The Job Search – from the Inside Out"

Criminal Law – "Overview of the Judicial System"

The advanced registration deadline is February 17, 2012, after this date the price is increased by \$5. You are always welcome to show up the day of the workshop and pay at the door for the higher price.

There is also a CCLS Workshop available. This workshop is on the "Ability to Communicate Effectively." It will be on Saturday, February 25, 2012, 7:30 a.m. to 8:30 a.m. The cost is \$5 for LSI members and \$10 for non-LSI members.

As always, all members are welcome to sit in on the business portion of conference, which is the Board of Governors meeting that takes place on Saturday. At this meeting, LSI should be presented with the results of the five member ad hoc committee who were to investigate all issues relative to a proposed change of name for LSI and investigate and recommend an appropriate marketing consultant.

You can find the registration forms in this bulletin for the conference, hotel, seminars, and the workshop. I hope to see members in attendance; these topics look outstanding!



CHAPTER ACHIEVEMENT REPORTING FORM

Each association in LSI participates every year in the Chapter Achievement contest. An award of \$250 is presented by LSI to the highest scoring association in each membership category at the Annual Conference of LSI. Chapter Achievement Points (CAPs) are tracked during the year by SLSA's Governor. This covers activities from April 1, 2011, through March 31, 2012. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete this form each time you attend a function and mail it to SLSA's Governor.** If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I belong to an LSI-sponsored credit union. (100 points)
- _____ I am insured through an LSI plan. (100 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam - Test Date: _____. (100 points)
- _____ I passed the CCLS exam - Test Date: _____. (200 points)
- _____ I submitted questions to LSI for use on the CCLS Mock exam.
How many? _____. (25 points per question)
- _____ I recertified as a CCLS during the 2011-2012 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, 2012. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I attended a Legal Specialization Section Regional Seminar. (75 points)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH) between April 1, 2011, and
March 31, 2012. (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM) between April 1, 2011,
and March 31, 2012. (200 points)
- _____ I purchased updates to the LPH between April 1, 2011, and March 31, 2012. (100 points)
- _____ I purchased updates to the LOPM between April 1, 2011, and March 31, 2012. (100 points)

Name: _____ Email: _____

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

Sacramento Legal Secretaries Association
Attn: Governor
PO Box 188635
Sacramento, CA 95818-8635

Legal Procedures: Court Updates

Submitted by Molly Mahoney and Stevie Garcia

United States District Court

NORTHERN DISTRICT OF CALIFORNIA

Motions Briefing Schedule Errors: New Quality Control Notifications and Corrections

Beginning in January 2012, the United States District Court for the Northern District of California will send an automatic email notification to any attorney who e-files a motion with a date/deadline error. This email will be automatically sent around 2:00 AM the next day, if one or more errors are found in the schedule, or sequence of deadline dates entered in the recently e-filed motion. An email will continue to be sent once per day until the error is corrected.

The briefing schedule is considered to be in error unless it follows the following sequence: Opposition/Response; Reply; Hearing.

If your e-filing triggered a date/deadline error, it means that you either:

entered into at least one of the three date fields a date earlier than the filing date (that is, a date in the past); or

entered the reply as due before the opposition/response; or

entered either brief as due after the hearing.

Should this occur, you will receive an email that looks like the sample email below.

You would then be responsible for correcting the error, but fortunately this is a very easy process. For more information on date/deadline errors, what they are, and how to correct them, please see our FAQ:

"How do I correct a mistake on an Opposition/Response or Reply Deadline for a Motion I filed?"

https://ecf.cand.uscourts.gov/cand/faq/how_do_i/how_do_i.htm#HW33

New Civil Cover Sheet Effective January 3, 2012

With the Northern District's implementation of CM/ECF Version 5.1.1, there will be several changes to the civil nature of suit codes. Further information about those changes can be found [here](#).

As a result, the civil cover sheet has been amended to (1) omit several nature of suit codes that are being retired; and (2) include several new nature of suit codes that are being implemented.

The [new civil cover sheet](#) must be used for all civil cases filed on or after January 3, 2012.

Source: <http://www.cand.uscourts.gov/home>



Mt. Diablo Legal Professionals Association presents
LSI's Third Quarterly Conference
February 24 – 26, 2012
Concord, CA
LET THE GAMES BEGIN!

Concord, California - Mt. Diablo Legal Professionals Association (MDLPA) is the proud host of Legal Secretaries, Inc.'s Third Quarterly Conference at the Hilton Hotel in Concord. The theme of the conference is "Let the Games Begin!" Join us for education, networking and fun!

Friday evening's reception will begin with San Francisco's Clown Conservatory graduates Jamie Coventry and Natasha Koluza, whose humorous antics will entertain and amuse, as they teach all those who dare how to juggle and master the hula-hoop.

Test your skills and win prizes with "Minute to Win It" games while enjoying a light repast to curb your hunger pangs. And, be sure to visit our sponsors and ask them to sign your "Monopoly" vendor card for a chance to win prizes.

Then head off to your choice of two Legal Specialization Section seminars offered that evening: *Estate Planning Issues and Timely Topics for Our Aging Population* and *Trial Preparation*.

On Saturday, in addition to the Board of Governors meetings, four more LSS seminars are being offered: *Bankruptcy and The Road to Recovery*, *Maneuvering through Watts & Epstein Credits*, *The Job Search – From the Inside Out*, and *Overview of the Juvenile Justice System*.

Also on Saturday, you will be treated to a scavenger hunt within the hotel. Those who find all the objects will be entered into a drawing for a prize to be given away at Sunday brunch. You will also get to test your skills with fun table games while enjoying your lunch.

Come dressed in your finest for Saturday night's banquet, the Black and White Ball, where the beautiful tunes and music of MDLPA's Vice President Tricia Walsh and her band *5150* will delight and inspire. Once you hear their music, you'll want to get up and start dancing and singing!

At Sunday brunch, enjoy a delicious meal while listening to motivational speaker, author and coach Tamara Steele. Tamara will sign copies of her books *The Blueprint* and *Mastering the Art of Success*.

For registration and detailed information, go to [www.mt Diablolpa.info](http://www.mt Diablo lpa.info) or www.lsi.org.

About Mt. Diablo Legal Professionals Association

MDLPA received its charter from Legal Secretaries, Inc.® in January of 1969. Like LSI, it is a non-profit organization dedicated to providing educational, professional, and personal development programs to its membership ~ which consists of attorneys, law office administrators, legal administrative assistants, paralegals, legal assistants, legal secretaries, court reporters and anyone in a law-related profession.

###



LET THE GAMES BEGIN!

WITH
MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION
 FEBRUARY 24, 25, & 26, 2012
 LSI QUARTERLY CONFERENCE
 HILTON HOTEL
 CONCORD, 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:
 STATE OFFICER _____
 STATE CHAIRMAN _____

PLEASE CHECK IF YOU ARE:
 GOVERNOR CCLS PLS

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)

	<u>BY CHECK</u>	<u>BY PAYPAL*</u>	
POSTMARKED ON OR BEFORE JANUARY 28, 2012	\$107.00	\$111.50	\$ _____
POSTMARKED JANUARY 29, 2012 OR LATER	\$117.00	\$121.90	\$ _____

INDIVIDUAL TICKETS

REGISTRATION BY JANUARY 28, 2012	_____ @	\$15.00	\$15.70	\$ _____
REGISTRATION JANUARY 29, 2012 OR LATER	_____ @	\$25.00	\$26.00	\$ _____
WELCOME RECEPTION (FRIDAY)	_____ @	\$20.00	\$20.90	\$ _____
GOVERNOR'S LUNCHEON (SATURDAY)	_____ @	\$33.00	\$34.40	\$ _____
PRESIDENT'S LUNCHEON (SATURDAY)	_____ @	\$33.00	\$34.40	\$ _____
MEMBERSHIP LUNCHEON (SATURDAY)	_____ @	\$33.00	\$34.40	\$ _____
SATURDAY NIGHT BANQUET	_____ @	\$51.00	\$53.15	\$ _____
SUNDAY BRUNCH	_____ @	\$27.00	\$28.15	\$ _____
TOTAL AMOUNT PAID				\$ _____

CHECK ALL THAT APPLY:

_____ VEGETARIAN MEAL(S) REQUESTED
 _____ FOOD ALLERGIES: _____

PLEASE MAKE CHECKS PAYABLE TO: MDLPA

MAIL TO: DIANA DEMPSEY, CCLS
 5356 Alonzo Road
 Vacaville, CA 95687

*TO PAY BY PAYPAL, VISIT OUR WEBSITE:
WWW.MTDIABLOLPA.INFO AND FOLLOW THE LINK
 TO "PAYPAL." Payment by PayPal includes
 a transaction fee.

FOR GENERAL INFORMATION CONTACT:

REGISTRATION CHAIR – DIANA DEMPSEY, CCLS, (925) 783-9085 – diana@mtdiablolpa.info
 OR CONFERENCE CHAIR – MARIA BISHOP, CCLS, (925) 284-7788 – maria@mtdiablolpa.info

NO REFUNDS AFTER JANUARY 28, 2012



LET THE GAMES BEGIN!
WITH
MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION
FEBRUARY 24, 25 & 26, 2012
LSI QUARTERLY CONFERENCE
HILTON HOTEL
CONCORD, CALIFORNIA

HOTEL REGISTRATION INFORMATION

HILTON CONCORD HOTEL
1970 DIAMOND BOULEVARD
CONCORD, CA 94520
(925) 827-2000

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)

ROOM RATES: Single: \$99.00 Triple: \$109.00
 Double: \$99.00 Quad: \$119.00
 Rollaway: \$15.00

TAX: 10% OTHER CHARGES: \$.10/per night tourism fee

To make reservations (by telephone or online):

http://www.hilton.com/en/hi/groups/personalized/C/CONCIHF-LSI-20120220/index.jhtml?WT.mc_id=POG

Group Name: Legal Secretaries, Inc.
Group Code: LSI
Phone Number: (925) 827-2000

FOR GENERAL INFORMATION CONTACT:

REGISTRATION CHAIR – DIANA DEMPSEY, CCLS, (925) 783-9085 – diana@mtdiabloipa.info

OR

CONFERENCE CHAIR – MARIA BISHOP, CCLS, (925) 284-7788 – maria@mtdiabloipa.info

MT. DIABLO LPA WEBSITE: WWW.MTDIABLOLPA.INFO

HOTEL REGISTRATION DUE BY FEBRUARY 9, 2012



LEGAL SECRETARIES, INCORPORATED
CALIFORNIA CERTIFIED LEGAL SECRETARY
WORKSHOP REGISTRATION FORM

“Ability to Communicate Effectively”

Third Quarterly Conference, February 24-26, 2012
Hilton Concord Hotel, Concord, CA

Saturday, February 25, 2012, 7:30-8:30 a.m.

Speaker: Terrie Quinton, CCLS

Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

Affect v. Effect. Who v. Whom. Comma vs. Semicolon. No, these are not recently filed lawsuits – they are some of the battles that are faced in the Ability to Communicate Effectively section of the CCLS exam. Even hours spent reading the Gregg Reference Manual do not always solve the mysteries of proper punctuation, grammar, and spelling. This workshop will help you navigate your way through the English language, including all of its exceptions to the exceptions. Join us for tips and tricks to passing the Ability to Communicate Effectively section of the CCLS Exam.

REGISTRATION DEADLINE: February 20, 2012

Name: _____ Email: _____
Address/City/State: _____
Phone (Work): _____ Local Assn.: _____ LPA/LSA

Please make check payable to LSI. Mail registration to Terrie Quinton, CCLS, c/o Duckor Spradling Metzger & Wynne, 3043 4th Ave., San Diego, CA 92103, and email registration to quinton@dsmwlaw.com.

CCLS CREDIT (SECRETARIAL SCIENCE - NOT UNIQUELY LEGAL) WILL BE GIVEN FOR THIS WORKSHOP

Charitable Projects Cont.

donated canned and non-perishable food items. Also, Lynne Gomes' employer, Greenberg Traurig, agreed to sponsor two barrels, and challenged other tenants of their building to donate food so SLSA could reach a 600 pound collection goal. After member food donations were added to the barrels at Greenberg Traurig, we were able to fill 3½ 50 gallon barrels for the Food Bank, which equaled **640 pounds** of food.

A BIG Thank You to our members, and Greenberg Traurig, for their involvement in this charitable project!

Our third Holiday charitable project was collecting donations for Loaves & Fishes Christmas Stocking Giveaway! Members donated Christmas Stockings, travel size personal hygiene products, hats, gloves, socks, gift cards, etc. We were able to fill 15 Christmas Stockings – 2 each for boys and girls, and 11 for men/women. And, the firm of Fagen Friedman &

Fulfrust LLP donated 4 fully stuffed Christmas Stockings. We surpassed last year's SLSA donation of fully stuffed stockings by 50%!

Another BIG THANKS to our members, and Fagen Friedman & Fulfrust LLP, for their participation in this project!



**PLACER COUNTY LEGAL PROFESSIONALS' ASSOCIATION
PRESENT**

SPRING LUNCHEON AND BUNCO

SATURDAY, MARCH 17, 2012 12:00 – 4:00 P.M.

SALAD AND POTATO BAR

**DEWITT SENIOR CENTER
11576 D AVENUE
AUBURN, CA**

**\$20 PER PERSON ADVANCE PURCHASE or RESERVATION
\$25.00 AT DOOR**

The Placer County Legal Professionals Association will be hosting a Spring Luncheon and Bunco Party on St. Patrick's Day, Saturday, March 17, 2012. This event is a luncheon followed by an afternoon of the table game, Bunco. Door prizes donated from local business and members of our organization are given away during the afternoon.

This semi-annual event has a two-fold purpose. Nearly two thirds of the proceeds are given directly back to the community to local organizations such as the Senior Center, Children's Receiving Home, Habitat for Humanity of Placer County, Women's Shelter, Boys and Girls Clubs, Ride to Walk as well as other organizations that seek our help. The other third is to cover our costs and goes into our education fund.

We would greatly appreciate the donation of a raffle prize gift for our fund raising table.

If you need any additional information, my daytime telephone number is (916) 788-1960. My evening residence telephone number is (916) 797-9788.

Thank you for your consideration.

Very truly yours,

Mary Ayala,
Bunco Chair, PCLPA
Federal Tax ID - 68-0348690 / Tax Status - 501 "C"



Law Office Products / Management

by Dawn Forgeur, CCLS

PACER (Public Access to Court Electronic Records) Updates - PDF Standard is Changing

The Judiciary is planning to change the technical standard for filing documents in the CM/ECF system from PDF to PDF/A. Currently the courts accept both PDF and PDF/A documents, and each court will set its own date when it will require that all new documents be filed in PDF/A. Contact your IT department to let them know about these upcoming required changes so they may update your scanning equipment (copiers, scanners, software) with the proper settings and drivers.

The following commonly used software products support PDF/A:

Adobe Acrobat Standard and Professional: Adobe Acrobat versions 8 and above support

PDF/A format through PDF output preference settings within the application and within the Adobe PDF print driver.

Microsoft Word 2007: MS Word 2007 can produce PDF/A-compliant files by means of the Adobe version 8 or above PDF print driver, the Adobe PDFMaker Plugin (available as a free download from Microsoft), or via "Save As" functionality within Word.

Microsoft Word 2010: MS Word 2010 can produce PDF/A-compliant files by means of the Adobe version 8 or above PDF print driver, or by means of the native "Create PDF/XPS" functionality within the Word 2010 program.

Corel WordPerfect: Like other applications, one can produce PDF/A-compliant files from WordPerfect by means of the Adobe version 8 or above PDF print driver. WordPerfect versions X4 and X5 can also produce PDF/A-compliant files via the embedded "Publish to PDF" functionality.

Mobile Version of Case Locator

PACER now has launched a mobile web version of the PACER Case Locator, which allows you to search for court records in all district, bankruptcy, and appellate courts. This mobile version is accessible using Apple and Android devices (Android version 2.2 or higher) by visiting pcl.uscourts.gov, and that website will automatically redirect you to the mobile version. There is no app to install.

Billing Information

PACER accepts Discover, Visa, MasterCard, and American Express and accounts with credit cards on file will be autobilled up to seven days prior to the due date. A fee of \$45 will be assessed if a check is returned for insufficient funds. Receipts for the most recent payment made to a PACER account can be accessed online by logging in to "Manage My PACER Account" and then selecting "Check Balance."



The Judiciary is

planning to

change the

technical stand-

ard for filing

documents in

the CM/ECF

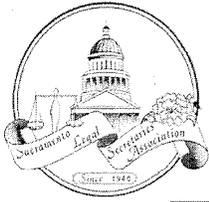
system from

PDF to PDF/A.

~Dawn Forgeur,

CCLS





SACRAMENTO LEGAL SECRETARIES ASSOCIATION

MEMBER, LEGAL SECRETARIES, INCORPORATED

NOMINATION FORM

Nominations for SLSA Fiscal Year May 1, 2012-April 30, 2013

INSTRUCTIONS

If you are interested in submitting your name for one of the offices of President, Vice President, Secretary, Treasurer, Governor, or Delegate, please fill in your name under the appropriate office and send your nomination form either by mail or e-mail to Yolanda De La Cruz **no later than February 15, 2012.**

If you know of any member who may be interested in one of the elected offices, please add their name to the appropriate office. Anyone wishing to have their name added to the ballots must give consent to do so. All nominees will be contacted to confirm their consent in order to be added to the ballot for the 2012-2013 election year.

Nominations can be mailed or e-mailed to:

Yolanda De La Cruz
 Somach Simmons & Dunn
 500 Capitol Mall, Suite 1000
 Sacramento, CA 95814
ydelacruz@somachlaw.com

NOMINATION FOR PRESIDENT

NOMINATION FOR VICE PRESIDENT

NOMINATION FOR SECRETARY

NOMINATION FOR TREASURER

NOMINATION FOR GOVERNOR

NOMINATION FOR DELEGATE(S)

CCLS Terminology List

by Jennifer Estabrook, CCLS

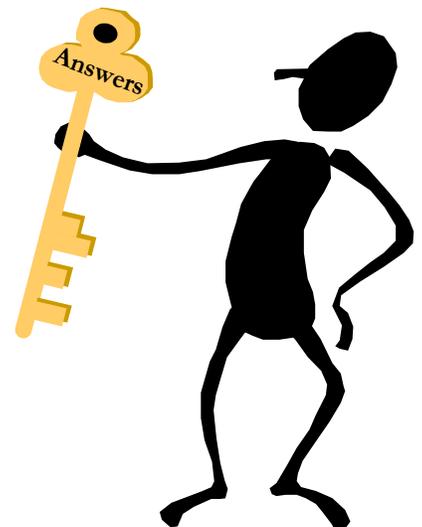
Spurious	Not genuine
Secundum	According to
Replevin	A proceeding to recover unlawfully held personal property.
Rule of Four	If four Supreme Court justices want the Court to take a case that reaches the Court by certiorari, the Court will.
Per stirpes	A method of dividing an estate.
Parol evidence	Oral evidence or the evidence a witness gives.
Mandamus	We command.
Interlocutory	Provisional; temporary; while a lawsuit is still going on.
Et vir	And husband.
De jure	Of right; lawful.

CCLS Quiz Answers

by Jennifer Estabrook, CCLS

CCLS QUIZ ANSWERS (from page 10):

1. False [Code of Civil Procedure section 1005]
2. True [California Rules of Court, rule 3.725]
3. C
4. False [LOPM p. B-26]
5. A [Code of Civil Procedure section 2024.020]
6. True [California Rules of Court, rule 3.221]
7. True [California Rules of Court, rule 3.1112(c)]
8. False – 25 days prior [Code of Civil Procedure section 631(b)]
9. B [Code of Civil Procedure section 412.20]
10. B [Code of Civil Procedure section 437c]





FOR SALE!

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

\$10 EACH

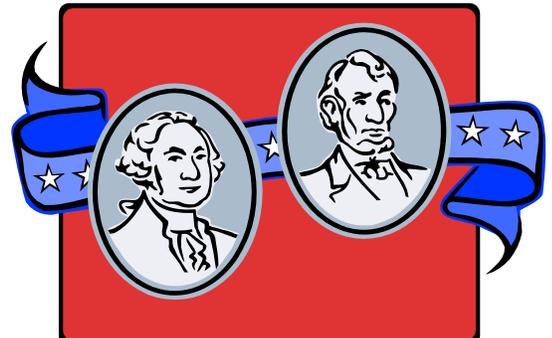


February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 <i>SLSA Executive Board Meeting</i>	7	8	9	10	11
12	13	14	15	16 <i>Federal Day in Court</i> <i>SLSA Nominations Close</i>	17	18
19	20	21 <i>Last Day to Submit Articles</i>	22	23	24 <i>Conference Hilton Hotel</i>	25 <i>Conference Hilton Hotel</i>
26 <i>Conference Hilton Hotel</i>	27	28	29			

Dates to Remember

- **February 6 - SLSA Executive Board Meeting** (Location: *Stoel Rives* - Time: 6:00 p.m.)
- **February 16 - Federal Day in Court** (Location: *Arden Hilton, 2200 Harvard Street, Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.*)
- **February 16 - Nominations Close**
- **February 21 - Last Day to Submit Articles for the March issue of The Legal Eagle**
- **February 24-26 - Conference** (Location: *Hilton Hotel, Concord, CA*)
- **March 6 - SLSA Executive Board Meeting** (Location: *Stoel Rives* - Time: 6:00 p.m.)
- **March 15 - Regular Dinner Meeting** (Location: *Arden Hilton, 2200 Harvard Street, Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.*)
- **March 19 - Last Day to Submit Articles for the April issue of The Legal Eagle**
- **April 9 - SLSA Executive Board Meeting** (Location: *Stoel Rives* - Time: 6:00 p.m.)
- **April 19 - Regular Dinner Meeting** (Location: *Arden Hilton, 2200 Harvard Street, Sacramento, 4422 Y Street, Sacramento, CA, 5:30 p.m.*)
- **April 23 - Last Day to Submit Articles for the May issue of The Legal Eagle**





Day-In-Court – Vendor Thank You!

THANK YOU! Our January 19, 2012 Day-In-Court Updates Meeting at the Hilton Arden West was very successful, in part to the 17 vendors who participated. Attendees were impressed with the information you provided and your generous raffle prizes.

Atkinson-Baker, Inc.

Wendy Lannoye

Attorney's Diversified Services

Shannon Bleasdel-Stewart
Doug Williams
Larry Kirlin

Attorneys' Reliable Microfilm Service

Adam Crandall
Rick Crandall

Capitol Digital Document Solutions

Ron Bodenmann
Ignacio Solorio
Johnny Bateman
Dave Wilkinson
Dave Baer

C & P Legal Service

Phil Olivas
Doug Smith

DeMichelle Deposition Reporters

Shanna DeMichelle
Tabitha Stewart

Diamond Court Reporters

Janice Williams
Regina Goins

Digidex

Shannon Bleasdel-Stewart
Doug Williams

First Legal Network

Jim Pinter
Patrick Sanders

5 Star Service

Kayl Lagunas
Hellen Hernandez

Mary Bardellini & Associates

Mary Bardellini

Mirror Imaging Document Solutions, Inc.

Katie Hunt
Joanna Luce

Phoenix Trading Co.

Cheryl Powell
Laurie Ball

Sarnoff, A Veritext Company

Marj Walker
Heather Barenchi
Brandon Wai
Gina Tsai

Stella & Dot Jewelry

Teresa Woods
Linda Scott

Superior Photocopy Service

Raj Kohli
Dimple Kohli

TSG Reporting, Inc.

Ashley Brandon

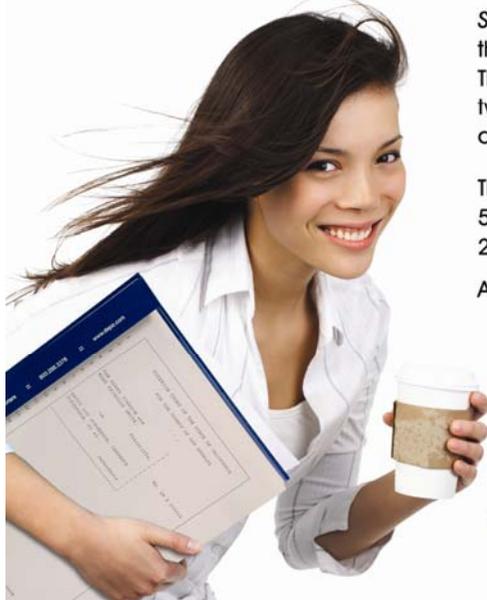
Thank you again for your participation in our January DIC event and for your continued support of SLSA.

*Crystal Rivera
Day-In-Court Co-Chair*





WHEN YOU NEED IT **FAST!**



Speed and Accuracy are not just words to us, they are the heart and soul of what we do. They are the very foundation of Atkinson-Baker's two decades of lightning fast service and 100% accurate transcripts.

They are the reason we have delivered over 552,000 deposition transcripts in 50 states and 25 foreign countries.

And we do it all at great rates.

**Call now to schedule a court reporter.
800-288-3376**


ATKINSON BAKER
America's Court Reporters
www.depo.com



LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

2011-2012 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

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

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

Enclosed is payment of my dues for the fiscal year 8/1/11 through 7/31/12 for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

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

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

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

**The Sacramento County Public Law Library
and
Civil Self-Help Center
are Moving!**

Our 6th St. location will close on
February 11, 2012

We will re-open in our new 609 9th St. location on or about
March 1, 2012.

The two closest public law libraries are:

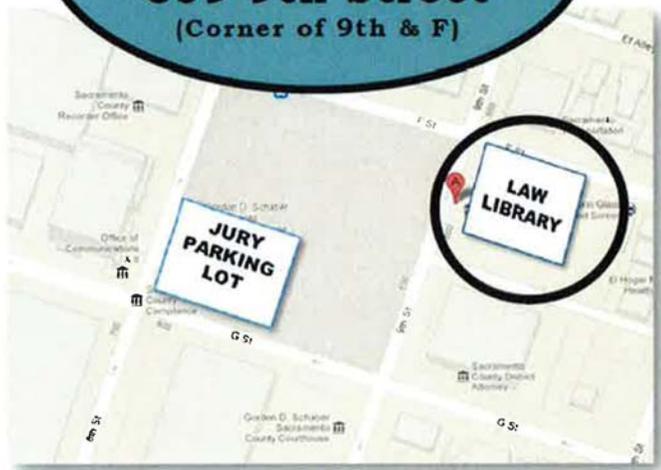
Wilkin State Law Library of California
Library and Courts II Building
900 N Street, Room 100
Sacramento, CA 95814
(916) 654-0185
cslla.w@library.ca.gov
Mon. – Fri., 9:30a.m. - 4:00p.m.



Yolo County Law Library
204 Fourth Street, Suite A
Woodland, CA 95695
(530) 666-8918
Law.library@yolocounty.org
Mon. – Fri., 9:30a.m. - 3:30p.m.

www.saclaw.org
(916) 874-6011

**Opening on or about
March 1, 2012
at
609 9th Street
(Corner of 9th & F)**



Sacramento County Public Law Library
Phone: 916.874.6011

www.saclaw.org

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
24740 Oro Valley Road
Auburn, CA 95602**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, March 17, 2012
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, October 20, 2012

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 \$25 late fee, in addition to the fees listed below, if space is available.

EXAMINATION FEES*			
LSI MEMBERS**		Non-LSI MEMBERS	
Registration fee:	\$ 15.00	Registration fee:	\$ 55.00
Examination fee:	\$ 95.00	Examination fee:	\$ 95.00
Total	\$110.00	Total	\$150.00

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 \$25 late fee if applicable.

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

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 _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

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 _____



“ This month I will lead you through some of my favorite holes in the wall. ”

~Sophia Albov,
CCLS



Eating with Sophia:

Holes in Walls

by Sophia Albov, CCLS

Sometimes you just want to lay low and go someplace casual; someplace that is in the neighborhood and someplace that you have to know it to love it. Sure, it might be a little dirty; it might be a little shady. An unaware visitor might be a little frightened of the integrity of the food. In fact, if you didn't have a personal recommendation you might skip this place all together. We all know these places and affectionately call them holes in the wall. We all know that sometimes these unassuming gems have the best food! This month I will lead you through some of my favorite holes in the wall.

Downtown's Kitchen BBQ v. Vegan

2333 S St
Inside of Round Corner
Sacramento, CA 95816
Neighborhood: Midtown
(916) 455-4100
www.downtownskitchenbbqvvegan.com

This surprising and delightful kitchen is tucked away inside a dark and semi-dangerous looking dive bar. Who knew that such delicious vegan food (and BBQ!) could come from such an unlikely place? In my estimation, the best thing on the menu is the potato taco; it is tangy, and fresh, and filling. Their vegan food is organic and made with love. One must bear in mind that the kitchen is located in a full on bar. This means that no one under the age of 21

may eat there. However, they offer delivery and curbside pickup for their patrons under the age of 21. The kitchen serves at lunchtime and then dinner through late night. There is nothing better than a potato taco at midnight!!

Kim's Vietnamese

1008 J St
Sacramento, CA 95814
Neighborhood: Downtown
(916) 448-8922

Squeezed into a narrow and slightly dingy space on J Street, this beacon of phofantastic-ness is not for the faint of heart. The menu is limited and the staff is not particularly communicative. There are absolutely no frills and you can find all your sauces directly on the tables. You seat yourself (if you are lucky enough to find a table). The food is presented on a no-nonsense cafeteria tray and the napkins are definitely paper. But the food is worth several return trips! If you are a pho fan then this is a must visit place. The cooks in the kitchen really know what they are doing. The vegetables are always cooked well and the broth is wonderful.

Chita's

1014 Alhambra Blvd
Sacramento, CA 95816
Neighborhoods: Midtown,
East Sacramento
(916) 446-2236
www.limelightcardroom.com/

Do you need a burrito? Do you need a burrito fast? Do

you need a burrito in a no frills environment? Then Chita's is your place! Next to the infamous Q Street Bar and Grill (Benny's!!) this is the quintessential post bar food dive. Yes, the air conditioner leaks in the summer creating a puddle outside the door. Yes, the tables are sticky and it might have been awhile since the last mopping. But, the burritos that emerge from their kitchen are superb. The ingredients are fresh and food comes up quickly and piping hot!

Hideaway Bar and Grill

2565 Franklin Blvd
Sacramento, CA 95817
Neighborhood: Curtis Park
(916) 455-1331

Housed in a non-descript building standing all by itself next to a U-Haul rental lot sits The Hideaway. This bar has a rockabilly flavor as well as a gourmet and a creative kitchen. The dishes that emerge from their kitchen do not always fit the environment of the bar. They have truffle fries, poutine, and some of the best mac and cheese in town. Yeah the interior of the bar is dark and the floors are concrete, but it might as well be a linen table cloth establishment for the magic that comes out of the kitchen.



Happy Birthday

Christina Vega	Feb. 3
Raj Kohli	Feb. 5
Judith White	Feb. 5
Ivone Cuyun	Feb. 9
Laura Welch, CCLS	Feb. 15
Jennifer Wyley	Feb. 15
Crystal Roberts	Feb. 16
Susan Talesfore	Feb. 16
Tammy L. Hunt, CCLS	Feb. 20
Lili Vogelsang	Feb. 20
Cyrene Farrell, CCLS	Feb. 27



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

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

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

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

Where do you want e-mail delivered?

Which address should be listed in the membership roster?

If you do NOT want to be listed in the membership roster, check here:

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> No roster listing | |

Please submit to:

Lynne Gomes
SLSA Vice President and Membership Chair 2011-2012
1201 K St., Ste. 1100
Sacramento, CA 95814
E-mail: vicepresident@slsa.org



Sacramento Legal Secretaries Association

A Member of Legal Secretaries, Incorporated

Proudly Presents

FEDERAL DAY IN COURT 2012

with guest speakers from the U.S.D.C., Eastern District,

The Hon. Carolyn Delaney, Magistrate Judge
Wim van Rooyen, Law Clerk



EXHIBITORS!!!

DOOR PRIZES!!!

THURSDAY, FEBRUARY 16, 2012

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

Dinner: 6:15 p.m.

Location: HILTON — SACRAMENTO ARDEN WEST LOCATION
2200 Harvard Street (located at Business 80 and Arden Way West)
Sacramento, California
Telephone: (916) 922-4700

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

Cost: \$38 (seating is limited)

Please add \$5.00 for reservations made after February 6, 2012
Cancellations MUST be made 72 hours in advance for refunds. "No shows" will be billed.

Please Mail Registration With Your Check

Name: _____ Address: _____
 Phone Number: _____ E-Mail: _____
 Do you require an MCLE or CCLS certificate? Are you interested in SLSA membership? Yes or No
 If you are a member of a local LSI association, please state the name: _____ LSA/LPA
 Are you an LSI Officer or Chair? _____ If so, in which capacity? _____
 Three course meal including salad starter, entrée, dessert, coffee, and tea. Please indicate your meal preference:
 _____ Chicken (Chicken Mediterranean, Grilled Breast of Chicken, Sundried Tomato Pesto, Feta Cheese with Roasted Red Pepper Coulis)
 _____ Beef (Grilled Flank Steak Bordallo with Mushrooms and Cabernet Demi Glaze)
 _____ Vegetarian (Grilled Portobello Mushrooms Stuffed with Cheesy Herb Polenta and Roast Tomato Aioli)

Food allergies: _____

**Make Check Payable to:
SLSA**

Reservations (By Check Only)
Check Payable to: SLSA Cost: \$38
Deadline: **Monday, February 6, 2012**
MCLE/CCLS Credit: 1.0 hour

Mail to Registration and Check to: Maimie Chyinski
c/o Fagen Friedman & Fulfroost LLP
520 Capitol Mall, Suite 400, Sacramento, CA 95814
E-mail: reservations@slsa.org

*If you cannot attend this event but are interested in membership, please contact
Lynne Gomes, Membership Chair at gomes.l@glaw.com
<http://www.slsa.org>*



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 1.0 hours.

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
BRASS TACKS* A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 1/2010) No charge for PDF [<input type="checkbox"/>] Send hard copy [<input type="checkbox"/>]	\$ 5.00		\$
CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET Currently under revision and not available at this time			
CCLS BROCHURE Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 2/08)	N/C		
CCLS MOCK EXAM (Revised 2010) Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	25.00		
CCLS PIN A ½" high, 10-karat gold-filled pin with CCLS logo. For the CCLS.	35.00		
CCLS STUDY KIT Contains Mock Exam (see above), Gregg Reference Manual with Instructor's Resource Guide, Basic and Comprehensive Worksheets.	199.00		
GUIDELINES FOR HOSTING LSI CONFERENCES* An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 12/09)	N/C		
GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM A 34-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 8/03)	5.00		
HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES* A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/08)	5.00		
HISTORY OF LEGAL SECRETARIES, INCORPORATED A 50-page memory of people, places and events since 1929. (Rev. 3/2010)	5.00		
LAW OFFICE PROCEDURES MANUAL FLYER An 8 ½" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/2010)	N/C		
LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 9/07)	4.00		
ADOPTIONS CHAPTER (Rev. 6/11)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 6/11)	7.00		
CORPORATIONS CHAPTER (Rev. 6/11)	7.00		
COURT STRUCTURE CHAPTER (Rev. 9/07)	7.00		
CRIMINAL LAW CHAPTER (Rev. 9/07)	7.00		
DISCOVERY CHAPTER (Rev. 6/11)	7.00		
FAMILY LAW CHAPTER (Rev. 6/11)	7.00		
PROBATE CHAPTER (Rev. 9/07)	7.00		
REAL ESTATE CHAPTER (Rev. 6/11)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 6/11)	7.00		
WORKERS' COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 6/11)	7.00		
LEGAL SECRETARY'S REFERENCE GUIDE A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 11/09)	30.00		
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	5.00		
TOTAL THIS PAGE			\$

*Item available to LSI members only.

(Prices effective 07/01/2011)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/2010)	\$ N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* (Magnetic) A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	5.00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information. (Rev. 5/08) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7.00		
PRESIDENT'S PIN* Same as pendant (see above). Specify magnetic or pin back. [] Magnetic [] Pin back closure	7.00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
SUB-TOTAL, INCLUDING MAILING/SHIPPING AND HANDLING =			\$
CALIFORNIA SALES TAX (7.25% OF SUB-TOTAL ABOVE) +			\$
TOTAL DUE =			\$

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. COMPLETE PAYMENT INFORMATION BELOW AND MAIL COMPLETED ORDER FORM TO LEGAL SECRETARIES, INCORPORATED, CORPORATE OFFICE, PO BOX 660, FORTUNA, CA 95540-0660; OR, FAX TO (707) 682-6888. CHECK OR CREDIT CARD INFORMATION MUST BE INCLUDED. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY.

DELIVER TO: NAME _____ ASSOCIATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DAY TELEPHONE (_____) _____ E-MAIL _____

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

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

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

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

*Item available to LSI members only.

(Prices effective 07/01/2011)

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>DISCOUNT THROUGH CEB</p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit http://ceb.com/LSI/</p>	<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorg@suddenlink.com, or LSI Vice President</p>
<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
<p>INSURANCE AND FINANCIAL PROVIDERS</p>	
<p>AFLAC AND WORKER=S COMPENSATION QUOTES Steven C. Dannenberg (Independent Broker) 11091 Rhyolite Drive, Suite 4 Redding, CA 96003 Direct: (530) 339-5889 - Office: (530) 243-9879 Fax: (530) 243-9880 E-mail: dannenberginsurance@gmail.com Offering supplemental insurance for Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke.</p>	<p>CAPITAL INVESTMENT ADVISERS Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
<p>DWORKIN INSURANCE SERVICES Earl Dworkin 467 Hamilton Avenue, Suite 1 Palo Alto, CA 94301 Office: (650) 329-1330 or (800) 332-4313 Fax: (650) 329-9957 www.dworkininsurance.com Offering Individual and Family Medical Insurance, Travel Medical, Medicare Supplements, Dental Plans, and Part D Prescription Drug Plans</p>	<p>LEGACY WEALTH MANAGEMENT Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K.</p>
<p>DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwassociates.com, or Matt Kay (ext. 2628), mkay@dwassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance.</p>	<p>MWG FINANCIAL AND INSURANCE SERVICES Jory Wolf, President/Founder 6333 Greenwich Drive, Suite 210 San Diego, CA 92122 Office: (858)888-7300 Cell: (510)919-9062 jory@mwgfinancial.com California Insurance License: 0E88330 Individual disability insurance solutions</p>
<p>CREDIT UNIONS</p>	
<p>LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p>PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
Sandra T. Jimenez, CCLS, LSI Vice President
LSI Marketing Committee Coordinator
P.O. Box 58, Seeley, CA 92273
Cell - (760) 604-3057

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 10/31/11**

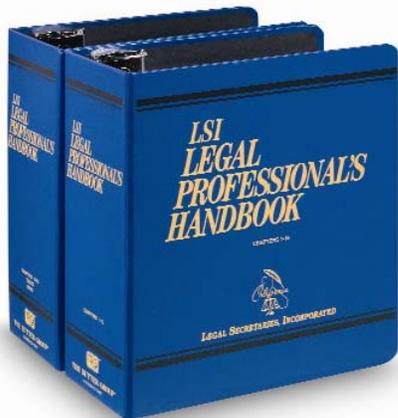
Total Members (Fiscal Year-end 4/30/11)	Association		New Members	Transfer Members	Continuing Members	Total Members
42	Alameda County	LSA	3		34	37
0	Antelope Valley	LSA	2		8	10
50	Beverly Hills/Century City	LSA	3		39	42
22	Butte County	LPA	1		18	19
28	Capitol City	LPA	1		16	17
6	Conejo Valley	LPA	2		5	7
17	Desert Palm	LPA	4		14	18
16	El Dorado County	LPA	2		19	21
49	Fresno County	LPA	7	-1	38	44
48	Humboldt County	LPA	4		35	39
37	Imperial County	LPA	12		26	38
27	Livermore-Amador Valley	LPA	3		21	24
64	Long Beach	LSA	18		52	70
46	Los Angeles	LSA	5		33	38
17	Marin County	LPA	1		12	13
38	Merced County	LPA	6	1	33	40
14	Monterey County	LSA				0
62	Mt. Diablo	LPA	18		54	72
15	Napa County	LSA			13	13
78	Orange County	LSA	34		49	83
25	Palo Alto	LSA		-1		-1
39	Placer County	LPA	5		15	20
19	Redding	LPA			9	9
17	Rio Hondo District	LPA	6		15	21
20	Riverside	LPA	4		17	21
181	Sacramento	LSA	46		106	152
239	San Diego	LSA	51	1	146	198
34	San Fernando Valley	LSA	22		20	42
43	San Francisco	LPA	18		24	42
31	San Gabriel Valley	LSA	8		19	27
77	San Mateo County	LSA	2		56	58
26	Santa Barbara	LSA	3		22	25
59	Santa Clara County	LSA	36	1	46	83
8	Santa Cruz County	LPA			7	7
16	Santa Maria	LPA	5		7	12
39	Sonoma County	LSA	5		30	35
12	Southern Butte	LSA	4		8	12
36	Stanislaus County	LPA	2		36	38
29	Stockton-San Joaquin	LPA	4		34	38
4	Trinity County	LSA	0		4	4
22	Ventura County	LPA	3		20	23
36	Members at Large			-1		23
1688	YTD TOTALS					1534

Membership list as of 10/31/11

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK

... THE ULTIMATE RESOURCE GUIDE!



STEP-BY-STEP GUIDANCE: Step-by-step instructions for each major area of law practice, shows deadlines, fees, number of copies, addresses and all the other details needed to do the job right the first time!

FORMS: Included are official Judicial Council forms, plus practice-tested forms for pleadings, motions, business documents, transmittal letters, etc.

RELIABLE: The Handbook is written and reviewed by experienced legal secretaries, attorneys and judges. The Publications Revision Committee has years of practical know-how and expertise in each area covered in the Handbook.

UP-TO-DATE: The Handbook covers the current statutes and court rules. It is kept up-to-date by the Publications Revision Committee through annual replacement pages.

CONTENTS

- California Court System
- Statutes of Limitation/Jurisdiction
- Attachment/Other Provisional Remedies
- Commencement of Civil Actions
- Discovery in Civil Actions
- Pretrial and Judgment in Civil Actions
- Postjudgment Proceedings
- Civil Appeals and Writs
- ADR
- Foreclosures: Mortgages and Trust Deeds; Mechanic's Lien
- Unlawful Detainer
- Federal Civil Procedure and Appeals
- Bankruptcy
- Family Law
- Adoptions
- Criminal Law and Procedure
- Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
- Workers' Compensation
- California Commercial Code
- Corporations
- Limited Partnerships
- Intellectual Property Law: Copyrights; Trademarks; Patents
- Miscellaneous General Information

ORDER FORM

Please send me LEGAL PROFESSIONAL'S HANDBOOK. If I decide not to keep the book, I will return it within 45 days at my expense.

Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 1,074-pg. 2009 Update was \$115.)

My payment is enclosed

Please bill me

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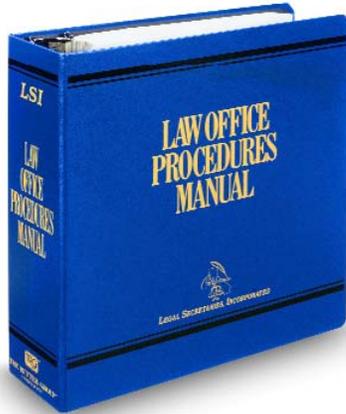


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by *Liz Gideon*

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trail."
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